

City of Winsted
City Council Meeting
Council Chambers
Tuesday, November 15, 2016
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member George Schulenberg
Council Member Patty Fitzgerald
Council Member Tom Ollig

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief

1) Mayor Stotko called the meeting to order at 6:05 p.m.

a) The Pledge of Allegiance was taken.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council Regular Meeting – October 4, 2016

Approved the minutes of the City Council Regular Meeting on October 4, 2016.

b) Minutes – City Council Work Session – October 18, 2016

Approved the minutes of the City Council Work Session on October 18, 2016.

c) Minutes – City Council Regular Meeting – October 18 2016

Approved the minutes of the City Council Regular Meeting on October 18, 2016.

d) Road Closure Request – Lewis Avenue West – Saturday, December 3, 2016

Approved a request for road closure on Lewis Avenue West from 3rd Street South to the west, from 8:00 a.m. to 3:00 p.m. on Saturday, December 3, 2016, for the Winsted Vintage Snowmobile Show, as approved by the Chief of Police.

e) Parade Permit – Winsted Winter Festival

Approved a lighted parade sponsored by the Winsted Winter Festival on designated streets in the City of Winsted, as approved by the Chief of Police, on Saturday, December 3, 2016.

f) Swap Meet – Winsted Winter Festival

Approved a Swap Meet for the Winsted Vintage Snowmobile Show on Saturday, December 3, 2016.

g) Hay Ride Permit – Winsted Winter Festival

Granted a hay ride permit to the Winsted Winter Festival for Saturday, December 3, 2016 from 11:00 a.m. to 2:00 p.m. with the designated route as submitted to the Chief of Police.

h) Truth-in-Taxation Hearing – Public Hearing Date and Time

Scheduled a Truth-in-Taxation Public Hearing for Tuesday, December 6, 2016 at 6:00 p.m. in the City Hall Council Chambers.

i) Assessment Certification of Abated Blight Properties - Resolution R-16-52

Adopted Resolution R-16-52 certifying the charges for the abatement of blighting conditions and levying them as a special assessment to certain Winsted properties.

j) City Facilities Rental and Storage Policy

Adopted the amended City Facilities Rental and Storage Policy.

k) Southwest Metro Drug Task Force Joint Powers Agreement

Authorized the Mayor to execute a Joint Powers Agreement between the Southwest Metro Drug Task Force and the Winsted Police Department.

l) Security Bank & Trust Company – Pledged Securities

Approved the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of October, 2016.

m) October, 2016 Building Permit Report

Approved the October, 2016 Building Permit Report.

n) Claims

Approved the claims list for November 15, 2016.

o) McLeod County Farm Service Agency (FSA) Committee Elections Ballot

Authorized the City Administrator to cast the 2016 official ballot for McLeod County Farm Service Agency (FSA) Committee Elections on behalf of the Winsted City Council.

p) Blue Cross/Blue Shield of Minnesota – Health Insurance Cancellation

Authorized the City Administrator to initiate the cancellation process with Blue Cross Blue Shield of Minnesota, to cancel health insurance coverage for City of Winsted employees for the policy ending December 31, 2016.

q) Blue Cross/Blue Shield of Minnesota – Health Insurance Enrollment

Authorized the City Administrator to initiate the enrollment process with Blue Cross/Blue Shield of Minnesota to provide health insurance coverage for City of Winsted employees for the policy beginning January 1, 2017.

r) Delta Dental – Dental Insurance Renewal

Authorized the City Administrator to initiate the renewal process with Delta Dental to provide dental insurance coverage for City of Winsted employees for the policy beginning January 1, 2017.

Council Member Fitzgerald motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0.

3) Public Hearings

a) Public Hearing – Kingsley Street Area Improvements Project Assessment

Mr. Tienter stated that the City Council will consider accepting the assessment roll for the Kingsley Street Area Improvements Project and certify the assessments to the McLeod County Auditor for the purposes of providing assessments for future years.

Mr. Jake Saulsbury and Mr. Josh Eckstein, Bolton and Menk, Incorporated, were present at the meeting. Mr. Saulsbury provided a presentation regarding the Kingsley Street Area Improvements Project as follows.

Project Schedule

- Completed Feasibility Study (August, 2015)
- Completed Open Houses and Public Involvement (September, 2015)
- Conducted Public Hearing (October, 2015)
- Completed Final Plans and Specifications (February, 2016)
- Advertised Project and Opened Bids (March, 2016)
- Awarded Project (April, 2016)
- Substantially Constructed Project (October, 2016)
- Assessment Hearing (November 15, 2016)
- Final Construction and Project Close-Out (Summer, 2017)

Mr. Saulsbury reviewed the Completed Improvements of the project.

- A new street was constructed that is 32' wide with both curb and gutter on both sides with parking on the west side of the street.
- A trail was included with two different widths of eight feet and six feet along the project area.
- Kingsley Street Lift Station improvements
- Water main replacement and upsizing
- Storm sewer upgrades and replacements
- Winsted Lake Shoreline Restoration between Sherman Avenue and Rosalie Avenue
- Replacement of the Lighting System

Mr. Saulsbury displayed pictures of completed improvements.

Mr. Saulsbury reviewed the Assessment Policy as follows.

- The method of financing for the project is through the sale of a combined bond (Chapter 429 and Chapter 444 bond)
- The City's Assessment Policy provides a uniform and equitable policy for all property owners
- Assessment Policy was modified in the Spring, 2015 to reduce the assessments for this project (Street and Utility assessment rate lowered from 40% to 25%)
- Assessments for the project were calculated per the revised City policy:
 - 25% project cost assessed for street improvements on a front footage basis
 - 25% of watermain assessed on a unit basis
 - Storm sewer, lift station, trail and shoreline stabilization work not assessable per City Assessment Policy

Mr. Saulsbury reviewed the Assessment Payments information as follows

Payment options include:

- Pre-pay without interest for 30 days after this Public Hearing
- Partial pre-payments allowed (Minimum - \$1,000)
- Assessment will be installment payment with taxes collected beginning in 2017
- In any year thereafter, prior to November 15th of that year, the remaining balance may be paid with only interest due for the payment year.
- Assessments not paid in full will be paid through tax statements at bond term (15 years) and bond interest rate plus 1% = 3.05%

Mr. Saulsbury reviewed the Final Project Cost Summary information as follows.

- Total final project cost is \$1,310,799 (17.3% below the preliminary estimate)
- Total final assessed amount of the project is \$146,910 (17.9% below the preliminary estimate)
- Average annual payment is 60% less than shown on the preliminary assessment roll and 27% less than shown on the revised preliminary assessment roll
 - Removal of sanitary sewer assessable work from the project scope
 - Revision to the Assessment Policy
 - Lower than projected total project cost
 - Final assessment rate = 3.05% (Preliminary rate = 4.50%)

Mr. Saulsbury reviewed the following Final Project Cost Summary table.

Final Project Cost Summary

	Preliminary Estimated Costs	Final Project Costs	+ / (-) From Estimated Costs	% + / - From Estimated Costs
Total Project Cost	\$1,584,754.00	\$1,310,799.44	(\$273,955)	-17.3%
Standard Section Cost	\$721,659.00	\$608,623.77	(\$113,035)	-15.7%
Trail	\$136,950.00	\$93,998.58	(\$42,951)	-31.4%
Storm Sewer Improvements (City Cost)	\$153,684.00	\$155,879.73	\$2,196	1.4%
Storm Water Treatment	\$133,375.00	\$20,182.39	(\$113,193)	-84.9%
Forcemain	\$109,341.00	\$101,469.63	\$1,129	1.1%
Sanitary Sewer Improvements	\$88,062.00	\$88,112.73	\$20,051	26.5%
Watermain	\$270,683.00	\$242,532.61	(\$28,150)	-10.4%
Street Assessment Calculations				
Total Standard Section	\$721,659.00	\$608,623.77	(\$113,035)	-15.7%
City Contribution (75%)	\$541,244.25	\$456,467.83	(\$84,776)	-15.7%
Assessable Portion	\$189,414.75	\$152,155.94	(\$28,259)	-15.7%
Total Front Footage	3,578.30	3,545.30	NA	NA
Assessable Cost Per Front Foot	\$50.42	\$42.92	(\$7.50)	-14.9%
Non-Assessable Front Footage	633.20	616.7	NA	NA
Non-Assessable City Cost	\$31,925.39	\$26,467.31		
Assessable Front Footage	2,945.10	2,928.60	(\$16)	-0.6%
Total Assessed Amount - Street	\$148,489.36	\$125,688.63	(\$22,801)	-15.4%
Watermain Assessment Calculations				
Total Watermain Cost	\$270,683.00	\$242,532.61	(\$28,150)	-10.4%
City Contribution	\$203,012.25	\$181,899.46	(\$21,113)	-10.4%
Assessable Portion	\$67,670.75	\$60,633.15	(\$7,038)	-10.4%
Total Units	20.00	20.00		
Cost Per Unit	\$3,383.54	\$3,031.66	(\$352)	-10.4%
Non-Assessable Units	11.00	13.00		
Non-Assessable Cost	\$37,218.91	\$39,411.55	\$2,193	5.9%
Total Assessed Amount - Watermain	\$30,451.84	\$21,221.60	(\$9,230)	-30.3%
TOTAL ASSESSED AMOUNT:	\$178,941	\$146,910	(\$32,031)	-17.9%
TOTAL CITY COST:	\$1,405,813	\$1,163,889	(\$241,924)	-17.2%
TOTAL PROJECT COST:	\$1,584,754	\$1,310,799	(\$273,955)	-17.3%
429 BOND RATE:	4.50%	3.65%	-1.45%	NA
AVERAGE FINAL ANNUAL PAYMENT:	\$460.30	\$333.99	(\$126)	-27.4%

Mr. Saulsbury reviewed the Next Steps as follow.

- o City Council adopts the assessment roll (11-15-2016)
- o Certified assessment roll sent to McLeod County (Prior to 11-30-2016)
- o Final paving and construction (Summer, 2017)

Mr. Saulsbury thanked Winsted residents for their patience and cooperation.

Council Member Ollig asked about the status of the ramp to access the trail by the address of 152 McLeod Avenue East.

Mr. Saulsbury stated that this item was on the list for completion in the Spring, 2017.

Mayor Stotko opened the Public Hearing for the Kingsley Street Area Improvements Project.

Mr. Max Fasching, 302 Southshore Drive, asked if there would be any other access points considered to access the trail.

Mr. Tienter stated that additional trail access points were considered but to reduce the impact to front footage for the property owners across the street, the trail was narrowed. Originally, the trail was proposed to be 12 feet wide, but when reduced, the ability to install additional ramps was hampered because they would go so far into the trail and create a dip in the trail at the access point that would hinder handicap access.

Mr. Fasching asked if a line painted on the trail was considered to separate bikers from walkers. Mr. Saulsbury stated that those types of lines are typically painted on wider trails and not common on trails six to eight feet wide.

Mr. Fasching asked if the City would be maintaining the trail. Mr. Tienter responded yes, however, in a weather event the trail will be a low priority.

Ms. Sarah Fasching, 302 Southshore Drive, asked about signage along the trail, stating that bikers are confused.

Mr. Tienter stated that the City has been in correspondence with the Winsted Area Chamber of Commerce regarding way-finding of the trail for the gap in the Luce Line State Trail. He continued by stating that the City has also talked with McLeod County regarding way-finding along Baker Avenue. Mr. Tienter stated that City staff is developing signage for the end of the trail and Southview Park and for City owned land on the other side of McLeod County Road 1. The City plans to have maps on temporary signage until a more permanent solution can be arrived at to get through the city from one side of the trail to the other.

Council Member Quast motioned to close the Public Hearing. Council Member Ollig seconded the motion. Motion carried 5-0.

Council Member Ollig motioned to adopt Resolution R-16-53 to approve the assessment of the Kingsley Street Area Improvements Project. Council Member Quast seconded the motion. Motion carried 5-0.

4) No Old Business

5) No New Business

6) Department Report

a) Building Inspector Report

Mr. Rob Beckfeld, Metro West Inspection Services, Incorporated reported on the following:

- Increase in construction in the year 2016.
- Two new homes built in the Grass Lake Farms development, and one more to be built soon on Linden Avenue.
- AZZ Galvanizing is constructing a small 1200 square feet addition.
- Tetra Pak completed a remodel of offices on the second floor and added more offices on the main floor of their building.
- Number of new homes built in surrounding cities are as follow:
 - Howard Lake, Minnesota – 5
 - Waverly, Minnesota – 17
 - Montrose, Minnesota - 6
 - Buffalo, Minnesota – 47
- Continue to work on rental housing permits that expire every five years.

7) Open Forum

a) Cub Scout Pack 399

Bryce Littfin, Kyle Vetsch, and Jordan Koch, members of the Pack 399 robotics club, stated that they have been researching bats and white-nose syndrome which is a fungus that kills bats. They stated that bat houses can help bats. They are willing to build and donate up to 15 bat houses for the city of Winsted.

Mr. Tienter stated that the city could place some bat houses in the areas that the city plans to keep natural areas and at the Wastewater Treatment Facility property.

The City Council Members thanked the scouts for their willingness to donate the bat houses.

b) Winter Parking Regulations

Mr. Justin Heldt, Winsted Police Department Chief, reminded Winsted citizens that between the hours of 2 a.m. and 6 a.m., the winter city parking ban is in place on any city street. Mr. Heldt stated that citizens can get permission from the Winsted Police Department to park on the street during that time by calling and speaking with an officer.

c) City Facilities Rental and Storage Policy

Mr. Tony Hausladen, Winsted Township Chairman, and Mr. Nathan Schmalz, Winsted Township Supervisor addressed the City Council Members. Mr. Hausladen stated that the Winsted Township election equipment is stored at the Winsted Volunteer Fire Department facility and the adopted City Facilities Rental and Storage Policy states that no non-city owned storage shall occur at this facility. Mr. Hausladen stated that Winsted Township would like to continue to store their election equipment at this facility.

Mr. Hausladen stated that the policy also states that the Fire Department facilities may only be available through written approval to the City Administrator and/or a meeting of the City Council.

Mr. Tienter stated that the City Council has discussed the City Facilities Rental and Storage Policy at a recent City Council Work Session. Mr. Tienter stated that now that the Ridgeview Ambulance has been removed, the Fire Department has asked for use of all of the space for the Fire Department.

Mr. Tienter stated that Winsted Township would still have the ability to conduct their elections at the Fire Department facility and that the policy offers an opportunity to store items at City Hall. Winsted Township would need to move their equipment to the Fire Department facility for their elections.

Mr. Hausladen stated that this would be inconvenient and the storage space that Winsted Township is using at the Fire Department facility is minimal.

The City Council Members stated that they are honoring a request from the Winsted Fire Department. Mayor Stotko stated that those affected by the City Facilities Rental and Storage Policy were provided notice that this policy would be considered and comments were requested regarding the policy.

Mr. Hausladen stated that feedback was provided to Mr. Tienter.

Mr. Tienter stated that he received no written comments regarding the Fire Department facility. He continued by stating that some written comments were exchanged about the storage room at City Hall as a result of the security partition that was installed earlier in 2016.

Council Member Fitzgerald stated that regardless, she believes the City Council would have come to the same decision. The City Council Members are honoring what the Fire Department wants to do.

Council Member Ollig stated that the City is complying with the request from the Winsted Fire Department. He continued by stating that the City is still providing Winsted Township with a facility to conduct its elections, and to store its equipment at City Hall.

Mr. Hausladen asked if approval was received from the Winsted Fire Department for Winsted Township to store equipment at the Fire Department facility, would the City honor the approval.

Council Member Ollig stated that the City Council would have to discuss it.

Mr. Hausladen thanked the City Council Members for their time.

8) No Announcements

9) Adjournment

Council Member Quast motioned to adjourn the meeting. Council Member Fitzpatrick seconded the motion. Motion carried 5-0.

The meeting was adjourned at 7:05 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted