

City of Winsted
City Council Work Session
Lewis Room
Tuesday, January 6, 2015
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member Tom Ollig
Council Member George Schulenberg
Council Member Max Fasching

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

Mayor Stotko called the meeting to order at 5:00 p.m.

II. City Water Connection – 685 6th Street North

Mr. Wilfahrt stated that the manager for Country Acres Trailer Park, Ms. Jonette Petterson, contacted City staff about installing a new well on their property. Currently, Country Acres has a well for water. They are connected to the City's sewer system. Their existing water well has been experiencing some problems, and Ms. Petterson has expressed a need to do something soon to ensure no residents are without water for any period of time. The cost of installing a well to the property is approximately \$12,000 and could be done within one (1) month.

Mr. Wilfahrt stated that he consulted with the City's Planner, Mr. John Anderson of Municipal Development Group regarding Ms. Petterson's request to install a new well. Mr. Wilfahrt stated that he asked Mr. Anderson to determine what the code says regarding using wells to supply water in City limits. He continued by presenting Mr. Anderson's findings:

“I do not think you would allow someone to replace an existing well for water service if City water is available. I do know it says under section 301.001 of the City’s Ordinance that if you are hooked up to sewer and not water you have to place a meter on the water as one of the means to calculate the users sewer rate. It also says under 301.004 that there is a mandatory hook-up for the sewer system; but, I am not aware of where it says there is a mandatory hookup of the water system.”

“Under section 1502.007 letter G in the City’s Subdivision Ordinance it states that where city sewer and water services are not available for extension, the City may permit the use of private water (wells) and sewer systems according to State of Minnesota standards.”

Mr. Wilfahrt stated that Mr. Anderson's second (2nd) paragraph states that wells are permitted when city water and sewer is not available for extension. Mr. Wilfahrt stated that City staff discussed the possibility of running water to Country Acres Trailer Park with Mr. Saulsbury and his memo dated June 9, 2008 indicates that water services runs close to the Country Acres property line. City staff is of the opinion that because there is access to water, the City's Ordinance requires Country Acres Trailer Park to connect to City water rather than running its own well.

Ms. Petterson was in attendance at the Work Session to discuss her request to install a new well at Country Acres Trailer Park with the City Council.

Mr. Jake Saulsbury, Bolton and Menk, Incorporated was in attendance at the Work Session to discuss Ms. Petterson's request with her and the City Council.

The City Council discussed Ms. Petterson's request and agreed that they did not want Country Acres Trailer Park to install a new well. They want them to connect to the City's water service.

The City Council directed City staff and Mr. Saulsbury to conduct a survey to determine where the actual location of the City's water line would be for Country Acres Trailer Park to connect to the City's water service at the expense of the property owner.

The City Council and City staff did make it clear to Ms. Petterson that the cost to connect to the City's water service could be assessed to Country Acres Trailer Park's property taxes.

The City Council also directed Mr. Saulsbury and City staff to determine the possibility of a temporary connection to the City's water service until a permanent connection can be done in the spring of the year 2015.

III. Comprehensive Housing Market Analysis

Mr. Wilfahrt stated that City Staff has frequently received requests for certain types of housing in Winsted. Residents and businesses have indicated a need for apartments, senior housing, and starter home development. City staff has seen the lack of these types of housing first-hand and confers with the assessment that there is a lack of certain types of housing in Winsted.

Mr. Wilfahrt stated that he has conferred with several experienced individuals in municipal housing development. These individuals explained that the City should consider completing a housing study if they would like to expedite housing development. A housing study will thoroughly examine housing stock in the City of Winsted and make recommendations on what types of housing are needed. With the study results, the City could reach out to developers and try to attract investment in constructing certain types of housing.

Mr. Wilfahrt stated that he has reached out to two (2) firms that were recommended for housing studies; Maxfield Research and Community Partners. They responded with the following quotes to complete a housing study:

- Maxfield Research - \$12,500.
- Community Partners - \$12,450.

The City Council discussed and directed Mr. Wilfahrt to move forward with having a housing study completed. Mr. Wilfahrt stated that he will present approval for a housing study to be completed by Community Partners at the City Council's January 20, 2015 Regular City Council Meeting.

IV. United States Geological Survey Well

Mr. Wilfahrt stated that City staff has received a letter from the United States Geological Survey's (USGS) office in St. Paul, Minnesota. The USGS is identifying cities that operate wells that are protected by clay confining units to determine how well they protect against contamination. The City of Winsted's well fits that description, and the USGS would like to access City property to drill a well alongside one of the City's wells to gather information that they would collect to use as part of a model used to understand how well confining units protect aquifers.

Mr. Wilfahrt stated that City staff has discussed the study with the City's Engineer, Mr. Jake Saulsbury, Bolton and Menk, Incorporated. He continued by stating that Mr. Saulsbury did not believe that the City would see any negative effects from the proposed study by the USGS.

Mr. Wilfahrt stated that he also had a conversation with the Director of the USGS office in St. Paul, Minnesota and he did not see any major risks for the City by undertaking this project. The Director also offered to have a USGS staff member attend a City Council meeting to discuss this proposed project.

Mr. Saulsbury was in attendance at the Work Session to provide clarification to the City Council on the USGS's proposal and to answer their questions.

The City Council discussed and agreed that they did not want to participate in the proposed study.

V. Grass Lake Road Property – Easement Agreement

Mr. Wilfahrt stated that the City Council has discussed water and sewer services to a Grass Lake Road property on a number of occasions; and at their November 5th, 2014 Work Session, the City Council agreed to have staff move forward by drafting an agreement that would have the City pay for the costs of the street reparations and the property owners pay for the rest of the costs.

Mr. Wilfahrt stated that the City had an opportunity to run the water and sewer services to Grass Lake Road when the street and utility improvements were being done in the Westgate Housing Development. The Grass Lake Road property owners approached City staff requesting a connection to the City's water and sewer service; however, it was not formally considered by the City Council. As a result, the City Council agreed in a previous Work Session that the City would be willing to pay for the cost of the street reparations and charge the property owner with the same costs to connect the City's water and sewer service as they would have at the time the Westgate Housing Development improvements were being done.

Mr. Wilfahrt stated that a Utility Agreement has been drafted by the City's Attorney to require that the Grass Lake Road property owner pay \$22,000 to run City water and sewer service to their property. The rest of the cost will be incurred by the City of Winsted.

Mr. Wilfahrt stated that the Agreement states that the City will pay the aforementioned amount in the event that a building permit is filed with the City and construction begins on a new house on the Grass Lake Road property.

Mr. Wilfahrt stated that in addition to the Utility Agreement there is an Easement Agreement with Six Acres Semi Ind Program Incorporated; which owns the land that the water and sewer utilities would run through. The Easement Agreement states that, *"the City would obtain a public utilities easement on the property for the installation, construction, maintenance and use of: water lines, sanitary sewer lines, and any other public utility under, in and across the lands"* as described in Exhibit A of the Easement Agreement.

Mr. Wilfahrt stated that the Easement Agreement has not been formally approved by Six Acres Semi Ind Program Incorporated or their Mortgagee. There may be some minor modifications made to both Agreements as items are finalized; however, since this process has taken longer than originally anticipated, City staff would like the City Council to approve both Agreements at tonight's Regular City Council Meeting. The City Council can approve the Agreements contingent on review and approval of the City Attorney and City Administrator. By approving with the contingency, the City Attorney and City Administrator can approve minor changes to the Agreements to move the project forward without waiting until a future City Council meeting.

Mr. Wilfahrt stated that action at tonight's Regular City Council Meeting will include the approval of both the Utility Agreement, and the Easement Agreement. City staff is suggesting that the Agreements be separately approved, which is why there are two (2) recommended courses of action.

Mr. Wilfahrt stated that the estimated cost of the connection will be approximately \$35,000 and the City will pay the amount above \$22,000. This money will come from the Water and Sewer Reserve Funds.

Ms. Boelter stated that before Mayor Stotko reads the Consent Agenda at tonight's Regular City Council Meeting, one (1) of the City Council Members will need to make a motion to amend the agenda to include two (2) motions under *New Business, item b) Easement Agreement - Grass Lake Road Development Property*. The two (2) motions will be for the Utility Agreement and the Easement Agreement.

Ms. Boelter stated that the two (2) motions should be read as:

1. Motion to approve an Easement Agreement between the City of Winsted and Six Acres Semi Ind Program Incorporated contingent upon review and approval of the City Attorney and the City Administrator.
2. Motion to approve a Utility Agreement to service the described Grass Lake Road property with City water and City sewer between the City of Winsted and Mr. Larry and Mrs. Tamra Vealetzek.

The City Council discussed and agreed to proceed with approval of the two (2) aforementioned motions at tonight's Regular City Council Meeting.

VI. Water Tower Recoating Project

Mr. Saulsbury presented the *Preliminary Engineering Evaluation, Inspection and Report for the City of Winsted's 600,000 Gallon Elevated Water Storage Tank*.

The City Council discussed the *Report* and directed Mr. Saulsbury and City staff to proceed with sampling and testing three (3) spots; the water tower roof, exterior cone and interior for heavy metals.

The City Council also directed Mr. Wilfahrt and Mr. Saulsbury to research financing options for completing the improvement work to the water tower.

Mayor Stotko asked Mr. Saulsbury and City staff to locate the original drawings of the water tower.

VII. Campbell Field Improvements

Mr. Wilfahrt stated that City staff has been working with the Winsted Amateur Baseball Association on a plan for improvements to Campbell Baseball Field for the past several months. The Baseball Association has rough plans drawn for the improvements; along with some costs associated with the improvement project. The Baseball Association presented some information to the City of Winsted's Parks Commission and they did vote in support of dedicating money to the improvement project to Campbell Baseball Field and recommended that the City Council move forward with the proposed improvement project.

Mr. Wilfahrt stated that since then, City staff has worked with Mr. Saulsbury to determine the next steps. Mr. Saulsbury recommended getting some additional planning work done to avoid some of the pitfalls that have occurred with other Campbell Baseball Field improvement projects.

Mr. Wilfahrt stated that Mr. Saulsbury has suggested that the City solicit a plan for architectural design for the project to ensure its integrity. Based on approximate estimates, the cost of the design work will be \$7,000 to \$12,000. Mr. Wilfahrt stated that this cost would be paid from the Parks Improvement Fund which has a balance of \$51,665. This cost would be added to the initial estimated cost of the project.

Mr. Wilfahrt stated that if the City Council chooses to move forward with this, City staff will post a request for proposals (RFP) for the architectural design services.

The City Council discussed and directed Mr. Wilfahrt and Mr. Saulsbury to proceed with the RFP process.

VIII. No Other.

IX. Adjourn

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

The meeting was adjourned at 5:58 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

Deborah R. Boelter, CMC
City Clerk-Treasurer
City of Winsted