

City of Winsted
City Council Meeting
Council Chambers
Tuesday, January 21, 2014
6:00 p.m.

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

Absent: Council Member Bonnie Quast

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

1) Mayor Stotko called the meeting to order at 6:00 p.m.

a) The Pledge of Allegiance was taken.

2) Consent Agenda

Council Member Ollig motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 4-0.

a) Minutes – City Council – Work Session – January 7, 2014

Accepted the minutes of the City Council Work Session of January 7, 2014.

b) Minutes – City Council – Regular Meeting – January 7, 2014

Accepted the minutes of the City Council Regular Meeting of January 7, 2014.

c) Park Commission Minutes – December 9, 2013

Accepted the minutes of the December 9, 2013 Park Commission Meeting.

d) Planning Commission Minutes – December 9, 2013

Accepted the minutes of the December 9, 2013 Planning Commission Meeting.

e) Cell Phone Policy

Approved a new Cell Phone Policy for the City of Winsted.

f) Meeting Reschedule – Park Commission

Authorized the rescheduling of the Park Commission meeting to the second Monday of each month at 5:00 p.m.

g) Resignation Notice – Winsted Police Department Chief

Accepted the resignation of employment by Michael Henrich as a Police Chief effective February 28, 2014.

h) Commissions Chair and Vice-Chair Recommendations

Approved the recommendations of the Planning and Park Commission Chairperson and Vice-Chairperson.

i) October, 2013 Financial Report

Approved the October, 2013 Financial Report.

j) December, 2013 Pledged Securities

Approved the Pledged Securities that Security Bank and Trust Company has purchased for the City of Winsted for the month of December, 2013.

k) December, 2013 Building Permit Report

Approved the December, 2013 Building Permit Report.

l) Claims

Approved the Claims List for January 21, 2014.

3) No Public Hearings.

4) No Old Business.

5) New Business

a) Winsted Police Department – Chief of Police – Position Description and Posting

Mr. Wilfahrt stated that the Winsted Police Department Chief, Mr. Mike Henrich, submitted his letter of resignation and indicated that his last day as Chief will be February 28, 2014. In order to seamlessly transition between Mr. Henrich and the next Winsted Police Department Chief, staff would like to begin the hiring process immediately. After conferring with the City Attorney, staff determined that it is necessary to open the position to the public. Staff would like to do so as soon as possible in order to begin the hiring process.

Mr. Wilfahrt stated that to proceed with the hiring process, the City Council will need to approve the following items:

- ✓ The Position Description for the Winsted Chief of Police.
- ✓ The City Council will need to authorize staff to advertise the posting.

Mr. Wilfahrt presented the proposed timeline for the hiring process for the Winsted Police Department Chief:

- | | |
|---------------------|---------------------------------------------------------------------------------|
| ➤ January 27, 2014 | Post opening for the Winsted Police Department Chief Position. |
| ➤ February 10, 2014 | Applications due at Winsted City Hall by 12:00 noon. |
| ➤ March 3-17, 2014 | Candidate interviews conducted. |
| ➤ April 14, 2014 | City Council appointment of the new Chief of Police. |
| ➤ April, 2014 | New Winsted Police Department Chief begins employment with the City of Winsted. |

Mr. Wilfahrt stated that the financial impact of the hire will be contingent upon the experience of the selected candidate as well as negotiation of terms of hire or promotion. The position is in the City's budget. There will be some legal fees of the hire to review and prepare documents.

Council Member Ollig asked if there is a plan for the period of time when Mr. Henrich is officially retired and a new Chief of Police is hired. Mr. Wilfahrt stated that an interim Chief of Police will need to be appointed sometime in February, 2014 to serve as acting Chief until a new Chief is hired.

Council Member Fasching motioned to approve the position description for the Winsted Police Department Chief and authorize staff to advertise the position. Council Member Schulenberg seconded the motion. Motion carried 4-0.

6) Department Report

a) **City Engineer**

Mr. Jake Saulsbury, City Engineer from Bolton and Menk, Incorporated, reported on the following:

- **Winsted Municipal Airport Improvements:**
 - Year 2014 Winsted Municipal Airport Improvements
 - ✓ The proposed year 2014 project for Federal Aviation Administration (FAA) funding is the Turf Runway Rehabilitation Design.
 - ✓ The FAA is considering what impacts the paving of the existing Luce Line State Trail will have with the funding and the construction of the Turf Runway.
 - ✓ Another meeting is anticipated to occur in early February, 2014 with the Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) and the FAA to finalize the project goals.
 - ✓ Grant paperwork is due to the FAA on February 15, 2014 if a project is to proceed.
- **Wastewater Treatment Facility:**
 - The final design of the Wastewater Treatment Facility (WWTF) upgrade project was approved by the City Council and the \$1,000,000 Point Source Grant was accepted.
 - The final design is underway and includes the WWTF upgrades, a new effluent lift station and outlet, a generator, and a portion of the Kingsley Lift Station force main.
 - The project is required to be bid prior to July 1, 2014 to be eligible for the Grant.
- **Industrial Park Feasibility Study:**
 - A Feasibility Study for the development of a forty (40) acre Industrial Park near the existing Industrial Park was completed.
 - We are currently working with City staff to modify the scope and refine the cost estimates.
 - Potential next steps include land negotiations and/or acquisition, wetland delineations and/or permitting, environmental assessment, preliminary design, and grant solicitation.
- **Miscellaneous Items:**
 - The Littfin Lift Station Generator . Minor design modifications are to be made this month and the project is to be rebid. Construction to occur in the spring or early summer, 2014.
 - Kingsley Street Area Improvements . A Feasibility Study will be completed for street, utility, force main, and trail improvements on and near Kingsley Street.
 - Herald Journal Water and Sewer Services . Topographic survey was completed prior to this winter, 2013 season and snowfall. Final design to occur this winter, 2014.
 - Wastewater Infrastructure Needs and Capital Costs Survey (WINS) . Required annual survey was completed and submitted to the Minnesota Pollution Control Agency (MPCA).
 - Signing Requirements - A letter outlining the Federal Highway Administration (FHWA) sign management rule updates in regards to sign reflectivity, and the upcoming necessary compliance items, was submitted to the City.
 - Dollar General . Have reviewed the proposed Site Plan and made some minor modifications.

Council Member Ollig asked if the City bids for the WWTF Upgrade Project before the July 1, 2014 Point Source Grant deadline, what are the chances that the City will receive the Grant. Mr. Saulsbury stated that the Grant is in place provided the City bids the Project before the July 1, 2014 deadline. Mr. Saulsbury stated that the Project bids will be due in mid-June, 2014 to meet the required deadline.

Mayor Stotko asked Mr. Saulsbury that as he completes the Feasibility Study for the Kingsley Street Area improvements, would he please include all possible improvements that may need to be done under the street. Mayor Stotko asked if a tube should be installed for future fiber optic equipment. Mr. Saulsbury stated that he will contact all utility providers to inquire about any improvements they may want included in the Kingsley Street Area improvements project.

Council Member Schulenberg asked the age of the current infrastructure that is located under Kingsley Street. Mr. Saulsbury stated that it was installed before records were kept of infrastructure installation

and/or improvements. The City Council discussed and estimated that the infrastructure located under Kingsley Street was installed in the years of the 1930s.

7) **Organization Report**

a) **McLeod County Commissioners**

McLeod County Board of Commissioners Chair, Mr. Paul Wright was in attendance at the meeting. McLeod County Board of Commissioners, Mr. Sheldon Nies was in attendance at the meeting. McLeod County Board of Commissioners, Mr. Ron Shimanski was in attendance at the meeting. McLeod County Solid Waste Coordinator, Ms. Sarah Young was in attendance at the meeting.

Mr. Wright addressed the City Council and presented information the McLeod County Material Recycling Facility (MRF). The presentation included:

- Information received from the McLeod County Single-Sort Recycling Study.
- A brief overview of the steps that will need to be taken to switch the MRF to single-sort recycling.
- Services provided by the MRF.
- A comparison of the tons of recycling materials that the MRF receives from the cities and townships in McLeod County.
- The listing of the tons of recycling materials that the MRF receives from other Minnesota counties.
- The MRF's operating expenses in the year 2013.
- A comparison of the MRF's operating expenses for the years 2009 through 2012.
- The projected tons of recycling material that the MRF will receive in the year 2013.
- Revenue sources for the MRF in the year 2013:
 - Greater Minnesota Landfill Clean-up Fee . Minnesota State Statute (MS) 115.923.
 - County Fee Authority . MS 115A.919.
 - SCORE Funding . MS 115A.557.
- A State of Minnesota map detailing the other Minnesota Disposal and Recycling Facilities.

Council Member Ollig asked if Mr. Wright had any statistical information from other Minnesota counties that went from five (5)-sort recycling to single-sort recycling. Mr. Wright stated that the information they have reviewed shows that the Minnesota counties that went from five (5)-sort recycling to single-sort recycling had an average increase of twenty-five percent (25%) more recycled materials. Mr. Wright continued by stating that McLeod County residents recycle a lot of material; so, he would not be surprised to see a larger increase than twenty-five percent (25%).

Mr. Wright stated that the McLeod County Board of Commissioners is hoping to make a decision on implementing the single-sort recycling at their February 18, 2014 Board meeting. He continued by stating that construction upgrades to the existing MRF to accommodate single-sort recycling are projected to be completed in the late summer of the year 2014 or early fall of the year 2014.

Mr. Nies addressed the City Council regarding how the upgrades to the MRF will be funded.

Ms. Young addressed the City Council regarding the businesses that have benefited by working with the MRF to recycle their materials and the McLeod County programs funded by the MRF.

Mayor Stotko invited the McLeod County Board of Commissioners to use the Winsted City Hall Council Chambers to hold a public meeting.

b) **Holy Trinity School – Ms. Hannah Lundquist**

Holy Trinity High School Senior, Ms. Hannah Lundquist gave an update on the following items at Holy Trinity School:

- ✓ Presented the new leadership team members and the new staff.
- ✓ Marathon for non-public education.
- ✓ Holy Trinity Homecoming.
- ✓ Minnesota Non-Public School Accrediting Association (MNSAA).
- ✓ The results of the fall, 2013 sports teams.
- ✓ Wireless capability in the school.
- ✓ Student recognition.

- ✓ Student involvement in the Winsted Community.
- ✓ Class retreats and college planning.
- ✓ Events and activities being held in the spring, 2014.

The City Council thanked Ms. Lundquist for her report and complimented her on the exceptional job she did in presenting the report.

8) No Open Forum.

9) No Announcements.

10) Adjournment

Council Member Ollig motioned to adjourn the meeting. Council Member Fasching seconded the motion. Motion carried 4-0.

The meeting was adjourned at 6:50 p.m.

Steve Stotka

Steve Stotka
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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