

City of Winsted
City Council Meeting
Council Chambers
Tuesday, February 17, 2015
6:00 p.m.

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

Absent: Council Member George Schulenberg

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief
Mr. Tyler Bruns, Winsted Police Department Officer

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

a) The Pledge of Allegiance was taken.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – February 3, 2015

Accepted the minutes of the February 3, 2015 City Council Work Session.

b) Minutes – City Council – Regular Meeting – February 3, 2015

Accepted the minutes of the February 3, 2015 City Council Regular Meeting.

c) Resolution R-15-08 - Donation – Winstock Country Music Festival

Adopted Resolution R-15-08 to accept a \$6,500.00 donation from Winstock Country Music Festival to be dedicated toward the purchase of a civil defense siren to be located in the area of the Winstock Country Music Festival property.

d) Letter of Engagement - David Drown Associates

Approved a Letter of Engagement concerning services and fees from David Drown Associates.

e) January, 2015 Pledged Securities

Approved the Pledged Securities that Security Bank and Trust Company has purchased for the City of Winsted for the month of January, 2015.

f) January, 2015 Building Permit Report

Approved the January, 2015 Building Permit Report.

g) Claims

Approved the Claims List for February 17, 2015.

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

3) No Public Hearings.

4) Old Business

a) Abatement of Hazardous Conditions at 121 Baker Avenue East

Mr. Wilfahrt stated that on October 7, 2014 the City of Winsted mailed a letter to Mr. Jerome Horstmann, the property owner of 121 Baker Avenue East. The letter listed a number of code violations and unsafe conditions existing at the buildings located at 121 Baker Avenue East. The letter requested that Mr. Horstmann abate the unsafe conditions and gave him the option to appeal the findings.

Mr. Wilfahrt stated that on October 9, 2014, the City of Winsted obtained an Administrative Search Warrant from McLeod County District Court Judge, Mr. Michael R. Savre. The search warrant was not executed within ten (10) days; because, Mr. Horstmann contacted City staff and indicated that the hazardous conditions would be abated immediately.

Mr. Wilfahrt stated that on December 5, 2014, none of the hazardous conditions had been abated and the City again obtained an Administrative Search Warrant.

Mr. Wilfahrt stated that on December 12, 2014 the City of Winsted's Building Inspector and Chief of Police executed a second (2nd) Administrative Search Warrant and found the following deficiencies:

- ✓ The main building and grain bins are no longer secure. This is a health and safety issue. For safety reasons, these structures need to be secured to prevent the public from entering. These openings also pose a health hazard by allowing stray animals to enter, creating an attraction for vermin.
- ✓ The building has lacked maintenance and is in a dilapidated state both structurally and from an appearance stand point.
- ✓ The garbage left in the building presents a health hazard and should be removed to prevent creating an attraction to vermin.
- ✓ The exterior grounds present a safety hazard. Ladders on the side of the grain bins are accessible to the general public including children. These ladders should be secured to prevent access.

Mr. Wilfahrt stated that on January 9, 2015, City staff sent Mr. Horstmann a letter outlining the findings of the City and informed Mr. Horstmann that the City reserved the right to contract the work done if the hazardous conditions persisted.

Mr. Wilfahrt stated that since January 9, 2015, City staff has met twice with Mr. Horstmann who has indicated that he plans to secure the property and fix the problems; however, none of the work has been completed. City staff has the authority to contract the work to secure the property. Staff has informed Mr. Horstmann that if the property is not secured by Friday, February 7, 2015, City staff will consider hiring a contractor to secure the property and assess the cost of the repairs to the property.

Mr. Wilfahrt stated that even if the property is secured, the conditions are very unsafe. Rafters and trusses are failing, walls are bowing, the roof is deteriorated, and a post supporting the structure has broken off. City staff informed Mr. Horstmann that the property will be discussed at tonight's Regular City Council meeting, and also indicated that in lieu of the problems being fixed, the conditions can be abated by the City at the property owner's expense.

Mr. Wilfahrt stated that at the February 3, 2015 Regular City Council meeting, the City Council adopted Resolution R-15-07 to provide an abatement notice pursuant to section three (3) of chapter sixteen (16) of the Winsted Municipal Code and scheduling a City Council hearing for February 17, 2015.

Mr. Wilfahrt stated that the next step would be to secure the building and property. He continued by stating that City staff will take the necessary steps to secure the building and property.

Mr. Wilfahrt presented the following options for the City Council to consider:

1. Adopt Resolution R-15-09 "ordering the abatement" of hazardous conditions at 121 Baker

Avenue East.

2. Continue the hearing until March 3, 2015 and direct the property owner to enter into an agreement with the City, approved by the City Administrator and the City Attorney, which establishes a specific plan of remediation of the code violations and set forth a time line for execution of such repairs.
3. Any other option presented and/or considered by the City Council.

Mr. Wilfahrt stated that he and the City's Attorney, Mr. Fran Eggert, are recommending option two (2) which would, "continue the hearing until March 3, 2015 and direct the property owner to enter into an agreement with the City, approved by the City Administrator and the City Attorney, which establishes a specific plan of remediation of the code violations and set forth a time line for execution of such repairs."

The City's Building Inspector, Mr. Rob Beckfeld, Metro West Inspection Services, Incorporated was in attendance at the City Council meeting.

Council Member Ollig asked Mr. Beckfeld to give a summary of his findings in regards to the problems and/or hazards of the buildings located at 121 Baker Avenue East. Mr. Beckfeld referenced the report he prepared of his findings. He continued by stating that there were several cosmetic, structural and life safety deficiencies with the buildings. Mr. Beckfeld stated the greatest deficiency has to do with the structural integrity of the buildings. He continued by giving a brief overview of his findings.

Mr. Beckfeld stated that securing the buildings from the general public is a priority. Currently, the buildings are open and can be easily accessed and are very dangerous inside.

Council Member Quast asked Mr. Beckfeld if there are doors and/or other open areas that would allow children to enter the buildings. Mr. Beckfeld stated yes it is open. He continued by stating that Mr. Horstmann has attempted to secure the buildings and/or property by installing a fence; however, this does not sufficiently secure the entrance into the buildings and/or property.

Council Member Ollig asked if rodents were a concern. Mr. Beckfeld stated that rodents are a concern; because, there is still a lot of feed remaining on the floors in the buildings. He continued by stating that Mr. Horstmann's attempt to secure the building and/or property with fencing does not address the issue of rodents entering the buildings. Mr. Beckfeld stated that the hazardous conditions of the buildings and/or property are a health and safety issue.

Council Member Fasching asked if Mr. Horstmann has been given clear direction on how to secure the buildings and/or property. Mr. Beckfeld stated that he has been instructed on how to secure the buildings and/or properties properly.

Mr. Wilfahrt stated that City staff and Mr. Beckfeld have had several conversations with Mr. Horstmann and he was given very specific directions on how to secure the buildings and/or property. Each time Mr. Horstmann attempts to secure the buildings and/or property, he does not follow the instructions he has received from City staff or Mr. Beckfeld. Mr. Wilfahrt continued by stating that Mr. Horstmann consistently ignores instructions he has received on how to secure the buildings and/or property.

Mr. Beckfeld stated that the grain storage bins are another issue; because, they are still left open. Council Member Fasching asked if there is grain remaining in the storage bins. Mr. Beckfeld stated that there is not grain being stored in the bins. He continued by stating that Mr. Horstmann was instructed to secure the openings to the grain bins with a padlock; however, Mr. Horstmann has not secured the openings.

Council Member Ollig motioned to continue the hearing until March 3, 2015 and direct the property owner to enter into an agreement with the City, approved by the City Administrator and the City Attorney, which establishes a specific plan of remediation of the code violations and set forth a time line for execution of such repairs. Council Member Quast seconded the motion. Motion carried 4-0.

5) New Business

a) Capital Equipment Replacement Plan

Mr. Wilfahrt stated that one (1) of the goals set by the City Council at its Strategic Planning Retreat was to complete a Capital Equipment Replacement Plan. Mr. Wilfahrt presented a document that was assembled by City staff and outlines capital equipment replacement for the next ten (10) years for the Winsted Police and Public Works Departments.

Mr. Wilfahrt stated that the intention of the document is to create a financially sustainable Plan to replace all of the equipment for both the Winsted Police and Public Works Departments. This will allow the City Council to make decisions on equipment replacement within the full context of all equipment considerations. For example, the City Council can make the decision to replace the street sweeper and pay loader in the year 2015 knowing that the City will be able to afford a new squad vehicle in the year 2016.

Mr. Wilfahrt stated that the Plan does not change annual contributions to the Capital Equipment Fund; which currently has a balance of approximately \$250,000. A separate Capital Equipment Replacement Plan will be presented for the Winsted Volunteer Fire Department's (WVFD) equipment; however, the WVFD's Plan will need to be reviewed by the WVFD's Officers and their Fire Board members before presenting it to the City Council for approval.

Mr. Wilfahrt stated that the capital equipment replacement list was developed with extensive input from both the Winsted Public Works Department's Maintenance Supervisor and the Winsted Police Department Chief.

Mr. Wilfahrt presented the proposed Capital Equipment Replacement Plan and stated that the City budgets annual contributions to the Plan from the City's various Funds. He continued by stating that the budgeted contribution amounts will not increase; but, remain the same.

Council Member Ollig stated that it is nice to see that the Capital Equipment Replacement Plan has been established to cash flow.

Council Member Fasching stated that the Capital Equipment Replacement Plan includes larger equipment purchases that have been budgeted and the City Council and staff are not authorizing spending. He continued by stating that the equipment purchases do need to happen and the Plan lays out a fiscally responsible budget and financial plan to make these purchases.

Council Member Quast motioned to adopt the year 2015 through the year 2024 Capital Equipment Plan for the Winsted Police and Public Works Departments. Council Member Fasching seconded the motion. Motion carried 4-0.

b) Kingsley Street Area Improvements - Grants

The City's Engineer, Mr. Jake Saulsbury, Bolton and Menk, Incorporated, was in attendance at the Regular City Council meeting. Mr. Saulsbury stated that a Feasibility Study was presented to the City Council in November of the year 2014 for street, utility, force main, and trail improvements on and/or near Kingsley Street. The Kingsley Street Area Improvements Project was discussed at the City Council's Strategic Planning Retreat on December 4, 2014 and it was decided that this Project would be a year 2016 construction project. One (1) of the next steps identified in this Study was to pursue grant applications for the construction of the trail and/or for storm water treatment improvements.

Mr. Saulsbury presented potential trail and storm water grant programs:

Trail Grants:

- Local Trail Connections Program
 - Goal is to "Provide grants to local units of government to promote relatively short trail connections between where people live and desirable locations."
 - Administering agency is the Minnesota Department of Natural Resources.
 - Maximum grant amount is \$150,000.
 - Local match is a minimum of twenty-five percent (25%) of eligible project costs.
 - Application deadline is March 31, 2015.
- Regional Trail Grant Program

- Goal is to “Provide grants to local units of government to promote development of regionally significant trails outside the seven county metro area.”
- Administering agency is the Minnesota Department of Natural Resources.
- Maximum grant amount is \$250,000.
- Local match is a minimum of twenty-five percent (25%) of eligible project costs.
- Application deadline is March 31, 2015.
- Parks and Trails Legacy Grant Program – Clean Water Legacy Act
 - Goal is “To acquire, develop, and restore trail facilities of regional significance.”
 - Maximum grant amount is \$500,000.
 - Local match is a minimum of twenty-five percent (25%) of eligible project costs.
 - Application deadline is estimated to be September of 2015.
- Federal Recreational Trail Program
 - Minimal requirements for project types.
 - Administering agency is the Federal Highway Administration.
 - Maximum grant amount is \$150,000.
 - Local match is a minimum of fifty percent (50%).
 - Application deadline is unknown.

Storm Water Treatment Grants:

- Clean Water Fund – Clean Water Legacy Act
 - ❖ Goal is “To restore, protect, or enhance water quality in lakes, rivers, and streams and to protect groundwater from degradation.”
 - ❖ Administering agency is the Board of Water and Soil Resources (BWSR).
 - ❖ Must apply through an agency with an approved Water Management Plan.
 - ❖ Eighty percent (80%) of funds distributed through the Biennial Budget Request every even year.
 - ❖ Twenty percent (20%) of funds distributed through annual solicitation.
- Crow River Organization of Water
 - ❖ Cost share funds not available for the year 2015; possibly available for the year 2016.
 - ❖ Utilized on the previous City Hall Slope Stabilization Project.
 - ❖ Twenty-five percent (25%) local match required.
 - ❖ Unknown available amounts and application deadline.

Mr. Saulsbury presented the following information:

- ✓ Trail - After discussing with program administrators and other engineers, the proposed trail improvements along the east side of Kingsley Street fit best with the Local Trails Connection Program. This grant application is due on March 31, 2015 for a year 2016 construction project.
- ✓ Storm Water Treatment - The City is not eligible to apply for Clean Water Legacy Act (CWLA) funds since a local approved Water Management Plan does not exist. Currently, the Crow River Organization of Water (CROW) does not have grant funds available; however, the CROW is requesting CWLA funds for the year 2016, as well as, additional funds from McLeod County for the year 2016 and are potentially willing to partner with the City for storm water treatment improvements along Winsted Lake. Unfortunately, there is not clear direction on the timing and requirements of these potential grants.

Mr. Saulsbury recommended that the completion and submittal of a Local Trails Connection Program grant be done on behalf of the City of Winsted. He also recommended that coordination occur with the CROW to pursue the year 2016 funds for storm water treatment either through the CROW or through the CWLA.

Council Member Fasching asked about the amount of money that is typically received from the aforementioned grant opportunities. Mr. Saulsbury stated that the maximum the City could receive for the Local Trails Connection Program grant is \$150,000. The proposed trail project identified in the Kingsley

Street Area Improvements Project Feasibility Study is approximately \$130,000. The City can only ask for seventy-five percent (75%) of the total project cost; so, the City would ask for approximately \$100,000. Mayor Stotko reminded Mr. Saulsbury to include in the Local Trails Connection Program grant application a “trail head” in the area of the Lakefront Promenade.

Mr. Saulsbury stated that he will be asking City staff to obtain “letters of support” for the trail from various organizations and businesses in the Winsted Community.

Council Member Ollig motioned to authorize Bolton and Menk, Incorporated to complete and submit a Local Trails Connection Program grant and to coordinate with Crow River Organization of Water (CROW) for the Kingsley Street Area Improvement Project. Council Member Quast seconded the motion. Motion carried 4-0.

c) Wastewater Treatment Facility – Pond Decommissioning

Mr. Saulsbury stated that as required by the City’s National Pollutant Discharge Elimination System (NPDES) Permit with the Minnesota Pollution Control Agency (MPCA), the City of Winsted’s Wastewater Ponds must be completely decommissioned by January of the year 2016. The City contracted with Fergus Power Pump, Incorporated in September of the year 2014 to begin removal and land application of the bio-solids in ponds two (2) and three (3). Due to the frozen soil conditions that occurred in early November, 2014, Fergus Power Pump, Incorporated was limited to land application of approximately 2,900 cubic yards from pond three (3). Based on the original estimate of 10,000 total cubic yards it is estimated that approximately 7,100 cubic yards of bio-solids remain in the ponds.

Mr. Saulsbury stated that to ensure the ponds are completely decommissioned by the January, 2016 deadline, it is recommended that work on removal of the remaining bio-solids resume in spring of the year 2015. However, land application of bio-solids can be very difficult in the spring months due to unpredictable weather conditions, road restrictions, and coordination with land owners; therefore, it is recommended that disposal of the bio-solids remaining in ponds two (2) and three (3) be completed by landfilling rather than by land application. He continued by stating that essentially this means that the bio-solids would be disposed of at a landfill. To complete this work the City would need to continue to work with Kubasch Excavating, Incorporated for stockpiling and loading of the bio-solids. Additionally, the City could contract with Fergus Power Pump, Incorporated to complete hauling and project management for landfilling of the bio-solids.

Mr. Saulsbury stated that disposal of the bio-solids by land filling has several distinct advantages over land application in the spring months. First and foremost, land filling can be completed while the ground remains frozen and is not weather dependent. This will allow the contractor to begin work immediately and not have to rely on dry weather during the spring months for completion of the work. Secondly, there is small diameter tubing mixed in the bio-solids in ponds two (2) and three (3) which caused issues during land application last fall, 2014. Handling and removal of the tubing during land application is an added expense that can be avoided if the bio-solids are land filled. Third, land filling will eliminate mobilization costs associated with the large equipment needed for land application. Finally, land filling will eliminate any coordination and potential scheduling conflicts with local land owners which will minimize the management costs for removal of the bio-solids.

Mr. Saulsbury stated that the unit cost for disposal of bio-solids by land filling is \$34.00 per cubic yard. Since land application of bio-solids in spring of the year 2015 could not occur on the same farm fields as land application last fall, 2014, the unit cost for land application during the spring months of the year 2015 would be \$33.00 per cubic yard due to increased hauling distances. Taking into consideration the other added expenses associated with land application (removal of the tubing, mobilization, and increased management costs), the cost of land filling is comparable to the cost of land application.

Mr. Saulsbury presented the estimated cost for land filling of the bio-solids from ponds two (2) and three (3):

Pond Decommissioning	
Estimated Fees from Fergus Power Pump, Incorporated	
Item	Cost
Land Filling of Bio-Solids (2,700 Cubic Yards @ \$34.00 per Cubic Yards)	\$ 91,800
Management	\$ 300
Total	\$ 92,100

Mr. Saulsbury stated that to keep the decommissioning of the ponds on schedule for completion by January of the year 2016, it is recommended that the City contract with Fergus Power Pump, Incorporated for land filling of bio-solids from ponds two (2) and three (3). As mentioned, land filling of bio-solids in spring of the year 2015 provides an economical means of disposal. Additionally, removal of solids from ponds two (2) and three (3) will minimize the work needed in fall of the year 2015 to complete the decommissioning of the ponds.

Mr. Saulsbury presented a proposed Agreement between Fergus Power Pump, Incorporated and the City of Winsted to haul and land fill dried bio-solids from the City's Wastewater Treatment Facility.

Council Member Fasching asked if the 2,700 cubic yards of bio-solids could be stockpiled and removed at a later date. Mr. Saulsbury stated that it is against MPCA regulations to store the bio-solids.

Council Member Fasching asked for an example of the amount of bio-solids in 2,700 cubic yards. Mr. Saulsbury stated it is approximately one hundred, fifty (150) dump truck loads.

Mayor Stotko asked Mr. Saulsbury if the City's Agreement with Fergus Power Pump, Incorporated in the year 2014 was for the entire Pond Decommissioning Project or for just a portion of it. Mr. Saulsbury stated that the year 2014 Agreement was for the work completed on the pond decommissioning in the the year of 2014. He continued by stating that the pond decommissioning work was scheduled to happen as part of the Wastewater Treatment Facility (WWTF) Improvement Project to begin in the year 2014; however, when the MPCA changed their regulations in regards to phosphorus limits, the Project was delayed. The City had to continue with the required schedule in the WWTF's NPDES Permit to decommission the ponds by January of the year 2016; so, the City entered into an Agreement with Fergus Power Pump, Incorporated to begin the Pond Decommissioning Project in the fall months of the year 2014.

Mayor Stotko asked Mr. Saulsbury if the City will have to enter into an Agreement with Fergus Power Pump, Incorporated a third (3rd) time to complete the Pond Decommissioning Project. Mr. Saulsbury stated that if the timing works out for the bidding of the WWTF Improvement Project, the remaining work to decommission the ponds could be included in the WWTF Improvement Project bidding documents.

Mayor Stotko asked Mr. Saulsbury if the work being completed by Fergus Power Pump, Incorporated is in addition to the work being completed by Kubasch Excavating. Mr. Saulsbury stated yes. He continued by stating that the work being done by Kubasch Excavating is to remove the bio-solids from the ponds stockpile it and help load it; so, Fergus Power Pump, Incorporated can haul it away.

Mayor Stotko asked Mr. Wilfahrt to clarify how the work being done by Fergus Power Pump, Incorporated and Kubasch Excavating is being funded. Mr. Wilfahrt stated that if the timing works out, the cost of the pond decommissioning can be included in the bonds that the City obtains for the WWTF Improvement Project. He continued by stating that the cost for the Pond Decommissioning Project was included in the Cost Analysis Study completed to determine the amount of the annual increase to sewer rates.

Council Member Fasching asked if the chemicals in the bio-solids require them to be hauled to a specific landfill. Mr. Saulsbury stated that yes. He continued by stating that the bio-solids will be hauled to Spruce Ridge Landfill in Glencoe, Minnesota.

Council Member Fasching motioned to approve the Agreement with Fergus Power Pump, Incorporated for land application of bio-solids from the Wastewater Treatment Facility's treatment ponds. Council Member Ollig seconded the motion. Motion carried 4-0.

d) Wastewater Treatment Facility Improvement Project – Final Design

Mr. Saulsbury stated that the City of Winsted has been planning for improvements to their Wastewater Treatment Facility (WWTF) for the past several years and the City designed and bid an Improvement Project in June of the year 2014 and received seven (7) bids. Shortly after the bid opening the Minnesota Pollution Control Agency (MPCA) indicated that the City could not get a National Pollutant Discharge Elimination System (NPDES) Permit issued at the existing phosphorus effluent limit of one milligram per liter (1 mg/L); because, new stream standards will apply and the City will be receiving a lower effluent phosphorous limit (likely 0.30 mg/L) once the stream standards are adopted. The City Council rejected all bids in July of the year 2014 with the intent of revising the design to include tertiary treatment to meet the stringent phosphorus limit along with the improvements that were bid in June of the year 2014. The Environmental Protection Agency (EPA) recently approved the MPCA's proposed stream standards which allows the MPCA to adopt the standards and begin setting NPDES Permit limits.

Mr. Saulsbury stated that as mentioned, the EPA recently approved the MPCA's proposed River Eutrophication Standards. This allows MPCA to begin setting nutrient limits and issuing and renewing NPDES Permits. The new NPDES Permit applications for the City of Winsted's WWTF will now be submitted to the MPCA. Based on previous correspondence with MPCA the phosphorus effluent limit is expected to be 0.30 mg/L.

Mr. Saulsbury stated that five (5) tertiary treatment options have been identified as potential options that would allow the City to meet the more stringent phosphorous limit. The five (5) options are membrane filtration, Parkson's Dynasand filter, disc filters, deep bed gravity sand filtration, and traveling bridge sand filtration. The Parkson's Dynasand filter has been eliminated from consideration due to current and past operational and maintenance issues experienced by the Operations Staff at another wastewater treatment facility. The traveling bridge sand filter was also eliminated from consideration due to the filter having a shallow bed depth (generally a third (3rd) of the deep bed gravity sand filter); as well as, manufacturers not willing to guarantee performance of achieving a phosphorus effluent concentration of 0.30 mg/L or less.

Mr. Saulsbury stated that the remaining tertiary treatment options are membrane filtration, disc filters and deep bed gravity sand filtration. Mr. Saulsbury presented a summary description of each remaining option:

- ✓ The Ultrafiltration (UF) membrane system is a skid system consisting of two (2) banks with two (2) racks per bank of membrane filter modules, a set of vacuum feed pumps, a back wash system (air scour and back wash tank equipment), a clean in place (CIP) system utilizing chemical cleaning, and a neutralization tank. A rapid mix chemical feed system is configured just upstream of the membrane skids and consists of coagulant and polymer dosing to precipitate any remaining soluble phosphorus that can then be captured by the membranes. The influent stream is conveyed through the membranes via vacuum feed pumps. Feed water is sucked into modules comprised of thousands of membrane fibers with microscopic pores on the membrane surface. As the water passes through the fibers, solids greater than 0.04 microns are rejected and captured on the surface of the membrane. Periodically the particle build up must be removed by backwashing to restore performance. Backwashing typically consists of air scouring and liquid backwashing. Backwash waste is sent to a backwash tank and would eventually be pumped back to the oxidation ditches. The chemical CIP system is used less frequently to remove any biological and scale build up on the membranes. Chemicals used in the CIP process generally include citric acid, sodium hypochlorite, and sulfuric acid. The CIP waste is neutralized prior to being pumped back to the oxidation ditches.
- ✓ The disc filter is a drum unit employing woven cloth filter elements installed on multiple discs and utilizes an inside-out flow pattern. The system would consist of a total of two (2) packaged disc filter units including a backwash system with chlorination for microbial control, an upstream rapid mix chemical feed system for precipitating phosphorus from soluble form, and a backwash lift station to convey backwash water back to the oxidation ditches. Influent water flows through the center of the drum unit and passes through the filter elements which capture solids and particles on the upstream side of the elements. Filtered water flows through the last disc at the end of the

unit and drops into a filtered collection tank in the bottom of the drum unit. A constant level of filtered water is contained in the collection tank and provides water for the backwashing process. As the solids and particles accumulate on the filter elements the head loss increases and over time requires backwashing. Backwash water is pumped through spray nozzles on the backside of the filter elements and conveyed through a backwash water outlet pipe which then flows to a backwash lift station that pumps back to the oxidation ditches.

- ✓ A packaged deep bed gravity sand filter would consist of a packaged steel filter vessel containing three (3) to four (4) filter cells that are operated independently of each other with automated valves and an upstream rapid mix chemical feed system for precipitating soluble phosphorus, an upstream lift station to pump influent water to the top of the filter, a backwash system consisting of backwash blower and pump, a chlorination system to control microbial build up and a backwash lift station to convey backwash water to the oxidation ditches. The packaged steel vessel sand filter is designed to allow influent to enter above a sand bed where it then moves through the media and is collected in the underdrain system. As the water moves through the filter media the particulates in the water are captured and removed throughout the bed depth. As the particulates are captured in the media the voids in the sand bed fill and the head loss through the filter increases. Once the head loss has reached a maximum level the filters require backwashing to remove the captured particles. Filtered effluent in the downstream re-aeration basin would be used for backwash water.

Mr. Saulsbury presented a chart annualizing and showing operating cost estimates for each tertiary treatment option:

TERTIARY TREATMENT COST COMPARISON ESTIMATES			
Cost Item	Membrane System	Disc Filters	Gravity Sand Filter
Building Cost	\$765,675	\$852,000	\$720,000
Equipment Cost	\$1,155,000	\$630,000	\$525,000
Chemical Feed Systems Cost	\$148,500	\$183,000	\$183,000
Heating/Ventilation/Air Conditioning (HVAC), Electrical, and Plumbing	\$186,750	\$198,000	\$188,400
Lift Station and Process Piping	\$137,500	\$159,500	\$267,500
Subtotal	\$2,393,425	\$2,022,500	\$1,883,900
Contractor Mobilization	\$119,671	\$101,125	\$94,195
Contingencies	\$239,343	\$202,250	\$188,390
Construction Budget	\$2,752,439	\$2,325,875	\$2,166,485
Engineering, Legal, Administration	\$275,244	\$232,588	\$216,649
Capital Cost	\$3,027,683	\$2,558,463	\$2,383,134
Operations, Maintenance and Replacement (OM and R) Costs	Membrane System	Disc Filters	Gravity Sand Filter
Annual Operations Cost for 0.30 Milligrams per Liter (mg/L) Phosphorus Limit	\$60,000	\$40,000	\$45,000
Parts Replacement	\$100,000	\$20,000	\$15,000
OM and R Cost	\$160,000	\$60,000	\$60,000
Annualized Capital Cost	\$242,949	\$205,298	\$191,229
Total Annualized Cost	\$402,949	\$265,298	\$251,229

Mr. Saulsbury stated that the deep bed gravity sand filtration has the lowest annualized cost. Mr. Saulsbury recommended that the City Council select deep bed gravity sand filtration based on the facts that it has the lowest annualized cost, the longest performance track record, ease of operation, and the capability to reliably achieve effluent phosphorus concentrations well below 0.30 mg/L.

Mr. Saulsbury presented the total WWTF Improvement Project cost estimates. He stated that the cost estimates include all work previously bid in June of the year 2014 plus the recommended tertiary treatment process. The table also includes an estimate of the grant amount for the Project:

WINSTED WASTEWATER TREATMENT FACILITY IMPROVEMENT PROJECT COST ESTIMATE	
Item	Cost
Original Bid Price - (+5%)	\$4,389,142
Add Alternate One (1) - (+5%)	\$229,400
Add Alternate Two (2) - (+5%)	\$84,061
Tertiary Treatment	\$2,383,134
Subtotal (Rounded)	\$7,100,000
Engineering, Legal, Finance	\$800,000
Total Project Cost	\$7,900,000
Anticipated Grant	\$2,100,000
Total City Cost	\$5,800,000

Mr. Saulsbury stated that a significant portion of the Project cost will be covered with a Point Source Implementation Grant (PSIG). He continued by presenting a summary of the requirements of the PSIG Program:

- ❖ Submit applications and forms. (This has been completed.)
- ❖ The Public Facilities Authority (PFA) reserves funds based on the estimated total eligible cost submitted in the application. If “as-bid” costs are higher, grant awards will be based on the higher cost if sufficient funds are available at the time of award.
- ❖ Applicants must submit “as-bid” costs to the MPCA and PFA prior to the grant being awarded. MPCA determines the eligible costs by calculating the Essential Project Component (EPC) percentage based on existing versus future wastewater needs; which may result in some projects receiving less than fifty percent (50%) grants.
- ❖ PFA can reimburse grantees for eligible PSIG non-construction costs as long as those costs have not been paid by other PFA funds.
- ❖ PFA can reimburse eligible PSIG construction costs back to the date the application was received by PFA.
- ❖ Construction contingencies are not included in the grant calculation.
- ❖ Applicants must document that total project funding is in place before PFA can award the grant.
- ❖ Grantees must follow the State of Minnesota’s Uniform Municipal Contracting Law and other applicable requirements in the construction of the project. State of Minnesota prevailing wage rates apply to the project. A copy of the Minnesota Department of Labor and Industry contract conditions must be included in all construction contracts for projects that receive PSIG funding.
- ❖ Grant recipients must pay an application fee to PFA equal to one-half (1/2) of one percent (1%) of the grant amount. Fees are due at the time of execution of the grant agreement. The fee is not a grant eligible cost.
- ❖ Grantees must display a sign with the Clean Water Legacy logo at the project site or other public location identifying that the project was built with assistance from the Clean Water, Land, and Legacy Amendment. If it is not practicable to display the sign at the project site, the sign may be displayed in a public location at the Grantee’s office along with a photograph of the project.
- ❖ Project certification from the MPCA is due on June 30th, 2015. This means the plans must be approved, the project must be bid, and the construction contract must be awarded by this date.

Mr. Saulsbury stated that meetings have occurred with two (2) separate property owners to discuss obtaining an easement to install the new outlet pipe from the WWTF to the ditch. The recent purchase of the Entinger parcel eliminates the need for an easement; however, costs savings would still occur by installing a more direct force main route if an easement was obtained for a reasonable price. Preliminary

easement discussions have resulted in one (1) property owner wanting the downstream ditch cleaned rather than financial compensation.

Mr. Saulsbury presented a proposed schedule for the WWTF Improvement Project:

WINSTED WASTEWATER TREATMENT FACILITY IMPROVEMENT PROJECT SCHEDULE	
Task	Estimated Date
Submit Permit Applications and Non-Degradation Review	February, 2015
Tertiary Treatment Process Selection	February, 2015
Submit Plans and Specifications for MPCA Review	April, 2015
Complete Final Design	February, 2015 to May, 2015
Advertise Project	May, 2015
Bid Opening and Project Award	June, 2015

Mr. Saulsbury stated that in order to complete this Project and remain eligible for the PSIG Grant, Bolton and Menk, Incorporated is requesting that the City Council approve authorization for three (3) items at tonight's Regular City Council meeting:

1. Complete the final design with the tertiary treatment option of deep bed gravity sand filtration.
2. Send out the advertisement for bids, contingent on receiving MPCA plan approval.
3. Approach applicable ditch property owners about possibly cleaning the ditch as part of the upgrade project in order to obtain an easement.

Mr. Saulsbury stated that final bid documents and an updated Project schedule will be forwarded to the City after the MPCA approval of the Project plans.

Council Member Ollig asked Mr. Saulsbury what the life expectancy of the deep bed gravity sand filtration system if it is properly maintained. Mr. Saulsbury stated that the life expectancy is approximately fifteen (15) to twenty (20) years. Aside from the life expectancy, there are mechanical and structural parts that may need to be replaced due to common wear-and-tear.

Council Member Ollig stated that the MPCA's phosphorus emission standards are not limited to the City of Winsted. Mr. Saulsbury stated that the MPCA's phosphorus emission standards are required to be followed by all wastewater treatment facilities that discharge into a water stream and/or river in the State of Minnesota.

Council Member Fasching asked Mr. Saulsbury how many contractors will likely bid on the WWTF Improvement Project. Mr. Saulsbury stated that his hope is to have five (5) to eight (8) contractors bid on the Project.

Mayor Stotko asked Mr. Saulsbury if the engineers at Bolton and Menk, Incorporated are aware of any other regulations that the MPCA is currently considering that may have an impact on the life expectancy of the proposed improvements to the WWTF. Mr. Saulsbury stated that they have discussed this with the MPCA and at the present time, they are not aware of any more regulations. He continued by stating that the positive of the tertiary treatment of the deep water gravity sand filtration option is that meeting stricter discharge standards in the future will not be difficult.

Mayor Stotko stated that along with the recent regulations imposed on the City by the MPCA, the WWTF is older and is in need of the proposed upgrades and improvements. Mr. Saulsbury stated that Mayor Stotko is correct. He continued by stating that much of the equipment at the WWTF is from the initial construction of the WWTF in the late years of the 1960s.

Mayor Stotko stated that the improvements are not being done due to operating capacity issues at the WWTF. Mr. Saulsbury stated that there are no capacity issues at the WWTF and there have been no

recommendations to increase the operating capacity at the City's WWTF. He continued by stating that there is still a lot of operating capacity at the WWTF to accommodate expansion in the City of Winsted.

Council Member Quast motioned to authorize Bolton and Menk, Incorporated to complete the final design for the Wastewater Treatment Facility Improvements Project with the tertiary treatment option of deep bed gravity sand filtration, to send out the advertisement for bids contingent on receiving Minnesota Pollution Control Agency (MPCA) plan approval, and to approach applicable ditch property owners about possibly cleaning the ditch as part of the Project in order to obtain an easement. Council Member Fasching seconded the motion. Motion carried 4-0.

6) Department Report

a) Howard Lake – Waverly – Winsted High School

Mr. Jason Mix, Howard Lake – Waverly – Winsted (HLWW) High School Principal reported on the following:

- Mr. Mix stated that he decided to give a report on behalf of the HLWW High School; so, he could meet the City Council and develop a solid relationship with the City of Winsted.
- The year 2014 to year 2015 school year is going well.
- **The State of Minnesota Legislator – Career and College Readiness Legislation**
 - Passed in the year 2014.
 - All High School Juniors take the American College Testing (A.C.T.) on April 28th of each year.
 - To assist students with a plan for their future after they graduate from high school.
- **Ramp Up For Readiness Program**
 - Partnering with the University of Minnesota.
 - Every Tuesday – High School students in grades Freshman through Senior – meet with a teacher (advisor) to discuss future career options.
 - Discuss education and/or skills needed to pursue future employment opportunities.
 - Considering implementing the Program at the fifth (5th) grade level.
 - Trying to keep students living and working in their communities.

Council Member Ollig asked Mr. Mix if the teachers also discuss the cost of education with the students during their conversations about future employment opportunities. Mr. Mix stated that yes, the teachers do discuss the cost of college and/or other secondary educational institutions with the students. They are able to compare the tuition costs of different colleges. Mr. Mix continued by stating that they discuss financial aid and other financial assistance programs that are available. The students are educated on how to apply for financial and/or tuition assistance.

- The High School is receiving positive feedback from the student's parents on the impact the Program is having on their future goals and aspirations.
- The Program has helped students register for upper-level classes that will give them college credit.
- **One-to-One with Technology – Chrome Books**
 - Net based personal computers.
 - Students have the ability to collaborate and communicate with each other in school and away from school.
 - Can complete classroom assignments when away from school.
- **Broadcasting Group – KLKR**
 - Weekly segments of interviews and information.
 - Provides an activity for students who are not athletes, band members and etcetera.
 - Spend time each afternoon preparing for the next week's broadcast.
 - Available on the HLWW's Facebook page.
- **Progress of the New HLWW Middle School**
 - Gave an update on the new HLWW Middle School.
 - Tours of the new Middle School tentatively planned for the spring of the year 2015.
- **CEO Program**
 - Conducted meetings with Lester Prairie, Minnesota School District, Holy Trinity School District and the Southwest Initiative Foundation.
 - The businesses in these communities would help develop the leaders of the future.
 - Students are trained to develop business plans.
 - The students apply to participate in the Program.
- **Sci-Tech Program**

- A program that was offered to students at Delano, Minnesota High School.
 - Have area business representatives come to the school and provide students with information on science, technology, engineering and math careers.
 - Working with the Principal of the Delano, Minnesota High School.
 - Will be taking some HLWW High School students to the Delano High School on April 9, 2015 to participate in the Program.
 - Will be contacting some of the area businesses to inquire about sending a representative to Delano on April 9, 2015 to participate in the Sci-Tech Program to inform students of what opportunities are available in their communities.
- **Apprenticeship Programs**
- Mr. Mix stated that if there are any Winsted businesses that would be interested in offering an Apprenticeship Program for high school students, they should contact him at the HLWW High School.
 - Another program available for students to encourage them to remain living and/or working in the Community they grew up in.
 - The students do get credit for participating in an apprenticeship.

Council Member Fasching complimented Mr. Mix and the HLWW School District for the opportunities that they are providing to their students. Council Member Fasching stated that it is important to encourage students to remain living and/or working in their communities.

Council Member Ollig said the need for a strong employee base will be even greater in the future.

Council Member Quast complimented Mr. Mix and the HLWW School District for teaching high school students how to start a business and how to run it successfully. Mr. Mix stated that the CEO Program helps teach students the “soft” skills that they will need in the workplace; such as, face-to-face communication, decision making, conversations and etcetera.

Mr. Mix stated that the HLWW High School is considering a *Government Operations Class*. Council Member Ollig encouraged the HLWW High School’s Student Council to conduct a meeting in the Winsted City Hall Council Chambers.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

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

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

Steve Stotka
 Steve Stotka
 Mayor
 City of Winsted

ATTEST:

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