

City of Winsted
City Council Meeting
Council Chambers
Tuesday, February 21, 2017
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Mike Henrich
Council Member Tom Ollig
Council Member Patty Fitzgerald

Absent: Council Member George Schulenberg

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

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

a) The Pledge of Allegiance was taken.

b) Special Presentation – Minnesota Board of Peace Officer Standards and Training (MN POST)

Mr. Nathan Gove, Executive Director, MN POST Board, and Mr. Timothy Bildsoe, MN POST Board Chair, recognized Mayor Stotko for his dedicated service to the MN POST Board from February 28, 2012 through January 2, 2017.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Regular Meeting – January 3, 2017

Approved the minutes of the City Council Regular Meeting on January 3, 2017.

b) Minutes – City Council – Regular Meeting – January 17, 2017

Approved the minutes of the City Council Regular Meeting on January 17, 2017.

c) Minutes – Planning Commission Meeting – October 10, 2016

Approved the minutes of the Planning Commission Meeting on October 10, 2016.

d) Resolution R-17-12 – Donations – Winsted Lake Fountain

Adopted Resolution R-17-12, accepting donations to be dedicated toward the purchase, installation, and maintenance of a water fountain for Winsted Lake.

e) Appointment – Winsted Police Department – Reserve Officer

Appointed Mr. Josiah Rehmann to the position of Reserve Officer with the Winsted Police Department contingent upon passing a criminal background check and a drug and alcohol test.

f) Appointment – Planning Commission

Appointed Mr. Max Fasching as a member of the City of Winsted Planning Commission.

g) Employee Personnel Policy and Procedures Manual

Adopted the amended City of Winsted Employee Personnel Policy and Procedures Manual, with an effective date of March 18, 2017.

h) Resolution R-17-13 – Temporary and Seasonal Staff Delegation

Adopted Resolution R-17-13, delegating authority to the City Administrator and/or Mayor for the hiring, disciplining, and terminating of seasonal and temporary staff members.

i) Application to Conduct Excluded Bingo – Winsted Lions

Approved an Application to Conduct Excluded Bingo submitted by the Winsted Lions on Tuesday, April 11, 2017 at the Blue Note Ballroom, 320 3rd Street South, Winsted, Minnesota, contingent upon the Winsted Lions providing all necessary documentation to the State of Minnesota Gambling Control Board.

j) 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 January, 2017.

k) January, 2017 Building Permit Report

Approved the Building Permit Report for the month of January, 2017.

l) Claims

Approved the claims list for February 21, 2017.

m) Surplus Equipment Donation Policy

Adopted the Surplus Equipment Donation Policy to allow the donation of surplus equipment to a non-profit organization or political subdivision.

n) Resolution R-17-14 – Donation of Holiday Decorations

Adopted Resolution R-17-14, donating holiday decorations to the City of Wood Lake, Minnesota and the City of Echo, Minnesota.

o) Employee Assistance Program

Authorized the City Administrator to enter into an agreement with Sand Creek Group to provide services for the Employee Assistance Program (EAP) and establish the necessary policy to effectuate the same.

Council Member Ollig motioned to adopt the Consent Agenda as presented but abstained from voting on Item j-Security Bank & Trust Company – Pledged Securities. Council Member Henrich seconded the motion. Motion carried 4-0.

3) Public Hearings

a) Ordinance O-17-04 – Recommended 2017 Fee Schedule Amendments

Mr. Tienter stated that on January 3, 2017, the City Council adopted the 2017 Fee Schedule for the City of Winsted in the form of an ordinance. During the adoption process of this ordinance, City staff recommended the addition of certain liquor licenses and associated fees, specifically On-Sale Wine, On-Sale 3.2 Beer, and a fee for Culinary Classes. Although no establishment currently holds these particular licenses, City staff have received inquiries from both current and prospective business owners.

Mr. Tienter stated that Minnesota Statute 340A.408 requires a tiered fee structure for Club Liquor Licenses based upon the number of members. The current \$350.00 fee would violate the limit for clubs under 200 members, which is \$300.00.

Mr. Tienter stated that the public hearing held at this meeting followed a 30-day notice period; both are required by the aforementioned statute in order to modify the Club Liquor License fee and add the On-Sale Wine, On-Sale 3.2 Beer license, and Culinary Class license. Mr. Tienter stated that the statute also requires notification to any affected license owners; however, there are presently no license holders for these types of licenses.

Mr. Tienter stated that the City has not received any comments related to the proposed Fee Schedule amendment.

Council Member Ollig motioned to close the public hearing. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

Council Member Fitzgerald motioned to adopt Ordinance O-17-04, amending the 2017 Fee Schedule for the City of Winsted. Council Member Henrich seconded the motion. Motion carried 4-0.

4) No Old Business

5) New Business

a) Denis M. Campbell Field Lease Agreement

Mr. Tienter stated that on March 18, 2008, the City Council approved a Lease Agreement (Agreement) between the City and the Winsted Baseball Association (Association), allowing the Association to control and maintain Denis M. Campbell Field (Campbell Field). In exchange for these services, the City provided the Association with \$1,000 for general maintenance and grounds keeping. Additionally, the City provided up to \$5,000 for capital improvements under approval from the City Administrator. Lastly, due to the high amount of use, the City agreed to lease Campbell Field specifically to the Association with the expectation of continued use by other amateur baseball teams, like Holy Trinity and Howard Lake-Waverly-Winsted schools, for \$1.00.

Mr. Tienter stated that on March 17, 2009, the Agreement expired. Since that expiration, baseball operations and responsibilities, including the \$1,000 payment and other terms within the lease continued without any formal reauthorization. During the Campbell Field Improvement Project (Project) development process, City staff began discussions with the Association to reauthorize the Agreement.

Mr. Tienter stated that the recommended Agreement maintains the terms from 2008 with two exceptions:

1. It reduces the Capital Improvement reimbursement from \$5,000 to \$500 to reflect the significant investment the City is proposing to make to the Project; and
2. It revises the term of the Agreement to include an initial three-year period, followed by an automatic annual renewal thereafter.

Mr. Tienter stated that the Association agrees with the recommended Agreement in principle.

Council Member Ollig motioned to authorize the City Administrator to execute a lease agreement with the Winsted Baseball Association for Denis M. Campbell Field. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

b) Denis M. Campbell Field Improvements

Mr. Tienter stated that on April 21, 2015, the City Council approved an Improvement Agreement between the City and the Association to make a series of improvements to Campbell Field.

Mr. Tienter stated that following nearly two years of architectural design review, several iterations of the proposed Project, and additional financial analysis, the City Council authorized the City Administrator to amend the Improvement Agreement authorizing a Project not to exceed \$102,000 and release quotes for the same on September 6, 2016. The City received four quotes for the Project, which were opened on February 9, 2017 and Figure No. 1 outlines the bids.

Figure No. 1: Quote Comparison			
General Contractor	Quotes	Quote Alternate No. 1	Total Quote with Alternate
Ram General Contracting	\$ 108,480	\$ 36,000	\$ 144,480
Sunram Construction	\$ 245,650	\$ (45,000)	\$ 200,650
Peterson Companies	\$ 248,250	\$ (15,700)	\$ 232,550
Urban Companies	\$ 307,000	\$ (38,000)	\$ 269,000

Mr. Tienter stated that Ram General Contracting submitted the qualified, low bid of \$108,480, which was approximately 34% above the engineer's estimate for the project. Including contingency and project management costs, City staff estimate the total cost of the Project at \$135,600, or \$34,350 above the September 6, 2016 authorization, but \$900 below the April 21, 2015 authorization. Figure No. 2 outlines the quoted costs versus the final engineer's estimate.

Figure No. 2: Cost Comparison			
Cost Category	Apparent Low Quote	Engineer's Estimate	Change (\$)
Construction Cost	\$ 108,480.00	\$ 81,000.00	\$ 27,480.00
Contingency (10%)	\$ 10,848.00	\$ 8,100.00	\$ 2,748.00
Project Management and Oversight (15%)	\$ 16,272.00	\$ 12,150.00	\$ 4,122.00
Total	\$ 135,600.00	\$ 101,250.00	\$ 34,350.00

Mr. Joshua Eckstein, Bolton and Menk, Incorporated explained the improvements of the Project to include:

- Bull Pen Improvements
- Fence Modifications
- Dugout Modification
- Installation of a Large Retaining Wall
- Added Concrete Area for Fans
- Bleacher Improvements
- General Grading and Drainage Improvements

Council Member Ollig asked when the work would be completed. Mr. Eckstein stated that the work is likely to begin in May, 2017. Mr. Tienter added that some of the work will occur at the start of the baseball season and then will continue at the end of the season so that scheduled games can be played at the field in 2017.

Council Member Ollig asked if the high schools were aware of the work to be completed. Mr. Tienter stated that Mr. Jake Saulsbury, Bolton and Menk, Incorporated has been working with the Association to look at the scheduling questions that surround the use of the field.

Council Member Ollig motioned to authorize the City Administrator to execute the amendment to the Campbell Field Improvement Agreement with the Winsted Baseball Association, and approve the quote from RAM General Contracting, in the amount of \$108,480, for the Campbell Field Improvement Project, contingent upon the execution of the Campbell Field Improvement and Lease Agreements with the Winsted Baseball Association. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

6) Organization Report

a) Howard Lake-Waverly-Winsted (HLWW) High School

Mr. Sam Gatz, Ms. Kayla Hooser, and Ms. Emily Roufs, HLWW High School students, provided information about the following items related to HLWW High School.

- Student Council and the events that it plans to include:
 - Homecoming Week
 - Snowfest Week
 - Sadie Hawkins Dance which raised approximately \$1,600 for the Student Council
 - Fundraising shoe drive event
- Awarded an "America's Best High School Award" in 2016
- Offers a Certified Nursing Assistant class
- Partnering with Millerbernd Manufacturing for a welding class in the future
- Mock Crash – May 5, 2017
- Prom – May 6, 2017
- Graduation – June 4, 2017

Council Member Ollig stated that HLWW High School is welcome to hold a Student Council meeting in the Council Chambers if interested.

The City Council Members thanked the students for their report.

7) No Open Forum

8) City Administrator Updates and Announcements

a) Assistant to the City Administrator Position

Mr. Tienter stated that City staff interviewed nine candidates during the first round of interviews for the Assistant to the City Administrator position. He continued by stating that five finalists will be interviewed on Thursday, March 2, 2017.

b) Waste Water Treatment Facility Service Agreement

Mr. Tienter stated that the service agreement with People Service will expire in April, 2017. Because the facility will now be a Class A facility, additional operation costs exist. City staff is meeting with People Service to discuss a new agreement.

c) City Commission Vacancies

Mr. Tienter stated that there are vacancies on the Economic Development Authority (EDA) and Park Commission. Interested members may contact Mr. Tienter for information.

d) Winsted Lake – Lighted Fountain

Council Member Ollig stated that a lighted fountain will be installed in Winsted Lake near Mill Reserve Park and provided information about the fountain.

9) Adjournment

Council Member Fitzgerald motioned to adjourn the meeting. Council Member Henrich seconded the motion. Motion carried 4-0.

The meeting was adjourned at 6:42 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted