

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

Staff Present: Mr. Daniel Tienter, City Administrator
 Ms. Raquel Kirchoff, City Clerk-Treasurer

Also Present: Mr. Greg Stang, People Service, Incorporated

I. Call to Order

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

II. People Service Incorporated Agreement Reauthorization

Mr. Tienter stated that on April 17, 2012, the City Council approved a five-year extension of the Operation and Maintenance Agreement (Agreement) with People Service, Incorporated (People Service) for the Wastewater Treatment Facility (WWTF), continuing a long-term relationship with the City of Winsted (City). Under the terms of the Agreement, it will expire on April 17, 2017.

Mr. Tienter stated that City staff and People Service began new Agreement discussions in January, 2017. On Tuesday, February 21, 2017, City staff met with a representative of People Service to review the proposed Agreement. Generally, the Agreement maintains the same terms and conditions with the following modifications:

- Extension of services for five years, beginning on or about March 21, 2017;
- Increase in the annual operating costs due to inflation;
- Increase in operations costs to reflect the change from a Class B to Class A WWTF; and
- No change in the annual maintenance and repair costs, or chemical costs.

Mr. Tienter stated that the proposed Agreement results in an increase of \$25,860 in WWTF related costs as outlined in Figure No. 1.

Figure No. 1: WWTF Agreement, Financial Changes			
Agreement Item	Current Agreement	Proposed Agreement	Difference (\$)
Annual Maintenance and Repair Costs	\$ 14,625.00	\$ 14,625.00	\$ -
Annual Operations Costs	\$ 125,976.00	\$ 129,036.00	\$ 3,060.00
Annual Chemical Costs	\$ 9,402.00	\$ 9,402.00	\$ -
Class A Operations Costs	\$ -	\$ 22,800.00	\$ 22,800.00
Total	\$ 150,003.00	\$ 175,863.00	\$ 25,860.00

Mr. Tienter stated that because of the close working relationship and strong performance of People Service, as well as the limited and acceptable cost increases, City staff recommend the City Council authorize the City Administrator to execute an Agreement with People Service for the WWTF at their March 21, 2017 Regular Meeting as part of the Consent Agenda.

Mr. Greg Stang, People Service, explained that a Class A facility requires a Class A operator and increased samplings, which increase cost. Mr. Stang stated that the current Winsted operator is working to become a Class A operator, and that Mr. Stang and the Lester Prairie WWTF operator are licensed Class A operators who will support the Winsted WWTF also.

Mr. Stang explained the operating process of what occurs with sludge at the WWTF for the City Council Members.

III. City Council Advisory Commission Compensation

Mr. Tienter stated that during the December 20, 2016 Work Session, the City Council requested additional information regarding compensation for the various advisory commissions to the City Council. According to the Winsted Municipal Code, Section 201.005, the City Council currently maintains three advisory commissions under ordinance which are the Planning, Park and Airport Commissions; and two additional commissions via resolution, the Fire Board (Resolution No. R-07-08) and the Economic Development Authority (Resolution No. R-16-36).

Mr. Tienter stated that generally, each advisory commission maintains a membership of five non-elected individuals appointed by the Mayor and the City Council, and one City Council Member. Except for the Planning Commission and City Council Members, all advisory commission members serve without compensation. The Planning Commission and City Council Members are provided a per diem according to Winsted Municipal Code.

Mr. Tienter stated that City staff contacted eight regional municipalities to inquire about their advisory commission practices. Generally, each municipality maintains a Parks and Planning Commission as well as an Economic Development Authority. Those cities with airports also maintained an Airport Commission. However, the Fire Board was unique to the Winsted community.

Mr. Tienter stated that each municipality contacted provided some sort of regular compensation for each commission; however, compensation levels and meeting frequencies varied widely among the surveyed cities. For comparative purposes, City staff calculated the possible maximum annual compensation based on the meeting frequency and per diem or annual compensation which ranged from \$100 to \$540, or from approximately \$8 to \$45 per meeting.

Mr. Tienter stated that City staff recommend the City Council amend the Winsted Municipal Code to allow the City Council to determine advisory commission compensation through resolution and adopt a subsequent resolution authorizing a \$25 per diem for all advisory commissions at their March 21, 2017 Regular Meeting.

Mr. Tienter stated that at present, the Adopted 2017 Budget does not authorize the up to \$4,750 of additional expenditures for the recommended compensation; however, sufficient general fund balance exists to support this additional cost.

Mayor Stotko asked if the City would pay for Commission Meetings or for the Work Sessions. Mr. Tienter stated that the City would pay for up to one meeting per month; but not for both, much like what the City Council Members are paid, currently. He continued by stating that City Council Members are paid for one long meeting for the City Council Work Session and City Council Meeting.

Mayor Stotko asked if \$4,750 included pay for all the Commissions. Mr. Tienter stated yes, it includes the additional cost for the Park Commission, Economic Development Authority, Airport Commission and all representatives appointed to the Fire Board. He continued by stating that a per diem would not be provided for alternates to the appointed representatives of the Fire Board, unless they were actively attending in an official capacity. At times the alternates attend, despite the fact that the representative is already there.

The City Council Members discussed the proposed pay for the advisory commissions to the City Council.

Mr. Tienter stated that an ordinance amendment and a resolution to set pay for the individual advisory commissions would be considered at the March 21, 2017 City Council meeting.

The City Council Members requested that the advisory commissions be contacted to inform them that the City Council is considering payment to advisory commissions at the March 21, 2017 City Council Meeting.

IV. Other

a) Assistant to the City Administrator Position

Mr. Tienter stated that the Consent Agenda for tonight's regular meeting includes the appointment of Mr. Anthony Hammes as the Assistant to the City Administrator. Mr. Hammes plans to begin work on March 20, 2017.

b) Waste Water Treatment Facility – WWTF

Mr. Tienter stated that the Minnesota Center for Environmental Advocacy did not file an appeal to the Appellate Division upholding the decision by the Minnesota Pollution Control Agency to issue the permit for the WWTF.

c) Tetra Pak, Incorporated Site Plan

Mr. Tienter stated that City staff attended a meeting with Tetra Pak and the McLeod County Engineer regarding concerns about access issues within the proposed site plan submitted by Tetra Pak, 801 Kingsley Street South. Tetra Pak will be filing a new site plan with the Planning Commission for a recommended approval in the near future.

d) McLeod County Road 116

Mr. Tienter stated that McLeod County is considering a mill and overlay project for McLeod County Road 116 in the future and asked the City if there was interest in improvements to City streets during this proposed project. Mr. Tienter stated that City staff will begin discussions with McLeod County regarding a project or any type of collaboration that can occur between the City and McLeod County if they decide to proceed with this project.

e) 2017 Legislative Platform Visit

Mr. Tienter provided an update regarding the 2017 Legislative Platform visit to the State Capitol by Council Member Fitzgerald, Council Member Schulenberg and Mr. Tienter.

f) Resolution R-17-17 – Local Trail Connections Program Grant

Council Member Henrich asked for information regarding the possible trail on McLeod Avenue included for consideration as part of tonight's regular City Council Meeting. Mr. Tienter stated that Resolution R-17-17 will be considered at tonight's meeting to apply for a grant for a trail along McLeod Avenue. If the grant is awarded to the City, the City does not have to accept the grant and it does not conclude that there will be a trail on McLeod Ave. In the event the City decides to move forward with the trail, City staff is working on external funding options for the trail.

g) Winsted Lake Fountain

Council Member Ollig asked if bids were requested for the Winsted Lake Fountain. Mr. Tienter stated no. He continued by stating that he and the City Engineer, Mr. Jake Saulsbury, Bolton and Menk, Incorporated, were working on this item.

h) Winsted Volunteer Fire Department

Council Member Schulenberg provided an update regarding the Winsted Volunteer Fire Department and items that were discussed at their monthly meeting.

V. Adjourn

Council Member Schulenberg motioned to adjourn the meeting. Council Member Fitzgerald 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:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted