

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

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

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

Also Present: Mr. Greg Stang, PeopleService, Incorporated
Mr. Mike Barthel, PeopleService, Incorporated

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 – Special Meeting – February 15, 2017

Approved the minutes of the City Council Special Meeting on February 15, 2017.

b) Minutes – City Council – Work Session – February 21, 2017

Approved the minutes of the City Council Work Session on February 21, 2017.

c) Purchasing Policy Amendments

Adopted the amended City of Winsted Purchasing Policy.

d) Purchase – Winsted Lake Fountain

Authorized the City Administrator to procure from Dulcet Fountains and Aeration the purchase, installation and maintenance of an illuminated water fountain to be located in Winsted Lake for an amount not to exceed \$16,500.

e) Economic Development Authority (EDA) Chairperson and Vice-Chairperson Appointments

Approved the appointments of Mr. Tom Ollig as Chairperson and Mr. Jacob Schlagel as Vice-Chairperson of the Economic Development Authority (EDA), as recommended by the members of the EDA on March 14, 2017.

f) Ordinance O-17-05 – Commission Compensation

Adopted Ordinance O-17-05, amending Chapter Two (2) (Commissions and Volunteer Fire Department) of the Winsted Municipal Code regarding advisory commission compensation.

g) Resolution R-17-18 – Advisory Commission Compensation

Adopted Resolution R-17-18, adopting a compensation plan for City of Winsted advisory commissions.

h) Annual Tree Trimming Plan – Madsen Tree Service and Stump Removal

Authorized the City Administrator to execute an agreement with Madsen Tree Service and Stump Removal for tree maintenance in the City of Winsted, for an amount not to exceed \$10,000.

i) Winsted Volunteer Firefighter Resignation – Mr. Matt Williams*

Accepted the resignation of Mr. Matt Williams from the Winsted Volunteer Fire Department effective March 14, 2017.

j) Catered Event – Crazi Coffee and Edibles*

Approved the Blue Note to cater an event with food and alcohol at Crazi Coffee and Edibles, 181-1st Street North, on Saturday, April 1, 2017.

k) Road Closure Request – Winsted Lake Promenade*

Authorized the Winsted Police Chief to close the Winsted Lake Promenade on Saturday, April 1, 2017 from 8:00 a.m. to 4:00 p.m. for the Crazi K Walk and Run event.

l) 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 February, 2017.

m) February, 2017 Building Permit Report

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

n) Claims

Approved the claims list for March 21, 2017.

Council Member Fitzgerald motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0. Council Member Ollig abstained from Item I – Security Bank & Trust Company – Pledged Securities.

3) No Public Hearings

4) No Old Business

5) New Business

a) New Home Construction Program Guidelines

Mr. Tienter stated that on January 28, 2016, as part of the annual City Council Goal Setting Retreat, the City Council directed City staff to explore programs and strategies to encourage the private development of privately-owned housing. Based on the needs identified in the 2015 Housing Study, the City Council further directed City staff to focus on market rate, single-family, and senior housing opportunities.

Mr. Tienter stated that City staff, in consultation with area real estate professionals, developed a New Home Construction Program (Program). Generally, the Program incentivizes the development of new single-family or townhomes (with one shared wall) by waiving up to \$2,000 of Building Permit and Plan Review fees. The City must still provide payment to Metro West Inspection under the terms of the contract for building inspection services authorized by the City Council. Under the terms of the Program, the City pays up to \$2,000 of those fees on behalf of the developer. Additionally, the Program limits the number of eligible homes to no more than five per year. On July 19, 2016, the City Council adopted the Program effective on July 25, 2016 with a sunset date of December 31, 2016.

Mr. Tienter stated that although final adoption of the Program occurred well into the annual construction season, the City still executed two Program Waivers and received strong interest from several other prospective housing developers. On January 12, 2017, during the City Council Goal Setting Retreat, the City Council directed City staff to continue efforts to stimulate the development of private housing for the Winsted community, including reauthorization of the Program.

Mr. Tienter stated that on March 14, 2017, given the success of the Program to date, and the strong desire expressed by the City Council to continue efforts to encourage and stimulate the construction of new residential housing, the Economic Development Authority recommended adoption of the 2017 Program by the City Council at their March 21, 2017 Regular Meeting. Mr. Tienter stated that if the Program is approved, the City Administrator would begin accepting applications on March 27, 2017.

Mr. Tienter stated that the total cost exposure of the City would be \$10,000 and that sufficient General Fund Balance exists to support this level of expenditure.

Council Member Ollig motioned to adopt the 2017 New Home Construction Program and authorized the City Administrator to begin accepting applications on March 27, 2017. Council Member Fitzgerald seconded the motion. Motion carried 5-0.

b) Wastewater Treatment Facility Operation and Maintenance Agreement – PeopleService, Incorporated

Mr. Tienter stated that on April 17, 2012, the City Council approved a five-year extension of the Operation and Maintenance Agreement (Agreement) with PeopleService, Incorporated (PeopleService) 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 PeopleService worked toward the development of the Recommended Agreement proposed for City Council approval at this meeting. Generally, the Recommended 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 operating costs to reflect the change from a Class B to Class A WWTF (e.g., additional routine testing); and
- No change in the annual maintenance and repair costs, or chemical costs.

Mr. Tienter stated that because of the close working relationship and strong performance of PeopleService, as well as the limited and acceptable cost increases, City staff recommend the City Council authorize the City Administrator to execute the Recommended Agreement with PeopleService for the WWTF. Mr. Tienter continued by stating that at their March 7, 2017 Work Session, the City Council reviewed the recommended action and guided City staff to include it for final consideration at this March 21, 2017 Regular Meeting.

Mr. Tienter stated that the financial terms of the contract result in an increase of \$25,860 in WWTF related costs. The Adopted 2017 Budget appropriates approximately \$187,000 for operations, maintenance and repair costs to have sufficient funds available.

Mr. Greg Stang and Mr. Mike Barthel, PeopleService representatives, addressed the City Council Members. Mr. Stang summarized the same points explained by Mr. Tienter.

Mr. Tienter stated that when the WWTF Improvements Project is complete, the City may schedule an open house for the public to view the facility.

Council Member Ollig motioned to authorize the City Administrator to execute an Operation and Maintenance Agreement for the Wastewater Treatment Facility with PeopleService, Incorporated. Council Member Schulenberg seconded the motion. Motion carried 5-0.

6) Department Report

a) PeopleService, Incorporated

Mr. Stang and Mr. Barthel reported the following items related to the WWTF.

- **Lift Stations** – Mr. Barthel stated that no major backups or bypasses occurred in the six lift stations within the past year. The lift station that raises the most concern is the Northgate lift station. Mr. Stang explained the process of a lift station.

Mr. Tienter stated that during the 2017 City Council Goal Setting Retreat, the City Council discussed adding generators to certain lift stations versus an entire lift station upgrade project. Mr. Tienter continued by stating that Mr. Jake Saulsbury, Bolton and Menk, Incorporated will present information regarding the lift stations at a future City Council Work Session.

Mr. Barthel stated that the Kingsley lift station has been operating better since the Kingsley Street Area Improvement project is nearly complete, reducing the amount of bypasses that occur in this location.

- **Force Main Project** – Mr. Barthel stated that this project is complete.
- **Biosolids Hauling** – Mr. Barthel stated that no biosolids were hauled in the Fall of 2016, however, Winsted is presently at half capacity for storage and has one tank available for storage.
- **WWTF Improvement Project** – Mr. Barthel provided a construction update of this project, including a description of the new stainless steel rotors that will replace the failing rotors.

7) No Open Forum

8) City Administrator Updates and Announcements

a) Assistant to the City Administrator

Mr. Anthony Hammes, Assistant to the City Administrator, introduced himself to the City Council Members.

b) Economic Development Authority (EDA)

Mr. Tienter stated that the newly reconstituted EDA met and took action by recommending the approval of the New Home Construction Program Guidelines.

c) Commission Vacancies

Mr. Tienter stated that there are two vacancies on the EDA and one vacancy on the Park Commission and encouraged interested applicants to contact City Hall for information.

d) Metro West Building Inspections – Mr. Rob Beckfeld

Mr. Tienter stated that Mr. Rob Beckfeld will retire from Metro West Building Inspections. The City will be assigned a new inspector from Metro West Building Inspections.

e) Xcel Energy Street Light Conversions

Mr. Tienter stated that Xcel Energy is in the process of converting the current bulbs in their street lights within the city to light emitting diode (LED) bulbs.

9) Adjournment

Mayor Stotko motioned to adjourn the meeting. Council Member Fitzgerald seconded the motion. Motion carried 5-0.

The meeting was adjourned at 6:35 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted