

City of Winsted
City Council Meeting
Council Chambers
Tuesday, April 19, 2016
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member George Schulenberg
Council Member Patty Fitzgerald

Absent: Council Member Tom Ollig

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Dave Meyer, Public Works Department Maintenance Supervisor
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.

b) Years of Service Recognition – Ms. Raquel Kirchoff – Ten (10) Years of Service

Mayor Stotko recognized Ms. Raquel Kirchoff for her ten (10) years of service to the City of Winsted.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – November 17, 2015

Accepted the minutes of the November 17, 2015 City Council Work Session.

b) Minutes – City Council – Regular Meeting – November 17, 2015

Accepted the minutes of the November 17, 2015 City Council Regular Meeting.

c) Minutes – City Council – Work Session – March 2, 2016

Accepted the minutes of the March 2, 2016 City Council Work Session.

d) Minutes – City Council – Regular Meeting – March 2, 2016

Accepted the minutes of the March 2, 2016 City Council Regular Meeting.

e) Minutes – City Council – Work Session – April 5, 2016

Accepted the minutes of the April 5, 2016 City Council Work Session.

f) Minutes – City Council – Regular Meeting – April 5, 2016

Accepted the minutes of the April 5, 2016 City Council Regular Meeting.

g) Minutes – September 14, 2015 Park Commission Meeting

Accepted the minutes of the September 14, 2015 Park Commission Meeting.

h) Minutes – September 14, 2015 Park Commission Work Session

Accepted the minutes of the September 14, 2015 Park Commission Work Session.

i) Minutes – October 12, 2015 Park Commission Work Session

Accepted the minutes of the October 12, 2015 Park Commission Work Session.

j) Minutes – November 9, 2015 Park Commission Work Session

Accepted the minutes of the November 9, 2015 Park Commission Work Session.

k) Minutes – December 14, 2015 Park Commission Work Session

Accepted the minutes of the December 14, 2015 Park Commission Work Session.

l) Minutes – January 11, 2016 Park Commission Work Session

Accepted the minutes of the January 11, 2016 Park Commission Work Session.

m) Minutes – February 9, 2016 Downtown Vibrancy Commission Meeting

Accepted the minutes of the February 9, 2016 Downtown Vibrancy Commission Meeting.

n) Industrial Park Expansion Sign

Authorized the purchase and installation of a five (5) foot by ten (10) foot Industrial Park Expansion Sign on County State Aid Highway (CSAH) Number One (1) from Greater Minnesota Communications for an amount not to exceed \$800.00.

o) Holiday Decorations Replacement

Approved a quote from Northern Lights Display for the replacement of holiday decorations in an amount not to exceed \$21,600.00.

p) Leave of Absence – Mr. John Schlechter

Approved a two (2) week leave of absence for Mr. John Schlechter to be taken with one (1) week in May, 2016 and one (1) week in October, 2016 as scheduled with Mr. Dave Meyer, Maintenance Supervisor.

q) Year 2016 Crack Filling –Bargen Incorporated

Approved the quote from Bargen Incorporated to crack fill certain streets for an amount of \$2.30 per pound of sealant installed, not to exceed \$14,000.

r) Resolution R-16-19 - Donation – TDS Telecom

Adopted Resolution R-16-19 to accept a \$150.00 Target gift card donation from TDS Telecom to be dedicated to the Winsted Police Department for the year 2016 Bike Rodeo.

s) Resolution R-16-20 – Donation – Winsted Area Chamber of Commerce

Adopted Resolution R-16-20 to accept a donation from the Winsted Area Chamber of Commerce in the amount of \$125 to be dedicated to the Winsted Police Department for the year 2016 Bike Rodeo.

t) Resolution R-16-21 – Corporate Authorization Resolution – Security Bank and Trust Company

Adopted Resolution R-16-21, a Corporate Authorization Resolution, between the City of Winsted and the Security Bank and Trust Company for the City of Winsted's Operating Account.

u) McLeod County Trail Plan

Authorized the Mayor to send a letter of support for the McLeod County Trail Plan on behalf of the City of Winsted.

v) Drinking Water Revolving Fund Project Priority List (PPL) Application

Authorized the City Administrator to submit letters to the Minnesota Department of Health (MDH) and the Public Facilities Authority (PFA) regarding the City of Winsted Water System Infrastructure Rehabilitation Placement on the Drinking Water Revolving Fund Project Priority List and PFA Intended Use Plan.

w) Park Commission Chairperson and Vice-Chairperson Appointments

Approved the appointments of Mr. Steve Ebert as Chairperson and Mr. Tim Fury as Vice-Chairperson of the Park Commission as recommended by the Park Commission Members.

x) Security Bank and Trust Company – Pledged Securities

Approved the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of March, 2016.

y) March, 2016 Building Permit Report

Approved the March, 2016 Building Permit Report

z) Claims

Approved the Claims List for April 19, 2016.

aa) Part-Time Police Officer – Mr. Joshua Fahey

Approved the wage paid of \$18.00 per hour to Mr. Joshua Fahey, part-time Police Officer for the City of Winsted, from his employment start date of April 6, 2016, rather than the wage of \$15.50 per hour that was approved on April 5, 2016, to be consistent with the wage assigned to the Police Officer position on the year 2016 Compensation Plan.

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

3) Public Hearings

None.

4) Old Business

None.

5) New Business

a) Year 2016 City Council Priorities First Quarter Update

Mr. Tienter gave a first quarter update on the City Council's Year 2016 Priorities.

Council Member Quast asked if there is a developer interested in building senior housing. Mr. Tienter stated that he is working with a local developer and they have identified a handful of possible projects that include market rate housing and some type of senior housing. The developer expressed a stronger interest in the market rate housing project; but, was not opposed to working on a senior housing project. Outside that developer, the City will continue to cultivate other opportunities to develop senior housing in the City of Winsted.

Council Member Schulenberg asked if the Winsted Municipal Airport Commission (Airport Commission) is still viable. Mr. Tienter stated that the Airport Commission is still viable and is also an established Commission per City ordinance. Part of the City Council's priority was to examine whether the way the Airport Commission is currently constituted is consistent with best practices; such as, does it have the appropriate number of members, are those members representing appropriate constituencies, are they meeting in the right location, are they meeting with the right consistency, should there be a separate commission or should it just be the City Council, and etcetera? The goal is to examine all options and make a recommendation for best practices.

b) Year 2016 Public Works Vehicle Purchase

Mr. Tienter stated that the City of Winsted (City) Public Works Department (Public Works) requires City-owned equipment and vehicles to perform regular duties and maintain expected services levels as established by the City Council (Council). As part of the City fleet, Public Works regularly operates two (2) pick-up trucks, which are used daily as part of regular job responsibilities. These vehicles, which were originally purchased in the years 1999 and 2003, are both Ford F. 250 Super Cab model pick-up trucks with approximately 95,000 miles and 85,000 miles, respectively.

Mr. Tienter stated that both vehicles were scheduled for replacement in the years 2010 and 2015; however, the Council opted to delay replacement until the adoption of a Capital Equipment Plan (CEP) to ensure sufficient funds were available to support the capital needs of the City, specifically Public Works and Police Departments. As part of the Adopted Year 2016 Budget, the Council approved the years 2016 through 2020 Police and Public Works Departments CEP, which budgeted \$82,400 for the replacement of both pick-up trucks in the year 2016.

Mr. Tienter stated that based on the work demands and the preferences of Public Works staff, City staff recommend replacing the aforementioned vehicles with two year 2016 Ford F. 350 Super Cab XLT model pick-up trucks. City staff recommend the change in model from an F. 250 to F. 350 due to snowplowing and other needs. The difference in price between the two models was negligible.

Mr. Tienter stated that per the City's Purchasing Policy and past vehicle purchase practice, City staff first explored purchasing both vehicles through the State of Minnesota's Cooperative Purchasing Agreement (CPV). Although the CPV offered the Ford make requested by City staff, it did not offer the requested XLT model, which would be consistent with the current vehicle setup.

Mr. Tienter stated that as such, City staff opted to seek the three quotes otherwise required by the Purchasing Policy for purchases between \$5,000 and \$100,000. City staff contacted Morrie's Buffalo Ford, Holt Motors of Cokato and Waconia Ford for quotes on the two recommended vehicles and also to value the trade of the current pick-up trucks. He continued by stating that the following Figure 1 summarizes and ranks these quotes:

Figure 1: 2016 Ford F-350 Super Cab XLT Quotes Summary						
Vendor	Quote	(+) Other Fees	(=) Subtotal	(-) Trade	(=) Total	Rank
Waconia Ford	\$74,960.10	\$ 500.50	\$75,460.60	\$11,500.00	\$63,960.60	1
Morrie's Buffalo Ford	\$75,670.00	\$ 500.50	\$76,170.50	\$11,000.00	\$65,170.50	2
Holt Motors	\$87,490.00	\$ 500.50	\$87,990.50	\$10,500.00	\$77,490.50	3

Mr. Tienter stated that based on the quotes, City staff recommend the Council purchase both vehicles from Waconia Ford. Under their quote, the City would purchase each recommended vehicle for \$37,480.05 for total vehicle cost of \$74,960.10. The other fees included in Figure 1 include administrative, title and transfer fees, which are standard across the quotes. Per Minnesota State Statute, the City does not pay sales or use tax. The trade-in values include all accessories, attachments and equipment for both vehicles, specifically the snow plows. In total, both vehicles are quoted at \$63,960.60.

Mr. Tienter stated that the Public Works must also purchase accessories and equipment for the new vehicles, specifically snow plow attachments for each. Given their estimated cost exceeds \$5,000, City staff also obtained three quotes for the snow plow attachments. Mr. Tienter continued by stating that Figure 2 below summarizes the three quotes and each include the cost of installation

Vendor	Quote	Rank
UFC Farm Supply	\$ 13,331.20	1
Central Hydraulics	\$ 13,756.00	2
Holt Motors	\$ 17,696.00	3

Mr. Tienter stated that based upon the above quotes, City staff recommend the purchase and installation of the snow plow attachments from UFC Farm Supply. The snow plows will be installed after the delivery of both vehicles.

Mr. Tienter stated that in total, both vehicles and snow plow attachments will cost approximately \$77,356.80. As mentioned above, the years 2016 through 2020 Police and Public Works CEP budgeted \$82,400 for these purchases, which results in a budgeted cost savings of \$5,043.20. He continued by presenting Figure 3; which summarizes the vehicle and snow plow purchases:

2016 Public Works Department CIP Budget	\$ 82,400.00
Waconia Ford Quote	\$ 63,960.60
Central Hydraulics Snow Plow Quote	\$ 13,396.20
<i>Less: Vehicle and Snow Plow Subtotal</i>	<i>\$ 77,356.80</i>
Amount Remaining	\$ 5,043.20

Mr. Tienter stated that based on the above analysis and the available funding, City staff recommend the Council authorize the City Administrator to purchase both vehicles and corresponding equipment at a cost not to exceed \$78,000 at the April 19, 2016 City Council Regular Meeting. By authorizing the purchase before the end of April, the City may take advantage of lower pricing for the year 2016 vehicles before the transition to the year 2017 models.

Mr. Tienter stated that lastly, City staff plan to order both vehicles in white; consistent with the current vehicle colors and matching the Police Department vehicles.

Mr. Dave Meyer stated that the City is purchasing a one (1) ton vehicle (versus the ¾ ton vehicle); because, they are heavier and better able to handle the snow plowing.

Council Member Schulenberg stated that he appreciates the fact that the City staff were able find a fair price for the trucks.

Council Member Quast motioned to authorize the City Administrator to purchase two 2016 Ford F-350 Super Cab XLT model pick-up trucks and corresponding equipment in an amount not to exceed \$78,000. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

6) Organization Report

a) Winsted Youth Baseball and Softball Association

Mr. Rick Baumann, Winsted Youth Baseball and Softball Association, reported on the following:

- Mr. Baumann thanked the City Council for the opportunity to present at tonight's City Council meeting. He continued by stating that the Winsted Youth Baseball and Softball Association is looking forward to the year 2016 season.
- **The Winsted Youth Baseball and Softball Association (Association) Programs**
 - Offer an opportunity for boys and girls ages four (4) to eighteen (18) that are from the City of Winsted and surrounding communities to play baseball or softball.
 - The programs are open to all players regardless of economic status.

- The cost of the programs is maintained at a minimal fee due to the generous sponsorships of area businesses.
 - The goal is to provide a positive experience of learning to play baseball or softball while having fun.
 - There are an estimated twenty-five (25) volunteer coaches that work with the players at different levels of ability.
 - The program continues to grow. When Mr. Baumann started administrating the program there were sixty-two (62) players and currently there are over one hundred and fifty (150) players.
 - There are thirty (30) children signed-up for T-Ball; which is children of ages four (4) and five (5).
 - There are seventy (70) players ages of six (6), seven (7) and eight (8) for mixed recreational ball.
 - There is a boys machine pitched team for ages nine (9) and ten (10).
 - There are twelve (12) players for a girls machine pitched team also ages nine (9) and ten (10).
 - There are ten (10) players on a boys pitched team.
 - There are twelve (12) are players on a girls softball pitched team.
 - The leagues played are the Crow River Softball League through Hutchinson, Minnesota; the Crow River Baseball League through Winsted, Minnesota; Waconia, Minnesota Machine Pitched League; Mixed Recreational League which runs through Winsted, Minnesota/Lester Prairie, Minnesota and Silver Lake, Minnesota; and T-ball plays against teams from Lester Prairie, Minnesota.
 - Games are played Monday through Thursday from mid-May to late August.
 - The girls mostly play Monday/Wednesday and the boys play mostly Tuesday/Thursday.
 - The Association uses all three fields in the City of Winsted-Barrett Park, Southview Park and Westgate Park.
 - In the summer of the year 2015, there were approximately sixty-five (65) games played the aforementioned three (3) fields.
 - During the summer of the year 2016, there will be an estimated ninety (90) to ninety-five (95) games on the three (3) fields in Winsted. The reason for more games is there are two (2) more teams this year; so, the Association has increased from ten (10) teams in the year 2015 to twelve (12) teams in the year 2016.
- **Free Clinics**
- ❖ Used to improve the children's skills and knowledge of the game.
 - ❖ **Ron Baumann Memorial Clinic**
 - This Memorial Clinic is run in honor of Mr. Rick Baumann's Dad.
 - The clinic will be held on Saturday, June 18, 2016 from 9:00 a.m. to 12:00 noon at the Denis M. Campbell Baseball Field.
 - This is the third year for this Memorial Clinic.
 - Offered to boys and girls from the ages of six (6) to twelve (12).
 - The clinic is run by area high school coaches and former and current Winsted Wildcats Baseball Team players.
 - In the year 2015, one hundred (100) players attended this clinic.
 - All players and coaches receive a free t-shirt, cookies and lemonade.
 - ❖ **Minnesota Twins Clinic**
 - The Association has held a Minnesota Twins Clinic for the past three (3) years; however, they were not granted one in the year 2016.
 - The Minnesota Twins try to rotate their Clinics to other communities around the State of Minnesota.
 - The Association is hoping to have another Minnesota Twins Clinic in the future.

Council Member Quast asked if children from other communities can come to the Ron Baumann Memorial Clinic and the Minnesota Twins Clinic. Mr. Baumann stated the Clinics are open to any children in the area.

- **Tournaments**
The Association has been granted two (2) tournaments in the year 2016.

- ✓ **Age Twelve (12) AA Boys State Baseball Qualifier**
 - Will be held June 24 to June 26, 2016.
- ✓ **10B Boys Crow River End of the Season Baseball Tournament**
 - Will be held July 8 to July 10, 2016.
 - The plan is to use both Barrett Park and Southview Park fields for the tournaments.
 - It is an opportunity to showcase the City of Winsted and the improvements that have been made to both of the aforementioned fields.
 - It is also an opportunity to support the City's local businesses by bringing in people from other communities.
 - Some concerns regarding the tournament include:
 1. No bleachers at Southview Park.
 2. The light poles continue to lean in Barrett Park.

Council Member Schulenberg asked if the drainage problem has been resolved at Barrett Park. Mr. Baumann stated that the drainage problem has been resolved.

Council Member Schulenberg asked Mr. Baumann if he had any idea of what the cost would be to install bleachers at Southview Park. Mr. Baumann stated former City Administrator, Mr. Clay Wilfahrt, had researched the cost of installing bleachers at Southview Park; however, he does not know what Mr. Wilfahrt found out. Mr. Baumann continued by stating that he has been in contact with the Winsted Amateur Baseball Association to inquire about obtaining bleachers from the Denis M. Campbell Baseball Field if they do renovations and purchase new bleachers.

Council Member Schulenberg recommend that City staff obtain quotes for bleachers at Southview Park.

Council Member Quast asked Mr. Baumann if he has any concerns about the impact the Kingsley Street Area Improvements Project (Project) will have on accessibility to Southview Park. Mr. Baumann stated that he has not looked into it. He continued by stating that he knows the Project will likely have an impact on participants who need to access the Park.

Mr. Tienter stated that as part of the Kingsley Street Area Improvements Project, the bid documents did allow for parking on the shoulders of the street for Southview Park.

b) Winsted Amateur Baseball Association

Mr. Tienter spoke on behalf of Mr. Chris Schultz of the Winsted Amateur Baseball Association.

Mr. Tienter distributed a draft schedule provided by Mr. Schultz for the Winsted Wildcats Baseball games for the year 2016 season.

Mr. Tienter also stated that Mr. Schultz asked him to inform the City Council that he is pleased with the results of the Park Commission's discussion at their Monday, April 11, 2016 meeting regarding the proposed improvements to the Denis M. Campbell Baseball Field. Mr. Tienter stated that a more formal proposal for the improvements will be presented to the City Council for discussion at a future meeting.

c) Winsted Public Library Librarian – Ms. Katy Hiltner

Ms. Katy Hiltner, the newly appointed Head Librarian for both the Hutchinson and Winsted Public Libraries, introduced herself to the City Council.

Ms. Lisa Ebert, the Librarian for the Winsted Public Library (Library), was also in attendance at the City Council meeting.

Council Member Schulenberg commented on the success of the Library's *Library After Hours* Program.

Ms. Ebert gave an overview of the following *Library After Hours* programs:

1. January, 2016 was a %Coloring and Cocoa+.
2. February, 2016 was a %Dessert Social+.
3. March, 2016 was a %Trivia Contest+.

7) **Open Forum**

None.

8) **Announcements**

None.

9) **Adjournment**

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

The meeting was adjourned at 6:55 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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