

City of Winsted
City Council Meeting
Council Chambers
Tuesday, May 20, 2014
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonnie Quast
Council Member Tom Ollig
Council Member George Schulenberg
Council Member Max Fasching

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Raquel Kirchoff, Deputy City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Acting Chief

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 – Police Department Reserve Officer**

Mayor Stotko presented a Certificate of Appreciation to Police Department Reserve Officer Alan Melquist for 20 Years of Service.

2) Consent Agenda

Council Member Quast stated that one of the businesses that would have a Liquor License approved on the Consent Agenda, does not have a tobacco license approved on the Consent agenda and wanted verification that this was correct. Council Member Fasching stated that that business does not sell tobacco.

Council Member Ollig stated that the American Legion was not listed as a business that would be approved for a Liquor License on the Consent Agenda. Ms. Kirchoff stated that the American Legion did not apply for Liquor License for the upcoming year.

Council Member Ollig motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0.

a) Minutes – City Council – Work Session – May 6, 2014

Accepted the minutes of the May 6, 2014 City Council Work Session.

b) Minutes – City Council – Regular Meeting – May 6, 2014

Accepted the minutes of the May 6, 2014 City Council Regular Meeting.

c) Downtown Vibrancy Commission Minutes – April 8, 2014

Accepted the minutes of the April 8, 2014 Downtown Vibrancy Commission Meeting.

d) Planning Commission Meeting – April 14, 2014

Accepted the minutes of the April 14, 2014 Planning Commission Meeting.

e) Meeting Reschedule – City Council Work Session – November 4, 2014

Authorized the City Council Work Session, scheduled for November 4, 2014, to be rescheduled for Wednesday, November 5, 2014 at 5:00 p.m. due to the General Election.

f) Meeting Reschedule – Regular City Council Meeting – November 4, 2014

Authorized the Regular City Council Meeting, scheduled for November 4, 2014, to be rescheduled for Wednesday, November 5, 2014 at 6:00 p.m. due to the General Election.

g) Liquor Licenses

Approved the Off Sale, On Sale, and Sunday Liquor Licenses from July 1, 2014 through June 30, 2015 for the following:

J & N Schlagel Enterprises II
The Blue Note
320 . 3rd Street North

The Corner Bar & Grill of Winsted
111 . 1st Street North

The Woods Group
Kegs Bar
121 . 1st Street North

Hussong's Liquor . **Off Sale Only**
132 . 6th Street North

Approved the Liquor, Wine, Club or 3.2% License from July 1, 2014 through June 30, 2015 and waived the fee for said license for the following:

Winsted Baseball Club, Inc.
Campbell Baseball Field

Approved the 3.2% Off Sale Liquor License from July 1, 2014 through June 30, 2015 for the following:

Casey's General Store #1673
240-6th Street North

h) Dance Permit*

Approved a Dance Permit for the Blue Note Ballroom, 320 . 3rd Street South, for the period of July 1, 2014 through June 30, 2015.

i) Licenses to Sell Tobacco Products and Tobacco Related Devices*

Approved licenses to sell Tobacco Products and Tobacco Related Devices from July 1, 2014 through June 30, 2015 for the following:

Casey's General Store #1673
240 . 6th Street North

G & J Foods, Inc.
491 Main Avenue West

Hussong's Liquor
132 . 6th Street North

J & N Schlagel Enterprises II
The Blue Note Ballroom
320 . 3rd Street South

The Woods Group
Kegs Bar
121 . 1st Street North

j) Permit Application for Fireworks Displays

Approved a Permit Application for Fireworks Displays within the City of Winsted.

k) Downtown Vibrancy Commission Appointment – Tami Rosenthal*

Appointed Tami Rosenthal to the Downtown Vibrancy Commission.

l) Public Works Part-Time Seasonal Maintenance Worker

Approved the Part-Time Seasonal Maintenance Worker Job Description and appointed Matt Williams as a Part-Time Seasonal Maintenance Worker at \$10 per hour.

m) Claims*

Approved the claims list for May 20, 2014.

n) Honor and Recognize Winsted Elementary School

Proclaimed Friday, May 23, 2014 as Winsted Elementary School, %School of Excellence+day and extend the City of Winsted's recognition, sincere thanks, and congratulations for the hard work put forth for this outstanding achievement.

3) No Public Hearings.

4) No Old Business.

5) New Business

a) Administration Intern Position

Mr. Wilfahrt stated that in February of 2014, the Winsted Chief of Police retired; and since then, staff has been working to replace the Chief. This has required a lot of time from the officer seeking the position. Additionally, the Police Department has reduced in size from four (4) full-time officers to three (3) full-time officers, placing additional workload on the three (3) officers in the department.

Mr. Wilfahrt stated that administrative staff has also undergone a leadership change in the last six (6) months which required a lot of extra time to catch up on tasks. Staff constantly maintains a list of projects to complete in order to ensure that ordinances are updated, goals are met, regulations are satisfied, and general business operates smoothly. That project list has grown consistently over the past six (6) months with turnover and increased activity.

Mr. Wilfahrt stated that staff would like to request additional help administratively to help free hours to focus on projects like acclimation to a Chief of Police Position, ordinance and policy revisions, upcoming elections, and day-to-day business.

Mr. Wilfahrt stated that one of the City's part-time administrative staff, Lena Guggemos, is completing a Bachelor's Degree in International Studies and has expressed an interest in filling in as a temporary part-time worker for the City. Staff has developed a work plan for Ms. Guggemos to both aid City staff and gain valuable experience for her future career.

Mr. Wilfahrt stated that staff would like to increase Ms. Guggemos' hours to thirty (30) per week from June 17, 2014 through the middle of September, 2014. Ms. Guggemos is paid \$10 per hour. The total compensation for the increased hours would be \$3,600. The money for Ms. Guggemos' hours would come from the line item for Public Safety salary. Since there has been a vacancy at the Chief's position, there is seventy-five percent (75%) of the budget remaining, and the year is currently thirty-five percent (35%) complete. This results in at least ten percent (10%) of the fund as unspent, and the number is expected to increase as the Police Department will continue as a three (3) person department for at least a few months after the hire of the new Chief. Staff estimates this line item will have approximately \$25,000 remaining at the end of the year 2014.

Mr. Wilfahrt stated that a job description has been prepared for approval by the City Council. If the City Council chooses to move forward, staff recommends that the City Council approve the job description for an Administration Intern position and appoint Ms. Guggemos to the position.

Mr. Wilfahrt stated that a work plan has also been prepared for the position. The work plan is not meant to be rigid, but it will be combined with information regarding the projects to give the employee direction as they proceed with projects and workload. It is also designed to give the City Council an idea of the workload and expected results that the Intern will produce.

Council Member Ollig asked Ms. Guggemos if she had reviewed the Job Description. Ms. Guggemos responded that she had and also that she was excited for the opportunity to work as the Administration Intern.

Council Member Quast motioned to approve the Job Description for the Administration Intern position and appoint Lena Guggemos as the Administration Intern for the City of Winsted for three (3) months beginning on June 17, 2014. Council Member Fasching seconded the motion. Motion carried 5-0.

b) Easement – 200 - 6th Street South

Mr. Wilfahrt stated that as Dollar General was beginning construction, they were approached by the landowner that they purchased the property from, who requested that a sanitary sewer service be extended along the north side of the Dollar General property. Mr. Wilfahrt stated that the map provided shows the sewer line, which will be one hundred seventeen (117) feet of six (6) inch sewer line and one (1) manhole. Mr. Wilfahrt stated that there are no immediate plans to connect anything to the new line, the cost of the project will be paid for by the developer, and the plans have been reviewed and approved by the City Engineer.

Mr. Wilfahrt stated that since the sewer line will service a property not owned by Dollar General, the City Engineer recommended that an easement be obtained for the property. If there were ever a change in ownership of the Dollar General Property, the City will want to make sure it has the right to maintain the sewer line as needed to ensure continuation of service for the adjacent property. Mr. Wilfahrt stated that an easement agreement has been prepared for the City to obtain an easement over the sewer line for the cost of \$1.00. This agreement has been reviewed by the City Attorney and the City Engineer, and both were satisfied with the agreement.

Mr. Wilfahrt stated that since Dollar General is beginning construction, and this portion of the project will take place in the early phases, staff recommends a decision be made at this meeting.

Council Member Schulenberg motioned to approve an agreement for the City of Winsted to obtain an Easement for \$1.00 from Overland Properties, LLC to operate, inspect, repair, maintain, and replace or remove sanitary sewer facilities at the Dollar General Store location at 200-6th Street South. Council Member Fasching seconded the motion. Motion carried 5-0.

c) Sign Retroreflectivity Policy

Mr. Wilfahrt stated that recently, Federal Regulations pertaining to the retroreflectivity of signs has changed. The Federal Government is requiring that all cities have a policy in place to stay in compliance with the retroreflectivity requirements by June 13, 2014. If signs do not meet the retroreflectivity requirements, the City has greater liability if an injured person can prove that the City's failure to meet sign retroreflectivity requirements contribute to an accident.

Mr. Wilfahrt stated that the City Engineer, Bolton and Menk, Incorporated, approached City staff about sign retroreflectivity late last year. Since that time, staff has been working with Bolton and Menk, Incorporated to craft a policy to meet the requirements of the Federal Government. A draft policy has been prepared that brings Winsted into compliance with Federal Regulations.

Mr. Wilfahrt stated that given the possible consequences of having non-compliant signs, staff believes that replacing all of the signs should be a high priority. Staff conducted a sign inventory in 2013; and of the 348 signs inventoried, 165 had a noticeable deficiency such as fading, cracking, bending, etcetera. Because of the above reasons, staff and Bolton and Menk, Incorporated recommend that the City initially commits to ~~blanket replacement~~, which means that all street signs in the city will be replaced by 2017. There are about 350 signs in the city.

According to Bolton and Menk, Incorporated, quotes obtained a few years ago listed sign prices between \$30 and \$60 depending on the sign and assuming that staff replaced the signs and reused the posts. Staff assigned a cost to all signs in the city and estimates that the total cost of sign replacement will be \$23,500 over three (3) years. There will also be some brackets on top of the signs that will need to be replaced, and staff estimates they will cost approximately \$1,500 to replace. If the Council approves this policy, approximately \$7,833 will be added to the 2015-2017 budgets to accommodate this expense.

The City could elect to replace the signs on an as-needed basis as determined by professional measurement equipment or as assessed by a trained professional; but, given the current condition of Winsted's signs, staff believes that blanket replacement is the most cost effective choice. The cost of professional assessment is roughly \$3,500 plus the cost of replacing the signs that do not meet requirements. The age of many of the signs likely necessitates their replacement anyway. Bolton and Menk, Incorporated recommends that communities with less than 750 signs use blanket replacement.

Once the blanket replacement is completed, staff will maintain a list of signs that were replaced and use the manufacturer's warranty to determine the useful life of a sign. Warranties typically last ten to twelve (10-12) years on street signs, which means that the City would need to replace all street signs every ten to twelve (10-12) years. This method is used widely and is recommended by our engineer.

Finally, attached is a map of the proposed replacements. The replacement will occur in three (3) phases. Staff divided the community into three (3) sections and scheduled each for replacement in 2015, 2016, or 2017. The timeline is based on observed conditions of the signs in each area, with the worst conditions being replaced first.

Council Member Fasching stated that he had asked Mr. Wilfahrt if this replacement was for traffic signs only or for street signs also, and it was determined that street sign replacement would not be required. Mr. Wilfahrt stated that because the street signs do not need replacement the amended amount that would be added to the 2015-2017 budgets for this expense would be approximately \$7,000 per year, not \$7,833.

Council Member Schulenberg asked if the Public Works Department would replace the signs. Mr. Wilfahrt stated yes.

Council Member Quast motioned to approve a Sign Retroreflectivity Policy for the City of Winsted. Council Member Ollig seconded the motion. Motion carried 5-0.

d) Resolution – R-14-18 – Federal Airport Funding Transfer Agreement

Mr. Wilfahrt stated that recently, City staff met with the City Engineer, the Federal Aviation Administration (FAA), and the Minnesota Department of Transportation (MNDOT) to discuss the future of the Winsted Municipal Airport. Currently, the City's Airport Master Plan indicates that the Winsted Municipal Airport will be converted to a paved runway within five (5) years of the plan, which was conducted in February of 2010. At that time, a survey conducted by the FAA indicated that the users of the Airport desired a paved runway. Since that time, staff noticed that the opinion of the hangar owners was changing. In March of 2014, staff conducted a survey of all hangar owners. Twenty (20) hangar owners responded, and sixteen (16) of them indicated a desire to maintain the turf runway. Of the four (4) who indicated a desire to pave the runway, none indicated a willingness to bear the burden of the City's ten percent (10%) share of the project.

Mr. Wilfahrt stated that property would also need to be purchased as part of the paving project. Staff has been in contact with the land owners, and the owners have limited interest to sell. Staff is currently communicating with the FAA on how to proceed in regards to improvements for the Airport.

Mr. Wilfahrt stated that both of the aforementioned situations present challenges for the City to pave the runway. Gaining support from hangar owners and securing the land will take time.

Meanwhile, the condition of the turf is poor. The City has received a number of photos and complaints of poor conditions which, according to the City engineer, is largely due to the age of the turf. Staff was hoping to push for a turf reconstruction in 2014; however, since the Master Plan includes paving of the runway by 2015, the FAA is not agreeable to the City reconditioning the runway in 2014 until the City determines what it wants to do with the future of the Airport.

Mr. Wilfahrt stated that currently, the City has about \$576,000 in its Federal Entitlement Fund which helps pay for infrastructure projects at the Airport. Annually, the City receives \$150,000 in entitlement funds from the Federal Government. Once the fund reaches \$600,000, the Federal Government suspends

payments to the fund until a project is completed and some of the funds are depleted. Since the FAA is not agreeable to Winsted completing a project until it determines a direction to proceed on the Airport, and since the City is due \$150,000 in 2014, the City will have \$126,517 in funds that will be forfeited unless the funds are transferred to another airport.

Mr. Wilfahrt stated that staff has been communicating with the City of Roseau, Minnesota about an agreement to transfer the funds to them in lieu of forfeiting them. A copy of the draft agreement that has already been approved by Roseau has been provided for City Council review.

The agreement states that the City of Winsted will transfer \$150,000 of its federal funding to Roseau in 2014. Roseau will transfer the \$150,000 back to Winsted no later than 2016. The agreement will be subject to MNDOT and FAA approval of both the agreement and the project proposed by the City of Roseau.

Council Member Quast asked if the City elects not to pave the runway in the future, does the \$576,000 of Federal Entitlement Funds have to be returned. Mr. Wilfahrt stated no; those funds may be used for any Capital Improvement project at the Winsted Municipal Airport that is authorized by the FAA.

Mr. Wilfahrt stated that City staff is having discussions with the FAA regarding the present challenges regarding the paving of the runway.

Mayor Stotko asked if the City would still receive Federal Entitlement Funds in the year that the loaned money was returned to the City by the City of Roseau. Mr. Wilfahrt stated that funds would be received up to the \$600,000 limit, so the City may face this issue again in the future.

Council Member Ollig motioned to approve Resolution R-14-18 approving an Agreement for Transfer of Entitlement for Federal Airport Funding to the City of Roseau, Minnesota. Council Member Schulenberg seconded the motion. Motion carried 5-0.

e) Winstock Country Music Festival – Fireworks Application

Mr. Wilfahrt stated that Stage Effects and Engineering, Incorporated applied for a fireworks display permit for Saturday, June 14th, 2014 on the grounds for the Winstock Country Music Festival for the Toby Keith concert.

Mr. Wilfahrt stated that typically approvals for these permits will also be placed on the Consent Agenda; however, since the application was not approved until this meeting, staff moved this item to the Regular Agenda.

Mr. Wilfahrt stated that staff and the Fire Chief have reviewed the application and see no issues.

Council Member Fasching motioned to approve a Fireworks Display Permit for Stage Effects and Engineering, Incorporated in conjunction with RES Specialty Pyrotechnics Incorporated at the Winstock Country Music Festival on Saturday, June 14, 2014, at 3233 – 230th Street, Winsted, MN. Council Member Quast seconded the motion. Motion carried 5-0.

6) Department Report

a) City Engineer

Mr. Jake Saulsbury, City Engineer from Bolton and Menk, Incorporated, reported on the following:

Winsted Municipal Airport Items:

- 2014 Airport Improvements - No project will occur this year.
- 2015 Airport Improvements - The hangar owners were polled and are in favor of maintaining the turf runway rather than paving it; therefore, the proposed project is to rehabilitate the existing turf runway. Discussions are continuing with the FAA.
- FAA Entitlement Funds - The upcoming funding apportionment will put the City over the maximum balance of \$600,000. Efforts are being made to loan out \$150,000 in FAA funds to another airport. Payback is scheduled to occur in 2016.

Wastewater Treatment Plant:

- The final design of the plant upgrade project was approved by the City Council and the \$1,000,000 point source grant was accepted.
- The final design is nearly complete and the project includes the WWTF upgrades, a new effluent lift station and outlet, a generator, and a portion of the Kingsley lift station forcemain.
- An easement is still needed for the new outlet pipe location from the southwest corner of the site to the ditch.
- The project is required to be bid prior to July 1, 2014 to be eligible for the grant. The current schedule has the project going out for bids later this month with a bid opening on June 10th.
- A pre-bid conference is scheduled to occur at the site with prospective bidders on June 2nd.

Miscellaneous Items:

- Littfin Lift Station Generator . Contracts are complete and shop drawings and project submittals are being reviewed. Construction to occur this summer.
- Industrial Park . Phasing and cost revisions for the Entinger site have been prepared and forwarded to the City.
- Kingsley Street Area Improvements . A Feasibility Study was previously authorized by the City Council and will be completed for street, utility, forcemain, and trail improvements on and near Kingsley Street.
- Herald Journal Services . Final design has been completed and coordination with utility companies is currently underway. The project is ready to be sent out for quotes.
- Signing Requirements - A letter outlining the FHWA sign management rule updates and the upcoming necessary compliance items was submitted along with a draft sign policy.
- FEMA Flood Plain Ordinance . The DNR provided language was reviewed and comments were forwarded to the City.
- Drill Pipe Expansion . The proposed construction plans were reviewed and we are awaiting clarification on some stormwater concerns.
- Dollar General . The construction plans were reviewed and additional coordination with the applicant has occurred pertaining to an easement and the location of a sanitary sewer main.
- TetraPak . A meeting was held with TetraPak to review their previous expansion project and their desire for additional parking.

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 5-0.

The meeting was adjourned at 6:30 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
Deputy City Clerk-Treasurer
City of Winsted