

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, June 19, 2018  
6:00 p.m.

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

Staff Present: Mr. Daniel Tienter, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer  
Mr. Tyler Bruns, Winsted Police Officer

Also Present: Mr. Ron Roetzel, Bolton & Menk, Incorporated  
Mr. Jason McGraw, Conway, Deuth & Schmiesing, PLLP  
Mr. Eric Holt, Conway, Deuth & Schmiesing, PLLP

**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) Resolution R-18-20 – Lewis Avenue Dedication**

Adopted Resolution R-18-20, dedicating a portion of Lewis Avenue in the City of Winsted.

**b) Resolution R-18-21 – Donation – Howard Lake Police Department**

Adopted Resolution R-18-21, accepting the donation of radios from the Howard Lake Police Department, to be dedicated to the Winsted Volunteer Fire Department.

**c) Winsted Volunteer Fire Department – Automatic Mutual Aid Agreement**

Authorized the City Administrator to execute an Automatic Mutual Aid Agreement between the Winsted Volunteer Fire Department and the Lester Prairie Fire Department.

**d) Employee Recognition Policy**

Adopted the City of Winsted Employee Recognition Policy, as presented.

**e) 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 May, 2018.

**f) Building Permit Report – May, 2018**

Approved the Building Permit Report for the month of May, 2018.

**g) Financial Report – April, 2018**

Approved the financial report for the month of April, 2018.

**h) Claims**

Approved the claims list for June 19, 2018.

Mr. Daniel Tienter, City Administrator, requested the following amendment to the Consent Agenda regarding lift station improvements as discussed at the City Council Work Session prior to this meeting:

Authorize the purchase of the following: a Northgate generator from Interstate Power Systems for a cost not to exceed \$20,550.00, Northgate pump and control panel from Quality Flow Systems for

a cost not to exceed \$51,840.00, and Littfin pump and control panel from Quality Flow Systems for a cost not to exceed \$28,260.00, for a total cost not to exceed \$100,650.00.

**Council Member Ollig motioned to adopt the Consent Agenda as read by Mayor Stotko, and adopt the amendment as read by Mr. Tienter. Council Member Schulenberg seconded the motion. Motion carried 5-0. Council Member Ollig abstained from voting on Item e, “Security Bank and Trust Company – Pledged Securities”.**

**3) No Public Hearings**

**4) No Old Business**

**5) New Business**

**a) Year 2017 Audit Report**

Mr. Justin McGraw of Conway, Deuth and Schmiesing presented the year 2017 Audit Report.

**Council Member Fitzgerald made a motion to accept the 2017 Audit Report. Council Member Henrich seconded the motion. Motion carried 5-0.**

**b) Winsted Municipal Airport – 2018 Airport Improvement Grant**

Mr. Ron Roetzel, Bolton & Menk, Incorporated, explained the process for the application of the 2018 grant for the relocation of two Northern Natural Gas pipelines and one CenterPoint Energy pipeline. Mr. Roetzel stated that the Federal Aviation Association (FAA) has requested both the subordination agreement and the reimbursable agreement as part of the grant application process. Mr. Roetzel reviewed the subordination agreement with the City Council Members. Both the subordination agreement and the reimbursement agreement have been reviewed by the FAA, and the FAA has approved the subordination agreement. The Northern Natural Gas legal team is currently reviewing the subordination agreement.

Mr. Roetzel reviewed the reimbursement agreement with the City Council Members. Northern Natural Gas has requested that they receive the entire approximate \$1.5 Million in costs for the project before the project begins. The City is currently negotiating with Northern Natural Gas to make payments of 20% installments because the FAA will not reimburse the grant based on up-front costs. The FAA only reimburses for completed work.

Mr. Tienter stated that if Northern Natural Gas does not agree to the City’s request, the City would need to consider a short term note from a lending institution to pay Northern Natural Gas. Then the City would seek reimbursement from the FAA.

Mr. Tienter stated that City staff is seeking City Council authorization to submit the grant applications by the application deadlines with the expectation that City staff would continue to negotiate with Northern Natural Gas and reach an agreement. If an agreement from the negotiation is not reached, the City Council would further discuss options on how to move forward.

Mr. Roetzel stated that the total estimated project cost for this phase of the project is \$1,595,330.00; of which the Federal share is 90%, the State share is 5% and the local share is 5% or \$79,766.50.

Mr. Tienter stated that for the local share, it would be the City’s intention to carry the costs until the City bonded for the larger construction project, and then as a part of those bond proceeds the City would be reimbursed.

**Council Member Schulenberg motioned to authorize Bolton and Menk, Incorporated to submit FY 2018 Grant Application Package to request funding for a 2018 Capital Improvement Plan at the Winsted Municipal Airport. Council Member Ollig seconded the motion. Motion carried 5-0.**

**Council Member Fitzgerald motioned to authorize the Mayor to execute Work Order No. Six (6) amending the Professional Services contract between the City of Winsted and Bolton and Menk, Incorporated for Northern Natural Gas Main Relocation for Runway 9/27 Turf Runway reconstruction and lighting improvements at the Winsted Municipal Airport. Council Member Henrich seconded the motion. Motion carried 5-0.**

**6) Organization Report**

**a) Winsted Summer Festival**

Mr. Tienter reviewed the following information regarding the Winsted Summer Festival.

- The Winsted Summer Festival Committee consists of four members who meet once per month.
- Members are Mr. Dale Maus, Ms. Rose Heimerl, Mr. Steve Fiecke, and Mr. Gary Rathmanner
- The Festival supports the Winsted Ambassadors Program
- The 2018 Festival will be held Friday, Saturday and Sunday, August 10-12<sup>th</sup>
- The festival activities are operated by the Winsted Chamber of Commerce and the Summer Festival Committee.
- New for 2018 is the "9/11 Never Forget" Exhibit that is Free and open from 2:00 p.m. to 8:00 p.m. on all three days of the festival.
- Food, beverages and activities are provided.
- Volunteers are needed to support the festival.

**7) No Open Forum**

**8) City Administrator Updates and Announcements**

**a) Winsted Brush Site – Temporarily Closed**

Mr. Tienter stated that the Winsted Brush Site is closed temporarily due to construction. It is anticipated that the site will be closed into July, 2018.

**b) Planning Commission Vacancy**

Mr. Tienter stated the Planning Commission has a vacancy. Interested residents may contact City Hall for consideration.

**9) Adjournment**

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

The meeting was adjourned at 6:51 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff  
City Clerk-Treasurer  
City of Winsted