

City of Winsted
City Council Meeting
Council Chambers
Tuesday, July 3, 2018
6:00 p.m.

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

Absent: Council Member Patty Fitzgerald

Staff Present: Mr. Daniel Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief
Mr. Tyler Bruns, Winsted Police Officer
Mr. Dave Meyer, Maintenance Supervisor

Also Present: Mr. Jake Saulsbury, Bolton and Menk, Incorporated
Mr. Ron Roetzel, Bolton and Menk, 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) Approval of Minutes

Approved the minutes of the following:

- City Council Work Session– April 17, 2018
- City Council Regular Meeting – April 17, 2018

b) Employment Agreement - Temporary Acting City Administrator

Authorized the Mayor and City Clerk-Treasurer to execute an Employment Agreement with Ms. Patricia Fitzgerald for the position of Temporary Acting City Administrator in the City of Winsted.

c) Part-Time Police Officer – Mr. Braden Broekema

Approved a conditional offer of employment and authorized the City Administrator to execute an employment agreement with Mr. Braden Broekema for the position of Part-Time Police Officer with the Winsted Police Department, contingent upon passing a criminal background check, psychological examination and a drug and alcohol test.

d) Part-Time Police Officer – Ms. Paige Vick

Approved a conditional offer of employment and authorized the City Administrator to execute an employment agreement with Ms. Paige Vick for the position of Part-Time Police Officer with the Winsted Police Department, contingent upon passing a criminal background check, psychological examination and a drug and alcohol test.

e) City Administrator Search Proposal – DDA Human Resources, Incorporated

Approved a proposal from DDA Human Resources, Incorporated, to conduct a search and administer a hiring process for a City Administrator in the City of Winsted, for a cost not to exceed \$16,000.00.

f) Employee Personnel Policy and Procedures Manual

Adopted the amended City of Winsted Employee Personnel Policy and Procedures Manual, with an effective date of August 6, 2018.

g) Resolution R-18-22 – Election Judge Appointment

Adopted Resolution R-18-22 appointing Election Judges for the City of Winsted for the 2018 State Primary and General Elections.

h) Commercial Service and Maintenance Agreement Termination – Saint Cloud Refrigeration, Incorporated

Authorized the City Administrator to terminate the Commercial Service and Maintenance Agreement with Saint Cloud Refrigeration, Incorporated, which provides maintenance and repair services for the heating and air conditioning systems at Winsted City Hall.

i) One (1) to Four (4) Day Temporary On-Sale Liquor License – Winsted Area Chamber of Commerce

Approved a one (1) to four (4) day Temporary On-Sale Liquor License for the Winsted Area Chamber of Commerce at Mill Reserve Park in Winsted, Minnesota, on Friday, August 10, 2018, for the Bratbusters event.

j) One (1) to Four (4) Day Temporary On-Sale Liquor License – Winsted American Legion Post #407

Approved a one (1) to four (4) day Temporary On-Sale Liquor License for the Winsted American Legion #407 at Mill Reserve Park in Winsted, Minnesota, on Saturday, August 11, 2018 and Sunday, August 12, 2018, in conjunction with the Winsted Summer Festival.

k) All-Terrain Vehicles (ATV) – Winsted Summer Festival*

Approved the operation of ATVs on City streets and property Friday, August 10, 2018 through Sunday, August 12, 2018 in conjunction with the Winsted Summer Festival, as approved by the Winsted Police Chief.

l) Amplified Music – Winsted Summer Festival*

Approved amplified music events on City streets and property Friday, August 10, 2018 through Sunday, August 12, 2018 in conjunction with the Winsted Summer Festival, as approved by the Winsted Police Chief.

m) Outdoor Food Stands – Winsted Summer Festival*

Approved the use and operation of outdoor food stands on City streets and property on Friday, August 10, 2018 through Sunday, August 12, 2018 in conjunction with the Winsted Summer Festival, as approved by the Winsted Police Chief.

n) Outdoor Vendor Stands – Winsted Summer Festival*

Approved the use and operation of outdoor vendor stands on City streets and property on Friday, August 10, 2018 through Sunday, August 12, 2018 in conjunction with the Winsted Summer Festival, as approved by the Winsted Police Chief.

o) One (1) to Four (4) Day Temporary On-Sale Liquor License – Adult Training and Habilitation Center

Approved a one (1) to four (4) day temporary On-Sale Liquor License for Adult Training and Habilitation Center for the Craft Beer Festival on Saturday, September 8, 2018 at the Winstock Country Music Festival Grounds.

p) Application to Conduct Excluded Bingo – Winsted Lake Watershed Association

Approved an Application to Conduct Excluded Bingo submitted by the Winsted Lake Watershed Association for an event on Thursday, October 18, 2018 at the Blue Note Ballroom, 320 3rd Street South, Winsted, Minnesota, contingent upon the Winsted Lake Watershed Association providing all necessary documentation to the State of Minnesota Gambling Control Board.

q) Claims

Approved the claims list for July 3, 2018.

r) Sales Quote – Computer Integration Technologies

Approved a Sales Quote from Computer Integration Technologies for the purchase of Microsoft Office 2016 software for City-owned computers, for an amount not to exceed \$2,376.00.

s) Account Authorization – Financial Institutions*

Authorized updated Signature Cards/Account Agreements for City of Winsted accounts at the following financial institutions and revoke access and authority for Daniel Tienter, City Administrator, effective July 6, 2018:

- 4M Fund
- International City/County Management Association (ICMA)
- Security Bank & Trust Company
- Northland Securities

Council Member Ollig motioned to adopt the Consent Agenda as presented and to abstain from Item o. Council Member Schulenberg seconded the motion. Motion carried 4-0.

3) No Public Hearings

4) No Old Business

5) New Business

a) Wastewater Treatment Facility (WWTF) Improvement Project – Sanitary Sewer Lift Station Change Order

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, reviewed information for a change order to the WWTF Improvements Project to make improvements to sanitary sewer lift stations.

Mr. Saulsbury stated that the following items are recommended for approval:

Northgate Lift Station

\$483,280 Change Order to Di-Mar Construction
\$ 72,390 Generator and pump package materials/equipment
(approved by the City Council on June 19, 2018)
\$555,670 Northgate Lift Station Total

Littfin Lift Station

\$ 71,875 Change Order to Di-Mar Construction
\$ 28,260 Generator and pump package materials/equipment
(approved by the City Council on June 19, 2018)
\$ 6,000 Deduct for constructing an aggregate driveway
\$ 94,135 Littfin Lift Station Total

Westgate Lift Station

\$ 29,338 Change Order to Di-Mar Construction
\$ 22,475 Generator materials/equipment
\$ 51,813 Westgate Lift Station Total

Council Member Ollig asked what this work accomplishes.

Mr. Saulsbury stated that this work will convey the waste water from portions of the City to the WWTF in a much safer manner. Sewer back-ups into basements will be less likely. More storage will be allowed at the Northgate Lift Station, which essentially transports the wastewater from the northern part of the City and from the Winsted on the Lake development. The addition of generators will allow the systems to operate in the event of a power outage. Without the operation during a power outage, the system would fill up and either spill over or be required to be pumped out.

Council Member Henrich asked if the generator to be installed at Westgate would also be able to operate civil defense sirens if they were connected to it.

Mr. Saulsbury stated that he would contact Bolton and Menk, Incorporated's electrical engineer regarding the possibility.

Council Member Schulenberg motioned to authorize a Change Order to the Wastewater Treatment Facility Improvement Project for lift station work for an amount not to exceed \$578,493.00, and authorize the purchase of a generator from Interstate Power Systems, for an amount not to exceed \$22,475.00. Council Member Henrich seconded the motion. Motion carried 4-0.

b) Resolution R-18-23 –Winsted Municipal Airport Consultant

Mr. Daniel Tienter, City Administrator, stated that the Winsted Municipal Airport is in the national plan of Integrated Airport Systems; and as a result, that makes the City eligible for certain Federal and State controlled funding. In order to access that funding through the Airport Improvement Plan, the Federal Aviation Association (FAA) requires airport authorities to solicit proposals every five years from qualified firms for airport related consulting services.

Mr. Tienter stated that the City released a Request for Qualifications (RFQ) for Airport Consulting Services. From that solicitation, the City received two responses. Based on criteria outlined in the RFQ and the Advisory Circular, City Staff scored the responses and opted not to conduct any interviews. As a result of the scoring process, City staff identified Bolton and Menk, Incorporated as the preferred Airport Services Consultant.

Mr. Tienter stated that one of the main considerations in the selection of Bolton and Menk, Incorporated is continuity with the ongoing Airport Improvement Project. Given the high level of project activity, continuity in the City's consulting services was placed at a premium as a part of the evaluation of the solicitation process.

Mr. Tienter stated that based on the strength of the proposal from Bolton and Menk, Incorporated, the quality of their performance to date, the City Council's satisfaction with that performance, and their understanding of the Runway Improvement Project, City staff recommends that the City Council adopt Resolution R18-23 which appoints Bolton and Menk, Incorporated for the Consultant for the Winsted Municipal Airport, for an additional five years.

Mr. Ron Roetzel, Bolton and Menk, Incorporated, stated that he appreciates the City Council's confidence in him and trust in Bolton and Menk, Incorporated. Bolton and Menk, Incorporated values its relationship with the City of Winsted and the Winsted Municipal Airport and looks forward to continuing services for the design of the airport.

Council Member Henrich made a motion to adopt Resolution R-18-23, appointing Bolton and Menk, Incorporated, as a Consultant for the Winsted Municipal Airport. Council Member Schulenberg seconded the motion. Motion carried 4-0.

6) Department Report

a) Public Works Department

Mr. Dave Meyer, Public Works Supervisor, reviewed a list of items completed since the last report given by the Public Works Department on January 2nd, 2018.

- Plowed a skating rink and opened the warming house.
- Facilitated the removal of Christmas trees.
- Installed flags for all the holidays.
- Removed holiday decorations.
- Installed summer banners.
- Plowed snow into April.

- Attended Safety meetings monthly.
- Gathered 10 years of monthly water reports at the City Engineer's request.
- Serviced the sweepers for spring sweeping.
- Completed monthly water testing.
- Delivered monthly water shut-off notices.
- Flushed hydrants.
- Opened up the parks and cleaned all the bathrooms.
- Attended meetings with Bolton and Menk, Incorporated regarding the water tower rehabilitation project.
- Sprayed weeds in the parks.
- Placed and water downtown planters.
- Five water main breaks and one force main break have occurred since January, 2018.

Mr. Meyer stated that the Public Works Department has a summer employee that has helped the department and done excellent work.

Mr. Meyer stated that once the water tower is offline, pumps will continually run. Residents may experience less water pressure at this time.

Council Member Ollig suggested that the Public Works Department follow back with the people that have questions or concerns about different issues, with a status report, as part of the customer service that the City of Winsted provides.

7) No Open Forum

8) City Administrator Updates and Announcements

a) Winsted Pride Award Nominations

Mr. Tienter stated that nominations for the Winsted Pride Award are due by Tuesday, July 10, 2018. The Planning Commission will judge for the Winsted Pride Award winners.

b) Winsted Holding Activities that Unite People (WHAT UP) – Family Movie Night

Mr. Tienter stated that WHAT UP will host a Family Movie Night on July 20, 2018 at the Winsted Fire Hall at 7:00 p.m. with ice cream, hot dogs and "Pixar's Coco" for the movie.

c) Planning Commission Vacancy

Mr. Tienter stated that there is a vacancy on the Planning Commission. Interested residents should contact City Hall for further information.

d) City Administrator Resignation

Mr. Tienter stated that this is his last meeting as City Administrator for the City of Winsted. Mr. Tienter stated that he has thoroughly enjoyed his time working for the citizens of Winsted and the Winsted City Council. The staff has been outstanding and the City is a place that he will miss working at and is exceptionally grateful for.

Council Member Ollig stated that through the process of administrators coming and going, each one has had a new skill that the previous did not have. Council Member Ollig feels that for Mr. Tienter, his financial and budgeting knowledge has been a tremendous asset to the City that will be missed. Council Member thanked Mr. Tienter for his work for the City.

Mayor Stotko stated that Mr. Tienter was the right person at the right time and fit the niche that the City needed the last three years. The City had major projects that needed to be accomplished and without Mr. Tienter's background in finance, the City may not have been able to accomplish as much as it did.

Mayor Stotko stated that he also appreciated the time and effort placed into updating and creating new policies.

Mayor Stotko thanked Mr. Tienter for his great work and stated that the City Council will miss him.

9) Adjournment

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

The meeting was adjourned at 6:33 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted