

City of Winsted
City Council Meeting
Council Chambers
Tuesday, August 2, 2016
6:00 p.m.

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

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief
Mr. Dylan Reiner, Winsted Police Officer
Mr. Dave Meyer, Public Works Supervisor
Mr. Jake Saulsbury, Bolton and Menk, Incorporated
Ms. Melissa Underwood, Bolton and Menk, Incorporated

1) Mayor Stotko called the meeting to order at 6:06 p.m.

a) The Pledge of Allegiance was taken.

b) Special Recognition – Retired Fire Chief Chad Engel*

Mayor Stotko recognized Retired Fire Chief, Chad Engel with a plaque for his years of service and dedication to the Winsted Volunteer Fire Department.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council Work Session – July 19, 2016

Approved the minutes of the City Council Work Session on July 19, 2016.

b) Minutes – City Council Regular Meeting – July 19, 2016

Approved the minutes of the City Council Regular Meeting on July 19, 2016.

c) Winsted Summer Festival – Fireworks Contract

Approved the outdoor fireworks contract with Flashing Thunder Fireworks Spectacular to provide fireworks at the Winsted Summer Festival on Friday, August 12, 2016, with an alternate rain date of Saturday, August 13, 2016.

d) Account Authorization – Security Bank and Trust Company

Authorized an updated Signature Card/Account Agreement with Security Bank and Trust Company by removing Deborah Boelter and adding Amanda Zeidler.

e) Appointment – Winsted Volunteer Fire Department*

Appointed Mr. Roman Heimerl to the position of Volunteer Firefighter with the Winsted Fire Department contingent upon passing a criminal background check and a drug and alcohol test.

f) Resignation – Winsted Volunteer Fire Department*

Accepted the resignation of Mr. Brent Mickolichek from the Winsted Volunteer Fire Department effective June 2, 2015.

g) Claims

Approved the claims list for August 2, 2016.

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

3) No Public Hearings

4) No Old Business

5) New Business

a) Winsted Municipal Airport Environmental Assessment

Ms. Melissa Underwood, Bolton and Menk, Incorporated stated that a draft environmental assessment has been written for the Winsted Municipal Airport. Ms. Underwood stated that the City is waiting for results of the Wildlife Hazard Site Assessment, the Endangered Species Form, and the Section 4(f) determination and the Section 6(f) review related to the Minnesota State Luce Line Trail to include in the draft Environmental Assessment.

Ms. Underwood stated that Bolton and Menk, Incorporated is requesting that the City Council allow Bolton and Menk, Incorporated to submit the draft environmental assessment to the Federal Aviation Association (FAA) for review. Once the FAA reviews the draft, it will be submitted to a 30-day public comment period. After that public comment period, Bolton and Menk, Incorporated will work to address any comments received and the project will be complete. At that time, the City Council may make a decision to either move forward with a paved runway project or rehabilitate the existing turf.

Council Member Quast motioned to authorize the City Administrator to release the Winsted Municipal Airport Environmental Assessment upon completion to the Federal Aviation Administration to begin review and the public comment period. Council Member Schulenberg seconded the motion. Motion carried 5-0.

b) Winsted Volunteer Fire Department – Officer Promotions and Vacant Captain 3 Position

Council Member Ollig stated that the City Council and the Winsted Volunteer Fire Department Fire Chief, Mr. Brian Langenfeld, discussed promoting each current Fire Department officer to the next officer level at tonight's City Council Work Session. This will fill the vacancy of First Assistant Chief that was vacated when Mr. Langenfeld was appointed to the position of Fire Chief, and leave the Captain 3 position vacant, which the City will advertise to existing, qualified firefighters to apply for.

There was a lack of interest from current qualified firefighters to apply for the First Assistant Chief position; however, there was interest in the Captain 3 position, when these positions were discussed during Winsted Volunteer Fire Department meetings.

Council Member Ollig motioned that each of the officers of the Winsted Volunteer Fire Department move one step forward and that the City open the Captain 3 position for a two week application period for existing qualified firefighters to apply. Council Member Fitzgerald seconded the motion. Motion carried 5-0.

6) Department Report

a) City Engineer

Mr. Jake Saulsbury, Bolton & Menk, Incorporated presented the following update of current engineering issues and recently completed items within the City:

Airport Items:

- Mr. Saulsbury stated that Ms. Underwood provided an update regarding the Environmental Assessment and that the City Council will likely review the airport project at a meeting in October, 2016.

Wastewater Treatment Plant: Meeting set up for August 10, 2016

- The Point Source Implementation Grant will be reapplied for prior to the July 31, 2016 deadline.
- The award and construction of the project is still on hold due to the MPCA appeal process.

- A project consisting of items that are not impacted by the appeal process is being evaluated. A meeting with City staff, People Service, and Bolton & Menk is being coordinated to discuss this.

Industrial Park Expansion:

- A reduced scope construction project was approved consisting of improving the northerly roadway and providing utility services for two lots.
- The project was bid and awarded to Reiner Contracting from Hutchinson. The bid is contingent on receiving the Business Development Public Infrastructure (BDPI) grant agreement from the Department of Employment and Economic Development.
- After the grant agreement is in place, contracts will be completed and a construction schedule will be discussed.
- The completion of a plat of the full industrial park is underway.

Wellhouse Repair Project:

- Corrosion of the wellhouse resulted in an electrical failure. Quotes were received for two separate projects – an electrical / controls project and a project to change the chemical feed set up.
- The electrical / controls project is complete and operational.
- The chemical feed project is partially complete and expected to be completed in August, 2016.

Kingsley Street Area Improvement Project:

- The project was awarded in April to R&R Excavating from Hutchinson. Construction began in June.
- Watermain, sanitary sewer, and storm sewer installation work has been completed.
- Construction of the roadway and trail will commence next week.
- Decorative lighting has been added to the project with a separate contract.
- An Assessment Hearing will be scheduled for this fall after the construction of the project is substantially completed.

Miscellaneous Items:

- Sewer Lining – The lining of approximately nine blocks of sanitary sewer was completed in April.
- Campbell Field Improvements – Several meetings have occurred and preliminary design elements have been completed for various park and drainage improvement projects.
- Millerbernd Hydrant / Salt Storage Shed – Coordination items have been completed in order for the City to install a hydrant in exchange for some property adjacent to the Public Works property.
- Tower Recoating Project – An application for a low interest loan from the Minnesota Public Facilities Authority (PFA) to recoat the interior and exterior of the water tower was completed and submitted.
- Park Master Plan – Preliminary costs were provided for desired upgrades to all of the city parks.
- Hotel Concept Plan – Preliminary layouts for a potential hotel along McLeod County Highway 1 were completed.

Mayor Stotko asked if the Millerbernd Hydrant and Salt Storage Shed would be completed in 2016.

Mr. Tienter stated that the City Engineer and City Attorney clarified land ownership questions to the west and south of the Public Works facility that would be affected by an exchange agreement proposed between the City of Winsted and the property owner. A revised certificate of survey along with construction plans was sent to the property owner for the hydrant for their comments. Mr. Tienter stated that a meeting will be scheduled with the property owner soon to sign the exchange agreement. At that point, the City can move forward with the construction of the salt storage shed and the hydrant.

6) Open Forum

Mr. Ron Mills, 621 Northgate Circle, stated that he contacted City Council Members regarding a drainage issue at his property. Mr. Mills asked what the Public Works Department has done about the drainage issue at his property since the summer of 2015 when he brought this issue before the city previously.

Mr. Meyer stated that since the last time that Mr. Mills addressed this issue before the City Council, a camera was used in the storm sewer in that area as far as it was able to reach. The pipe was not broken or plugged, and there is not anything wrong with the storm sewer. The Public Works Department has worked to keep the storm drain clean in that area.

Mr. Mills stated that there is an issue and that a lot of water runs through one manhole. He continued by stating that he was told that the City would investigate to see if there was a manhole in his neighbor's back yard.

Mr. Meyer stated that the video from the camera showed no manhole in the area Mr. Mills was referring to.

Mr. Mills disagreed and stated that he was going to deal with the City's insurance company, the League of Minnesota Cities (LMCIT). He continued by stating that if he was not satisfied with the results from the LMCIT, he would hire a lawyer because this drainage issue has been ongoing for over 30 years.

Mr. Mills requested that the City go into the back yard and dig around the post there to investigate if there is a manhole there; and if there is, determine if it is damaged.

Mr. Tienter stated that he and the Public Works Department have investigated the issue and visited the property. The City has paid to televise the pipe. The City Engineer has visited the site and physically climbed down into the storm sewer to investigate. The City has completed the diagnostic efforts to investigate the issue.

Mr. Tienter stated that there was a previous insurance claim with the LMCIT where the LMCIT investigated the drainage situation and found it to be functioning at an appropriate standard.

Council Member Ollig requested that City staff look at the City Engineer's data from the summer of 2015 and visit the back yard of the property to determine if there is a manhole; and if so, investigate if it is working properly. He continued by requesting that City staff report the findings back to the City Council and to Mr. Mills.

8) Announcements

a) Winsted Ambassador, Ms. Kassandra Scherping, Minneapolis Aquatennial Princess

Council Member Ollig congratulated Ms. Scherping for being chosen as one of the Minneapolis Aquatennial royalty.

b) Winsted Night Out

Police Chief Heldt invited the public to Winsted Night Out on Thursday, August 11, 2016 at 6:00 p.m. in Mill Reserve Park.

9) Closed City Council Session – Active Investigation Data

Mayor Stotko announced that the City Council will close the City Council meeting to discuss an active investigation data regarding a dangerous dog. He continued by stating that the City Council would move this portion of the meeting to the Lewis Room to be more private because of the retirement celebration occurring in the Vollmer Room.

The City Council reconvened the meeting in the Lewis Room.

Council Member Fitzgerald motioned to close the City Council meeting. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Mr. Tienter provided the City Council with information regarding the active investigation data regarding a dangerous dog.

The dog owner was in attendance at the Meeting.

Council Member Fitzgerald motioned to open the Regular City Council Meeting. Council Member Quast seconded the motion. Motion carried 5-0.

10) Other

a) Winstock Country Music Festival (Winstock)

Council Member Ollig stated that the Winsted Summer Festival borrows supplies from the Winstock and that because of this, the Church of the Most Holy Trinity (Holy Trinity) is requesting to be listed as an additional insured member on the City's insurance. Mr. Tienter stated that City staff would contact its insurance provider regarding this.

Council Member Quast asked if Holy Trinity was invoiced \$300 for the land lease at the Industrial Park for the 2016 Winstock event. Mr. Tienter stated that this item was planned to be discussed as an item under the "Other" category at tonight's Work Session; however, there was not enough time due to the lengthy agenda. Council Member Quast requested that this item and the Closed Work Session item regarding sale or purchase of land have priority at the next Work Session.

11) Adjournment

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

The meeting was adjourned at 7:10 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted