

City of Winsted
City Council Meeting
Council Chambers
Tuesday, August 7, 2018
6:00 p.m.

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

Staff Present: Ms. Patty Fitzgerald, Interim City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Chief of Police

Also Present: Mr. Jake Saulsbury, Bolton & 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 Regular Meeting – May 15, 2018
- City Council Work Session – June 5, 2018
- City Council Regular Meeting – June 5, 2018

b) Resolution R-18-25 – Winsted Volunteer Fire Department Relief Association Contribution

Adopted Resolution R-18-25 accepting a contribution from the Winsted Volunteer Fire Department Relief Association in the amount of \$795.00 to be dedicated toward the Winsted Volunteer Fire Department's Capital Improvement Plan.

c) Resolution R-18-26 – Winsted Summer Festival Contributions

Adopted Resolution R-18-26 accepting contributions in the amount of \$6,570.00 to be dedicated toward the fund for the Winsted Summer Festival.

d) Resolution R-18-27 – Winsted Area Chamber of Commerce Contribution

Adopted Resolution R-18-27 accepting a contribution from the Winsted Area Chamber of Commerce in the amount of \$10,000.00 to be dedicated toward the Winsted Summer Festival fund for the fireworks display on Friday, August 10, 2018.

e) Resolution R-18-28 – 2018 Winsted Night Out Contribution

Adopted Resolution R-18-28 accepting a contribution from Target in Hutchinson, Minnesota to be dedicated to the Winsted Police Department for the 2018 Winsted Night Out event.

f) Amendment to Agreement - 9/11 Exhibit Never Forget Mobile Exhibit

Authorized the Mayor and City Clerk-Treasurer to execute an Amendment to the Agreement for the 9/11 Never Forget Mobile Exhibit, entered into on December 7, 2017.

g) Parking Lot Lease Agreement – T-Miller-B, LLC

Authorized the Mayor and City Clerk-Treasurer to execute a Parking Lot Lease Agreement with T-Miller-B, LLC to lease the real estate parcel located at 541-6th Street South for the Winsted Summer Festival, 9/11 Memorial Exhibit and related vehicle parking.

h) Improvement and Maintenance Agreement – American Legion, Martin Krueger Post No. 407*

Authorized the Mayor and City Clerk-Treasurer to execute an Improvement and Maintenance Agreement with the American Legion, Martin Krueger Post No. 407 to improve Hainlin Park with the installation of a Veterans Memorial.

i) Claims

Approved the claims list for August 7, 2018.

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

3) No Public Hearings

4) No Old Business

5) NEW BUSINESS

a) Winsted Municipal Airport – Reimbursement Agreement and Subordination Agreement with Northern Natural Gas Company

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, stated that the Northern Natural Gas line conflicts with the Winsted Municipal Airport at two locations; so prior to the turf runway rehabilitation project, the City needs to relocate this line.

Mr. Saulsbury stated that there are two separate agreements to accomplish this. One is the Reimbursement Agreement, where the City will pay for Northern Natural Gas to remove their line. The other is the Subordination Agreement, which vacates the old easements that bisect the airport; one north of the hangars that runs to the northeast and one to the west that runs straight north and south. The Subordination Agreement removes those easements and adds new easements around the runway location in both directions.

Mr. Saulsbury stated that this project cost is large; approximately \$1.4 million. The City will be reimbursed 95% of this cost according to grant agreements in place. Based on the current estimate, the City's share is approximately \$80,000.

Mr. Saulsbury stated that the grant agreement is due this week, so City Council approval of the agreement is needed.

Mr. Saulsbury stated that Northern Natural Gas usually requires payment for this type of project up front; however, the payment was negotiated into five payments. Once the grant is in place and the work is started, the City will issue monthly payments. That will allow the City to request multiple grant reimbursement draws because the Federal Aviation Association (FAA) requires that the City spend the money and then be reimbursed.

Council Member Ollig motioned to authorize the Mayor and Clerk/Treasurer to execute a Reimbursement Agreement and a Subordination Agreement with Northern Natural Gas Company for the relocation of natural gas facilities to accommodate improvements at the Winsted Municipal Airport for an estimated cost of \$1,356,429.00. Council Member Schulenberg seconded the motion. Motion carried 4-0.

6) Department Report

a) City Engineer

Mr. Saulsbury reviewed the following information with the City Council Members.

Airport Items:

- The City went through the Consultant selection process as required by the FAA and reselected Bolton and Menk, Incorporated as their Airport Consultant.
- The airport is required to have an Industrial Stormwater Permit through the Minnesota Pollution Control Agency (MPCA). Assistance was provided to update this permit and bring the City into compliance.

- The Environmental Assessment for the turf runway is now complete and a Finding of No Significant Impact has been issued by the FAA.
- A grant application was submitted to the FAA for the relocation of the Northern Natural Gas (NNG) main. The reimbursement agreement and subordination agreement (for utility easements) between NNG, the FAA, and the City have been agreed upon and are in the process of being executed.
- The turf runway rehabilitation project design is underway. To date, soil borings have been obtained and site topography has been collected. The final design is underway and draft documents will be available for city review this fall.
- The turf runway rehabilitation project is included in the Airport Capital Improvement Plan for construction in 2019. Additional funding discussions are ongoing with the FAA and the Minnesota Department of Transportation (MnDOT).

Wastewater Treatment Plant:

- The construction of the upgrade project is progressing and is approximately 90% complete. Substantial completion is anticipated to occur in the fall of 2018.
- Recently completed items include startup/training of the new pretreatment building, startup/training on the new oxidation ditch equipment, electrical panel installation and switchover in the existing process building, and installation and startup/training of the new generator.
- Upcoming construction items include startup/training of equipment and processes in the filter building, renovation of the existing disinfection structure to a reaeration basin, remaining piping and electrical work, completion and startup of the effluent lift station and forcemain, and miscellaneous finishing work.
- Point Source Implementation Grant reimbursement requests have been completed and submitted to the Public Facilities Authority. To date we have requested approximately \$3.4 million of the \$4.2 million available in grant proceeds for the City.
- Due to the larger than anticipated grant, lift station improvements were designed and included as a change order to this project.

Lift Station Improvements:

- The project was awarded to Di-Mar Construction to replace the Northgate lift station, complete valving and pump upgrades to the Littfin lift station, and to install generators at the Northgate and Westgate lift stations.
- Pumps and generators have been ordered and are being manufactured.
- A construction schedule has not been determined yet, but it is anticipated that work would begin sometime in September.
- Coordination is ongoing with the property owners at the Northgate lift station site.

Industrial Blvd Improvements:

- Bids were opened in the spring and the project was awarded to William Mueller & Sons from Hamburg, MN.
- The completion of the project is required to occur this fall. A construction schedule has been requested from the contractor.
- An Assessment Hearing will need to be conducted after the project is complete.

Tower Rehabilitation Project

- Project was designed, bid, and awarded to Slack Painting from Evansville, MN.
- Telecom facilities have been relocated to a temporary pole near the tower. These facilities will be moved back to the tower upon completion of the project.
- The tower is currently off-line. To aid operations during this time, a temporary generator has been installed at the wellhouse and pressure relief valves have been installed at two locations.
- The dry riser pipe required some repair and patching work. AT&T will be installing a new railing on top of the tower.
- The interior dry portion of the tower has been blasted and primed and work on the interior wet portion is underway. The blasting and priming of the exterior will begin soon. This procedure is being changed to that of "wet blasting" which does not require a containment system.

Miscellaneous Items:

- Winsted Lake Water Quality – Preliminary layout/pricing work has been completed for various options to improve the water quality of Winsted Lake. This information will be forwarded to McLeod County for implementation into their water management plan to allow for the pursuit of future grant dollars.
- Mapping Updates – Updates were made to all of the City’s maps. The address map was updated to include future addresses of properties that are platted but have not been built on yet.
- Westgate Pond – A recommendation and cost estimate letter to clean the pond and make other improvements was submitted. The larger project will not proceed at this time, but minor improvements to the downstream storm sewer system will be made.
- Water Supply Plan – The City is required by the Department of Natural Resources to update its plan by October of 2018. A data request was sent to City staff and portions of the data have been received. The work on compiling the plan is underway.
- Tetra Pak Expansion – A plan review was completed and a draft parking lot maintenance agreement was submitted for the proposed parking addition to Tetra Pak.
- Cured in Place Pipe (CIPP) Sewer Lining – One segment was found to be in poor shape and will be lined in 2018.
- Sewer Evaluation – Televising data was obtained for several sanitary sewer lines in the City. This data will be evaluated this fall/winter and recommendations will be made for a potential 2019 lining project.
- Safe Routes to School – Meetings were attended on behalf of the City for this joint planning project being led by the Howard Lake-Waverly-Winsted (HLWW) school district.
- Drainage Issues – Meetings were held with property owners on McLeod Avenue and on Westgate Drive pertaining to drainage concerns. Follow-up items are in process for each of these issues.

7) No Open Forum

8) Temporary Acting City Administrator Update and Announcements

a) Winsted Night Out – August 8, 2018

Mr. Justin Heldt, Police Chief, stated that Winsted Night Out will take place at 6:00 p.m. on Wednesday, August 8, 2018 at the Winsted Fire Hall. The Lifelink Helicopter will be at the event, weather permitting. Others to attend include the McLeod County Sheriff’s Office K9 unit, the Ridgeview Ambulance, the Minnesota State Patrol, and possibly the Department of Natural Resources (DNR). Hotdogs, pop and water will be provided.

b) 9/11 Memorial Exhibit

Mr. Heldt stated that the 9/11 Memorial Exhibit arrives on Thursday, August 9, 2018. It will be open Friday, Saturday and Sunday from 2:00 p.m. until 8:00 p.m., and located just south of the Fire Hall. Admission is free.

Mr. Heldt stated that when the exhibit arrives on Thursday, between 12:30 and 12:45, the Winsted Police Department and Winsted Volunteer Fire Department will lead it into town.

c) Winsted Summer Festival – August 10-12, 2018

Mr. Heldt stated that the Winsted Summer Festival occurs August 10-12, 2018, located in Mill Reserve Park. First Street South will be closed between Main Avenue and McLeod Avenue. The Lakefront Promenade will also be closed during the festival.

Ms. Patty Fitzgerald, Temporary Acting City Administrator, stated that the Winsted Arts Council will host Music in the Park on Thursday, August 9, 2018. The Winsted Lions will provide food at the event.

d) Primary Election – Tuesday, August 14, 2018

Ms. Fitzgerald stated that the polls are open at City Hall from 7:00 a.m. to 8:00 p.m. on the Tuesday, August 14, 2018 for the Primary Election. If residents are interested in running for Mayor or City Council Members, they may file an affidavit of Candidacy until 5 p.m. on Tuesday, August 14, 2018.

9) **Adjournment**

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

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

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted