

City of Winsted
City Council Work Session
Lewis Room
Tuesday, August 7, 2018
5:00 p.m.

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

Staff Present: Ms. Patty Fitzgerald, Temporary Acting City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Police Chief
Mr. Brian Langenfeld, Winsted Volunteer Fire Department Chief

Others Present Mr. Don Guggemos Jr. Winsted Veteran's Memorial Representative
Mr. Dick Langenfeld, Winsted Veteran's Memorial Representative

I. Call to Order

Mayor Stotko called the meeting to order at 5:00 p.m.

II. Mayor Update and Announcements

a) Water Tower Rehabilitation Project

Mayor Stotko stated that while the contractor for the Water Tower Rehabilitation Project was working on repair inside of the water tower, leaks in the dry riser pipe were discovered. A specialist engineer stated that the dry riser pipe could be repaired rather than replaced. The repair will cost approximately \$23,000 and will be structurally sound.

Mayor Stotko stated that the leaks were likely caused by a previous rehabilitation to the tower where insulation was installed that rusted through. The repair will include a type of silicone sealant and spray and should last approximately 30 years.

Mayor Stotko stated that Slack Painting, Incorporated is running approximately two (2) weeks behind schedule because of the time taken to remove the telecommunication equipment. It was proposed to water blast the tower, rather than sand blast it. Mayor Stotko stated that he gave approval for this after checking with the City's engineers. The process for water blasting saves approximately \$50,000; so after the cost of the repairs to the riser tube, the City should save approximately \$25,000.

Mayor Stotko stated that the particles from the blast fall right to the ground. If any does get in the air, it is minimal and can be brushed or blown off. Slack Painting, Incorporated also has insurance if any damage occurs. Mayor Stotko stated that the tower will not need to be enclosed which will save time on the project.

b) Luce Line State Trail Project

Mayor Stotko stated that the Luce Line State Trail Project was selected as the Minnesota Outstanding Project at the 2018 MidAmerica Trails and Greenway Conference that took place in Columbus Ohio. This trail was nominated because of the partnership that was involved and because it was the longest trail project that the Department of Natural Resources completed in over 20 years. The award will be presented at the Hutchinson City Council Meeting and Mayor Stotko will attend to represent Winsted.

III. Temporary Acting City Administrator Updates and Announcements

a.) Veteran's Memorial

Ms. Fitzgerald, Temporary Acting City Administrator, stated that the City and the Winsted American Legion are working to develop an agreement for the Winsted American Legion to fund the City account that will pay for the Veteran's Memorial to be placed in Hainlin Park.

Ms. Fitzgerald stated that language in the original draft document stated that the City wanted the full cost of the memorial up front, which is estimated to be \$132,000. Ms. Fitzgerald stated that Mr. Don Guggemos Jr., and Mr. Dick Langenfeld were present as representatives of the Winsted American Legion to request that the Winsted American Legion deposit 85% of that amount, or \$112,000, to begin the construction. The remaining 15% would be due to the City in the Spring, 2019. The Winsted American Legion will continue to sell plaques at \$150.00 each as the memorial is constructed which will fund the rest of the construction cost.

Ms. Fitzgerald stated that the City is also requesting a 15 year maintenance amount for the memorial to be funded by the Winsted American Legion of \$38,500.00. Ms. Fitzgerald asked the City Council to consider five years of this maintenance account to be funded up front, or \$11,500.00. As maintenance expenses are incurred, the Winsted American Legion will be responsible for keeping the maintenance fund at \$11,500.00. The City is going to be paying the bills with the money that the Legion has put into the account.

Mr. Guggemos stated that he and Mr. Langenfeld met with Mr. Dan Tienter, City Administrator and Mr. Fran Eggert, City Attorney on June 4, 2018 where it was determined that the City must have the money for the project up front because liens are held against the real estate owner and that the Winsted American Legion would need to provide proof of insurance for the project during the construction.

Mr. Guggemos provided information of what he expects the estimated cost of the maintenance of the memorial will be.

Mr. Guggemos stated that as of today's date, the Winsted American Legion has \$129,272.00 for the project and is expecting an additional \$5,000 next week, with another promising \$10,000 that they expect shortly which would cover maintenance for the first five years.

Mr. Guggemos stated that the Winsted American Legion would like to begin work and wants the City to have a high confidence level that the entire project will be paid for by the Winsted American Legion even though it is not receiving the entire project cost up front.

Mayor Stotko stated that the agreement that the City Council will consider on the Consent Agenda for the August 7, 2018 meeting is based on 85% of the construction cost plus \$11,500.00 for maintenance of the memorial to be deposited to the City before work may begin. Mr. Guggemos and the City Council Members approved of with moving forward with the agreement at the City Council Meeting on August 7, 2018.

Ms. Fitzgerald stated that the Winsted American Legion needs to sign the agreement, once approved by the City Council and bring the checks plus proof of insurance for the agreement to be executed.

b.) Winsted Summer Festival

Ms. Fitzgerald stated that the Consent Agenda includes an amendment to the agreement for the 9/11 Exhibit to make it an agreement with the City and a Parking Lot Lease Agreement with T-Miller-B, LLC for the vehicles to park on that property for the exhibit.

c.) Winsted Fire Board Meeting – August 21, 2018

Ms. Fitzgerald stated that a meeting of the Winsted Fire Board will take place on Tuesday, August 21, 2018 to discuss the Strategic Operations Plan.

d.) City Administrator Candidates

Ms. Fitzgerald stated that 27 applicants applied for the City Administrator position. Mr. Gary Weiers, David Drown Associates, reviewed the applicants and 13 will be video interviewed for the City Council to review. Mr. Weiers will be at the August 21, 2018 Work Session to review the next steps in the hiring process after the City Council reviews the videos.

IV. City Council Updates and Announcements

a.) Winsted Volunteer Fire Department

Council Member Schulenberg stated that he invited Fire Chief Brian Langenfeld and Police Chief Justin Heldt to this City Council Work Session to discuss the benefits from the Police Department attending the training sessions provided to the Winsted Volunteer Fire Department (WVFD). Mr. Heldt and Mr. Langenfeld discussed the benefits of this joint training. The City Council Members and both departments promoted as much of the joint training as possible.

Council Member Schulenberg and Mr. Langenfeld reviewed the process of developing the Strategic Operations Plan for the WVFD by Mr. Vance Swisher. Mr. Langenfeld reviewed areas of how the process and plan did not provide what the WVFD expected.

Council Member Schulenberg stated that he feels that the City should pay for the entire cost of the plan, instead of the WVFD paying for 50% that was initially planned.

Mayor Stotko stated that he and the former City Administrator, Mr. Dan Tienter, spoke about Mr. Swisher working on the WVFD Strategic Operations Plan in every bi-monthly meeting they had. Mayor Stotko stated that Mr. Swisher had legitimate issues that prevented the plan completion according to the established timeline; however, Mr. Swisher did not communicate well which delayed the process more. Mayor Stotko stated that Mr. Tienter did not want to terminate the process with Mr. Swisher because he was very close to finishing the plan.

Mayor Stotko stated that Mr. Tienter stated there would be approximately 14 items from the plan for the WVFD to implement in the future if they chose to.

Mr. Langenfeld stated that the WVFD still wants more added to the plan.

Mayor Stotko asked if Mr. Langenfeld knew what Mr. Swisher was going to provide, prior to Mr. Swisher starting on the plan. Mr. Langenfeld stated yes. Mayor Stotko asked if any of what Mr. Swisher was going to provide was completed. Mr. Langenfeld stated some was. Mayor Stotko asked if the expectation was that Mr. Swisher was going to complete everything or if the Winsted Volunteer Fire Department was going to complete some of it. Mr. Langenfeld stated the expectation was that Mr. Swisher would complete the majority of the plan; and if items needed to be added, the plan would provide a template for that.

The City Council Members discussed the payment to Mr. Swisher and agreed that it should be paid because the process was not ended with him. The City Council Members agreed that the City would pay the entire amount. Ms. Fitzgerald stated that Mr. Swisher would be attending the August 21, 2018 Fire Board Meeting to present information from the plan regarding the proposed WVFD Paid On Call System and the proposed change to determining

the fire unit count number. Ms. Fitzgerald requested that Mr. Langenfeld work with the WVFD to determine one more delivered item that they could request from Mr. Swisher.

b.) Winsted Lake Fountain

Council Member Ollig stated that the Winsted Lake fountain was not working. He continued by stating that Dulcet Fountains assured the City they would have a fountain working for the Winsted Summer Festival.

V. Adjourn

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

The meeting was adjourned at 5:54 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

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