

City of Winsted
City Council Meeting
Council Chambers
Tuesday, August 18, 2015
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member Max Fasching
Council Member George Schulenberg

Absent: Council Member Tom Ollig

Staff Present: Mr. Dan Tienter, City Administer
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief
Mr. James Lammers, Winsted Police Department Officer
Mr. Tyler Bruns, Winsted Police Department Officer

1) Mayor Stotko called the meeting to order at 6:00 p.m.

a) The Pledge of Allegiance was taken.

b) Oath of Office – Winsted Police Department Officer – Mr. Dylan Reiner

Mayor Stotko administered the *Oath of Office* to Mr. Dylan Reiner as he agreed to become a full-time Winsted Police Department Officer.

c) Oath of Office – Winsted Police Department Officer – Mr. Andrew Lundeen

Mayor Stotko administered the *Oath of Office* to Mr. Andrew Lundeen as he agreed to become a part-time Winsted Police Department Officer.

2) Consent Agenda

Mayor Stotko introduced Mr. Dan Tienter, the new City of Winsted Administrator. Mr. Tienter provided a brief background of his work history prior to coming to the City of Winsted.

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – April 21, 2015

Accepted the minutes of the April 21, 2015, City Council Work Session.

b) Minutes – City Council – Regular Meeting – April 21, 2015

Accepted the minutes of the April 21, 2015, City Council Regular Meeting.

c) Minutes – City Council – Special Meeting – April 24, 2015

Accepted the minutes of the April 24, 2015, City Council Special Meeting.

- d) **Park Commission Resignation – Mr. Jordan Wolfe**
Accepted the resignation of Mr. Jordan Wolfe from the Winsted Park Commission.
 - e) **Ribbon Cutting Ceremony – Luce Line State Trail**
Approved a ribbon cutting ceremony for the Luce Line State Trail at Southview Park on Saturday, September 26, 2015, at 10:00 a.m. with outside food and beverage stands provided by the Winsted Lions and the Winsted Girl Scouts.
 - f) **Park Commission Appointment – Ms. Evelyn Fowler**
Appointed Ms. Evelyn Fowler as a member of the Winsted Park Commission.
 - g) **Park Commission Appointment – Ms. Cindy Racette**
Appointed Ms. Cindy Racette as a member of the Winsted Park Commission.
 - h) **Resolution R-15-30 – Donation – Winsted Little League Baseball Association**
Adopted Resolution R-15-30 to accept a donation from the Winsted Little League Baseball Association in the amount of \$1,982.00 to be dedicated for improvements to Barrett Field.
 - i) **Resolution R-15-31 – Conditional Use Permit – Littfin Lumber Company**
Adopted Resolution R-15-31 approving a Conditional Use Permit allowing for the installation of a one hundred (100) foot monopole tower, at 555 Baker Avenue West, for microwave transmission between the Littfin Lumber sites in Winsted and Howard Lake, Minnesota.
 - j) **Security Bank and Trust Company – Pledged Securities**
Approved the Pledged Securities that Security Bank and Trust Company has purchased for the City of Winsted for the month of July, 2015.
 - k) **July, 2015 Building Permit Report**
Approved the July, 2015, Building Permit Report.
 - l) **Claims**
Approved the Claims List for August 18, 2015.
 - m) **Resolution R-15-32 – Abatement Notice – 141 Sherman Avenue East**
Adopted Resolution R-15-32 providing for scheduling a closed City Council hearing, on September 1, 2015, including the possibility of ~~Summary Enforcement~~.

Council Member Schulenberg motioned to adopt the Consent Agenda as presented. Council Member Quast seconded the motion. Motion carried 4-0.
- 3) **No Public Hearings.**
 - 4) **No Old Business.**

5) **New Business**

a) **Coalition of Greater Minnesota Cities – Update**

Mr. Chris Henjum, Attorney and Lobbyist for the Coalition of Greater Minnesota Cities (CGMC) was in attendance at the Regular City Council Meeting.

Mr. Henjum presented the following information to the City Council:

- State of Minnesota Legislator changes after the year 2014 Election. Ten Democratic seats in greater Minnesota switched to Republican.
- Local Government Aid (LGA). \$1.8 billion is available in LGA. Legislators argued that LGA is only available to small cities but State Statute actually provides a certain amount of LGA to larger cities. Feel the formula that was arrived at is a fair way to determine LGA for all cities.
- Property taxes were cut by \$2 billion but most of those cuts went to the Metro area.
- Advocated for MPCA standards to be peer reviewed and for the costs of a regulation to be determined prior to implementing it. The MPCA Commissioner now has to publicly state why he does not feel the costs of any particular regulation should not be determined.
- Economic Development. Proposed a tax credit for individuals who would like to invest in their community. This issue will be looked at as part of the 2016 tax bill.
- Annexation and Land Use.
- Transportation.
- Environmental regulations.
- Workforce Housing Plan.
- Employer driven job training.
- Received \$10.8 million in funding for expanding broadband infrastructure.
- Advocated for local street funding for private businesses who would like to expand and received \$4.2 million in funding.

Mr. Henjum stated the bottom line is when \$2 billion is cut from property taxes and the majority of those cuts go to large property owners in the Metro area, it is difficult to secure funding for smaller cities. Mr. Henjum encouraged the City Council to continue to support the CGMC going forward.

Mr. Henjum noted the CGMC has its fall conference coming up in November and that the City Council Members are welcome to attend.

Council Member Schulenberg asked Mr. Henjum about the future of LGA.

Mr. Henjum stated there are some Republican legislators who are supportive of expanding LGA and that there is a good chance the funding will be increased.

The City Council took no formal action on this item.

b) Resolution R-15-33 – Kingsley Street Area Improvements

Mr. Jake Saulsbury, City Engineer, discussed the feasibility plan for the Kingsley Street area improvements.

Mr. Saulsbury stated the report examined the infrastructure in the area and identified the following key issues:

- The need for better transportation facilities.
- Lack of pedestrian facilities to connect to the Luce Line Trail.
- The poor condition of the pavement.
- Poor drainage.
- This area has been identified as the City's next priority for street improvements in the 2010 Pavement Management Plan.
- Most of the municipal utilities are in place but are undersized or in poor condition.

The study was formally completed in October of 2010 but updates have been incorporated into the study, including lower assessments and a decrease in the number of eligible portions of the project. Televising of the sanitary sewer system in this area was completed, which helped to identify some wastewater system needs, water system improvements, and storm sewer improvements.

Mr. Saulsbury discussed the specifics relating to the street construction and overall project. Main components of the project include a complete replacement of the water system in this area due to the poor condition of the pipes, the addition of storm water infrastructure, construction of a trail on the east side up to McLeod Avenue, and removal of the existing sidewalk and trees on the west side.

A combined bond is being proposed to fund the project consisting of a Chapter 429 bond and a Chapter 440 bond. The City would pay for the bonds with various City funds, special assessments, and grant funds that were received for the trail.

Saulsbury noted the City Council lowered the special assessment rate from 40 percent to 25 percent last spring and the street assessments will be calculated on a front foot basis, the storm sewer will be calculated on a per unit basis, and there will be no assessment in regards to the maintenance and force main work. The water main assessment will only be for the properties that are currently hooked up to the City's water system.

The cost relating to the project for all the components included in the feasibility study is \$1.58 million. It is being recommended that the storm water treatment component not be included, which would bring the cost of the project down to \$1.45 million. Approximately \$179,000 would be assessed, which would leave approximately \$1.2 million as the City's share. Assessment costs would be determined based on actual construction costs and the size of the property.

Mr. Saulsbury stated the next required step in relation to the assessments would be to hold a public improvement hearing on October 6. Survey work would be performed prior to winter, with the project beginning in late spring/early summer of 2016.

Council Member Quast asked how long it is anticipated this project will take.

Mr. Saulsbury stated from a construction standpoint, the project will last approximately three months. Mr. Saulsbury noted there will be times when the property owners in this area will not have road access to their residences but those times will be coordinated with

the residents. There will be minor interruptions to water service but a temporary water system will be required to be put in place by the contractor so interruptions will be minimal. The new sewer line will be put in place next to the old line but there will be some temporary interruption in service. The residents will also have the option to make a lump sum payment on the assessment or have the assessment placed on their property taxes, which would be paid off over a 15-year period.

Council Member Quast motioned to adopt Resolution R-15-32 accepting the Feasibility Study for improvements to the Kingsley Street Area, trail and municipal utilities between Baker Avenue and McLeod Avenue and schedule a Public Hearing for Tuesday, October 6, 2015 at 6:00 p.m. in the Winsted City Hall Council Chambers, 201 – 1st Street North, Winsted, Minnesota, regarding these improvements. Council Member Schulenberg seconded the motion. Motion carried.

c) Resolution R-15-34 – Minnesota Department of Natural Resources Local Trail Connection Grant

Mayor Stotko stated the City was successful in obtaining a grant for up to \$100,000 for the construction of a trail along Kingsley Street as part of the planned improvement project.

Council Member Fasching motioned to adopt Resolution R-15-33 to accept the Minnesota Department of Natural Resources Local Trail Connections Grant and to enter into an agreement with the State of Minnesota to construct a trail to connect the Luce Line State Trail to downtown Winsted. Council Member Quast seconded the motion. Motion carried.

6) Department Report

a) City Engineer – Bolton and Menk, Incorporated

Mr. Jake Saulsbury, City Engineer from Bolton and Menk, Incorporated, reported on the following:

Airport Items:

The Environmental Assessment for paving the runway is in progress. Some highlights are as follows:

- An open house was held on June 18, 2015, in conjunction with Winsted Township officials. The meeting discussed and received input on closing Cable Avenue.
- Trail relocation is now set for shifting north of the runway.
- FAA will require the gas main to be rerouted around the west end of Runway 9.
- FAA will accept and support a paved runway length of 3,200q
- All property owners affected by the new paved runway have been contacted. All of them are open to further discussions during the property acquisition after the Environmental Assessment is completed.

Mr. Tienter noted Mr. Ron Roetzel will be attending a future Work Session to go over the Environmental Assessment report.

Wastewater Treatment Plant:

- The wastewater project was bid on June 10, 2015, and four bids were received with the low bid of \$6,820,056 coming from Di-Mar Construction. The project was awarded on June 16, 2015.
- Construction has not yet started as the City needs to obtain the permit from the MPCA. The permit issuance has been delayed due to comments received from an environmental group. Based on discussions with the MPCA, they expect resolution on this matter sometime in September.
- Due to the timing of obtaining the permit, the City reapplied again for the Point Source Implementation Grant.
- The bid included provisions for the contractor to complete the pond decommissioning at the wastewater treatment facility. Due to the issues with the permit that are causing a delay in getting construction started we will request an extension from the MPCA for the pond decommissioning.

Industrial Park Expansion:

- A Feasibility Study was presented in July of 2013. After additional research, the Entinger property was purchased by the City and topographic and boundary surveys were completed.
- Additional preliminary steps are able to be completed if/when requested by the Council. These include an environmental review, wetland delineations, wetland permitting, layout/scope/phasing determinations, McLeod County coordination, grant application submittals, etc.

Kingsley Street Area Feasibility Study:

- A Feasibility Study was presented in November of 2014 for street, utility, forcemain, and trail improvements on and near Kingsley Street. A revised study was submitted in August of 2015.
- The assessment policy was revised this spring to lower the assessed amounts.
- A grant for the construction of a trail from Southview Park to McLeod Avenue was submitted and was successful.
- The tentative project schedule calls for an open house in September, the Public Hearing in October, topographic survey work in November, and then final design to begin in December. This will allow for a 2016 construction project.

Miscellaneous Items:

- FEMA Letter of Map Revision . FEMA has granted approval of the Letter of Map Revision. Next steps include production of new GIS files and maps.
- Water Tower . Heavy metals testing was completed. The findings show an abnormally high amount of chromium which increases the estimated total project cost to \$800,000. Also, telecommunications lease agreements were reviewed.
- Campbell Field Improvements . An architect was hired for this project. He has provided preliminary design drawings for review and comment.
- Lake Avenue Sewer . A sewer design and drainage and utility easement were completed to accommodate the construction of a home on Lake Avenue.
- Country Acres Watermain . The project was awarded in April and substantially constructed in May. Final payment was made and the project was closed out in July.
- Grass Lake Road Utility Service . The project was awarded in April and substantially constructed in June. The project will be closed out after the turf

restoration is acceptable and a final inspection is completed. This is anticipated to occur in September.

- Barfknecht Property (Former Roos Property) . Coordination items are ongoing for a potential land swap to accommodate the Luce Line Trail and/or for future roadway improvements.
- Mapping Updates . Emergency services maps were created and distributed. Updates to the City's address and utility maps were completed. Updates to the zoning map are in progress. Also, an updated aerial photo has been provided to replace the one framed in the conference room.

7) Open Forum

None.

8) Announcements

None.

9) Adjournment

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

The meeting was adjourned at 6:55 p.m.

Steve Stotka

Steve Stotka
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

Deborah R. Boelter, CMC
City Clerk-Treasurer
City of Winsted