

City of Winsted  
City Council Meeting  
Council Chambers  
September 20, 2011  
6:00 p.m.

Present: Mayor Steve Stotko  
Council Member Tom Ollig  
Council Member Bonnie Quast  
Council Member George Schulenberg

Absent: Council Member Dave Mochinski

Staff Present: Deborah R. Boelter, City Clerk-Treasurer  
Fran Eggert, City Attorney

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

a) **The Pledge of Allegiance was taken.**

2) **Consent Agenda**

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

a) **Minutes – City Council Work Session – September 6, 2011**

Accepted the minutes of the City Council Work Session of September 6, 2011.

b) **Minutes – City Council Regular Meeting – September 6, 2011**

Accepted the minutes of the City Council Regular Meeting of September 6, 2011.

c) **Parade Permit – Holy Trinity School**

Granted a parade permit to Holy Trinity School for Wednesday, October 19, 2011 at 9:30 a.m. with the designated route as submitted to the Winsted Police Department.

d) **Hay Ride Permit – Winsted Holding Activities that Unite People (WHAT UP)**

Granted a hay ride permit to WHAT UP for Saturday, October 22, 2011 at 1:00 pm with the designated route as submitted to the Winsted Police Department.

e) **Five (5) Year Airport Capital Improvement Plan**

Adopted the five (5) year Airport Capital Improvement Plan.

f) **Address Change – 591 Fairlawn Avenue West**

Approved the address change of the building located at 591 Fairlawn Avenue West to 465 Sixth (6<sup>th</sup>) Street North.

g) **August, 2011 Financial Report**

Approved the August, 2011 Financial Report.

h) **August, 2011 Building Permit Report**

Approved the August, 2011 Building Permit Report.

i) **Claims**

Approved the claims list for September 20, 2011.

3) **No Public Hearings.**

4) **No Old Business.**

5) **No New Business.**

6) **Department Report**

a) **City Engineer – Jake Saulsbury**

Jake Saulsbury, Bolton and Menk, Incorporated, reported on the following:

**Winsted Municipal Airport Improvements:**

- Airport Master Plan and Airport Layout Plan (ALP)
  - Master Plan and Draft ALP were completed based on the Option Two (2) alignment of the proposed runway shifted to the north. Airport Master Plan was completed in June 2009.
  - The ALP document is in the final review process at the Federal Aviation Administration (FAA).
- 2011 Improvement Projects
  - Airport Pavement Rehabilitation project was bid in 2011 and includes crack repair and seal coating of all public landside pavements, and a slurry seal over all public airside pavements. Total estimated project cost is \$89,740.65 based on bids. Due to the late issuance of the FAA grant in the construction season, the work will now be completed in the spring of 2012.
  - The FAA approved funding participation for a 1,002 square foot Arrival/Departure (A/D) building and associated site improvements. Total project costs are estimated at \$321,000 based on the low bid. Construction is expected to begin in late September with final completion in late December.
  - The Airport Pavement Maintenance program has been updated and will be delivered to the City shortly. This program will be a tool for full compliance with FAA grant obligations for the maintenance of airport pavements.
  - The City of Winsted received an FAA grant offer in early September 2011 from the FAA to cover ninety-five percent (95%) of the project costs for the aforementioned projects.
  - Bolton and Menk, Incorporated will be assisting the City with an update to the Airport Capital Improvement Plan (ACIP). Updates are due to the Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) on September 30<sup>th</sup>, 2011. An outreach meeting with MN DOT/OA and FAA staff has been scheduled for October 11<sup>th</sup>, 2011.

**McLeod County Road 116 and Third Street South Improvements:**

- Any punch list items have been completed and approved.
- The final contractor payment request has been completed and submitted.
- The remaining reimbursement amount from McLeod County has been requested.

### **Kingsley Lift Station:**

The improvement to the Kingsley Lift Station was viewed as the highest priority of the work outlined in the 2010 Wastewater System Facility Plan.

- The proposed work includes a new duplex submersible pumping station, conversion of the existing wet well, two (2) new twenty-eight (28) horsepower (Hp) pumps, new valve manhole, new control panel, reuse of the existing generator, bypass pumping, and other miscellaneous items.
- The project was awarded to Geislinger and Sons from Watkins, Minnesota for approximately \$180,000.
- The street was closed on September 15<sup>th</sup>, 2011 with street removals to follow. Area residents have been notified. Total duration of street closure is estimated to be two (2) weeks.
- Bypass flow along with work on the new piping and lift station started on Monday, September 19<sup>th</sup>, 2011.

Council Member Ollig asked if someone is monitoring the bypass pumping twenty-four (24) hours a day. Saulsbury stated yes.

### **Fairlawn Avenue Drainage:**

The intersection of Fairlawn Avenue and Fairlawn Circle frequently floods and has impacted a neighboring property.

- Two options were presented to the Council on September 6, 2011.
- The option of additional structures, piping, and a swale was selected and final bidding documents are being prepared.
- The tentative project schedule is to receive bids at the end of the September, 2011 and present the results to the City Council for possible approval and award at the October 4<sup>th</sup>, 2011 Regular City Council meeting. If approved at that time, construction would start around late October, 2011.

### **City Hall Slope Stabilization:**

In July, 2011 heavy rains and saturated soil conditions caused two (2) slope failures along the lakeshore adjacent to City Hall in the Lakefront Promenade.

- Options to replace and stabilize the lakeshore, as well as options to minimize upstream water from reaching the slope were presented at previous City Council meetings.
- Final bidding documents for the project are being prepared and include the following:
  - Slope restoration with drain tile at the two (2) washout areas.
  - Drain tile along the edge of the concrete patio between the two (2) washout areas.
  - Storm sewer connection from the retaining wall north of City Hall to the top of the slope.
  - Additional storm sewer structure at the south end of City Hall.
- The tentative project schedule is to receive bids at the end of the month and present the results to the City Council for a possible award at the October 4<sup>th</sup>, 2011 Regular City Council meeting. The bidding of the project will allow for the construction to occur in fall, 2011 or winter, 2012 and will be discussed at the October 4<sup>th</sup>, 2011 City Council meeting.
- Grant funds will be requested from the Crow River Organization of Water (CROW).

### **Wastewater Treatment Plant:**

To evaluate the City's wastewater system and complete the first (1<sup>st</sup>) step necessary to obtain funding, a Facility Plan was completed in March of 2010.

- In 2010, the City of Winsted's proposed project scored thirty-three (33) points and was not fundable through the Public Facilities Authority (PFA) because forty-five (45) points are needed to qualify.

- The 2011 preliminary score is also thirty-three (33) points and again below the fundable level; however, the draft permit was recently released requiring improvements that may raise the score before it is finalized.
- The \$500,000 phosphorus reduction grant was successful for 2011.
- A determination will need to be made by November of 2011 whether or not to proceed with this project. This timeline is needed to satisfy the PFA requirements of having the project awarded six (6) months after the funding list is finalized, which would mean that the project award would be due approximately March 31<sup>st</sup>, 2012.
- The draft permit requires a one (1) milligram per liter (mg/l) phosphorus limit effective in approximately thirty (30) days. In the future, this limit would be reduced to 0.06 mg/l. Bolton and Menk, Incorporated will submit comments to the Minnesota Pollution Control Agency (MPCA) in an effort to delay the one (1) mg/l limit as long as possible to allow the City time to plan and implement as well as to reduce treatment costs.
- The MPCA has given the City six (6) months to meet the phosphorus limits once our new permit is issued.

Council Member Schulenberg asked how often the MPCA comes to test the phosphorus limits. Saulsbury stated that the City had a ten (10) year permit with the MPCA that recently expired. Under the requirements of this former ten (10) year permit there were no phosphorus limit requirements. Saulsbury stated that the City's new MPCA permit will require scheduled testing for phosphorus limits and the MPCA will be monitoring the results.

#### **Miscellaneous Items:**

- Sign Retro-reflectivity – A new federal requirement mandates that cities have a plan in place to manage their signs to a certain standard. A sign inventory is recommended in order to properly identify a desired policy and resultant costs.

Mayor Stotko stated that he read information stating that the federal government has extended the deadline to have signs compliant with sign retro-reflectivity. Saulsbury stated that the deadline is being extended; but, the League of Minnesota Cities is encouraging cities to evaluate their signs and prepare a sign inventory to identify what signs need to be replaced and the costs.

Council Member Quast asked who rates the signs retro-reflectivity and prepares an inventory. Saulsbury stated that Bolton and Menk, Incorporated has recommended that an inventory of the City's signs be done either by their staff and/or the City's Public Works Department. Saulsbury stated that he is working with City staff to prepare a Sign Policy that would detail who is responsible for evaluating the City's signs and preparing an inventory for replacement or compliance with federal regulations. Mayor Stotko stated that the City's Public Work's Department is currently evaluating the City's signs. Saulsbury stated that there is a handheld device that measures the retro-reflectivity of the signs.

Saulsbury stated that the retro-reflectivity of signs is a requirement of the federal government and there will be no involvement from the State of Minnesota. Saulsbury stated that if an accident occurs and/or something happens, the City will be liable if they have not fulfilled the federal government's sign retro-reflectivity requirements.

- Linden Avenue Sewer (Panetti Property) – Construction was completed over the summer, 2011 and the property is now hooked up to and discharging to the City's sewer system.
- Casey General Store – Two (2) engineering reviews have been completed. We recently received a response to the September 9<sup>th</sup>, 2011 review. We will evaluate this response and the revised plan sheets in the near future.
- Tetra Pak Expansion – One (1) engineering review has been completed. Additional information and requirements pertaining to sewer and water usage has been distributed.

Mayor Stotko asked about some information he read in Saulsbury's review of the Tetra Pak expansion's plan reviews. Mayor Stotko stated that Saulsbury indicated that the sewer line from Tetra Pak to the Kingsley Lift Station is adequate; but, should be a larger line. Saulsbury stated that the Tetra Pak expansion will add more wastewater into the sewer system and the force main is currently at capacity; but, should still be able to handle the additional wastewater from Tetra Pak. Saulsbury stated that any future development and/or expansion would put a burden on the force main's capacity to Kingsley Lift Station. Saulsbury stated that the force main to the Kingsley Lift Station is at its maximum capacity. Saulsbury stated that the Pavement Management Plan does address a larger sewer line when Kingsley Street is scheduled for updates.

- **Water Model** – A model of the City's overall water system was completed. This information was used to assist in the Tetra Pak review and will be a valuable resource for future development evaluations and for planning purposes.

Council Member Ollig asked if there is anything that is going to be discussed by the Minnesota Legislature that the City should be aware of. Saulsbury stated that engineers are keeping cities informed of the sign retro-reflectivity requirements. Saulsbury stated that once the Minnesota Manual is passed, there will be more details on the requirements and compliance.

Council Member Schulenberg asked about partnering with other communities to reduce the costs of replacing signs. Saulsbury stated that he did contact McLeod County and they indicated that they did not want to partner with any cities. Saulsbury stated that he has contacted various sign companies and they did indicate that there is a discount for larger orders.

**7) No Open Forum.**

**8) Announcements**

**a) Winsted Public Library – Head Librarian Position**

Council Member Ollig asked if the City has heard anything from Pioneerland Library System (PLS) on the Head Librarian position at the Winsted Public Library. Boelter stated that she was not aware of anything.

**b) Luce Line Trail Pavement Support – Silver Lake, Minnesota City Council Meeting**

Mayor Stotko gave a brief overview of his attendance at the Silver Lake, Minnesota City Council meeting to discuss support for paving the Luce Line Trail.

**c) Winsted Area Chamber of Commerce Luncheon – Thursday, September 22, 2011**

Council Member Ollig announced that Minnesota State Representative Ron Shimanski will be the guest speaker at the Winsted Area Chamber of Commerce luncheon on Thursday, September 22, 2011 at 12:00 noon in the Blue Note Restaurant.

**d) Town Hall Meeting – Winsted City Hall – Minnesota State Representative Ron Shimanski and Minnesota State Senator Scott Newman**

Boelter announced that Utility Billing and Payroll Clerk, Amanda Zeidler, has been contacted by staff members of Minnesota State Representative Ron Shimanski and Minnesota State Senator Scott Newman to hold a Town Hall meeting at Winsted City Hall.

**9) Adjournment**

**Council Member Quast motioned to adjourn. Council Member Schulenberg seconded. Motion carried 4-0.**

The meeting was adjourned at 6:20 p.m.

Steve Stotko

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

Deborah R. Boelter

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