

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, November 21, 2017  
5:00 p.m.

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

Staff Present: Mr. Dan Tienter, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer

Also Present: Mr. Jake Saulsbury, Bolton and Menk, Incorporated

## **I. Call to Order**

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

## **II. Sanitary Sewer Lift Station Improvement Project**

Mr. Daniel Tienter, City Administrator, stated that the City Council has discussed improvements to the sanitary sewer lift stations in previous City Council Work Sessions. During those sessions, it was discussed whether to use sewer funds versus property taxes to support the lift station improvements.

Since that time, the City has received additional monies from the State of Minnesota to support the Waste Water Treatment Facility Improvement Project; which as a result, has freed sewer bonds that were originally to be used for those improvements. Currently, the City has approximately \$872,000 in bond funds available to support sanitary sewer lift station improvements.

Mr. Jake Saulsbury, Bolton and Menk, Incorporated stated that Sanitary Sewer Lift Station Improvements were addressed as part of a Facility Plan for the City created in 2010. This document addressed all of the needs of the City in a short term of years. The following projects have been completed or are in process from this plan; the Kingsley Lift Station in 2011, the Westgate Lift Station in 2012, the Littfin Lift Station Generator in 2014, and the current Waste Water Treatment Facility upgrade project.

Mr. Saulsbury stated that remaining items from the plan are improvements to two other lift stations, Northgate Lift Station and Littfin Lift Station.

### **Northgate Lift Station**

The Northgate Station was built in 1975 and the diameter is undersized, with only ½ foot of storage, compared to the minimum standard of four feet. Other requirements exist that the Northgate Station does not currently have, like having a separate valve manhole. The recommendation is to replace the Northgate Lift Station.

Mr. Saulsbury stated that because there is space in the area, the intent would be to build the new lift station while the current station is operating, which would save money. Otherwise, the City would have to pay for pumping for the entire time that the new station is being constructed. Mr. Saulsbury stated that there would be a minor period related to shutdown, where the current station would be shut off and then switched to the new station. There would be some removal work for removing the old equipment.

Mr. Saulsbury stated that two of the three pumps are still original pumps from 1975; well past their useful life.

### **Littfin Lift Station**

Mr. Saulsbury stated that the Littfin Lift Station was built in 1986. The storage of this lift station is adequate. It is recommended to replace two of the pumps, replace the gate valves, check valves, and install a new control panel.

Mr. Saulsbury stated that the new pumps on both of the stations would be larger to accommodate growth of the City.

### **Lift Station Generators**

Mr. Saulsbury stated that there are four lift stations without generators. One of these stations does not require a generator because it has enough storage capacity. It is recommended to install three generators at the Westgate, Northgate and Lake lift stations. Mr. Saulsbury stated that The Public Works staff and People Service are both supportive of generators being added to those lift stations.

Mr. Saulsbury stated that the total estimated project cost for the lift station improvements and generators is approximately \$800,000.

Council Member Henrich stated that the information relayed about the life of the pumps was that they could last up to 40 years. Council Member Henrich asked what the life of a generators is. Mr. Saulsbury stated approximately 15-20 years depending on usage. Mr. Saulsbury stated that the recommended maintenance is to run the generators routinely even if it is not necessary to run them. The City Council Members stated that City staff needs to communicate with People Service to ensure that this will be completed so the City gets maximum life from the generators.

Mr. Saulsbury stated that the recommended approach for this improvement project is to complete a change order for the current Waste Water Treatment Facility Improvements project to save time, to eliminate the need for bids, preparing contracts or requiring more bonds. This will provide savings and is conditional upon working with the current contractor.

Mr. Saulsbury stated that if the City is not comfortable with that approach, this project could also be bid.

Mr. Saulsbury stated that the current contractor has been good to work with and Bolton and Menk, Incorporated has worked with them on many projects.

Mr. Tienter stated that if the City Council provides guidance to proceed with this project, a motion would be included on the Consent Agenda for the next City Council Meeting to authorize the City Engineer to begin preliminary and final design of the project. Assuming that Di-Mar Construction Incorporated is agreeable, City staff would present the change order at a future City Council Meeting for final approval. That would begin the construction project.

The City Council Members provided direction to proceed with the project.

## **III. Other**

### **a) Winsted Fire Board Meeting – November 21, 2017**

Mr. Tienter stated that a Winsted Fire Board Meeting would occur tonight after the Regular City Council Meeting. Budget recommendations regarding the Winsted Volunteer Fire Department would be reviewed with the City Council at a future Work Session based on discussions that take place at tonight's Winsted Fire Board Meeting.

### **b) Public Hearings – November 21, 2017**

Mr. Tienter reviewed the process that would occur for the two public hearings taking place at the Regular City Council Meeting on November 21, 2017.

**c) Winsted Solar Garden Drainage**

Council Member Ollig stated that since the solar garden was installed near the Winstock Country Music Festival (Winstock) grounds, the drainage from rain has changed and now drains into the infield at the Winstock grounds.

Mr. Tienter stated that a representative of Winstock contacted City staff for drainage plans that were submitted for the solar garden. All of that information was provided to the Winstock representative, who is an engineer.

Mr. Tienter stated that if the Winstock representative had questions, they could contact Mr. Saulsbury. At this point in time, City staff has not heard back from the Winstock representative since the copies of the plans were given.

**VI. Adjourn**

**Council Member Schulenberg motioned to adjourn the Work Session. Council Member Henrich seconded the motion. Motion carried 5-0.**

The Work Session was adjourned at 5:26 p.m.

*Steve Stotka*

Steve Stotka  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted