

City of Winsted
City Council Meeting
Council Chambers
Tuesday, November 21, 2017
6:00 p.m.

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

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Police Chief
Mr. Dylan Reiner, Police Officer

Others Present Mr. Jake Saulsbury, Bolton and Menk, Incorporated
Mr. Ron Roetzel, Bolton and Menk, Incorporated
Ms. Melissa Underwood, Bolton and 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 Work Session – October 17, 2017
- City Council Regular Meeting – October 17, 2017
- City Council Work Session – November 7, 2017
- Special Planning Commission Meeting – August 28, 2017

b) Resolution R-17-47 – Assessment Certification of Abated Blight Properties

Adopted Resolution R-17-47 Certifying the Charges for the Abatement of Blighting Conditions and Levying it as a Special Assessment to Certain Winsted Properties.

c) Resolution R-17-48 – Local Road Improvement Funding (LRIP) Grant

Adopted Resolution R-17-48, supporting pursuit of 2017 Local Road Improvement Program Funding (LRIP) from the Minnesota Department of Transportation (MnDOT) for the reconstruction of McLeod Avenue.

d) Water Tower Rehabilitation Project

Authorized Bolton and Menk, Incorporated, to prepare preliminary design, final design, and other activities related thereto, for the proposed Water Tower Rehabilitation Project in the City of Winsted, for a cost not to exceed \$70,000.

e) Non-Medical Insurance Enrollment

Authorized the City Administrator to initiate the enrollment process with Hartford to provide non-medical insurance coverage for City of Winsted employees for the policy beginning January 1, 2018.

f) Road Closure Request – Lewis Avenue West – Saturday, December 2, 2017

Approved a request for road closure on Lewis Avenue West, from 3rd Street South to the west, from 8:00 a.m. to 3:00 p.m. on Saturday, December 2, 2017, for the Winsted Vintage Snowmobile Show, as approved by the Chief of Police.

g) Parade Permit – Winsted Winter Festival

Approved a lighted parade sponsored by the Winsted Winter Festival on designated streets in the City of Winsted, as approved by the Chief of Police, on Saturday, December 2, 2017.

h) Swap Meet – Winsted Winter Festival

Approved a Swap Meet for the Winsted Vintage Snowmobile Show on Saturday, December 2, 2017.

i) Hay Ride Permit – Winsted Winter Festival

Granted a hay ride permit to the Winsted Winter Festival for Saturday, December 2, 2017 from 11:00 a.m. to 2:00 p.m. with the designated route as submitted to the Chief of Police.

j) Winsted Municipal Airport Land Lease Agreement Termination – Hangar Number Thirty-Eight (38)

Terminated the Land Lease Agreement between the City of Winsted and Mr. Thomas Ryan for hangar number thirty-eight (38) at the Winsted Municipal Airport.

k) Winsted Municipal Airport Land Lease Agreement – Hangar Number Thirty-Eight (38)

Approved the Land Lease Agreement between the City of Winsted and Mr. J. Ferrell for hangar number thirty-eight (38) at the Winsted Municipal Airport based upon the successful submission of all required documents and fees from Mr. Ferrell to the City of Winsted.

l) Appointment – Park Commission

Appointed Ms. Amy Schultz to the City of Winsted Park Commission.

m) Winsted Volunteer Fire Department – Vehicle Sale

Approved the sale of a 1975 Ford 9000 (Old Engine No. 2) to Mr. Justin Herberg in the amount of \$2,005.00.

n) Security Bank & Trust Company – Pledged Securities

Approved the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of October, 2017.

o) Building Permit Report – October, 2017

Approved the Building Permit Report for the month of October, 2017.

p) Financial Report – September, 2017

Approved the financial report for the month of September, 2017.

q) Claims

Approved the claims list for November 21, 2017.

Council Member Ollig motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0. Council Member Ollig abstained from Item n “Security Bank & Trust Company – Pledged Securities”.

(3) Public Hearings

a) Resolution R-17-49 – McLeod Avenue Area Improvements

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, provided a presentation regarding the McLeod Avenue Area Improvements as follows.

Introduction-Background:

The City completed a Pavement Management Plan for street improvement projects a few years ago. The proposed Industrial Boulevard Improvement Project, that includes assessments, will be the third project of this type.

The Industrial Park was built in 2002. The utilities have been evaluated and are in good condition. The roadway, however, is in poor condition. The Industrial Boulevard Improvements Project was studied in conjunction with the McLeod Avenue Area Improvements Project, which is not moving forward at the time. The City Council recommendation is to move forward with the Industrial Boulevard Improvement Project as a stand-alone project at this time.

Proposed Improvements:

The recommendation is to reclaim the pavement. A large machine will grind up the existing blacktop with the underlying aggregate to the specified gradation of the base material, and that will be reshaped. Some of it will be removed and then the road will be paved over again.

Replacement of curb and gutter in damaged sections or settlements will be completed.

Approximately six to six and one half inches (6-6 ½) of black top will be placed using a higher quality bituminous mix as well as a higher quality asphalt binder. The road was originally constructed with four inches of black top, so the additional black top will provide added strength.

Assessment Policy Review:

The current Assessment Policy states that 25% of the project costs are assessed for standard section street improvements on a front footage basis. A standard section is 40 feet wide or less. In this case, the street is 40 feet wide.

Assessment Area Map:

Five properties in the Industrial Park, shaded in red below, are proposed for assessment. The Special Assessment Policy provides a credit for corner lots because those lots can be assessed for in the future for an adjacent street. Those lots pay 50% of their front footage, whereas the other properties would pay 100% of their front footage, based on City policy.

Assessment Area Map



- 5 Properties to Potentially be Assessed
 - All 5 are Privately Owned Properties
 - 2 are City Street Corner Lots (#35 & 36)



Project Financing and Funding:

Because the McLeod Avenue Area Improvements Project is separated from the Industrial Boulevard Improvements Project, a bond is not proposed to finance the project. The City would pay for the project using existing funds, primarily the Street Capital Improvement Plan fund and property owner special assessments.

Project Cost Summary:

The total estimated project cost is \$195,000. The total standard section cost, not including sub-grade excavation or extra black top is approximately \$140,000. 25% of this amount is assessment eligible. The credit for the corner lots is calculated, so the total assessed amount for all the property combined is \$27,400. This is the amount divided based on the front footage. The remaining City cost is approximately \$167,600.

For the assessed amount of \$27,400, it breaks down to just under \$25.00 per front foot. The estimated assessments range from \$1,500 to approximately \$10,800.

Because this is a reclamation project, the in-place material is being utilized for a cost savings. As a comparison, the most recent Kingsley Street Area Improvements Project assessments were \$43.00 per front foot.

A 15 year bond term is assumed at 4.5%. Assessed property owners may pay the entire assessment up front with no interest or add it to their tax statement and pay interest. If property owners choose this option, an assessment of \$1,500 would equate to \$142.00 per year. A \$10,800 assessment would equate to just over \$1,000 per year.

These are all preliminary numbers; the final assessments are calculated after the project is completed on actual project costs and actual bond rates.

Completed Steps:

- Completed the feasibility study in conjunction with the McLeod Avenue Area Improvements Project.
- The City Council approved the Feasibility Study and ordered a public hearing, conducted tonight.
- The five property owners that are proposed to be assessed were all notified.
- Completed a Geotechnical Evaluation

Next Steps:

- | | |
|------------------------------------|--|
| • November, 2017 | Order Improvements |
| • December, 2017 to February, 2018 | Complete Final Design |
| • March/April, 2018 | Open Bids and Award Project |
| • May-July, 2018 | Construct Project |
| • September, 2018 | Conduct Assessment Hearing |
| • November, 2018 | Certified Assessment Roll due to McLeod County |

Mayor Stotko opened the Public Hearing.

Ms. Betsy Niemeier, owner of M&N Structures, stated that their business had been at the end of Industrial Boulevard for approximately seven years. She stated that she was initially concerned about their proposed assessment amount, but their estimated amount is \$1,500 so this is no longer a concern. Ms. Niemeier asked if trucks would still have access to the road.

Mr. Saulsbury stated yes. Because this is a reclamation project, half of the road would be worked on at a time, so one lane would be available for use. Mr. Saulsbury stated that Bolton and Menk, would contact business owners to understand how much traffic they have to write provisions into the construction specifications that the road has to be passable for certain times during a day.

No other comments were received.

Council Member Ollig motioned to close the Public Hearing. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Council Member Ollig motioned to adopt Resolution R-17-49 ordering improvement, and preparation of plans for the Industrial Boulevard Improvement Project in the City of Winsted. Council Member Fitzgerald seconded the motion. Motion carried 5-0.

b) Winsted Municipal Airport – Environmental Assessment

Mr. Daniel Tienter, City Administrator, stated that the second Public Hearing is related to the Runway Improvement Project for the Winsted Municipal Airport.

Mr. Tienter stated that at a previous City Council Work Session, an update regarding a land acquisition effort for the current Preferred Alternative of a paved runway surface was provided. Given some of the challenges that the City encountered with land acquisition, the City Council is further considering the Preferred Alternative.

According to Federal Aviation Association (FAA) recommendation, the City has opted for a public engagement process including a Public Hearing, similar to what occurred when the City Council originally adopted the Preferred Alternative. An overview of the project will be provided, and similar to the previous Public Hearing, this Public Hearing will be opened to accept any public comment.

Ms. Melissa Underwood, Bolton and Menk, Incorporated, reviewed the following presentation slides regarding the Winsted Municipal Airport.

Existing Conditions

- 3,220-foot by 200-foot runway

- Visual approaches to each runway end
- 42 existing hangars & 100LL fuel available



Airport Planning

- Master Plan and Airport Layout Plan began in 2009
- Recommended paved 3,200-foot future runway and paved 3,900-foot ultimate runway
- Due to condition of runway, the FAA wants the City to decide if it will proceed with paving the runway or rehabilitating the existing turf
- Hangar owners and the City decided to move forward with evaluating two runway alternatives

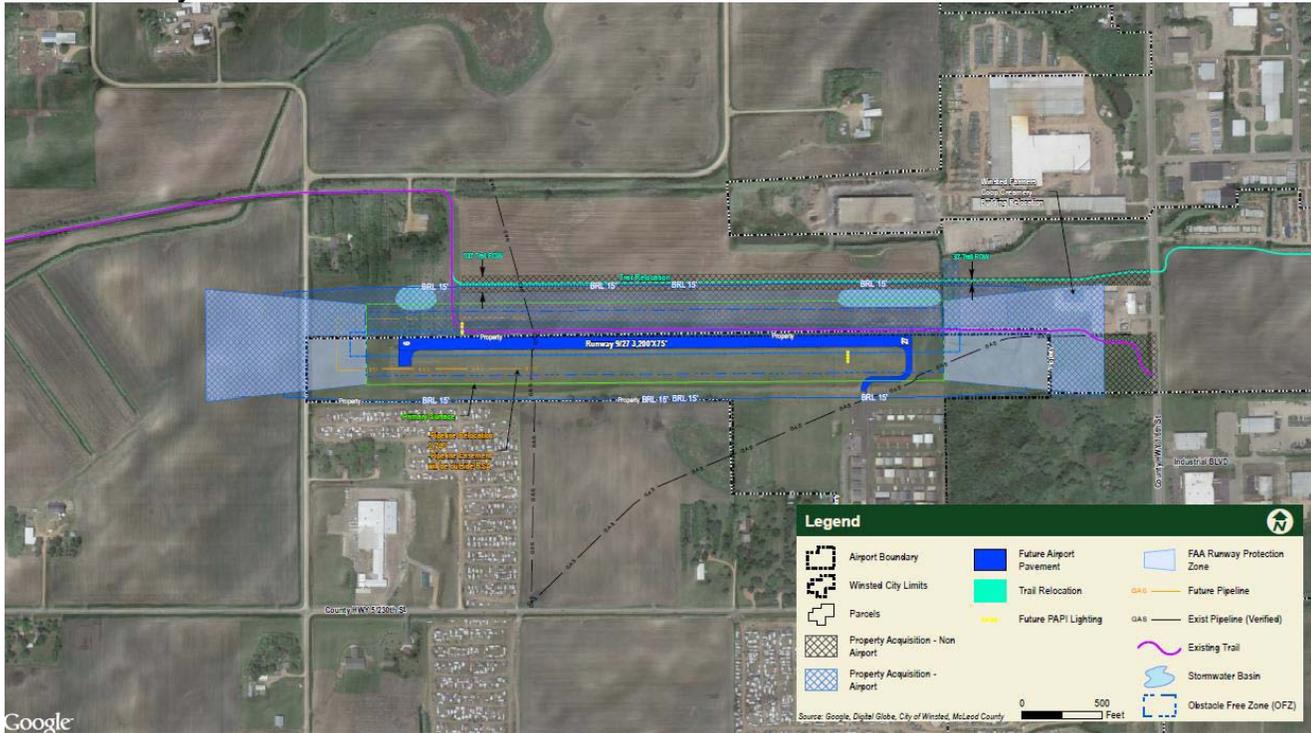
Environmental –NEPA

- National Environmental Policy Act (NEPA)
 - Environmental review for all federal projects; Environmental Assessment (EA) for Winsted
 - Review proposed actions using a broad range of environmental categories
 - Opportunity for agency/public review and comment
- Draft Environmental Assessment (EA) addresses two build alternatives: turf reconstruction, and paved at shifted location
- Comments on Draft EA will be considered and addressed in Final EA
- Final EA will identify Preferred Alternative

Public Involvement – Meetings that occurred

- Four project meetings with FAA
 - Eight additional meetings regarding EA, project details, and information
- Two hangar owner meetings
- Two Public Open Houses with Winsted Township for Cable Avenue relocation discussion
- Three meetings with Winsted Township Board
- Four City Council presentations
- Two meetings with airport users
- One meeting with Winsted Farmers Co-op Creamery

Paved Runway Alternative



- Department of Natural Resources (DNR) Luce Line Trail will need to be shifted to the north with the paved alternative.
- Coordinating with the DNR to acquire property for new trail alignment and removing previous alignment
- Land use and property transfer will require review and approval by DNR National Park Service (NPS)
- Gas pipeline relocation required on western end of runway
- Both the FAA and NNG approve of the proposed relocation
- 1.1 acres of wetland impacts
- Land acquisition –59.6 acres
- One storage building relocation –Winsted Farmers Coop Creamery
- Includes realignment of the Luce Line Trail. Trail will not be airport property once project is complete.
- Year-round operations
- Incorporates a non-precision instrument runway approach

Project Costs

(10D) - Winsted Municipal Airport											(Federal 90%, Local 10%)		3/6/2017	
AIRPORT CAPITAL IMPROVEMENT PLAN UPDATE - NEW 3200' RUNWAY 9-27											Federal Entitlement Balance FY 2016:		\$726,517	
**ALL COSTS ARE ESTIMATES														
State	Fed	Funding Participation			Project Cost	Federal Entitlement Funding	Other Federal Funding	State Funding	Local Funding	Other Programs	Local Project Priority	Project Bid / Start Date	Federal Entitlement Balance	
FY	FY	Description	FAA %	State %										Local %
2016	2016	EA for Runway 9/27	90%	5%	5%	\$ 190,000	\$ 171,000	\$ -	\$ 9,500	\$ -	1	5/15/2016	\$555,517	
2017	2016	Update Airport Zoning Ordinance	0%	50%	50%	\$ 40,000	\$ -	\$ -	\$ 20,000	\$ -	2	9/1/2016	\$555,517	
2016	2016	Entitlement Reimbursement from Roseau - 2016											\$150,000	
											FY 2016 Entitlement Balance:		\$855,517	
2017	2017	Land Acquisition for 3200' Runway 9/27	90%	0%	10%	\$ 1,023,000	\$ 855,517	\$ 65,183	\$ -	\$ 102,300	\$ -	1	8/15/2016	\$0
											FY 2017 Entitlement Balance:		\$150,000	
2018	2018	Realign Cable Avenue	90%	0%	10%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1	8/15/2017	\$0
2018	2018	Construct Runway 9/27 (3,200' x 75') Lighting	90%	0%	10%	\$ 3,901,450	\$ 150,000	\$ 3,361,305	\$ -	\$ 390,145	\$ -	1	8/16/2017	\$0
2018	2018	Partial Taxiway	90%	0%	10%	\$ 390,330	\$ -	\$ 351,297	\$ -	\$ 39,033	\$ -	1	8/17/2017	\$0
2018	2018	Northern Natural Gas Line Relocation (Option 2 w/Engineering)	90%	0%	10%	\$ 1,085,000	\$ -	\$ 979,200	\$ -	\$ 105,800	\$ -	1	8/17/2017	\$0
2018	2018	Cable Ave Removal and Crazy Lake Road Improvement	90%	0%	10%	\$ 0	\$ -	\$ -	\$ -	\$ -	\$ -	1	8/17/2017	\$0
2018	2018	DNR Trail Relocation Coordination	90%	0%	10%	\$ 40,000	\$ -	\$ 36,000	\$ -	\$ 4,000	\$ -	1	8/17/2017	\$0
											FY 2018 Entitlement Balance:		\$150,000	
Summary for Airport - Winsted Municipal Airport			TOTAL:			\$ 6,672,780	\$ 1,176,517	\$ 4,792,985	\$ 29,500	\$ 673,778				

Project Funding - 90% Federal Funding, 10% Local Funding

Local Costs and Funding of Runway Capital Projects (Federal 90%, Local 10%)		
	Paved Runway 75' x 3200' (Federal \$)	Turf Runway 200' x 3200' (Federal \$) ***
Total Project Costs	\$6,672,800.00	\$3,650,800.00
Total Local Costs	\$673,800.00	\$365,100.00
Current # of Hangars Assessed	42	42
Future # of Hangars Assessed	30	20
Total # of Hangars Assessed	72	62
Total Assessment per Hangar (Local Cost/Total Hangars Assessed - no interest)	\$9,400.00	\$5,900.00
Monthly Assessment over 10 years at 5.5%	\$102.02	\$64.03
Annual Assessment over 10 years at 5.5%	\$1,224.24	\$768.41
Current Hangar Costs with Reduction of annual \$200 fee balance of \$1,085 each.	\$8,315.00	\$4,815.00
Monthly Assessment over 10 years at 5.5%	\$90.24	\$52.26
Annual Assessment over 10 years at 5.5%	\$1,082.93	\$627.10

*** FAA states that no federal dollars will be available for a paved runway for the life of the grant or 20 years.

Project Funding - 90% Federal funding, 5% State Funding, 5% Local Funding

Local Costs and Funding of Runway Capital Projects (Federal 90%, State 5%, Local 5%)		
	Paved Runway 75' x 3200' (Federal \$)	Turf Runway 200' x 3200' (Federal \$) ***
Total Project Costs	\$6,672,800.00	\$3,650,800.00
Total Local Costs	\$347,000.00	\$182,500.00
Current # of Hangars Assessed	42	42
Future # of Hangars Assessed	30	20
Total # of Hangars Assessed	72	62
Total Assessment per Hangar (Local Cost/Total Hangars Assessed - no interest)	\$4,800.00	\$2,900.00
Monthly Assessment over 10 years at 5.5%	\$52.10	\$31.47
Annual Assessment over 10 years at 5.5%	\$625.15	\$377.69
Current Hangar Costs with Reduction of annual \$200 fee balance of \$1,085 each.	\$3,715.00	\$1,815.00
Monthly Assessment over 10 years at 5.5%	\$40.32	\$19.70
Annual Assessment over 10 years at 5.5%	\$483.84	\$236.38

*** FAA states that no federal dollars will be available for a paved runway for the life of the grant or 20 years.

Project Funding

City of Winsted, Minnesota Airport Levy Analysis

Option:	Average Annual Debt Service:	Hangar Loan Payments:	Average Annual Levy:	% City Tax Increase:
Turf Restoration 10% Cost Share	46,880.00	36,713.04	10,166.96	0.88%
Turf Restoration 5% Cost Share	24,286.25	18,953.05	5,333.20	0.46%
Pavement 10% Cost Share	81,057.50	55,865.93	25,191.57	2.18%
Pavement 5% Cost Share	41,720.00	27,898.07	13,821.93	1.20%

Future Impact for Local Funding

- All project elements are eligible for state or federal funding
- Extra 5% from Minnesota Department of Transportation (MnDOT) Aeronautics is subject to annual funding decision by MnDOT
- Timing and availability of FAA funds for discretionary or state apportionment

Alternative Comparison

Turf Reconstruction

–Relocate NNG pipeline: both branches

–1.4 acres of wetland mitigation

–Total project cost = \$3,700,000 (\$355,100 local share*)

*With 90% FAA and 10% Local funding

Paved Runway

–Relocate NNG pipeline: one branch

–1.1 acres of wetland mitigation

- Relocate LuceLine Trail

–59.6 acres of land acquisition including relocation of one storage building

–Total project cost = \$6,680,000 (\$673,778 local share*)

*With 90% FAA and 10% Local funding

Ms. Underwood reviewed that the City Council previously decided to move forward with the P1 Alternative which is the pavement runway option. The next step for that alternative would be to begin the land acquisition process. The City Council approved to begin with part of the land acquisition by contacting two of the potential land owners in the area; neither party was a willing seller. The City Council was not willing to proceed with eminent domain for land acquisition at the Winsted Municipal Airport; therefore, property acquisition would not move forward and the P1 Alternative could not proceed.

Ms. Underwood stated that the next steps are to consider moving forward with T1, the turf reconstruction alternative. If that alternative is chosen, the Finding of No Significant Impact (FONSI) for the EA needs to be republished for a 30 day period because the alternative has changed.

Mr. Tienter stated that the City received one verbal comment from Mr. Glenn Weibel. Mr. Weibel felt that the City Council should take a similar philosophical approach to other projects like the Campbell Field Improvement Project and offer some type of cost sharing arrangement for the project with the hangar owners.

Mr. Tienter stated that currently, financing calls for the hangar owners to pay 100% of the local share. With the Campbell Field Improvement Project, the cost sharing arrangement is a 31%/69% arrangement. Mr. Weibel thought that the City Council should entertain a similar cost sharing arrangement; perhaps even a 50/50 arrangement with the hangar owners, versus 100% from the hangar owners.

Mayor Stotko opened the Public Hearing at 6:29 p.m.

Mr. Kevin Weinzierl, 21682 County Road 1, Winsted, Minnesota asked if recent turf/grass reconstruction projects at other airports have been successful. Mr. Weinzierl stated that hangar owners are responsible for cost, yet the commercial skydivers that used the airport caused the damage to it. What will keep the skydivers from damaging the reconstructed turf/grass runway again.

Mr. Ron Roetzel, Bolton and Menk, Incorporated stated that the reconstructed turf will be regraded for better drainage on the surface. It will also be reconstructed with an aggregate runway so that it will have more of a pavement structure to the system as opposed to just the topsoil.

Mr. Roetzel stated that the runway will be rated at 12,500 pounds; and based on existing weather conditions and conditions of the turf pavement, there will be restrictions for use placed on the runway during certain times of the year.

Mr. Weinzierl stated that the current turf runway deteriorated quickly from the use by the skydivers and he felt that the new turf would not hold up. He stated that he felt sad that the City Council would not use the Federal money to pave the runway which would last a long time.

Council Member Schulenberg stated that this is not a matter of money but of Eminent Domain. The City Council Members have agreed that they will not force people to sell their property for this project.

Council Member Ollig stated that Eminent Domain would be considered on a project by project basis. The City Council voted to move forward with the paved runway alternative with the understanding that an agreement could be made with the seven landowners that the City had to purchase land from to move the runway north. Agreements could not be made; therefore, the only alternative the City Council had was to take land through Eminent Domain and the City Council is not willing to do that.

Mr. Weinzierl asked why this project is against Eminent Domain and other projects are not.

Council Member Ollig stated that Eminent Domain has not been used for approximately 25 years. When it was used, it did not turn out very well for the City; and for the next 30 years, it was a deterrent to growth in the City. The City Council is not willing to do that again; not willing to take someone's land.

Mr. Weinzierl asked what will be done to keep the reconstructed turf runway from deteriorating.

Mr. Roetzel stated that a good share of the existing runway will be removed because that is the biggest problem. Currently the runway is topsoil put on topsoil and that is what has caused the failure. That portion of the runway will be taken out and an aggregate base will be installed, like is done underneath the City streets. This will be blended with topsoil. It is called an aggregate turf.

Mr. Ralph Diers, Winsted Municipal Airport Hangar #13 owner, stated that he thinks the City of Winsted is the only city that requires hangar owners to pay for repairs to the runway. He has not heard of any hangar owners in other cities paying for that. Mr. Diers stated that Winsted hangar owners will also have the cost of relocating their airplanes to other areas because the grass needs to get established. This is in addition to keeping up their lease payments. Mr. Diers stated that if the City could contribute a cost sharing arrangement of 50% it would help the hangar owners.

Mr. Steve Rosdahl, Winsted Municipal Airport Hangar # 10 owner, stated that he previously had his airplane at Long Prairie, Minnesota. The Long Prairie runway was replaced with tar and there was no cost to any hangar owners. Mr. Rosdahl stated that he feels the airport is a big asset to the City and business owners, and that the cost should not be the hangar owners responsibility; they are already paying tax.

No other comments were received.

Council Member Ollig made a motion to close the Public Hearing. Council Member Fitzgerald seconded the motion. Motion carried 5-0.

Council Member Ollig stated that everyone needs to understand that the motion for tonight's meeting has nothing to do with financing of the airport. It has everything to do with changing the direction from a paved runway to a turf runway. The financing for the project will be discussed at another time. The motion tonight is simply to change directions.

Council Member Ollig motioned to change from Alternative P1, a 3,200 foot paved runway surface, to Alternative T1, a 3,200 foot reconstructed turf runway surface, as the Preferred Alternative for the

Environmental Assessment for the Winsted Municipal Airport. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Council Member Ollig stated that City staff need to notify hangar owners when the City Council will consider financing for the project.

Mr. Tienter stated that the notification would be provided. He continued by stating that the reconstituted Airport Commission would have the opportunity to review the question of financing in their meetings once it is functioning again in the near future. City staff will advise of any Airport Commission meetings and City Council meetings that will consider the subject.

4) No Old Business

5) New Business

a) Winsted Volunteer Fire Department Vehicle Purchase

Mr. Tienter stated that in the year 2000, the City acquired a 1976 C-grade 100 foot aerial ladder fire apparatus for \$1.00 from the City of Hutchinson. At that point in time, the vehicle was in disrepair, so the City invested money to bring it to National Fire Code standards to fight fires. After a total of 41 years of service, the ladder truck needs to be replaced. It is at the end of its useful life and the replacement is included in the 2017-2022 Fire Department Capital Improvement Plan (CIP).

Mr. Tienter stated that in the year 2014, the Winsted Volunteer Fire Department (WVFD) explored replacements for the ladder truck. At that time, they entered into negotiations with the City of Eagan to purchase a 2002 Pierce 100 foot platform/ladder fire apparatus for \$450,000. The City of Eagan ended the discussions, citing that they were to undergo a Fire Station consolidation and staffing study, so they were not sure what their fire apparatus needs would be. They anticipated they would have a vehicle available for sale in the near future.

Mr. Tienter stated that the City recently procured a new 2017 Fire Rescue vehicle. When that process concluded, City staff contacted the City of Eagan again to see if they would consider selling the same vehicle that the WVFD had contacted them about previously. The City of Eagan stated that they were in the process of trading in the vehicle to a third party vendor fire service, Fire Safety USA. If the WVFD was interested in acquiring the vehicle, they would be willing to sell for \$120,000 less than what was originally proposed in 2014.

Mr. Tienter stated that due to the expedited nature of the process/trade-in, the City had to move quickly. City staff sent a letter of intent to purchase the vehicle after receiving direction from the City Council at recent City Council Budget Work Sessions. Fire Safety USA has accepted the trade and they are asking the City to enter into a purchase agreement to buy the vehicle.

Mr. Tienter stated that the vehicle will cost \$330,000 or approximately \$120,000 less than what the City was proposing to spend as a part of the CIP. A group of WVFD firefighters visited Eagan to inspect the vehicle and the maintenance logs. They determined that over the past year, approximately \$60,000 in repairs were made to the truck and that it was in good operating order. Given the timeline, the City has not had the opportunity to review this purchase with the Winsted Fire Board.

Mr. Tienter stated that the City would not take delivery of the vehicle immediately. The City of Eagan is in the process of purchasing a ladder truck to replace this one and they anticipate taking delivery of that in April or May, 2018. Once they receive their new fire truck, delivery of this truck would occur.

Council Member Henrich asked if equipment was included with the purchase.

Mr. Tienter stated that the equipment is included in the purchase. The sale price for the truck is approximately \$300,000, plus a variety of nozzles, hoses, cameras, other equipment that total approximately \$30,000.

Council Member Schulenberg motioned to authorize the City Administrator to conclude negotiations and execute a purchase agreement with Fire Safety USA, Incorporated, for a 2002 Pierce one-hundred-foot (100') Aerial Platform Fire Apparatus at a cost not to exceed \$330,000. Council Member Henrich seconded the motion. Motion carried 5-0.

6) Department Report

a) Winsted Arts Council

Ms. Julie Guggemos, Winsted Arts Council representative, reported on the following:

- Annual "Bring it All Back Home" fall concert which took place at the Blue Note Ballroom on November 18, 2017
- The creation of the Winsted Arts Council from the Blandin Community Leadership Training in 2007.
- Dance classes for both children and adults.
- Okee Dokee Brothers concert at the Blue Note Ballroom in March
- Music in the Park events during the summer in conjunction with other organizations.
- Encourage everyone to research membership and to support the arts in the community.

Council Member Ollig asked if the Winsted Arts Council planned to remain their current facility. Ms. Guggemos responded that they do because they enjoy being in Winsted downtown. Part of the mission is to contribute to the vitality of the community.

The City Council Members thanked Ms. Guggemos and the Winsted Arts Council for their activities.

7) Open Forum

a) Police Department

Mr. Dave Mahon voiced concerns regarding incidents where he was involved with the Winsted Police Department.

Mr. Tienter stated that what may or may not have happened during police interaction is a criminal matter and any of the particular questions or comments that were raised regarding those happenings cannot be addressed by the City Council or the Open Forum.

Mr. Tienter stated that if there are complaints against any Winsted Police Officer, there is a process where an individual can file a formal written complaint with the Winsted Police Department. The Winsted Police Department will determine how to investigate the complaint. Mr. Tienter added in the interest of full disclosure that it is a crime to accuse a Police Officer of a criminal act without proper evidence so if someone avails themselves of the process, they know what their rights and responsibilities are.

Mr. Justin Heldt, Winsted Police Chief, stated that depending on the complaint a person has, the Winsted Police Chief meets directly with the person that has the complaint and provides them with a complaint form according to policy. The person is informed of the process and the forms are submitted to the Winsted Police Chief. If the complaint is against the Police Chief, it is submitted to the City Administrator. Mr. Heldt stated that Mr. Tienter indicated that the Winsted Police Department would investigate the complaint; however, it may be investigated by an outside agency.

Mr. Heldt stated that he met with Mr. Mahon and explained the complaint process to him and provided him with the complaint documents.

8) City Administrator Update and Announcements

a) Vacancies on Economic Development Authority (EDA) and Winsted Municipal Airport Commission

Mr. Tienter stated that there are vacancies on the EDA and Airport Commission and encouraged interested individuals to submit an application.

b) Don C. Guggemos Community Service Award

Mr. Tienter encouraged residents to nominate organizations, businesses, or individuals for the 2017 Don C. Guggemos award.

9) Adjournment

Council Member Schulenberg made a motion to adjourn the meeting. Council Member Fitzgerald seconded the motion. Motion carried 5-0.

The meeting was adjourned at 7:03 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted