

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

Absent: Council Member Tom Ollig
Council Member Patty Fitzgerald

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Dave Meyer, Public Works Department Maintenance Supervisor
Mr. Justin Heldt, Winsted Police Department Chief

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

a) The Pledge of Allegiance was taken.

b) Years of Service Recognition –Winsted Volunteer Fire Department Members

Mayor Stotko recognized the following Winsted Volunteer Fire Department (WVFD) members for their years of volunteer service as firefighters to the Winsted Community:

- | | |
|---------------------------------|---------------------|
| 1. Mr. Mike Laxen | 35 Years of Service |
| 2. Mr. Brian “Woody” Langenfeld | 20 Years of Service |
| 3. Mr. Tim Purcell | 20 Years of Service |
| 4. Ms. Rose Heimerl | 10 Years of Service |
| 5. Mr. Ryan Chatterton | 5 Years of Service |

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – December 1, 2015

Accepted the minutes of the December 1, 2015 City Council Work Session.

b) Minutes – City Council – Regular Meeting – December 1, 2015

Accepted the minutes of the December 1, 2015 City Council Regular Meeting.

c) Minutes – City Council – Work Session – April 19, 2016

Accepted the minutes of the April 19, 2016 City Council Work Session.

d) Minutes – City Council – Regular Meeting – April 19, 2016

Accepted the minutes of the April 19, 2016 City Council Regular Meeting.

e) Minutes – City Council – Special Closed Meeting – April 25, 2016

Accepted the minutes of the April 25, 2016 City Council Special Closed Meeting.

f) Year 2016 Seal Coating

Approved the quote from Pearson Brothers, Incorporated to seal coat certain streets for an amount not to exceed \$45,042.07.

g) Summer Hours

Approved summer hours of operation for Winsted City Hall from Memorial Day through Labor Day, with the hours of 7:30 a.m. – 5:00 p.m., Monday through Thursday and 7:30 a.m. – 11:30 a.m. on Friday.

h) Application to Register Title for Entinger Property

Approved the Torrens Application to register title for the “Entinger Parcel”, land described as “the Northwest Quarter of the Northwest Quarter of Section Fourteen (14), Township One Hundred Seventeen (117) North of Range Twenty-seven (27) West” to the City of Winsted and authorize the City Attorney to execute all subsequent activities related to the application.

i) Year 2015 Sanitary Sewer Cured-In-Place Pipe (CIPP) Lining Payment Request Number One (#1)

Approved Payment Request #1 in the amount of \$87,585.91 to Hydro-Klean, LLC for work completed for the year 2015 sanitary sewer cured-in-place pipe (CIPP) lining project.

j) Walk of Hope - St. Mary's Care Center

Approved the designated route for the St. Mary's Care Center's Walk of Hope, for Thursday, May 12, 2016 starting at 6:00 p.m. as submitted to the Winsted Police Department and approved by the Winsted Police Chief.

k) Houston-Galveston Area Council Cooperative Purchasing Venture

Authorized the City Administrator to execute an Inter-local Contract for Cooperative Purchasing between the Houston-Galveston Area Council (H-GAC) and the City of Winsted.

l) Temporary Part-Time Administrative Assistant

Approved the hiring of Ms. Leigha Felder as a temporary Part-Time Administrative Assistant at \$10 per hour.

m) Resignation – City Clerk-Treasurer

Accepted the resignation of Ms. Deborah Boelter, City Clerk-Treasurer effective May 26, 2016.

n) Resolution R-16-22 – 2016 Bike Rodeo Donation

Adopted Resolution R-16-22 to accept a donation from the Xcel Energy in the amount of \$150 to be dedicated to the Winsted Police Department for the 2016 Bike Rodeo.

o) Winsted American Legion – Temporary Liquor License

Approved a one (1) to four (4) day Temporary On-Sale Liquor License for the American Legion for August 13, 2016 and August 14, 2016 at Hainlin Park in Winsted, Minnesota during the Winsted Summer Festival.

p) Claims

Approved the Claims List for May 3, 2016.

q) City Clerk Treasurer – Interim Position

Appoint Ms. Raquel Kirchoff to the Interim City Clerk-Treasurer position to fill the absence of the City Clerk-Treasurer effective May 27, 2016 at Step Five (5) of the City Clerk-Treasurer position on the year 2016 Compensation Plan until the City Council appoints a permanent City Clerk-Treasurer.

Council Member Schulenberg motioned to adopt the Consent Agenda as presented. Council Member Quast seconded the motion. Motion carried 3-0.

3) Public Hearings

None.

4) Old Business

None.

5) New Business

a) Well House No. 2 – Motor Control Center Replacement Project

Mr. Tienter stated that on January 28, 2016, during the City Council (Council) Goal Setting Retreat (Retreat), City staff reviewed the current status of Well House No. 2, which houses Wells No. 2 and Number Four (No. 4). As discussed during the Retreat, under the current configuration of Well House No. 2, the Motor Control Center (MCC) shares common space with the fluoride storage system. The fluoride present in the storage system corrodes the electrical components of the MCC, which could cause the MCC to fail and would result in failure to operate Wells No. 2 and No. 4. At the conclusion of the Retreat, Council opted in to include improvements to Well House No. 2 as a 2016 City Council Priority.

Mr. Tienter stated that on early February, the MCC of Well House No. 2 failed preventing the City from using Wells No. 2 and No. 4 as a water supply for the City of Winsted (City). At present, the City relied upon Well No. 3 for water. In order to maintain a redundant water supply, City staff opted to accelerate the design and Request for Quotes (RFQ) for improvements on Well House No. 2.

Mr. Tienter stated that on February 17, 2016, City staff met onsite at Well House No. 2 to review necessary improvements. City staff requested that the City Water Resources Engineer prepare two scopes of work and RFQs: 1) to replace the MCC; and 2) to improve chemical storage. These RFQs were approved administratively and released on April 7, 2016.

Mr. Tienter stated that on April 21, 2016, the City Water Resources Engineer reviewed the quote submitted for each project. The submissions for the MCC replacement and the chemical storage improvement projects are outlined in the following Figures One (1) and Two (2), respectively.

Figure 1: MCC Replacement Project		
Vendor	Quote	Rank
Integrated Process Solutions	\$ 89,944	1
Electrical Installation and Maintenance	\$ 91,425	2

Figure 2: Chemical Storage Improvements		
Vendor	Quote	Rank
Magney Construction, Inc.	\$ 42,800	1
Integrated Process Solutions	\$ 54,308	2

Mr. Tienter stated that in total both project will cost an estimated \$132,744, Figure Three (3) below outlines the total project costs. At present, City staff estimate the Water Fund Balance at approximately \$715,512. As such, sufficient Water Fund Balance exists to support both projects.

Figure 3: Total, Estimated Project Costs		
Activity	Vendor	Cost
MCC Replacement Project	Integrated Process Solutions	\$ 89,944
Chemical Improvements	Magney Construction, Inc.	\$ 42,800
Total		\$ 132,744

Mr. Tienter stated that based upon the above analysis and quotes, City staff recommend the Council authorize the City Administrator to execute agreement for the MCC replacement and chemical storage improvements with Integrated Process Solutions and Magney Construction, Incorporated, respectively. Given the need to maintain a redundant water supply, City staff also recommend the Council consider this action at their May 3, 2016 City Council Regular Meeting.

The City's Engineer, Mr. Jake Saulsbury, Bolton and Menk, Incorporated, and Mr. Dave Meyer, Public Works Department Maintenance Supervisor, were in attendance at the City Council Meeting to answer any questions the City Council had regarding the proposed Well House Improvements.

Mr. Saulsbury addressed the City Council and presented the reason for the proposed improvements, the scope of the project and reviewed the bids.

Council Member Quast asked if there is anything for the residents to worry about. Mr. Saulsbury stated that there is nothing to worry about and that Mr. Meyer does have a contingency plan in place should Well House No. 3 fail.

Council Quast motioned to approve the quote from Integrated Process Solutions (IPS) in the amount of \$89,944.00 for the Motor Control Center (MCC) replacement project at Well House No. 2. Council Member Schulenberg seconded the motion. Motion carried 3-0.

b) Well House No. 2 – Chemical Improvements Project

Council Quast motioned to approve the quote from Magney Construction, Incorporated in the amount of \$42,800.00 for the Chemical Improvements Project at Well House No. 2. Council Member Schulenberg seconded the motion. Motion carried 3-0.

6) Department Report

a) People Service, Incorporated

Mr. Greg Stang and Mr. Mike Barthel, People Service Incorporated, reported on the following:

- Mr. Barthel introduced himself to the City Council and gave an overview of his past work experience as a Wastewater Treatment Facility (WWTF) operator.
- Mr. Barthel stated that a lot of the equipment at the WWTF is in need of repair and/or replacement; so, until the WWTF Improvement Project (Project) begins he has been doing whatever he can to keep the equipment running and functional.

Mayor Stotko asked Mr. Tienter to give an update on the Project.

Mr. Tienter gave an overview of the Minnesota Pollution Control Agency's (MPCA) permitting process for the WWTF and their current request for a contested case hearing that has caused the delay in the City's Project.

Council Member Quast stated that as the City waits to complete the Project, the cost of the improvements continues to increase.

Mr. Tienter stated that the costs have not increased. In spite of the MPCA's delay, thankfully the low bidding contractor has remained with the Project.

- Mr. Stang stated that the City is responsible for reimbursing People Service, Incorporated for \$829 in overages for the past year's operation costs.

Council Member Schulenberg thanked Mr. Barthel for his availability in discussing the WWTF with him.

7) Open Forum

None.

8) Announcements

a) Winsted Police Department – D.A.R.E. Graduation

Council Member Schulenberg encouraged the general public to attend a future Drug Abuse Resistance Education (D.A.R.E.) graduation. He thanked Winsted Police Department Chief, Mr. Justin Heldt, for the great job he does with the students in the D.A.R.E. program and with their graduation ceremony.

9) Adjournment

Council Member Quast motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 3-0.

The meeting was adjourned at 6:25 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

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