

City of Winsted
City Council Meeting
Council Chambers
Tuesday, February 2, 2016
6:00 p.m.

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

Absent: Council Member Bonita Quast

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
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) Oath of Office – Winsted City Council – Ms. Patty Fitzgerald**

Mayor Stotko administered the *Oath of Office* to Ms. Patty Fitzgerald as she agreed to become a Winsted City Council Member.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

- a) Minutes – City Council – Special Meeting – January 21, 2016**
- b) Deputy City Clerk Position – Ms. Raquel Kirchoff**

Appointed Ms. Raquel Kirchoff to the position of Deputy City Clerk for the City of Winsted at a Step 6 pay rate on the 2016 Compensation Plan effective for the payroll period beginning February 6, 2016.

- c) Performance Review – City Administrator**

Scheduled a Special Closed City Council Meeting for Tuesday, February 16, 2016 at 4:00 p.m. in the Lewis Room at Winsted City Hall to conduct the six (6) month Performance Review for Daniel Tienter, City Administrator.

- d) Resolution R-16-06 – Corporate Authorization Resolution – Security Bank & Trust Company**

Adopted Resolution R-16-06, a Corporate Authorization Resolution, between the City of Winsted and the Security Bank & Trust Company for the City of Winsted's Operating Account.

e) Resolution R-16-07 – Liquidation of Outdated Police Department Equipment

Adopted Resolution R-16-07 authorizing the liquidation of outdated Winsted Police Department equipment.

f) Resolution R-16-08 – Minnesota Court Data Services Agreement

Adopted Resolution R-16-08 authorizing the City Administrator to execute the Master Subscriber Agreement for Minnesota Court Data Services for Government Agencies.

g) Farm Lease Agreement – Otto Farm Operations, Incorporated

Executed a Farm Lease Agreement with Otto Farm Operations, Incorporated to allow for the removal of grass and/or hay from land referred to as the Industrial Park expansion.

h) City Hall Storage Room Equipment

Authorized the City Administrator to enter into an agreement with Century Fence Company for up to \$3,600 to install a steel fence partition in the City Hall Storage Room.

i) Claims

Approve the Claims List for February 2, 2016.

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

Mayor Stotko stated that the City Council promoted Raquel Kirchoff to the Deputy City Clerk position and reviewed the ways that Ms. Kirchoff has expanded her role as Administrative Assistant over the nearly ten years that she has worked for the City.

Mayor Stotko read comments from letters of recommendation that testify to the type of employee Ms. Kirchoff is from former Winsted City Administrators Brent Mareck and Clay Wilfahrt.

Mayor Stotko stated that Ms. Kirchoff is a true asset to the City of Winsted and the City Council is happy to see Ms. Kirchoff move into the position of Deputy City Clerk and congratulate Ms. Kirchoff on the appointment.

3) No Public Hearings.

4) No Old Business.

5) New Business

a) Winsted Police Department Squad

Police Chief Justin Heldt stated the Winsted Police Department is on a six-year rotation replacement schedule that is outlined in the City's *Capital Improvement Plan*. Before 2009, the Department maintained two vehicles, which were replaced on a rotation of every four years or 100,000 miles. In 2009, the City Council authorized the Department to purchase a third vehicle using \$4,000 of drug forfeiture funds. The reason for this decision was as follows:

1. The Department could regularly ensure that two vehicles could be in use at all times for the Winstock Country Music Festival, Summer Festival, dance nights and any other event or shift requiring more than one police officer.
2. City Maintenance required less frequent switching of cars around.
3. On-call officers could keep a vehicle at their residence to allow for a reduced response time.

At present, the Department maintains the following vehicles:

- 2010 Ford Crown Victoria (approximately 104,000 miles);
- 2013 Ford Interceptor SUV (approximately 84,000 miles); and
- 2014 Ford Interceptor SUV (approximately 31,000 miles).

On December 15, 2015, the Council approved the 2016–2020 Police and Public Works Departments Capital Equipment Plan (CEP), which included the purchase of a new Department vehicle in 2016.

City staff recommends the Ford Interceptor SUV, which appears similar to a Ford Explorer, due to its increased viewing ability (i.e., larger windows), better clearance for response during winter weather events and increased comfort for police officers. The two vehicles currently in service are both Ford Interceptor SUVs.

City staff contacted the dealership awarded with the State of Minnesota contract for this vehicle, Nelson Auto Center of Fergus Falls, MN, and received pricing for a 2016 Ford Interceptor SUV. City staff also requested additional items to ensure a same or similar set-up to the two other Department vehicles. Maintaining a similar set-up across all vehicles is important for safety and training purposes. City staff also requested a quote for a light bar, an item not currently installed on the other vehicles. A light bar will provide increased visibility, which will improve both officer and public safety.

At present, City staff estimate the cost of a 2016 Ford Interceptor SUV to be approximately \$31,276, which includes the purchase price for the vehicle and several additional items requested by the Department. The City will also trade-in the 2010 Ford Crown Victoria for approximately \$1,550, which would reduce the total cost to \$29,726. City staff did consider auctioning as opposed to trading-in the 2010 Ford Crown Victoria; but when considering auctions fees, staff time and transportation costs, City staff determined the trade-in option was the better value.

Nelson Auto Center, Preliminary Interceptor SUV Quote \$31,276
Less: Estimated, Nelson Auto Center Trade \$1,550
Estimated, Total Vehicle Cost \$29,726

In addition to the vehicle itself, the Department must also purchase a variety of equipment necessary to perform everyday policing activities, such as cameras, light bars and radar. If possible, the Department will attempt to reuse vehicle equipment from the 2010 Ford Crown Victoria. The City would be issued credits for these sales, which can be applied to the cost of outfitting the new vehicle.

The new vehicle will be equipped with the items listed below:

Cage \$2,200
Equipment & Set-Up \$8,500
Camera \$5,000
Radar \$3,000

Storage Cabinet \$1,300
Light Bar \$1,900
Push Bumper \$265
Graphics \$500
Less: Estimated, Equipment Credits \$1,000
Estimated, Total Equipment Cost \$21,665

The Ford Explorer Interceptor SUV has a warranty included in the purchase cost:

- Three year, 36,000 mile bumper to bumper warranty; and
- Five year, 60,000 mile power train warranty.

City staff also explored a separate quote for a five year, 100,000 mile extended warranty, but determined the extension to be cost-prohibitive. Also, consistent with existing City practice, the City does not purchase extended warranties for Department vehicles.

If the purchase is approved, the vehicle would be used by the night shift, which, per Department policy, uses the most recently purchased vehicle. During winter weather events, it would be used during all shifts.

Given the above estimates and quotes, the estimated, total purchase price of the 2016 Ford Inceptor SUV is \$51,391. Due to possible fluctuation in the purchase cost based upon the day the purchase takes place, City staff recommends that the Council authorize the City Administrator to purchase a 2016 Ford Interceptor SUV and corresponding vehicle equipment in an amount not to exceed \$52,000.

As mentioned above, the 2015 – 2020 Public Works and Police Department Capital Equipment Program budgeted \$50,000 for this purchase. The estimated vehicle cost is \$29,726 and the estimated equipment cost is \$21,665, for a total estimated cost of \$51,391.

Council Member Ollig motioned to authorize the City Administrator to purchase a year 2016 Ford Interceptor Sport Utility Vehicle (SUV) and equipment in an amount not to exceed \$52,000 for the Winsted Police Department. Council Member Schulenberg seconded the motion. Motion carried 4-0.

6) Organization Report

a) City Engineer

On behalf of the City Engineer, Mr. Jake Saulsbury of Bolton and Menk, Incorporated, Mr. Dan Tienter reported on the following:

Airport Items:

- The Environmental Assessment and planning items for paving the runway are in progress. Some highlights are as follows:
 - The FAA has approved the location of the rerouted Northern Natural Gas line.
 - There are small pockets of wetlands impacted by the proposed project. A wetland delineation report has been prepared and submitted.
 - Trail relocation is set for shifting the trail to north of the runway.
 - Land acquisition eligibility areas were discussed. There are approximately 53 acres of land acquisition required for this project.

- The City of Winsted and MnDOT have a meeting scheduled to determine a financial plan for the City to begin looking at the land acquisition process.
- Coordination items are underway for the potential construction of two hangars on the airport property and for a solar garden on the property adjacent to the airport.

Wastewater Treatment Plant:

- The project has been bid but 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.
- Due to the timing of obtaining the permit, the City reapplied again for the Point Source Implementation Grant. These grant funds have been secured again.
- The bid included provisions for the contractor to complete the pond decommissioning at the wastewater treatment facility. Due to the issues with the permit we have requested and received an extension from the MPCA for the pond decommissioning.
- The time required to award the project has expired. Therefore, depending on when the MPCA approves the permit the project may have to be rebid.

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.
- It is anticipated that the low cost option of developing 1-2 lots will occur in 2016 or 2017.

Sewer Lining Project:

- Plans and specs were prepared to utilize cured-in-place pipe lining to restore approximately 8 blocks of sanitary sewer mains.
- Quotes were received for the project in September and it was awarded in October to Hydro-Klean.
- Due to the lower than anticipated low bid price, 2 additional blocks were added to the project via a change order.
- The preconstruction meeting was held in December. Cleaning/televising work is anticipated to begin as soon as the weather allows.

Kingsley Street Area Improvement Project:

- An open house was held in September and the Improvement Hearing was held in October.
- The City Council authorized the scope of the final design in December including parking on one side of the street with a narrower trail section.
- The tentative project schedule moving forward calls for another open house in February, advertising and bidding the project in March, and award of the project in April.

Miscellaneous. Items:

- Grass Lake Road Utility Service – The final payment was made and the project has been closed out.

- Mapping Updates – Updates to the zoning map were completed in the fall.
- DiMax Expansion – Construction plans were reviewed.
- FEMA Letter of Map Revision (LOMR) – FEMA has approved the LOMR and the newly created GIS files/maps. A meeting was held with property owners to assist them in completing the steps necessary to remove their properties from the FEMA floodplain.
- Campbell Field Improvements – An architect was hired for this project, and he has provided preliminary design drawings for review and comment. Additional analysis has occurred to review the downstream drainage conditions.
- Millerbernd Hydrant / Salt Storage Shed – Coordination items have been completed in order for the City to install a hydrant in exchange for some property adjacent to the Public Works property. Survey and easement work will be occurring in February.

Council Member Ollig asked if the City is at the point where they will need to have the wastewater treatment facility project rebid given the delays.

Mr. Tienter stated the City has received assurances from the current qualified low bidder that they are still interested in proceeding with the project. The City Engineer has cautioned that it could be possible that the contractor could decide to seek other work. If that were to happen, the bids would have to be reopened and it is possible the City would incur additional costs due to increased construction costs.

Mr. Tienter indicated the City Attorney, the Mayor, and himself have been discussing what avenues would be available if the City does incur additional costs due to the delay by the MPCA. Mr. Tienter stated he does not have an answer at this time to that question, but that City staff is in the process of preparing the appropriate information in order to respond to the MPCA as quickly as possible to help speed up the process.

7) No Open Forum.

8) Announcements

Council Member Schulenberg welcomed Patty Fitzgerald to the Winsted City Council.

Council Member Fitzgerald stated she is looking forward to working with everyone on the Council.

9) Adjournment

Council Member Schulenberg motioned to adjourn the meeting. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

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