

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, May 17, 2016  
5:00 p.m.

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

Staff Present: Mr. Dan Tienter, City Administrator  
Ms. Raquel Kirchoff, Deputy City Clerk  
Mr. Jake Saulsbury, City Engineer, Bolton and Menk, Incorporated

## I. Call to Order

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

## II. Kingsley Street Lighting

Mr. Tienter stated that the City Council has been discussing the street lighting for the Kingsley Street Area Improvement project for some time and requested the City's Engineer, Mr. Jake Saulsbury, Bolton and Menk, Incorporated to research options for that lighting.

Mr. Saulsbury stated that after the last discussion regarding street lights, the City Council was in favor of cobra head lights on either aluminum or fiberglass poles. Mr. Saulsbury stated that the Leased Option from the following options from Xcel Energy is the recommended option.

- Pole type = 30' direct buried fiberglass
- Fixture type = cobra fixture with 100W high pressure sodium bulbs
- Quantity = 5 (1 at each intersection with Kingsley Street)
- Prepay Option
  - \$20,922 installation cost
  - \$368 annual lighting cost (\$6.14/mo. \* 5 lights \* 12 months)
  - Xcel maintains the system for 25 years
  - City responsible for maintenance / replacement after 25 years
- Leased Option
  - \$5,200 installation cost
  - \$1,090 annual lighting cost (\$18.16/mo. \* 5 lights \* 12 months)
  - Xcel owns and maintains the system for its entire life

Mayor Stotko asked why the lights would not be light emitting diode (LED) lights from the installation point. Mr. Saulsbury responded that he asked Xcel Energy about this and they stated that it is a timing issue but at some point all lights will be switched to LED lights. Mr. Tienter added that he spoke with a representative from Xcel Energy who estimated that all lights within Winsted could be changed to LED lights within two years.

The City Council members discussed the color of the fiberglass poles and preferred dark green poles.

Council Member Ollig asked if Xcel Energy has stated that they will not use other poles for lighting, if the City would pursue purchasing the poles from another provider. Mr. Saulsbury stated that is correct.

Mayor Stotko stated that he had counted six lights, not five as the quote indicated. The City Council discussed the number of lights and recommended that six lights be leased.

**III. Other**

**a) Administrative Intern**

Mr. Tienter reminded the City Council that the Administrative Intern, Mr. Michael Creelman will start with the City of Winsted on May 23, 2016.

**b) 2015 Audit**

Mr. Tienter stated that the City's auditors have prepared entries for transfers required from the General Fund to cover cash deficits in other accounts. The most significant transfers are related to the purchase of land for the Industrial Park, which will be repaid to the General Fund when the land has been sold to future businesses, and the cost of the Airport Environmental Assessment in advance of the receiving of the grant, which will be repaid to the General Fund when the City receives the grant reimbursement. Mr. Tienter stated that the auditors will present the 2015 Audit at the June 21, 2016 Regular City Council meeting.

**c) 161 McLeod Avenue East**

Council Member Ollig asked what the status was of the house on McLeod Avenue without a valid rental permit. Mr. Tienter stated that the property owner of the house has been served a notice through a County Sheriff and the 30 day timeline to comply began on the day that the owner was served. Once the 30 day timeline has expired, the City will decide how to proceed if the rental permit has not been obtained.

**IV. Purchase or Sale of Real or Personal Property**

Mayor Stotko stated that the City Council was now closing the Work Session to discuss the purchase or sale of real or personal property.

Mayor Stotko asked the members of the public to please excuse themselves.

**Council Member Quast motioned to close the Work Session. Council Member Ollig seconded the motion. Motion carried 5-0.**

The Work Session was closed.

**V. Adjourn**

**Council Member Quast motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

The meeting was adjourned at 5:50 p.m.

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

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Raquel Kirchoff, CMC  
Deputy City Clerk  
City of Winsted