

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, November 1, 2016  
6:00 p.m.

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

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

Also Present: Mr. Jake Saulsbury, 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) Minutes – City Council Regular Meeting – September 20, 2016**

Approved the minutes of the City Council Regular Meeting on September 20, 2016.

**b) Minutes – City Council Special Meeting – September 22, 2016**

Approved the minutes of the City Council Special Meeting on September 22, 2016.

**c) Minutes – City Council Work Session – October 4, 2016**

Approved the minutes of the City Council Work Session on October 4, 2016.

**d) 2017 Assessment Agreement – McLeod County Assessor**

Authorized the Mayor to execute an Assessment Agreement between the City of Winsted and the McLeod County Assessor for 2017 in the amount of \$9,200.00.

**e) Public Works – Part-Time Snow Plow Operator\***

Approved the hiring of Mr. Curtis Larson as a part-time Snow Plow Operator for the City of Winsted Public Works Department.

**f) Canvassing Board Meeting**

Scheduled a Canvassing Board meeting for Tuesday, November 15, 2016 at 4:30 p.m. to canvass the results of the November 8, 2016 General Election.

**g) Truth-in-Taxation Hearing – Public Hearing Date and Time**

Scheduled a Truth-in-Taxation Public Hearing for Tuesday, December 6, 2016 at 6:00 p.m. in the City Hall Council Chambers.

**h) Winsted Volunteer Firefighter Resignation – Mr. Tim Purcell**

Accepted the resignation of Mr. Tim Purcell from the Winsted Volunteer Fire Department effective November 1, 2016.

**i) Claims**

Approved the claims list for November 1, 2016.

**Council Member Fitzpatrick motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

**3) No Public Hearings**

**4) No Old Business**

**5) New Business**

**a) Ordinance O-16-08 – Ordinance Amendment – All-Terrain Vehicles**

Police Chief, Mr. Justin Heldt, stated that the City of Winsted has an existing ordinance in Chapter 5, Section 6 of the Winsted Municipal Code regulating the use of All Terrain Vehicles (ATV's) in the City. As written, this Ordinance does not specify and list the differences between Class One (1) and Class Two (2) ATV's, nor does it specifically regulate the use of Class Two (2) ATV's within the City.

Mr. Heldt stated that in recent years, Class Two (2) ATV's have increased in popularity and more residents possess Class Two (2) ATV's in the City of Winsted. In order to effectively enforce the City Ordinance, safely regulate the use of ATV's, and educate the citizens, the proposed ordinance amendment is necessary.

Mr. Heldt stated that the remainder of the language in the Ordinance is unchanged and the use of Class Two (2) ATV's will be the same as Class One (1) ATV's. The amended Ordinance will more closely resemble that of other cities in the surrounding area.

**Council Member Ollig motioned to adopt Ordinance No. O-16-08 to amend Chapter 5, Section 6 of the Winsted Municipal Code to include Class Two (2) ATV's and allow for the enforcement of this Ordinance. Council Member Quast seconded the motion. Motion carried 5-0.**

**b) Wastewater Treatment Facility Improvements – Change Order #1**

Mr. Saulsbury stated that the Wastewater Treatment Facility (WWTF) Improvement project was previously awarded and construction is underway. This award included an alternate bid to provide a new water service to the WWTF to replace a failing well and to improve operations.

Mr. Saulsbury stated that since the design of the WWTF project, the Industrial Park property to the west of the WWTF site was purchased and Phase 1 of this Industrial Park is under contract for construction. The Feasibility Study for this Industrial Park discussed the need for a trunk watermain to be looped through the site prior to full build-out of the Industrial Park.

Mr. Saulsbury stated that a looped water system is recommended as it results in reduced water service disruptions during a watermain break or maintenance event. A looped water system also results in increased fire flows. Desirable fire flows in industrial parks are greater than or equal to 3,000 gallons per minute (gpm). Based on the current water model, the fire flows to the existing Industrial Park are between 2,000 and 2,500 gpm. As new users are added to the system these fire flow numbers will continue to decrease.

Mr. Saulsbury stated that the westerly 1,600 feet of watermain for the Industrial Park is at the same location as the east-west portion of the proposed four (4)-inch WWTF water service. By upsizing the service line to 10-inch watermain, a portion of the recommended watermain looping would be put into place.

Mr. Saulsbury stated that the cost increase as a result of Change Order #1 is \$34,060.50. Mr. Saulsbury stated that it is recommended that the City Council consider completing this work now. Mr. Saulsbury listed the following pros and cons to consider regarding this Change Order.

**Pros:**

- A portion of a planned improvement could be completed now at a lower cost.
- 1,600 feet of watermain would not have to be removed and upsized in the future.
- A portion of the infrastructure needed to serve the northeast corner of the new Industrial Park would be in place.

**Cons:**

- The Change Order would be 100% City cost and the possibility of future grant funds or developer provided funds would be forfeited.
- An additional expense of \$34,060.50 would be incurred now.
- The timing of adjacent development and watermain construction is unknown; therefore, the timing of obtaining the benefit of this work is also unknown.

**Council Member Quast motioned to authorize the City Administrator to execute Change Order #1 for the Wastewater Treatment Facility (WWTF) Improvements, in an amount not to exceed \$35,000. Council Member Fitzpatrick seconded the motion. Motion carried 5-0.**

**6) Organization Report**

**a) Winsted Arts Council**

Ms. Julie Guggemos, Winsted Arts Council, listed a few examples of programs and events that the Winsted Arts Council provides as follow:

- Bringing local talent into the Blue Note Ballroom to provide concerts.
- Children’s programs to include an After School Art Club, Art History Classes, Art Classes, a Drama Class that will perform “Twas the Night Before Christmas” during the Winsted Winter Festival.
- Adult Dance Classes
- Book and Poetry Authors provide readings and workshops at the Winsted Arts Council building.
- The Irish Band “Dervish” will perform on March 3, 2017.

Ms. Guggemos stated that the Winsted Arts Council has been very fortunate to receive grant support from the Southwest Minnesota Arts Council. She continued by stating that membership support is a large factor for the Winsted Arts Council also.

Ms. Guggemos stated that she is pleased with the engagement with the community. The Winsted Arts Council provides a service that Community Education cannot provide. She continued by stating that schools are reducing funding for Arts programs.

Ms. Guggemos stated that the City sent a group of people to the Blandin Community Leadership Program in 2007 and this Community Leadership Program was the spark that produced the Winsted Arts Council.

**7) Open Forum**

**a) None**

**8) No Announcements**

**9) Adjournment**

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

The meeting was adjourned at 6:43 p.m.

*Steve Stotko*

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted