

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, November 1, 2016  
5:00 p.m.

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

Staff Present: Mr. Daniel Tienter, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer

## **I. Call to Order**

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

## **II. City Storage Policy**

Mr. Tienter stated that during the February 17, 2015 City Council Work Session, the City Council reviewed various recommendations concerning the security and use of City Facilities, specifically the installation of a security partition in the City Storage Room to protect sensitive City items; and revisions to the Vollmer Room Use Policy to improve City control of City owned facilities.

Mr. Tienter stated that the resignation of the City Administrator delayed the process of exploring and finalizing such options. However, on January 19, 2016, the City Council directed City staff to draft a revised Vollmer Room Use Policy into a broader City Facilities Rental and Storage Policy (Policy) to better determine general use of City owned facilities. The City Council also approved installation of a security partition for the City Storage Room, which was installed in late February, 2016.

Mr. Tienter stated that City staff reviewed similar policies from other public organizations and additional information from the League of Minnesota Cities when developing the draft Policy. Mr. Tienter stated that the City Council reviewed the draft Policy which provided direction concerning the rental of meeting and storage spaces and directed City staff to release the draft Policy to the affected organizations for comment.

Mr. Tienter stated that on July 5, 2016, City staff sent correspondence describing the process and the draft Policy to all organizations currently storing equipment or other items in the City Storage Room. These organizations included: Winsted Area Chamber of Commerce; Winsted Area Lions Club; Winsted Holding Activities That Unite People (WHAT UP); Winsted Lake Watershed Association; Winsted Summer Festival; and Winsted Township. Mr. Tienter stated that only two organizations provided comments regarding the draft Policy. The comments provided were neutral.

Mr. Tienter stated that City staff recommend adoption of the Policy at the November 15, 2016 City Council Regular Meeting.

The City Council Members discussed the Policy related to current organizations that are storing items at City Hall and at the Fire Department. Mr. Tienter stated that some organizations may be asked to remove their items from portions of City Hall and from the Fire Department, understanding that there is a limited amount of space that the City can provide for storage. Mr. Tienter continued by stating that the Policy outlines some requirements that allow the City to determine what types of organizations would have access to storage.

The City Council Members discussed the Policy related to future storage space needed for the City. Mr. Tienter stated that the Policy addresses growth in the future and gives the option to end storage arrangements if the City needs space. Mr. Tienter continued by stating that the Policy addresses that the City maintains priority use of all areas.

The City Council Members discussed implementing a low monthly fee for organizations storing items in City facilities, and were in favor of the idea. Mr. Tienter stated that a fee could be added to the City's Fee Schedule that is normally adopted at the first City Council meeting of a new year.

### III. Other

#### a.) **Winsted Volunteer Fire Department Fall Meeting**

Mr. Tienter stated that there will be a Winsted Volunteer Fire Department Meeting in the Vollmer Room at City Hall at 7:00 p.m. tonight, November, 1, 2016 to review the recommended 2017 Fire Department budget.

#### b.) **Kingsley Street Area Improvement Project – Street Lighting**

Mr. Tienter provided an update regarding the Kingsley Street Area Improvement Project related to an access ramp to the trail that will be installed near 152 McLeod Avenue East, snow removal from the trail in the winter, and street lighting.

#### c.) **Winsted Volunteer Fire Department Monthly Meeting Attendance**

The City Council Members discussed and recommended that Council Member Schulenberg, Liaison to the Winsted Volunteer Fire Department, attend the Winsted Volunteer Fire Department monthly meetings instead of rotating attendance at these meetings between all City Council Members.

#### d.) **Wastewater Treatment Facility Appellate Hearing – November 10, 2016**

Mr. Tienter stated that the Minnesota Appellate Division will be holding a hearing regarding the Wastewater Treatment Facility on Thursday, November 10, 2016 and explained the process of this hearing. Mr. Tienter continued by stating that after the hearing, the Appellate Division will have 90 days to issue a decision on the appeal.

#### e.) **Northgate Drainage Issue**

Mr. Tienter stated that the six inch line in the area near 621 Northgate Circle was televised on Thursday, October 27, 2016. Mr. Tienter stated that Mr. Saulsbury, Bolton and Menk, Incorporated will be finalizing a recommendation for the City Council to discuss at a future City Council Work Session regarding this issue. Mr. Tienter continued by stating that an update was sent to Mr. Mills, 621 Northgate Circle, after the line was televised.

#### f.) **Wastewater Treatment Facility Improvements-Change Order #1**

Mr. Saulsbury arrived at the City Council Work Session at 5:40 p.m. and reviewed information that would be discussed at the regular City Council meeting regarding Change Order # 1 to the Wastewater Treatment Facility Improvements project.

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.

The City Council Members were in favor of moving forward with the change order at this time.

**IV. Adjourn**

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

The meeting was adjourned at 5:57 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