

City of Winsted
City Council Meeting
Council Chambers
June 2, 2009
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonnie Quast
Council Member Tom Ollig
Council Member Dave Mochinski
Council Member Tom Wiemiller

Staff Present: Brent Mareck, City Administrator
Deb Boelter, City Clerk-Treasurer
Fran Eggert, City Attorney
Mike Henrich, Chief of Police
Mike Mensen, Police Officer

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

a) **The Pledge of Allegiance was taken.**

2) **Consent Agenda**

Ollig motioned to adopt the Consent Agenda as presented. Quast seconded. Motion carried 5-0.

a) **Minutes – City Council Retreat – April 29, 2009**

Accepted the minutes of the City Council Retreat of April 29, 2009

b) **Minutes - City Council – Work Session – May 19, 2009**

Accepted the minutes of the City Council Work Session of May 19, 2009.

c) **Minutes – Regular City Council Meeting – May 19, 2009**

Accepted the minutes of the Regular City Council Meeting of May 19, 2009.

d) **Sanitary Sewer Connection – 114 Linden Avenue East**

Approved stipulations for 114 Linden Avenue East to become connected to the City's sanitary sewer system.

e) **Improvement Assessment – Resolution R-09-06**

Approved Resolution R-09-06 to place a property tax assessment on 135 – 1st Street North for asphalt work.

f) **Temporary On-Sale Liquor License – Winsted Area Chamber of Commerce's "Art in the Park"**

Approved a one (1) to four (4) day temporary On-Sale Liquor License for the Winsted Area Chamber of Commerce's "Art in the Park" on Friday, June 5, 2009 at Mill Reserve Park.

g) **Claims**

Approved the Claims List for June 2, 2009 in the amount of \$222,574.99, check numbers 781E-785E, 7845-7850, 500308E and 15406-15441.

Community Partnership Grant Presentation – Jim Zilka, Center Point Energy

Jim Zilka, Center Point Energy, addressed the City Council. Zilka described Center Point Energy's Community Partnership Grant program. Zilka presented the City of Winsted's Police Department with a grant for \$1,600 to purchase a defibrillator for one (1) of the squad cars.

3) **No Public Hearings.**

4) **No Old Business.**

5) **New Business**

a) Xcel Energy – Power Outage – May 13, 2009

Michelle Swanson, Xcel Energy Manager, Community and Local Government Relations, addressed the City Council regarding the Xcel Energy power outage that took place in the City of Winsted on Wednesday, May 13, 2009.

Swanson introduced Greg Wenzel, Manager, Electric Field Operations, and stated that he would explain the cause of the power outage and address any questions that the City Council may have.

Wenzel distributed a handout including a picture of the damaged electrical line, maps, and event detail logs. Wenzel explained the cause of the power outage on Wednesday, May 13, 2009.

Wiemiller stated that the power outage caused one of the City's wells to fail. Wiemiller asked Wenzel for an explanation on why it took so long for Xcel Energy to make the repair to the damaged wire that failed. Wenzel stated that there was a breakdown in communication between the Xcel Energy staff.

The City Council asked Wenzel to evaluate specific areas and addresses in the City of Winsted that have experienced repeated power outage issues. Mareck stated that the City Council can bring any issues and concerns to him and he will forward them to Swanson. Mareck stated that his working relationship with Swanson has been both positive and effective in the past so he is confident that she will address any issues and concerns that the City Council may have.

b) Winsted West Industrial Park – Clay Montgomery/Campion Engineering

Mareck stated that in the fall of 2006, Clay Montgomery received approval for a Preliminary Plat for a forty (40) acre commercial/industrial development known as Winsted West Industrial Park. The plat provided lots for highway commercial development along County Road 1 and County Road 5 and industrial development on the balance of the property. This Preliminary Plat has yet to progress to the Final Plat stage of the City's development process. The Zoning Ordinance provides a two (2) year window to have a Preliminary Plat adopted as a Final Plat. If the Preliminary Plat does not receive Final Plat approval, the Preliminary Plat becomes null and void and any future development of the property must begin with a new Preliminary Plat process.

Mareck stated that in December, 2008, Clay Montgomery was granted a one (1) year extension to September 1, 2009 to obtain Final Plat approval from the City Council. Mr. Montgomery is asking for additional time to September 1, 2010 to obtain approval for a Final Plat, based on the current economic conditions.

Mareck continued by stating that the purpose of the two (2) year window for Final Plat approval is to avoid diluting public input and awareness regarding the project. In addition, an extended time period between Preliminary Plat and Final Plat approval can lead to inconsistencies in the application of the City's Zoning and Subdivision Ordinances. In the past, the city has only granted up to a one (1) year extension for this

type of request and has recently made the Preliminary Plat approval for Winsted Ponds null and void after a one (1) year extension.

The Montgomery's Engineer, Marty Campion, Campion Engineering Services, Incorporated, addressed the City Council on behalf of the Montgomerys asking for a one (1) year extension of the Preliminary Plat. Campion stated that the Montgomerys are committed to developing the Winsted West Industrial Park but the current economic condition has put the project on hold.

Ollig motioned to grant an extension of the Preliminary Plat approval for the Winsted West Industrial Park until September 1, 2010, at which time a Final Plat must be approved by the City of Winsted or the Preliminary Plat will be considered null and void. Mochinski seconded. Motion carried 5-0.

c) City of Winsted's 2009/2010 Strategic Plan

Mareck presented the 2009/2010 Strategic Plan as established by the City Council and Staff at a retreat held at City Hall on April 29, 2009.

Ollig stated that the Strategic Plan is a good planning tool for existing and future City Council members and Staff.

Mayor Stotko stated that it also reiterates that the City Council and Staff continue to work together for the betterment of the City of Winsted.

Wiemiller motioned to approve the 2009/2010 Strategic Plan as presented. Quast seconded. Motion carried 5-0.

d) Facilities Plan – Sanitary Sewer System

The City's Engineer, Jake Saulsbury, Bolton and Menk, Incorporated presented the Wastewater System Facility Plan proposal for providing professional services for the City of Winsted. Saulsbury stated that the City's current wastewater discharge permit has expired and is being rewritten with new requirements. The major change will likely be a required reduction in phosphorus discharging from the wastewater treatment facility. The Minnesota Pollution Control Agency (MPCA) has presented draft options to obtain this reduction in phosphorus. An evaluation of these options, an estimated cost for each, and a method to finance any proposed improvements will be included in this Facility Plan. Part of this financing is a requirement to submit a Facility Plan to the Minnesota Pollution Control Agency (MPCA). Saulsbury stated that the proposal is to complete this Facility Plan and submit to the MPCA as required by potential funding sources.

Saulsbury stated that Bolton and Menk, Incorporated has highly qualified professionals with state-of-the-art expertise in the field of wastewater treatment engineering. Over the past thirty (30) years, they have prepared and designed over one hundred (100) wastewater studies and treatment facilities for communities in Minnesota. They specialize in providing services to greater Minnesota communities with populations under 5,000 people. Bolton and Menk, Incorporated has developed an understanding of the needs and philosophies of these communities. The wastewater systems of these communities have to be simple to operate, flexible, and provide low annual operation and maintenance costs.

Saulsbury presented the scope of work for their engineering services with regard to the Facility Plan approximately as follows:

1. Review the past five (5) years of wastewater flow and loading data.
2. Review the existing plans for the treatment facility.
3. Review the draft National Pollutant Discharge Elimination System (NPDES) permit and discuss with the MPCA the options related to phosphorus removal.
4. Develop projections for future population growth and wastewater flows and loadings.
5. Evaluate the existing wastewater treatment facility and summarize the problems or concerns with the treatment facility.

6. Evaluate the City's current sewer rates/fees and the impact that proposed improvements would have.
7. Present alternative improvements to the existing wastewater treatment facility including advantages, disadvantages, capital costs, operation and maintenance costs and other considerations.
8. Provide any specific corrective action plan requirements.
9. Evaluate the other components of the wastewater system (lift stations, pumps, generators, conveyance pipes, manholes, etc.).
10. Prepare a Facility Plan summarizing the information in the other tasks listed and present recommendations along with a proposed schedule for implementing the improvements. In addition, various methods for funding the improvements will be presented.

Saulsbury stated that based upon Bolton and Menk, Incorporated's understanding of the project and scope, they propose completing the Facility Plan on an hourly basis in accordance with their 2009 Fee Schedule for an estimated fee of **\$25,000 - \$30,000**. Saulsbury stated that as always, it will be their primary goal to perform the requested services as efficiently and thoroughly as possible. If approved, an estimated schedule is as follows:

Steps Included in this Proposal:

- | | |
|--|----------------|
| 1. Meet with the MPCA to discuss the draft permit | July, 2009 |
| 2. Obtain/review necessary data and growth projections | August, 2009 |
| 3. Prepare draft Facility Plan and meet with MPCA | December, 2009 |
| 4. Modify plan according to selected phosphorus removal approach | February, 2010 |
| 5. Final Facility Plan due to the MPCA | March, 2010 |

Possible Next Steps:

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|---|----------------|
| 1. Environment review (depends on funding sources) | May, 2010 |
| 2. Funding applications due to the Public Facilities Authority (PFA) and MPCA | June, 2010 |
| 3. Council decision whether or not to proceed with a project | August, 2010 |
| 4. Plans and specifications due to the MPCA | February, 2011 |
| 5. Construction starts | June, 2011 |

Ollig asked if the proposal could be a base fee instead of on an hourly rate to avoid any unplanned additional expenses. Saulsbury stated that Bolton and Menk, Incorporated can provide the City with a base fee.

Mochinski asked Saulsbury if Bolton and Menk, Incorporated has completed a Facility Plan before. Saulsbury stated that he can provide the City with a list of other cities where they have completed a Facility Plan and/or similar plans so that Winsted can contact them for a reference.

Wiemiller asked if the proposed improvements will result in an increase in the City's sewer rates. Saulsbury stated that commonly the rates do increase. As part of the scope of work, Bolton and Menk, Incorporated will conduct a rate study.

Wiemiller asked if there are low interest loans and grants available for such an improvement project. Saulsbury stated yes and that Bolton and Menk, Incorporated would pursue these funding opportunities.

Ollig motioned to approve Bolton and Menk, Incorporated's proposal for preparing a Wastewater System Facility Plan for the City of Winsted's Wastewater Treatment Facility with a base fee and with a list of references from other cities where Bolton and Menk, Incorporated has completed this type of Facility Plan and/or similar plans. Quast seconded. Motion carried 5-0.

6) **Department Report**

a) **City Engineer**

Jake Saulsbury, Bolton and Menk, Incorporated reported on the following:

➤ **Airport Improvements:**

Several items related to the airport are underway. To follow is a summary of these items:

1. Airport Master Plan:
 - Project is to be funded by a Federal Entitlement grant ninety-five percent (95%).
 - The City Council has selected Option two (2) for the ultimate layout of the airport (runway shifted to the north, 3200'x75' paved runway, 500' primary surface).
 - Draft Master Plan to be presented at June 9, 2009 Airport Commission meeting.
2. 2008 Construction Project for Beacon and Windcone:
 - Project funded by a Federal Entitlement grant ninety-five percent (95%).
 - Project has been completed and final payment has been made.
3. 2009 Construction Project for Taxilane Reconstruction / Drainage Improvements:
 - The major component of the project is to reconstruct the three (3) north taxilanes and add storm sewer to facilitate adequate drainage.
 - Project was awarded to KA Witt Construction in April, 2009.
 - Construction start on hold due to a funding delay with the Federal Aviation Administration (FAA). We are anticipating getting the grant approval from the FAA mid to late June, 2009.
 - The contractor is hoping to start construction approximately July 1, 2009.

➤ **Water Supply Plan:**

All Cities with a population over 1,000 are required to have a Water Supply Plan approved by the Department of Natural Resources (DNR). To follow is what has been completed to date:

- Obtained required information and estimated future water demand.
- Submitted the plan to the DNR in August, 2008.
- Still awaiting a response from the DNR.

➤ **Grass Lake Road Utility Service / Public Works Drainage:**

This project was completed in 2008.

- Some items to be completed remain on the Grass Lake Road portion of this project.
- This work will be completed in conjunction with the upcoming Grass Lake Farm Watermain Extension project.
- Final payment (5% retainage) to be recommended for payment once project is approved.

➤ **Public Facilities Authority (PFA) Watermain Project:**

This potential project resulted from the economic stimulus/recovery bill to provide a funding source for a watermain / street reconstruction project.

1. The following segments were selected as a potential project:
 - New watermain on one (1) block of Sixth Street (McLeod County Road 1).
 - Watermain replacement / street reconstruction on three (3) blocks of

- Rosalie Avenue.
 - Watermain replacement / street reconstruction on two (2) blocks of Kingsley Street.
 - Watermain replacement / street reconstruction on one (1) block of McLeod Avenue.
2. This project was requested to be placed on the Public Facilities Authority (PFA) Project Priority List (PPL) in April, 2009. Highlights of this program are as follows:
- Low interest loans that may be supplemented with grant dollars.
 - A project would remain on the list for five (5) years.
 - There is no commitment from the City. A loan/grant can be turned down or the City can remove their project from the list with no penalty.
 - We need to proceed with the environmental review work now if we are pursuing grant dollars. I will attempt to get a better update as to the likelihood of this prior to the Council meeting.

Saulsbury presented issues with the grant funding that have surfaced due to eligibility and other requirements being changed by the PFA and the Department of Health. As a result, there is less funding available. The City Council discussed and decided to wait for the PPL to be released before proceeding.

➤ **City Hall Storm Sewer:**

This project was to correct the erosion issue at the storm sewer outlet to Winsted Lake.

- The project was substantially completed the week of May 18, 2009 by Machtemes Construction.
- A few minor restoration and other items remain to be completed.
- The condition of the parking lot will be assessed once it is clean.

➤ **Grass Lake Farm Watermain Extension:**

This project is to loop the watermain system and provide better water pressure and fire flows for the Westgate neighborhood and the Grass Lake Farm neighborhood.

- The project was award to Juul Contracting of Hutchinson, Minnesota.
- The current schedule calls for construction to start the week of June 1, 2009 (weather permitting).
- No traffic control is permitted on McLeod County Road 1 during the Winstock Country Music Festival.

7) **No Open Forum.**

8) **Announcements**

a) **Minnesota Department of Employment and Economic Development – Small Cities Development Program Grant**

Mareck presented a letter from the Minnesota Department of Employment and Economic Development (MN DEED) congratulating the City of Winsted on receiving the Small Cities Development Program grant to rehabilitate rental units and commercial buildings in downtown Winsted.

Mareck thanked Shannon Sweeney, David Drown Associates, for his continued work with the grant applications.

9) **Adjournment**

Quast motioned to adjourn. Wiemiller seconded. Motion carried 5-0.

Respectfully submitted,

Deborah R. Boelter
City Clerk-Treasurer