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 Police Officer, Andrew Traeger

       Mayor Steve Stotko administered the Oath of Office to Mr. Andrew Traeger, Winsted Police Officer.

2) CONSENT AGENDA

   a) Approval of Minutes

       Approved the minutes of the following:

       - City Council Work Session – October 16, 2018
       - City Council Regular Meeting – November 7, 2018
       - City Council Regular Meeting – November 20, 2018
       - Airport Commission Meeting – February 27, 2018
       - Airport Commission Work Session – April 30, 2018
       - Airport Commission Work Session – August 27, 2018
       - Airport Commission Meeting – December 17, 2018

   b) Resolution R-19-03 – Authorizing Transfer of Funds

       Adopted Resolution R-19-03, authorizing a transfer of $107,005.60 from Fund 408 - Revolving Loan Fund to Fund 407 – Economic Development Authority (EDA), to be assigned for EDA related activities and programs.

   c) Resolution R-19-04 - Website Policy

       Adopted Resolution R-19-04, adopting a Website Policy for the City of Winsted.

   d) Purchasing Policy Amendments

       Adopted the amended City of Winsted Purchasing Policy, as presented.

   e) Managed Service Agreement Addendum – Computer Integration Technologies (CIT)

       Authorized the City Administrator to execute an Addendum to the Managed Service Agreement with Computer Integration Technologies (CIT) to provide additional Information Technology Services for the City of Winsted for a cost not to exceed $1,370.00 per month.

   f) Application to Conduct Excluded Bingo – Winsted Lions

       Approved an Application to Conduct Excluded Bingo submitted by the Winsted Lions, with no waiting period, to conduct an event on Tuesday, March 26, 2019, at the Blue Note Ballroom, 320
3rd Street South, Winsted, Minnesota, contingent upon the Winsted Lions providing all necessary documentation to the State of Minnesota Gambling Control Board.

g) Application for Exempt Gambling Permit – Ducks Unlimited

Approved an Application for Exempt Gambling permit submitted by Ducks Unlimited, with no waiting period, to hold a raffle on April 8, 2019, at the Blue Note Ballroom, 320 3rd Street South, Winsted, Minnesota, contingent upon Ducks Unlimited providing all necessary documentation to the State of Minnesota Gambling Control Board.

h) Claims

Approved the claims list for February 5, 2019.

Council Member Quast motioned to adopt the Consent Agenda as presented. Council Member Henrich seconded the motion. Motion carried 3-0.

3) No Public Hearings

4) No Old Business

5) New Business

a) Proposal for Consultation Services – Kodet Architectural Group, Ltd.

Mr. Adam Birkholz, City Administrator, stated that one of the City Council’s 2019 goals is to increase Senior Housing opportunities in Winsted. The City Council and Economic Development Authority (EDA) have been working toward a potential Senior Housing development. Kodet Architectural Group has provided a proposal for $8,750 to collect the fee proposals to continue with next steps toward the project, which include environmental survey work, geotechnical reports, etcetera. Kodet Architectural will not complete the work; just collect proposals to do the work.

Council Member Henrich motioned to authorize the City Administrator to execute a proposal with Kodet Architectural Group, Ltd., to assist in collecting fee proposals for environmental services, geotechnical investigation, surveying, and coordination of the environmental grant submission at a cost not to exceed $9,000. Council Member Quast seconded the motion. Motion carried 4-0.

b) Recommended 2019 City Council Priorities.

Mr. Birkholz stated that the City Council conducted its Annual Goal Setting Retreat on January 16, 2019. At this retreat the City Council reviewed numerous projects to establish priorities using the following guidelines:

- Must be accomplished within a one year time period.
- Must be consistent with the adopted position of the City Council.
- Must be under the direct control or influence of the City Council or City Staff
- Implemented through a rank choice ballot of the City Council

Mr. Birkholz stated that twelve (12) priorities were determined as follow:

- Continue design and begin construction of the Runway Improvement Project for the Winsted Municipal Airport.
- Consider programs and strategies to encourage the development of senior housing within the City of Winsted.
- Complete the Winsted Volunteer Fire Department Strategic Operations Plan, and begin implementation of the various recommendations, including new service agreements with area townships.
- Continue development of County State Aid Highway (CSA) 5 Extension Project.
- Develop an Infrastructure Maintenance and Management Plan for the Public Works Department
- Update the City of Winsted Comprehensive Plan. Include the Park System Master Plan, Sidewalks and Trails Plan, Pavement Management Plan, etcetera.
- Develop funding strategies and plan for storm water retention pond maintenance.
- Update the 2010 Pavement Management Plan for the City of Winsted.
- Continue development of the Industrial Park Expansion.
• Complete engineering and design for the McLeod Avenue Reconstruction Project in conjunction with the acceptance of the Local Roads Improvement Program (LRIP) grant
• Develop a plan and funding strategy to renovate light poles adjacent to McLeod County Road 1
• RemEDIATE the blight and dilapidated structures at 121 Baker Avenue East.

Council Member Fitzgerald motioned to adopt the Recommended 2019 City Council Priorities for the City of Winsted. Council Member Quast seconded the motion. Motion carried 4-0.

c) McLeod Avenue Feasibility Study

Mr. Birkholz stated that one of the 2019 City Council priorities is to complete the engineering design for the McLeod Avenue reconstruction project. Mr. Birkholz stated that the City may accept an LRIP grant in the amount of $750,000, but must be sponsored by McLeod County for the project to accept the grant. City staff is requesting authorization to allow Bolton and Menk, Incorporated to work with McLeod County to develop an inter-agency agreement to identify the roles of the City and McLeod County for the project.

Mr. Birkholz stated that a feasibility study has been completed in the past, but needs to be updated. Mr. Birkholz stated that a public hearing must be held regarding the project. Bolton and Menk Incorporated’s estimated cost to update the feasibility study, revise the assessment roll, conduct a public hearing, and coordinate with McLeod County is $5,000.

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, stated that if the City Council decides to proceed with the project, construction would occur in the year 2020.

Mr. Birkholz stated that the project timeline was included in the City Council Meeting materials.

Council Member Quast motioned to authorize Bolton and Menk, Incorporated, to update the McLeod Avenue Feasibility Study for the purpose of accepting a Local Road Improvement Program (LRIP) grant from the State of Minnesota for the McLeod Avenue Improvements Project. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

6) Department Report

a) City Engineer

Mr. Saulsbury stated that the last time he provided an engineering report to the City Council was in August, 2019. Mr. Saulsbury reviewed the following information.

**Airport Items:**

• The reimbursement agreement and subordination agreement for utility easements between Northern Natural Gas (NNG), the Federal Aviation Association (FAA) and the City have been executed. The completion date of the NNG work was modified to better align with the turf runway rehabilitation project schedule.
• The turf runway rehabilitation project was recently discussed with the Airport Commission and hangar owners at an open house.
• The turf runway rehabilitation project final design is nearly complete. This project is covered with a grant that is 90% FAA, 5% Minnesota Department of Transportation (MnDOT), and 5% City. Authorization to advertise for bids will occur at an upcoming City Council meeting.
• The tentative project schedule calls for the construction and runway closure to occur from September 2019 to July 2020.
• Grant, approval, and coordination items are ongoing to repair the airport fueling system. The grant is anticipated to be 75% MnDOT and 25% City.

**Wastewater Treatment Facility (WWTF):**

• The construction of the upgrade project is substantially complete and over 95% of the contract amount has been paid. All portions of the upgraded plant went online with the new discharge location in early December, 2018.
Recently completed work includes miscellaneous electrical and finishing work.

Remaining work includes site/turf restoration, painting, and miscellaneous punch list work. This work will occur in Spring, 2019.

Point Source Implementation Grant reimbursement requests have been completed and submitted to the Public Facilities Authority. To date we have requested approximately $4.14 million of the $4.21 million available in grant proceeds for the City.

**Lift Station Improvements:**

- This project was authorized as a change order to the WWTF Improvements project. The project scope includes replacement of the Northgate lift station, completion of valving and pump upgrades to the Littfin lift station, and installation of generators at the Northgate and Westgate lift stations.
- Northgate – The new lift station has been installed and the generator has been set. Xcel Energy is working to provide electrical service. Start-up will occur in the spring. Miscellaneous sitework and the adjacent property driveways also need to be completed in the spring.
- Littfin – Pumping and valving work has been completed. Minor restoration items will occur in the spring.
- Westgate – The sitework has been completed and the generator has been set. Start-up will occur in the spring after the gas service is installed.

**Water Tower Rehabilitation Project**

- The project included replacement of the interior and exterior coatings along with miscellaneous piping, insulation, climbing system, and structural repairs. It also included the addition of a recirculation pump to address freezing issues.
- Telecom facilities were temporarily relocated to a temporary pole near the tower. AT&T facilities have been placed back on the tower roof and T-Mobile will soon be re-installing onto the tower pedestal. Alpha wireless will be re-installing the emergency telecom equipment just prior to the T-Mobile install.
- Minor coating touch-up work will need to occur in the spring due to the reinstallation of the telecom equipment.
- A low interest loan from the Public Facilities Authority was obtained for this project. One final disbursement request will be submitted this winter.

**CSAH 5 Corridor Study**

- A corridor study was completed for the future corridor of CSAH 5 between CSAH 1 and CSAH 9. Alignment, traffic, stormwater, and utility items were all evaluated.
- The recommended future corridor consists of the existing local roadway of Industrial Drive, continues east along the north side of the City’s industrial park and WWTF, and then curves to the north to intersect with CSAH 9 at a right angle.
- An Open House was held in November, 2018. Final comments on the plan were collected and implemented. The final report was submitted on January 25, 2019.
- Discussions will occur with McLeod County about possibly moving on to next steps (topographic survey, wetland delineations/permitting, preliminary design, and right-of-way acquisition).

**Miscellaneous Items:**

- Water Supply Plan – The City is required by the Department of Natural Resources (DNR) to update its plan every 10 years. The City’s plan was updated and submitted in October, 2018. After review and approval by the Department of Natural Resources (DNR), the City Council will need to adopt the plan.
- Cured in Place Piping (CIPP) Sewer Lining – One segment was found to be in poor shape and was lined in 2018. Recommendations on future lining projects were completed and forwarded.
- Industrial Blvd Improvements – Construction was completed in the fall of 2018. A Public Hearing was held and the project has been closed out.
- Telecom Upgrades – Both telecom providers (AT&T and T-Mobile) have completed upgrades as part of the recent tower rehabilitation project and have plans for additional improvements. Review and coordination items with both companies are ongoing.

Mayor Stotko requested information about an Open House at the WWTF.
Mr. Saulsbury stated that an Open House is planned at some point in the future where residents will receive information on why the project had to be completed.

Mayor Stotko stated that the Open House will be a great opportunity for residents to see a $6 million project, and it will be explained why the City was forced to upgrade the system.

Council Member Fitzgerald asked for an update regarding Winsted Lake.

Mr. Saulsbury stated that a lake water quality study was completed. The City and McLeod County are in the process of reviewing potential grant dollars for work on what is polluting the lake.

Mr. Saulsbury stated that McLeod County will not be completing their local water management plan. McLeod County has requested a waiver from the State of Minnesota. Mr. Saulsbury stated that McLeod County will have to complete a Watershed One Plan where they will work with other watersheds of the south fork of the Crow River.

Mr. Birkholz stated that City staff may contact McLeod County to let them know that the City is interested in being involved in the discussions.

7) No Open Forum

8) City Administrator Updates and Announcements
   a) Park and Planning Commission Meetings - Monday, February 11, 2019
      Mr. Birkholz stated that that Park Commission will meet on February 11, 2019 and will review the 2019 City Council Goals.
      Mr. Birkholz stated that the Planning Commission will also meet that day and discuss the update to the City’s Comprehensive Plan and also review the City’s Land Use Plan.
   b) League of Minnesota Cities Insurance Trust (LMCIT) Meeting
      Mr. Birkholz stated that City staff met with the LMCIT to review information that may help lower Worker’s Compensation claims. Compliance with the Americans with Disability Act (ADA) was also discussed.

9) Adjourn

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

   The meeting was adjourned at 6:30 p.m.

Steve Stotko
Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff
Raquel Kirchoff
City Clerk-Treasurer
City of Winsted