

City of Winsted
City Council Meeting
Council Chambers
Tuesday, August 3, 2021
6:00 p.m.

Present: Mayor George Schulenberg
Council Member Bonnie Quast
Council Member Mike Henrich
Council Member Tom Ollig

Absent: Council Member Steve Stotko

Staff Present: Mr. Adam Birkholz, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Police Chief

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

a) The Pledge of Allegiance was recited.

2) Consent Agenda

a) Approval of Minutes

Approved the minutes of the following:

- City Council Work Session – June 15, 2021
- City Council Regular Meeting – June 15, 2021

b) Resolution R-21-30 – Winsted Volunteer Fire Department Donation

Adopted Resolution R-21-30, accepting a donation from Sew Unique / Deb Gatz, to be dedicated toward the Operations Fund for the Winsted Volunteer Fire Department.

c) Resolution R-21-31 – Fireworks Display Donations

Adopted Resolution R-21-31 accepting donations in the amount of \$11,000.00 to be dedicated toward the fund for the cost of the fireworks display on Friday, August 6, 2021 in conjunction with the Winsted Summer Festival.

d) Resolution R-21-32 – Winsted Police Department – Donation

Adopted Resolution R-21-32 to accept a donation for the Winsted Police Department, in the amount of \$799.50, to be dedicated toward the Winsted Police Department Operations Fund for the purchase of Breast Cancer Awareness Police Badges.

e) Resolution R-21-33 – 2021 Winsted Night Out Donation

Adopted Resolution R-21-33 to accept the donation of a gift card from Target in Hutchinson, in the amount of \$50.00, to be dedicated toward the 2021 Winsted Night Out event.

f) Claims

Approved the claims list for August 3, 2021.

Council Member Ollig motioned to approve the Consent Agenda as read. Council Member Henrich seconded the motion. Motion carried 4-0.

3) No Public Hearings

4) No Old Business

5) New Business

a) Gate Valve Replacement

Mr. Adam Birkholz stated that at the September 15, 2020 City Council Work Session, the City Council was informed of a water main break that occurred north of Main Avenue, where the location of the break could not be determined. City staff and the City engineer spent a significant amount of time trying to isolate the area of the break, which resulted in a large City section north of Main Avenue West to be without water for an extended period of time. From that instance, it was discovered that four (4), six (6) inch gate valves needed replacement - three (3) valves on Fairlawn Avenue East and 2nd Street North, and one (1) valve on Albert Avenue West and 1st Street North. In addition, the hydrant on 1st Street North and Winsted Avenue West needs to be removed and capped. If the gate valves are not replaced, it will again be difficult to isolate the area if another water main break occurs, causing the entire City section north of Main Avenue West to be without water as the break is repaired.

City staff recommend approval of the project that would be funded through the Water Fund, which has sufficient balance available.

Council Member Quast motioned to authorize the City Administrator to approve quotes with Henning Excavating for the replacement of four (4), six (6) inch gate valves - three (3) valves on Fairlawn Avenue East and 2nd Street North, and one (1) valve on Albert Avenue West and 1st Street North, and for the removal of the hydrant at 1st Street North and Winsted Avenue for a cost not to exceed \$23,000. Council Member Henrich seconded the motion. Motion carried 4-0.

b) Resolution R-21-34

Mr. Birkholz stated that on July 16, 2021, the City of Winsted received correspondence from the Minnesota Department of Natural Resources (DNR), which provided an update related to the drought situation and new actions required of water suppliers in areas experiencing severe drought conditions throughout the state.

The DNR noted that more than 50 percent of Minnesota has experienced severe drought conditions and some areas have experienced extreme drought conditions. In response to these conditions, the Minnesota DNR has determined that the state is now in the drought warning phase. With this designation, the DNR and others are taking additional steps, such as restricting some water uses.

The State Drought Plan specifies actions that water suppliers must implement once the state has been elevated to a drought warning phase. These actions include the following:

1. **Population over 1,000** - Public water suppliers implement appropriate water use restrictions contained in their Water Supply Plan.
2. **All Water Suppliers** - Public water suppliers will implement water use reduction actions with a goal of reducing water use to 50% above January levels.

Based on the continued drought conditions and guidance from the DNR, City staff established Emergency Outdoor Watering Restrictions, beginning at 12:00 a.m. on July 26, 2021, until further notice. This authority is afforded to the City Council and City staff in Chapter 3, Section 12 of the Winsted Municipal Code.

Significant demand reduction is achievable by restricting or banning non-essential outdoor water use, especially lawn irrigation, power washing buildings, car washing and swimming pool filling. In addition to the restrictions, City staff intends to encourage customers to fix leaks, install water saving devices and water-efficient appliances.

All properties are required to implement and maintain an odd/even irrigation plan while the restrictions are in place. A few exemptions apply to the watering restrictions; however, those with exemptions should refrain from watering between the hours of 10:00 a.m. and 6:00 p.m. The City of Winsted will continue to implement the restrictions until such time they are no longer necessary. It is important to note that the restrictions may be elevated to a ban at any given time, based on DNR mandates or critical water needs related to fire suppression in the City of Winsted.

Given the above information, City staff recommends the City Council affirm the Emergency Outdoor Water Restrictions declared by City staff by adopting Resolution R-21-34, pursuant to the Winsted Municipal Code, until such an emergency no longer exists for the City of Winsted.

Council Member Henrich motioned to adopt Resolution R-21-34, affirming Emergency Outdoor Watering Restrictions in the City of Winsted until further notice. Council Member Quast seconded the motion. Motion carried 4-0.

6) Department Report

a) City Engineer

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, reviewed the following information.

Airport Items:

- Turf runway / paved entrance road reconstruction
 - Final construction item to complete is reseeded (delayed due to hot/dry weather).
 - Re-seeding planned for mid-August
 - Turf Taxiway and entrance road sides have been re-seeded. Seeding subcontractor has been periodically watering re-seeded areas.
 - NNG requested an additional \$226,000, awaiting a response from the Federal Aviation Administration (FAA) for this.
 - Need to determine when to open runway.
- Fuel tank removal & relocation
 - New 10,000-gallon tank and fuel dispensing equipment installed west of the apron.
 - Awaiting the installation of the gas pump before fuel is able to be dispensed.
 - Anticipated early August shipment of gas pump.
- Apron & terminal area pavement rehab
 - Design, bid, award, and FAA approval complete.
 - Grant has been accepted and tentative start date is September.

McLeod Avenue Reconstruction

- This project was awarded a \$750,000 Local Road Improvement Program (LRIP) Grant.
- All construction, punch list, assessment, and grant related items are complete.
- Record drawings have been completed and uploaded into the geographic information system (GIS).

Industrial Park Development

- Millerbernd Ring & Cylinder Headquarters – Construction and punch list items completed.
- Regional Pond – punch list is complete. Waiting on closeout paperwork from contractor to finalize the project.

County State Aid Highway (CSAH) 5 Extension:

- Preliminary design items (topographic survey, wetland delineations, geometric layout, right-of-way acquisition determinations) have been completed.
- City and County entered into a Joint Powers Agreement for final design.
- Final design is underway and ongoing.
- An LRIP grant application was submitted and was unsuccessful.
- A Transportation Economic Development Infrastructure (TEDI) grant application is in process and is due in late August.
- Contacts for property acquisition are ongoing.

GIS Web-Based Mapping System:

- Global point system (GPS) field locates were completed for light poles and for municipal utilities.
- A web-based mapping system was created and is now accessible by all city staff.
- Sewer service locations have been partially added to the system. Remaining locations are being added, utilizing recent televising data.

Miscellaneous Items:

- Telecom Items – Plans reviews have been completed and are in process for an AT&T project consisting of equipment replacement on the tower and for multiple T-Mobile projects (fiber installation, generator installation, and temporary pole for Winstock).
- Westgate Pond – Construction completed and final payment request submitted.
- Completed plan reviews (Howard Lake-Waverly-Winsted (HLWW) school expansion, Main Avenue dentist office).
- Sanitary sewer cured in place pipe (CIPP) lining – A lining project was designed, bid, and awarded. Construction anticipated to begin this fall.
- Storm sewer repairs – A design project was completed that included repairs to three (3) areas. The project has not been bid or awarded.
- Weinbeck Athletic Complex – Concept level layouts were discussed with the City. Geotechnical work was authorized and the field work portion of it has been completed.
- Well No. 5 – Groundwater modelling pricing was obtained and the work was recently authorized by the City Council.
- Street Improvements – Pricing and scoping items have been submitted for Winsted Avenue and are in process for the Pheasant Run and Winsted on the Lake neighborhoods.

7) No Open Forum

8) City Administrator Updates and Announcements

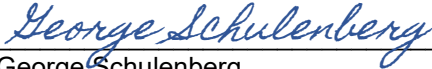
Mr. Birkholz made the following announcements:

- The Winsted Police Department is hosting Winsted Night Out at 6:00 p.m. on August 5, 2021 at the Fire Hall.
- The Winsted Summer Festival occurs on August 6th and 7th. The fireworks display will take place on Friday night.
- The Winstock Country Music Festival will occur on August 20th and 21st.
- The Park Commission will meet on August 9, 2021. The Planning Commission will also judge properties for the Winsted Pride Award on August 9th.

9) Adjourn

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

The meeting adjourned at 6:30 p.m.



George Schulenberg
Mayor
City of Winsted

ATTEST:



Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted