

City of Winsted
City Council Meeting
Council Chambers
January 4, 2011
6:00 p.m.

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

Staff Present: Andrew Elbert, City Administrator
Deborah R. Boelter, City Clerk-Treasurer
Fran Eggert, City Attorney
Dan Pohl, Police Officer

1) Special Presentation – Swearing In of Newly Elected Officials

a) Mr. Steve Stotko – Mayor

Boelter conducted the Swearing-In Ceremony for Steve Stotko, the newly elected Mayor, for the term of January 1, 2011 to December 31, 2012.

b) Mr. Dave Mochinski – City Council Member

Boelter conducted the Swearing-In Ceremony for Dave Mochinski, the newly elected City Council Member, for the term of January 1, 2011 to December 31, 2014.

c) Mr. George Schulenberg – City Council Member

Boelter conducted the Swearing-In Ceremony for George Schulenberg, the newly elected City Council Member, for the term of January 1, 2011 to December 31, 2014.

2) Mayor Stotko called the meeting to order at 6:03 p.m.

a) The Pledge of Allegiance was taken.

2) Consent Agenda

Mochinski motioned to remove item *g*) *City of Winsted Fire Department Security-Lock System* from the Consent Agenda. Schulenberg seconded. Motion carried 5-0.

Mochinski motioned to adopt the Consent Agenda as presented. Schulenberg seconded. Motion carried 4-1. Ollig abstained.

a) Minutes - City Council Work Session – December 21, 2010

Accepted the minutes of the City Council Work Session of December 21, 2010.

b) Minutes – City Council Regular Meeting – December 21, 2010

Accepted the minutes of the City Council Regular Meeting of December 21, 2010.

c) 2011 City of Winsted Appointments

Approved the City of Winsted 2011 official appointments.

d) Engineering Services – Fee Schedule

Approved the fee schedule for engineering services with Bolton and Menk, Incorporated.

e) Prosecution Services – Jody Winters of Gavin, Olson and Winters, Limited Company

Approved the fee schedule for prosecution services at a rate of \$115.00 dollars per hour with Jody Winters of Gavin, Olson and Winters, Limited Company.

f) City of Winsted Fire Department Member Appointments

Approved the appointment of the following individuals to the City of Winsted Volunteer Fire Department: Mr. Ryan Chatterton and Mr. Brandon Dahl.

g) City of Winsted Fire Department Security-Lock System - REMOVED

Approved a security lock system for the City of Winsted Volunteer Fire Department from Russell Security Resource Incorporated of Buffalo, Minnesota for a price not to exceed \$8,850.00 dollars.

h) City of Winsted Police Department Snowmobile

Approved the City of Winsted Police Department to convert a forfeited 2003 Arctic Cat snowmobile into a marked City of Winsted Police snowmobile to be used for snowmobile traffic enforcement, Emergency Management Services (EMS) rescue and other Police Department services as needed.

i) Part-Time Snow Plowing Operator – Mr. Troy Scherping

Approved the hiring of Mr. Troy Scherping to the City of Winsted's part-time snow plowing operators "on-call" listing for a wage not to exceed \$14.00 per hour.

j) Flagship Bank of Winsted – Pledged Securities

Approved the Pledged Securities that Flagship Bank of Winsted has purchased for the City of Winsted for the month of December, 2010.

k) Claims

Approved the Claims List for January 4, 2011.

Mochinski motioned to approve a security lock system for the City of Winsted Volunteer Fire Department from Russell Security Resource, Incorporated of Buffalo, Minnesota, for a price not to exceed \$8,850 and pending verification of the product warranty. Quast seconded. Motion carried 5-0.

4) No Public Hearings.

5) Department Report

a) City Engineer - Bolton and Menk, Incorporated

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

➤ **Airport Improvements**

1. Airport Master Plan and Airport Layout Plan (ALP):
 - Draft Master Plan and ALP have been completed based on the Option Two (2) alignment with the runway shifted to the north.

➤ **Airport Capital Improvement Plan (ACIP) Update**

1. City must use or lend approximately \$131,000 in Federal Aviation Administration (FAA) funding in Fiscal Year 2011 or the funds will be lost.

2. FAA Project Programming papers to request funds for a 2011 airport project are due on January 15, 2011.
 3. Potential projects for 2011 funding include: Public hangar to be leased by Westside Skydiving, environmental assessment, fencing and/or an access gates, or lend to another airport.
- **Pavement Management Plan (PMP)**
The purpose of a PMP is to maintain serviceable street and utility infrastructure capable of meeting the needs of the citizens of Winsted in a reliable and cost effective manner. Saulsbury presented the following as what has been completed since the last City Council update:
 1. Assessment policy was presented and approved.
 2. Pavement Management Plan was presented and approved.
 3. Proposed Year One (1) project is the reconstruction of Fairlawn Circle.
 - **Wastewater System Facility Plan**
The primary goal in developing the Wastewater System Facility Plan is to develop a working plan for meeting the current and future wastewater conveyance and treatment needs for the City of Winsted. Saulsbury presented the following as what has been completed:
 1. The City of Winsted's project scored thirty-three (33) points and is not fundable through the Public Facilities Authority PFA and forty-five (45) points needed.
 2. A phosphorus reduction grant was available but was turned down by the City.
 3. Preliminary design work has been completed for the lift station improvements.
 4. Kingsley Lift Station improvements have been authorized for final design. Force main determination work is still underway.
 - **McLeod County Road 116 and Third Street South Improvements**
 1. Construction is complete from Baker Avenue to Fairlawn Avenue.
 2. The north block, along with any necessary repairs, will be completed after the Saint Mary's expansion project is complete in spring, 2011.
 3. In accordance with the previously approved Joint Powers Agreement, approximately \$563,000 of the project costs have been reimbursed by McLeod County.
 - **Miscellaneous Items**
 1. Geographic Information System (GIS) Mapping – A proposal outlining options and costs was forwarded to the City and was briefly discussed at a previous City Council Work Session. In the future, a more detailed presentation will be made to the City Council.
 2. Sign Retro reflectivity – A new federal requirement mandates that cities have a plan in place to manage their signs to a certain standard. Saulsbury stated that more information and options for the City to comply with will be presented at a future City Council meeting.

Ollig asked Saulsbury if the federal requirement includes street signs only. Saulsbury stated that it is a phased mandate and includes street and traffic signs.

Mayor Stotko asked if the City will have to replace all their street and traffic signs. Saulsbury stated that some of the City's signs will have to be replaced. He continued by saying that most sign manufacturers use the federally mandated materials in the construction of their signs; so, any signs that the City has recently ordered and installed would meet the federal regulations.

Mochinski asked Saulsbury who would conduct an inspection and inventory of the City of Winsted's signs. Saulsbury stated that the inspection can be done by the City staff.

Mayor Stotko asked if there will be grant funding available for replacement of non-compliant signs. Saulsbury stated that currently there is no grant funding available to cities.

Mayor Stotko asked Saulsbury what happens if the City does not comply. Saulsbury stated that there could be a liability issue for the City in the event of an accident.

Schulenberg asked who would remove the old signs and install the new ones. Saulsbury stated that the City's Public Works Department could do it.

Mochinski asked if the City could bid on signage with other cities and/or McLeod County to receive a lower bid. Saulsbury stated that he will contact McLeod County and ask if the City of Winsted could bid on signs with them. Saulsbury stated that he will also ask McLeod County if they make their own signs and if yes, what cooperative services they could do with the City of Winsted.

Ollig asked Saulsbury for clarification on some of the rates on the *Fee Schedule For Engineering Services* for 2011. Saulsbury reviewed the fee schedule and rates.

- 6) **No Old Business.**
- 7) **No New Business.**
- 8) **No Open Forum.**
- 9) **No Announcements.**
- 10) **Adjournment**

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

Respectfully submitted,

Deborah R. Boelter

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City Clerk-Treasurer