

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

Staff Present: Brad Martens, City Administrator
Deborah R. Boelter, City Clerk-Treasurer

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

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

2) **Consent Agenda**

Council Member Mochinski motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0.

a) **Minutes – City Council - Work Session – March 20, 2012**

Accepted the minutes of the City Council Work Session of March 20, 2012.

b) **Minutes – City Council – Regular Meeting – March 20, 2012**

Accepted the minutes of the City Council Regular Meeting of March 20, 2012.

c) **City Hall Closed – April 6, 2012**

Authorized the closing of City Hall on Friday, April 6, 2012 at 12:00 noon.

d) **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 March, 2012.

e) **Walk of Hope - St. Mary's Care Center**

Approved the designated route for the St. Mary's Care Center's Walk of Hope, for Saturday, May 12, 2012 from 8:00 a.m. – 11:00 a.m. as submitted to the Winsted Police Department.

f) **Claims**

Approved the Claims List for April 3, 2012.

g) **Resolution R-12-08 - Winsted Municipal Airport Arrival/Departure Building Furniture Contribution**

Approved Resolution R-12-08 to accept a contribution of furniture for the Winsted Municipal Airport Arrival/Departure Building valued at \$2,699.98 from Mr. David Millerbernd.

3) **No Public Hearings.**

4) **Old Business**

a) **2012 Pavement Improvement Project Update**

Mr. Martens stated that on March 6, 2012 the City Council adopted a Resolution ordering the improvement and preparation of plans on the proposed improvement project at Westgate Drive, Westgate Terrace, Westgate Circle, and the Westgate Lift Station. Prior to that approval, a tentative project schedule had been drafted outlining action dates for the project. Mr. Martens stated that due to an additional meeting to discuss the project, the tentative timeline has been adjusted.

Mr. Martens presented the revised schedule:

<u>DATE:</u>	<u>TASK:</u>
03/06/2012	Final design was authorized at the City Council meeting.
05/02/2012	A design meeting with the City staff.
05/10/2012	The authorization recommendation letter is due.
05/15/2012	The City Council authorizes the advertisement of bids.
05/21/2012	Submit the bidding documents to the various publications.
05/29, 06/04, 06/11/2012	Advertise for bids in the Herald Journal newspaper.
05/29, 06/04, 06/11/2012	Advertise for bids in the Construction Bulletin.
06/21/2012	Open the bids.
06/28/2012	The bid award recommendation letter is due.
07/03/2012	The City Council awards the bid.
July, 2012	Contracts, insurance, shop drawing review, order materials, etcetera.
August, 2012	Construction begins.

Mr. Martens stated that staff is planning on sending a letter to the property owners after the bid has been awarded and a construction timeline is agreed upon. There will also be information on the City's website.

Council Member Schulenberg stated that he continues to receive thank yous from Westgate residents for the hard work of the City Administrator, Brad Martens and the City Council in helping to make the improvement project happen.

5) **New Business**

a) **Change Order Number Two (2) - Winsted Municipal Airport Pavement Rehabilitation**

Mr. Martens stated that on August 2, 2011, the City Council approved a bid from Struck and Irwin Paving to rehabilitate the pavement at the Winsted Municipal Airport. The original contract required the work to be completed in 2011; however, due to delays including a shut down of the Federal Aviation Administration (FAA), the project was deferred until the spring of 2012 to allow for adequate time for the project to be completed.

Mr. Martens stated that on March 19, 2012, City staff and the City's engineers, Bolton and Menk, Incorporated, held a pre-construction meeting with the contractor to discuss the project schedule. There was considerable discussion relating to the timing of the chip sealing of the parking lot. At the end of the discussion, staff recommended delaying the parking lot chip sealing until late summer or early fall, 2012, in order to provide the best curing conditions possible. This delay would also postpone the painting of all pavement markings as well.

Mr. Martens presented the following schedule:

EXISTING TIMELINE:

- The work would be substantially completed by June 8, 2012.
- The pavement markings and any other work would be fully completed by June 22, 2012.

PROPOSED TIMELINE:

- The crack fill work and slurry seal work would be substantially completed by June 8, 2012.
- The seal coat work would be substantially completed by September 15, 2012.
- The final pavement sweeping and pavement markings would be completed by October 15, 2012.

Mr. Martens stated that originally, no known costs for the delay existed; however, on April 2, 2012, he was informed by the City's engineer of Bolton and Menk, Incorporated, that an additional engineering cost of \$2,000 would be incurred. The extra costs would be due to a reduction of efficiency due to an elongated construction schedule.

Mr. Martens stated that he discussed the additional engineering costs with a representative from the FAA and they could not guarantee that the extra engineering costs would be funded by the grant at ninety-five percent (95%).

Mr. Martens stated that due to the new information on the additional engineering costs, staff is recommending that the City Council does not accept the change order as proposed and maintains the existing timeline.

b) Change Order Number Two (2) - Winsted Municipal Airport Arrival/Departure (A/D) Building

Mr. Martens stated that during the course of the construction of the Winsted Municipal Airport's Arrival/Departure (A/D) building, design changes were made as required to meet the needs of the building. The design change requests number one (#1), number three (#3), and number four (#4), were approved in Change Order Number One (#1) at the December 6, 2011 Regular City Council meeting.

Mr. Martens presented Change Order Number Two (#2), which includes three (3) additional items:

1. Change request number five (#5) in the amount of \$669.90
 - This change request includes the labor and materials for additional outlets and data ports to serve electronic equipment in the pilot briefing area.
 - The City portion will be reimbursed to the City of Winsted by the architect.
2. Change request number six (#6) in the amount of \$177.00
 - This is a credit for a pressure tank that was not installed as part of the project.
3. Conference Room Table in the amount of \$12,000
 - The total cost for the conference room table was \$3,350. This cost was paid directly by the City instead of the contractor so the entire \$12,000 will be deducted from the contract.
 - Ninety-five percent (95%) of the cost for the conference room table will be reimbursed by the FAA grant.

Mr. Martens stated that the aforementioned Change Order Number Two (#2) must be approved by the City Council prior to final approval by the FAA.

Council Member Quast motioned to authorize Change Order Number Two (#2) to modify the contract documents for the Winsted Municipal Airport Arrival/Departure (A/D) Building to incorporate change request number five (#5), number six (#6), and the Conference Room Table for decreased costs totaling \$11,507.10. Council Member Schulenberg seconded the motion. Motion carried 5-0.

c) Cost Participation Agreement - Winsted Municipal Airport Arrival/Departure (A/D) Building

Mr. Martens stated that during the course of the construction of the Winsted Municipal Airport's A/D Building, the City incurred costs beyond the scope of the project. These costs were the result of temporary airport utilities not being maintained as agreed upon.

Mr. Martens presented two (2) Cost Participation Agreements that will reimburse the City for these additional expenses:

1. Gopher State Contractors, Incorporated in the amount of \$1,224.58
 - \$32.85: Fuel surcharge fee lost when the fueling system did not work.
 - \$328.09: Repair of telephone line damaged during construction.
 - \$132.22: Overtime costs for staff to respond when the fuel system was not working.
 - \$731.42: The cost of the repair of the fuel system.

2. Mahler & Associates Architecture in the amount of \$33.60
 - \$33.60: City share of adding outlets and data ports to facility.

Council Member Mochinski motioned to authorize a Cost Participation Agreement between the City of Winsted and Gopher State Contractors, Incorporated reimbursing the City of Winsted \$1,224.58 for direct expenses incurred beyond the scope of the contract. Council Member Ollig seconded the motion. Motion carried 5-0.

Council Member Schulenberg motioned to authorize a Cost Participation Agreement between the City of Winsted and Mahler & Associates Architecture reimbursing the City of Winsted \$33.60 for the five percent (5%) local share of Change Request Number Five (#5). Council Member Quast seconded the motion. Motion carried 5-0.

d) Land Lease – James Hausladen

Mr. Martens stated that in 2002, a lease agreement was signed by the City of Winsted to lease six (6) acres of land to James Hausladen. The lease states that Hausladen “may renew this lease for successive one (1) year periods, if on or before April 1st of each year, he gives notice in writing of his intention to do so, and advises the Lessor of the amount of rent and manner and method of paying same.” The City can then accept or reject the proposal.

Mr. Martens stated that the City has received a verbal request from Mr. Hausladen to rent the six (6) acres of land from the City for a total cost of \$900. The amount of \$900 is the same amount paid by Mr. Hausladen for the years 2009, 2010, and 2011.

Mr. Martens stated that he did contact the University of Minnesota Extension Office and they provided two (2) data sources for average per acre lease amounts for McLeod County.

1. The Adult Farm Management Database (also known as FINBIN) states the year 2012 average lease value per acre in McLeod County is \$175 per acre.
2. The Minnesota Agricultural Statistical Service states the year 2011 average lease value per acre in McLeod County is \$195 per acre. No data was available for the year 2012.

Mr. Martens stated that the lease amount proposed by Mr. Hausladen is \$900 or \$150 per acre, which is below the aforementioned averages. Additionally, in speaking with individuals leasing agricultural land around Winsted it is common to pay \$300 or more per acre.

Staff recommends approving the lease with an amount higher than \$900 for the year 2012 and then working towards a new written lease agreement for the year 2013 and beyond. Mr. Martens continued by stating that staff does realize that leasing the property to an individual other than whoever is leasing the adjacent land would be difficult as access is limited.

Council Member Ollig motioned to approve a lease with James Hausladen to farm approximately six (6) acres adjacent to the Wastewater Treatment Facility for one (1) year for \$200 per acre. Council Member Quast seconded the motion. Motion carried 5-0.

e) Resolution R-12-09 - Winsted Volunteer Fire Department Relief Association Gambling Contribution

Mr. Martens stated that Resolution R-12-09 is accepting a donation from the Winsted Volunteer Fire Department’s (WVFD) Relief Association’s gambling proceeds to be deposited into the WVFD’s Fund to help pay for their annual awards.

Council Member Quast motioned to adopt Resolution R-12-09 to accept a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in an amount not to exceed \$1,000 to be dedicated to the Winsted Volunteer Fire Department’s Banquet Awards. Council Member Mochinski seconded the motion. Motion carried 5-0.

6) No Organization Report.

7) Department Report

a) Winsted Volunteer Fire Department

Chad Engel, Winsted Volunteer Fire Department Chief, reported on the following:

- WVFD Officers selected for the years 2012 and 2013
 - Chad Engel-*Chief*
 - Brian Langenfeld-*Assistant Chief*
 - Jon Davidson-*Assistant Chief*
 - Tim Kosek-*Captain*
 - Brent Mickolichuk-*Captain*
 - Shaun Bush-*Captain*
 - Justin Hertzog-*Secretary*
- Currently there are twenty-eight (28) members on the WVFD. Two (2) are probationary members. There is one (1) application on hold because the individual is going to school out-of-state and is interested in becoming a volunteer firefighter when she returns to the Winsted area.
- Had one (1) firefighter retire after twenty (20) years of volunteering.
- The WVFD responded to 221 calls in the year 2011. Mayor Stotko asked if the majority of the 221 calls were medical emergencies. Chief Engel stated yes.
- Gave a brief overview of the large purchases made in the year 2011 and in the year 2012:
 - Rescue boat
 - Rescue saws
 - Portable generator
- Gave an overview of the truck repairs that have been done in the years 2011 and 2012.
- Completed the annual inspection of the ladder truck.
- Working with Mr. Martens to develop a Capital Improvement Plan (CIP) for the WVFD.
- Took advantage of a rebate program offered by Xcel Energy to replace all the lighting in the WVFD's garage with more energy efficient lighting.
- With a donation from the WVFD's Relief Association, the audio visual equipment was updated in the training room at WVFD.
- The WVFD will be providing emergency services to Winstock Country Music Festival.
- Will be conducting the annual Spaghetti Dinner and Pancake Breakfast fundraisers.
- Several members have attended various fire training opportunities at both the WVFD station and at regional fire schools.
- Evaluating the current policies for the WVFD to determine if there are any areas that may need to be changed and/or updated.

Council Member Quast asked who the firefighter was that retired after twenty (20) years. Chief Engel stated that it is Jim Condon.

Council Member Ollig asked Chief Engel how many of the twenty-eight (28) firefighters work in the City of Winsted. Chief Engel stated approximately half (1/2) of them.

Council Member Ollig asked if the WVFD has mutual aid available with area fire departments if they need assistance with an emergency. Chief Engel stated yes.

8) No Open Forum.

9) Announcements

a) Grass Lake Road – Maintenance

Council Member Ollig stated that since the City of Winsted owns a section of Grass Lake Road, is the City going to discuss the maintenance of the road with Winsted Township.

Mr. Martens stated that the maintenance of Grass Lake Road is being discussed and the proposal to Winsted Township is to have them maintain Grass Lake Road and bill the City of Winsted for the work completed on the section of the road owned by the City. The City is waiting to receive formal approval from Winsted Township

b) Street Lighting

Council Member Schulenberg asked if the City staff has investigated the possibility of replacing the existing street lighting bulbs with energy efficient light emitting diode (LED) light bulbs.

Mr. Martens stated that the City has investigated this option and it would not be cost effective to replace the existing street lighting bulbs with LED light bulbs. The City would need to install additional light poles because the area that is illuminated by the LED light bulbs is smaller.

10) Adjournment

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

The meeting was adjourned at 6:35 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

Deborah R. Boelter, MCMC
City Clerk-Treasurer
City of Winsted