

City of Winsted
City Council Meeting
Council Chambers
Tuesday, April 3, 2018
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Patty Fitzgerald
Council Member Mike Henrich
Council Member Tom Ollig
Council Member George Schulenberg

Staff Present: Mr. Daniel Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer

Also Present: Mr. Joshua Eckstein, Bolton and Menk, Incorporated

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

a) The Pledge of Allegiance was taken.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Approval of Minutes

Approved the minutes of the following:

- Economic Development Authority Meeting – February 22, 2018

b) Employee Assistance Program Agreement – Sand Creek Group

Authorized the City Administrator to enter into an agreement with Sand Creek Group to provide services for the Employee Assistance Program (EAP).

c) Information Technology Service Managed Services Agreement – Computer Integration Technologies (CIT)

Authorized the City Administrator to execute a three (3) year Managed Services Agreement with Computer Integration Technologies (CIT) to provide Information Technology Services for the City of Winsted for a cost not to exceed \$15,000.00 annually.

d) Professional Services Contract Amendment – Bolton and Menk, Incorporated

Approved a revised Work Order No. Five (5), amending the Professional Services Contract between the City of Winsted and Bolton and Menk, Incorporated, to provide design and bid administration services as required for the Runway 9/27 Turf Runway and Lighting project at the Winsted Municipal Airport.

e) Federal Aviation Administration (FAA) FY 2017 Grant Pre-Application Package

Authorized Bolton and Menk, Incorporated, to submit a revised FY 2017 Grant Pre-Application Package to the Federal Aviation Administration (FAA) to request funding for the 2018 Capital Improvement Plan at the Winsted Municipal Airport.

f) McLeod County Aerial Photography Project – Letter of Commitment

Authorized the City Administrator to submit a letter of commitment to McLeod County for the proposed 2018 Aerial Photography Project.

g) Resolution R-18-13 – Winsted Police Department Donation

Adopted Resolution R-18-13, accepting a donation from Millerbernd Manufacturing Company, to be dedicated toward the cost of transportation and event tickets for the Winsted Police Department 2018 Drug Abuse Resistance Education (D.A.R.E.) Program student trip.

h) Resolution R-18-14 – Winsted Holding Activities That Unite People (WHAT UP) Donation

Approved Resolution R-18-14 to accept a donation from St. Mary's of Winsted Foundation in the amount of \$300 to be donated to the Winsted Holding Activities that Unite People (WHAT UP) organization.

i) Claims

Approved the claims list for April 3, 2018.

Council Member Ollig motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0. Council Member Henrich abstained from Item h.

3) No Public Hearings

4) No Old Business

5) New Business

a) Water Tower Rehabilitation Project

Mr. Josh Eckstein, Bolton and Menk, Incorporated stated that bids were opened for the Water Tower Rehabilitation Project on Wednesday, March 28, 2018. Seven bids were received, ranging from \$944,250 to \$522,900. The low bid of \$522,900 was submitted by Slack Painting. The low bid is also approximately 22% below the Engineer's estimate.

Mr. Eckstein stated that the project is proposed to be financed through a loan from the Public Facilities Authority (PFA). Plans have been submitted and approved by the Minnesota Department of Health.

Mr. Eckstein stated that the contract documents state that all the work must be completed by October 15, 2018. A schedule will be developed to complete the project at a different time from the dates of the Winstock Country Music Festival.

Mr. Eckstein stated that the communication providers using the water tower will be required to move to a temporary location.

Council Member Henrich asked if Bolton and Menk, Incorporated had worked with Slack Painting in the past. Mr. Eckstein stated yes and that they are comfortable that Slack Painting is able to get the work done.

Mr. Tienter stated that an on-site project coordination meeting was held with the two telecom providers that currently have an antenna on the tower. Those providers were encouraged to locate to a single pole based on their logistics and the location of other towers. Mr. Tienter stated that there will be two temporary poles in the park, rather than one.

Council Member Fitzgerald made a motion to award a project bid for an amount not to exceed \$522,900.00 to Slack Painting, to complete the Water Tower Rehabilitation Project in the City of Winsted and authorize the City Administrator to approve any change orders, which cannot exceed five percent (5%) of the initial cost, cumulatively. Council Member Schulenberg seconded the motion. Motion carried 5-0.

6) No Organization Report

7) No Open Forum

8) No City Administrator Updates and Announcements

9) Adjournment

Council Member Fitzgerald motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 5-0.

The meeting was adjourned at 6:11 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted