

City of Winsted
City Council Work Session
City Hall . Lewis Room
Tuesday, April 5, 2016
5:00 p.m.

Council Members Present: Mayor Steve Stotko
Council Member Patty Fitzgerald
Council Member Tom Ollig
Council Member Bonita Quast
Council Member George Schulenberg

Staff Present: Mr. Dan Tienter, City Administrator
Mr. Dave Meyer, Public Works Supervisor
Ms. Amanda Zeidler, Utility Billing & Payroll Clerk

I. Call to Order

Mayor Stotko called the meeting to order at 5:00 p.m.

II. Industrial Park Expansion Sign

Mr. Tienter reviewed a proposal for the purchase of a large sign to advertise the industrial park expansion. He stated that Council Members have inquired about a sign, given the Industrial Park location along the County Road, the industrial traffic that goes through, and the opportunities to locate potential buyers on that corridor.

Mr. Tienter stated that City staff contacted Greater Minnesota Communications (formerly known as Herald Journal Sign and Graphics) regarding sign sizes and their respective installation costs. Mr. Tienter reviewed the three (3) options with the City Council.

Option No.	Sign Size	Sign Cost	Installation Cost	Total
1	4' x 6'	\$ 350.00	\$ 180.00	\$ 530.00
2	5' x 10'	\$ 577.50	\$ 180.00	\$ 757.50
3	8' x 10'	\$ 720.00	\$ 230.00	\$ 950.00

Mr. Tienter stated that after reviewing the options with the Mayor, City staff recommend the purchase and installation of Option Number Two (2).

Council Member Patty Fitzgerald inquired about the information to be included on the sign. Mr. Tienter stated that the sign would display a map of the possible lots for sale, list contact information, and the applicable zoning uses. The City Council discussed the size and content of the proposed sign. After some discussion, the City Council directed City staff to move forward with the production of the recommended sign, and requested to see a design proof of the sign prior to production and installation.

Mayor Steve Stotko asked the City Council members for their opinion regarding the relocation of the Winsted entrance sign to the south end of the new industrial park from its current location on the north end of the park. The City Council discussed the sign relocation proposal. Mr. Tienter stated that the area to relocate the sign is a little lower, but assuming the public improvements move forward in the Industrial Park, the site will have to be graded, so it can be raised over time. He added that ultimately, the question may not be whether or not the sign can be moved, but the timing, in terms of when that area could be filled as a result of grading the higher northern sections of the forty (40) acre parcel. If it is too low to install the sign in that area now, as it is developed, there will be an appropriate time to move the sign, and more cost efficient.

Council Member Tom Ollig asked if the proposed industrial park sign could be lighted. Mr. Tienter stated that City staff was not intending to light the sign at this time because they are not aware of an electrical source. Council Member Ollig requested that City staff obtain a quote to install a lighted sign. Council Member Bonnie Quast made a request to have the sign installed

prior to the Winstock Country Music Festival in June, 2016. Mr. Tienter stated that City staff intend to move as quickly as possible with the order. Mr. Tienter added that the City Council approved a land lease with Otto Farm Operations earlier in 2016 and City staff would consult with them prior to placing the sign on the property.

III. Holiday Decorations Replacement

Mr. Tienter stated that a conversation regarding the replacement of holiday decorations began at the City Council Goal Setting Retreat on January 28, 2016. He added that Mr. Dave Meyer, Public Works Supervisor, brought up several issues with the current set of sixty-three (63) holiday decorations, which are believed to be around twenty-five (25) years old on average. Mr. Tienter stated that during the Goal Setting Retreat, the City Council had asked City staff to look into the cost of replacing the decorations and perhaps changing the location where they are stored.

Mr. Tienter reviewed a quote from Northern Lights Display, LLC for several different types of decorations. He stated the Mayor and City staff met to review possible locations and replacement options. Based on the meeting, City staff recommend the City Council replace the current set of holiday decorations with only two (2) types of decorations:

- 1) either a 7' candy cane or 7' stocking and
- 2) a 7' Tree with Bow or 7' Zig-Zag Tree

Mr. Tienter added that the replacement holiday decorations would be located on County State Aid Highway (CSAH) Number One (1) and the downtown area, respectively. Mr. Tienter stated that depending upon the type of holiday decorations selected, the total cost for the City to replace all of the decorations would range from \$20,217 to \$21,975.

Decoration Type	Recommended Location	Cost per Unit	Units	Total
7' Candy Cane	CSAH No. 1	\$ 320	30	\$ 9,600
7' Stocking	CSAH No. 1	\$ 290	30	\$ 8,700
7' Tree (with Bow)	Downtown	\$ 349	33	\$ 11,517
7' "Zig-Zag" Tree	Downtown	\$ 375	33	\$ 12,375

Mr. Tienter added that the adopted 2016 Public Works Capital Equipment Program (CEP) does not include budget authority for this activity. Given the cost pressure on the CEP, City staff recommend the City Council transfer general fund balance to the CEP to support this expenditure; sufficient funds are available.

Mr. Meyer stated that he did some research prior to meeting with Mayor Stotko and reviewed choices. He added that the proposed holiday decorations will be constructed in Becker, Minnesota. Mr. Meyer also stated that the Public Works Department mounted a sample decoration in the downtown area and on CSAH Number One (1) to make sure the decorations will fit the poles, and the proposed decorations will work just fine. A sample decoration was presented to the City Council.

The City Council Members discussed the proposed holiday decorations, as well as any concerns or questions. Mr. Meyer informed the City Council that the light-emitting diode (LED) lights on the decorations are guaranteed for three (3) years. He also mentioned that there are fewer lights on each piece than the current decorations; however, the LED lights are brighter and very durable. Mr. Meyer stated that the current price quote is valid until April 15, 2016; however, the company will hold the price for approval at the next regular City Council Meeting. He added that thirty-three (33) decorations are needed for the downtown and thirty (30) decorations are needed for CSAH Number One (1). All of the decorations have the same mounting equipment and can be interchanged.

The City Council directed City Staff to move forward with the purchase of the Christmas stocking decorations for CSAH Number One (1) and the Zig Zag Christmas Tree decorations for the downtown. Mr. Tienter stated that the final pricing and approval to purchase the decorations will be on the consent agenda for the City Council meeting on Tuesday, April 19, 2016.

IV. Refrigerator Purchase – Vollmer Room Kitchen

Mr. Tienter stated that the City of Winsted currently owns a commercial refrigerator located in the Vollmer Room Kitchen in the lower level of City Hall. He stated that over the past couple of months, City staff have noticed that the refrigerator is not keeping items cool and it has been around a temperature of sixty (60) degrees, which is not appropriate for storing food. Mr. Tienter stated that City staff did reach out to a maintenance company to take a look at the appliance. Dale's Appliance-Refrigeration did perform some work on the refrigerator which fixed it and it subsequently failed again. After conferring with them, the recommendation ultimately was to replace the refrigerator. City staff obtained two quotes, per the City of Winsted Purchasing Policy.

Quotes for a Frigidaire Commercial Eighteen (18) Cubic Foot Food Service Grade Refrigerator:
ApplianceSmart: \$1,654.10 (includes delivery)
BrandSource: \$1,799.00

Mr. Tienter stated that based on the quotes above, City staff recommend that the City Council authorize the City Administrator to purchase a Frigidaire Commercial eighteen (18) cubic foot Food Service Grade Refrigerator from ApplianceSmart for an amount not to exceed \$1,700.

Mr. Tienter added that the 2016 Facilities Capital Improvement Program (CIP) budgeted \$2,000 for facilities improvements; however, a significant portion of those funds were expended on office improvements. As such, City staff recommend the Council authorize the use of Facilities Improvement Fund Balance in an amount not to exceed \$1,700, and sufficient funds are available.

Council Member Ollig asked if ApplianceSmart will remove the old refrigerator. Council Member George Schulenberg stated that that Mr. Paul Gatz, Pauly's Plumbing and Heating, has volunteered to remove and dispose of the old refrigerator with his equipment. Mayor Stotko asked if there were any Council Members opposed to the purchase of a new refrigerator. The Council Members were in favor of the purchase and directed City staff to move forward with the purchase.

V. Other

a) Hiring Items

i. Administrative Intern

Mr. Tienter stated that City staff will begin preparing the posting for the Administrative Internship that was approved as part of the 2016 Budget. He stated that City staff has drafted a position description and will develop a posting. City staff will reach out to some members of the City Council to serve on interview panels. Mr. Tienter stated that the City will give the intern the full interview treatment so they have the experience of going through the typical interview process.

ii. Part-Time Police Officer

Mr. Tienter stated that at the Regular City Council Meeting, the City Council will be approving the hiring of a part-time Police Officer. He added that there will not be a swearing-in ceremony, as in the past, because the Officer in question is employed by another jurisdiction and has a work schedule conflict. Mr. Tienter stated that there will be a swearing-in ceremony on Wednesday, April 6, 2016 at 2 p.m. at City Hall, and any of the City Council Members are welcome to attend.

iii. Part-Time Administrative Assistant

Mr. Tienter stated that the City successfully completed the hiring process for a part-time Administrative Assistant. The candidate is scheduled to start employment on April 18, 2016.

b) Mosquito Management Contract

Mr. Tienter stated that there is an approval for a Mosquito Management Contract included on the agenda for the Regular City Council Meeting. He stated that typically, the City Council approves this contract annually; however, on the agenda, City staff is recommending approving the contract for three (3) years. Mr. Tienter stated that after talking to the vendor, they have agreed to hold their price at an amount not to exceed a three percent (3%) increase over the next three (3) years. He added that City staff reviewed any complaints or issues with the Public Works Department. There have been no complaints, and the City is extremely satisfied with the services provided by the vendor. In order to control the cost for the next three (3) years, City staff is recommending a three (3) year contract, as opposed to the typical annual agreement that has been received in the past.

c) Fire Department Meeting Update

Council Member Fitzgerald addressed concerns from the Winsted Volunteer Fire Department Officers and General Membership. The City Council and City Administrator discussed the concerns and how the concerns will be addressed.

VI. Purchase or Sale of Real or Personal Property

This agenda item was not discussed and the Work Session was not closed, due to the fact that information was not received and the item was not ready for discussion.

VII. Adjournment

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

The meeting was adjourned at 5:36 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Amanda Zeidler

Amanda Zeidler, MCMC
Utility Billing & Payroll Clerk
City of Winsted