

City of Winsted
City Council Work Session
Lewis Room
Tuesday, April 19, 2016
5:00 p.m.

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

Absent: Council Member Tom Ollig

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Dave Meyer, Public Works Department Maintenance Supervisor

I. Call to Order

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

II. Summer Hours

Mr. Tienter stated that for the past two (2) summers, the City Council (Council) approved summer hours at City Hall and for the Public Works Department. Summer hours are nine (9) hours Mondays through Thursdays and then four (4) hours on Fridays from Memorial Day through Labor Day.

Mr. Tienter stated that at Winsted City Hall, there are four (4) or five (5) City staff affected by the change of hours. During the past two (2) years, the City received a number of positive comments about the change in hours. Although the City did receive some questions about the change, City staff did not hear complaints from residents or visitors.

Mr. Tienter stated that given the success of summer hours in the past, City staff recommend authorizing the change again in the year 2016. As such, City staff recommend the following hours from the Tuesday after Memorial Day to the Friday before Labor Day:

- 7:30 a.m. to 5:00 p.m. Mondays through Thursdays; and
- 7:30 a.m. to 11:30 a.m. on Fridays.

Mr. Tienter stated that as discussed during past authorizations of summer hours, the reasons for the change are as follow:

1. Extending hours beyond 4:30 p.m. gives residents the opportunity to come to City Hall after work. If residents go in to work at 8:00 a.m. and do not get off of work until between 4:00 . 5:00 p.m., it makes it difficult to come into City Hall unless they take time off of work. By being open slightly before 8:00 a.m. and until 5:00 p.m., the hours are more convenient for residents.
2. Additionally, Friday afternoons at City Hall are one of the slowest times for business, especially during the summer. Residents are more likely spending Friday afternoons preparing for weekend activities rather than doing business at City Hall. Anecdotally, this is one of the least effective times for City Hall to be open.
3. Finally, there is the morale aspect of this choice. City staff find the hours beneficial to their personal lives and promote strong work. life balance.

As with past iterations of summer hours, the City will communicate the change to residents in the following ways:

1. Through notice in the utility billing inserts.

2. Advertising the change on the City television channel.
3. Requesting the Herald Journal Newspaper to include in the adds and ends section.
4. Posting signage at City Hall.
5. Posting on the City website.

Council Member Fitzgerald asked if City staff has discussed operating the summer hours at City Hall year around. Mr. Tienter stated that City staff has discussed it. City staff plans to do some research and analysis on any cost savings if the hours of operation of City Hall would be 7:30 a.m. to 5:00 p.m. Mondays through Thursdays; and 7:30 a.m. to 11:30 a.m. on Fridays.

Mr. Tienter stated that based on these reasons, City staff recommend the City Council consider approval of summer hours at the May 3, 2016 City Council Regular Meeting.

The City Council discussed and directed Mr. Tienter to include approval of year 2016 summer hours on the Consent Agenda at the May 3, 2016 Regular City Council meeting.

III. Year 2016 Public Works Vehicle Purchase

Mr. Tienter stated that the City of Winsted (City) Public Works Department (Public Works) requires City owned equipment and vehicles to perform regular duties and maintain expected services levels as established by the City Council (Council). As part of the City fleet, Public Works regularly operates two (2) pick up trucks, which are used daily as part of regular job responsibilities. These vehicles, which were originally purchased in the years 1999 and 2003, are both Ford F. 250 Super Cab model pick up trucks with approximately 95,000 miles and 85,000 miles, respectively.

Mr. Tienter stated that both vehicles were scheduled for replacement in the years 2010 and 2015; however, the Council opted to delay replacement until the adoption of a Capital Equipment Plan (CEP) to ensure sufficient funds were available to support the capital needs of the City, specifically Public Works and Police Departments. As part of the Adopted Year 2016 Budget, the Council approved the years 2016 through 2020 Police and Public Works Departments CEP, which budgeted \$82,400 for the replacement of both pick up trucks in the year 2016.

Mr. Tienter stated that based on the work demands and the preferences of Public Works staff, City staff recommend replacing the aforementioned vehicles with two year 2016 Ford F. 350 Super Cab XLT model pick up trucks. City staff recommend the change in model from an F. 250 to F. 350 due to snowplowing and other needs. The difference in price between the two models was negligible.

Mr. Tienter stated that per the City Purchasing Policy and past vehicle purchase practice, City staff first explored purchasing both vehicles through the State of Minnesota Cooperative Purchasing Agreement (CPV). Although the CPV offered the Ford make requested by City staff, it did not offer the requested XLT model, which would be consistent with the current vehicle setup.

Mr. Tienter stated that as such, City staff opted to seek the three quotes otherwise required by the Purchasing Policy for purchases between \$5,000 and \$100,000. City staff contacted Morrie's Buffalo Ford, Holt Motors of Cokato and Waconia Ford for quotes on the two recommended vehicles and also to value the trade of the current pick up trucks. He continued by stated that the following Figure 1 summarizes and ranks these quotes:

Figure 1: 2016 Ford F-350 Super Cab XLT Quotes Summary						
Vendor	Quote	(+) Other Fees	(=) Subtotal	(-) Trade	(=) Total	Rank
Waconia Ford	\$74,960.10	\$ 500.50	\$75,460.60	\$11,500.00	\$63,960.60	1
Morrie's Buffalo Ford	\$75,670.00	\$ 500.50	\$76,170.50	\$11,000.00	\$65,170.50	2
Holt Motors	\$87,490.00	\$ 500.50	\$87,990.50	\$10,500.00	\$77,490.50	3

Mr. Tienter stated that based on the quotes, City staff recommend the Council purchase both vehicles from Waconia Ford. Under their quote, the City would purchase each recommended vehicle for \$37,480.05 for total vehicle cost of \$74,960.10. The other fees included in Figure 1 include administrative, title and transfer fees, which are standard across the quotes. Per

Minnesota State Statute, the City does not pay sales or use tax. The trade in values include all accessories, attachments and equipment for both vehicles, specifically the snow plows. In total, both vehicles are quoted at \$63,960.60.

Mr. Tienter stated that the Public Works must also purchase accessories and equipment for the new vehicles, specifically snow plow attachments for each. Given their estimated cost exceeds \$5,000, City staff also obtained three quotes for the snow plow attachments. Mr. Tienter continued by stating that Figure 2 below summarizes the three quotes and each include the cost of installation:

Figure 2: Snow Plow Attachment Quotes		
Vendor	Quote	Rank
UFC Farm Supply	\$ 13,331.20	1
Central Hydraulics	\$ 13,756.00	2
Holt Motors	\$ 17,696.00	3

Mr. Tienter stated that based upon the above quotes, City staff recommend the purchase and installation of the snow plow attachments from UFC Farm Supply. The snow plows will be installed after the delivery of both vehicles.

Mr. Tienter stated that in total, both vehicles and snow plow attachments will cost approximately \$77,356.80. As mentioned above, the years 2016 through 2020 Police and Public Works CEP budgeted \$82,400 for these purchases, which results in a budgeted cost savings of \$5,043.20. He continued by presenting Figure 3; which summarizes the vehicle and snow plow purchases:

Figure 3: Cost and Budget Summary	
2016 Public Works Department CIP Budget	\$ 82,400.00
Waconia Ford Quote	\$ 63,960.60
Central Hydraulics Snow Plow Quote	\$ 13,396.20
<i>Less: Vehicle and Snow Plow Subtotal</i>	<i>\$ 77,356.80</i>
Amount Remaining	\$ 5,043.20

Mr. Tienter stated that based on the above analysis and the available funding, City staff recommend the Council authorize the City Administrator to purchase both vehicles and corresponding equipment at a cost not to exceed \$78,000 at the April 19, 2016 City Council Regular Meeting. By authorizing the purchase before the end of April, 2016 the City may take advantage of lower pricing for the year 2016 vehicles before the transition to the year 2017 models.

Mr. Tienter stated that lastly, City staff plan to order both vehicles in white; consistent with the current vehicle colors and matching the Police Department vehicles.

Mr. Tienter, Dave Meyer, and City Council further discussed vehicles purchases and options.

IV. Other

a) McLeod County Trails Plan – Letter of Support

Mr. Tienter discussed and provided a Letter of Support for the McLeod County Trails Plan as requested by the friends of the Luce Line State Trail.

b) Water Tower Recoating Project – Public Facilities Authority Funding

Mr. Tienter stated that an application has been submitted to the Public Facilities Authority Authorities (PFA) Loan Program for consideration of the Water Tower Recoating Project (Project). The first part of the PFA Loan Program is for the City to submit two letters and an application for the proposed Project.

c) Administrative Intern Position

Mr. Tienter updated the City Council on the posting of the Administrative Intern Position.

d) April 19, 2016 Claims Listing – Regular City Council Meeting Consent Agenda

Mr. Tienter stated that the \$64,000 payment to the League of Minnesota Cities Insurance Trust (LMCIT); found in the Claims Listing on tonight's Regular City Council Meeting's Consent Agenda; is for the annual payment of the City of Winsted's Property and Liability Insurance.

e) AMENDED Agenda – April 19, 2016 Regular City Council Meeting Consent Agenda

Mr. Tienter explained that the Amended Agenda for tonight's Regular City Council Meeting is for **item a.a.** on the Consent Agenda. The item was placed on the Consent Agenda to correct a clerical error on a previous Agenda regarding the wage for part-time Police Officers.

f) Wastewater Treatment Facility Improvement Project Update

Mayor Stotko requested an updated on the Wastewater Treatment Facility's Improvement Project (Project).

Mr. Tienter stated that the City did receive a letter from Minnesota Pollution Control Agency (MPCA) Commissioner, Mr. John Linc Stine that was in response to a letter the City Council sent regarding delays in response to the contested case hearing of the WWTF required updates.

Mr. Tienter stated that in the letter, Commissioner Stine:

1. Identified and empathized with the City's position and the need to continue the analysis on the contested case hearing,
2. Identified and confirmed the end of April, 2016 deadline, and
3. He discussed how bidding the Project before the National Pollutant Discharge Elimination System (NPDES) Permit was issued was something the City did at its own risk; however, the MPCA will try to the best of their ability to comply with the contested case hearing request and move forward as quickly as possible so the City can keep its apparent Project low bidder on track.

Mr. Tienter reviewed the process of the MPCA pending lawsuit and explained why it is taking so long for a resolution.

g) Permanent Part-Time Administrative Assistant

Ms. Boelter gave an update on how training is going for the newly hired permanent part-time Administrative Assistant, Ms. Sandy Fleischman.

h) Year 2015 Annual Audit

Ms. Boelter reminded the City Council that the Year 2015 Annual Audit will be starting on Wednesday, April 20, 2016.

i) Holiday Decorations

Council Member Fitzgerald presented a request from a citizen asking that the City consider purchasing more snowflakes for their holiday decorations; so, they would be more of a winter theme and can remain up for a longer period of time.

Mr. Tienter stated that old holiday decorations will either be sold or donated to another community.

V. Adjourn

Council Member Fitzgerald motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 4-0.

The meeting was adjourned at 5:30 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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