

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

Staff Present: Deborah R. Boelter, City Clerk-Treasurer
Jamie Stotko, Public Works Department Maintenance Lead

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

a) The Pledge of Allegiance was taken.

b) Poppy Day Proclamation

Mayor Stotko read a proclamation proclaiming Friday, May 18, 2012 as Poppy Day and asked all citizens to pay tribute to those who have made the ultimate sacrifice in the name of freedom by wearing the Memorial Poppy on this day.

Karla Otterness, Winsted American Legion, read a poem titled the "Poppy Worker."

c) Years of Service Recognition –Winsted Volunteer Fire Department Members

Mayor Stotko and Council Member Schulenberg presented the following Winsted Volunteer Fire Department Members with a Certificate of Appreciation in recognition for their service to the Winsted Volunteer Fire Department.

Dale Gatz	25 Years of Service
Jim Condon	21 Years of Service
Chad Engel	15 Years of Service
Tim Kosek	15 Years of Service
Jon Davidson	10 Years of Service
Gerald Heinen	10 Years of Service
Michael Thonvold	10 Years of Service
Justin Hertzog	5 Years of Service
Todd Koch	5 Years of Service
Troy Scherping	5 Years of Service
Jamie Stender	5 Years of Service
Brady Tormanen	5 Years of Service
Mitch Wittmer	5 Years of Service

2) Consent Agenda

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

a) Minutes – City Council - Work Session – April 17, 2012

Accepted the minutes of the City Council Work Session of April 17, 2012.

b) Minutes – City Council – Regular Meeting – April 17, 2012

Accepted the minutes of the City Council Regular Meeting of April 17, 2012.

c) Salary Step Increase – Raquel Kirchoff

Authorized a salary step increase for Raquel Kirchoff (Administrative Assistant) effective April 19, 2012.

d) Special City Council Work Session – May 22, 2012

Scheduled a Special City Council Work Session on Tuesday, May 22, 2012 at 3:00 p.m. to discuss the 2013 Budget.

e) Claims

Approved the Claims List for May 1, 2012.

3) No Public Hearings.

4) No Old Business.

5) New Business

a) 2012 Street Crack Filling and Seal Coating

Boelter stated that in the past, the City of Winsted's Public Works Department worked with the City's engineer to establish a schedule for the seal coating of certain streets in the City each year. The streets that are seal coated are prepped by crack filling. If there is funding available after the scheduled streets are crack filled, the Public Works Department does evaluate all the streets and commissions the crack filling of other streets. The City does budget annually for these projects.

Boelter stated that since these street projects are budgeted for annually, the approval for the quotes of both the crack filling and seal coating is placed on the Consent Agenda; however, there are two (2) items for the City Council to consider and discuss.

Boelter stated that the first item for City Council consideration is the Winsted Public Cemetery road. The City was approached by the Cemetery Board to crack fill and seal coat this road. The Public Works Department has evaluated the road and is recommending that it be crack filled and seal coated.

Boelter stated that the second item is the crack filling and seal coating of Fairlawn Circle. The aforementioned schedule includes Fairlawn Circle in the year 2012; however, due to the deterioration of the street, the contractors that provided a quote for crack filling and seal coating are recommending that Fairlawn Circle not be done. They stated that the street should be reclaimed before doing preventive maintenance such as crack filling and seal coating. The amount of crack filling that needs to be done on Fairlawn Circle would use the entire 2012 crack filling budget.

Boelter continued by stating that as far as the seal coating of Fairlawn Circle, the oil and granite would be applied but the moisture would continue to cause the street to crack. Essentially, you would complete the crack filling and seal coating for the 2012 projects and the condition of the street would again deteriorate after the frost leaves the ground in the spring of 2013. It is the recommendation of City staff that Fairlawn Circle not be done. It was quoted by the contractors as an alternate.

Boelter stated that the City budgets annually to fund the street crack filling and seal coating projects. The seal coating schedule does have an engineer's estimate of how much the City should budget annually.

Boelter presented the 2012 Budget for street crack filling and seal coating:

PROJECT	2012 BUDGET LINE ITEM	BUDGETED AMOUNT
Street Crack Filling	E-101-43000-227	\$12,000
Street Seal Coating	E-101-43000-228	\$56,327

Boelter presented the three (3) quotes the City received for the 2012 street crack filling:

COMPANY	QUOTE	CEMETERY ROAD ALTERNATE	FAIRLAWN CIRCLE ALTERNATE
Bergen Incorporated (Inc.)	\$2.05 per pound of sealant	\$290.00	\$761.00
M.R. Paving and Excavating, Incorporated	\$2.30 per pound of sealant	\$336.00	\$850.00
Allied Blacktop Company	\$2.19 per pound of sealant		

Boelter stated that Allied Blacktop Company opted not to give an alternate quote for Fairlawn Circle because of the poor condition of the existing street. The cost to do the cemetery road would be at \$2.19 per pound of sealant.

Boelter stated that the City received two (2) quotes for the 2012 street seal coating:

COMPANY	QUOTE	CEMETERY ROAD ALTERNATE	FAIRLAWN CIRCLE ALTERNATE
Pearson Brothers, Incorporated	\$34,992.19	\$961.33	\$1,785.33
Allied Blacktop Company	\$39,845.96	\$1,000.00	\$2,100.00

Boelter stated that the City also received quotes to have the contractor sweep the streets after the seal coating is cured because the abrasiveness of the remaining loose granite can jeopardize the City's two (2) street sweepers. To have the contractor complete the street sweeping, the City would save money in repairs to their street sweepers.

COMPANY	QUOTE TO POST-SWEEP
Pearson Brothers, Incorporated	\$2,618.05
Allied Blacktop Company	\$3,500.00

Boelter stated that City staff is recommending that the City Council approve the crack filling and sealing coating quotes for all the streets identified in the seal coating schedule for the year 2012 excluding Fairlawn Circle; and approve the quote to crack fill and seal coat the cemetery road.

Boelter stated that City staff has worked with Bergen Incorporated on crack filling projects in the past and has always been satisfied with the work they perform.

Boelter continued by stating that City staff has also worked with Pearson Brothers, Incorporated on seal coating projects in the past and their work is excellent.

Stotko, Jamie stated that the crack filling and seal coating are included in the City's General Fund Budget annually so the quotes are typically placed on the Consent Agenda for approval; however, the City Council needs to discuss and decide if they want Fairlawn Circle completed.

Council Member Ollig asked Stotko, Jamie if both the Public Works Department and the City's engineer agree that it would not be worth the money to complete crack filling and seal coating on Fairlawn Circle. Stotko, Jamie stated yes, it would not be a good idea to complete the crack filling and seal coating on Fairlawn Circle.

Council Member Ollig motioned to accept the quote from Bergen Incorporated to crack fill certain streets, excluding Fairlawn Circle, in the City of Winsted; and including the cemetery road in the Winsted Public Cemetery for an amount not to exceed \$12,000. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Council Member Ollig motioned to accept the quote from Pearson Brothers, Incorporated to seal coat certain streets, excluding Fairlawn Circle, in the City of Winsted; and including the cemetery road in the Winsted Public Cemetery for an amount not to exceed \$56,327. Council Member Quast seconded the motion. Motion carried 5-0.

6) No Organization Report.

7) Department Report

a) Winsted Public Works Department

Jamie Stotko, Winsted Public Works Department Maintenance Lead, reported on the following:

- Removed the City's Christmas decorations and banners after the holiday.
- Hauled the Christmas trees that residents disposed of to the City's brush site.
- Have maintained the City's streets by snow plowing, applying salt and sand when needed, and brooming the streets when needed.
- Broomed sidewalks when needed.
- Snow plowed the Winsted Volunteer Fire Department's parking lot.
- Work completed for the Water Department – read water meters monthly for utility billing, hang shut-off notices on affected properties, and installed radio read water meters. There are approximately ten (10) water meters left to install.
- Installed and removed the American flags on the required holidays.
- Started the street sign inventory.
- Monitored and managed issues relating to the construction of the new Winsted Municipal Airport's Arrival/Departure (A/D) building.
- Assist the Winsted Police Department by moving squad cars and changing oil on them.
- Tree trimming at the brush site and in various locations throughout the City.
- Removed some damaged trees and branches that fell from the ice storm and/or strong winds.
- Wash and service all Public Works Department equipment as needed.
- Dave Meyer and Jamie Stotko attended the Minnesota Rural Water Association annual conference held in Saint Cloud, Minnesota to maintain their license.
- Dave Meyer attended a two (2) day Tree School at Bethel College to maintain his license.
- Removed ice, leaves and other debris from the City's storm drains.
- Swept the City's streets.
- Removed the snow removal equipment for the season and placed in storage.
- Returned and hauled the excess sand back to Hutchinson, Minnesota. The City will be receiving a credit for forty-two (42) tons returned.
- Hauled bleachers and picnic tables to the City's parks.
- Replaced the sump pump in the water tower pit.
- Flushed the City's fire hydrants.
- Obtained crack filling and seal coating bids.

Stotko, Jamie thanked employees from Casey's General Store in Winsted, Minnesota for volunteering to clean Hainlin Park on Friday, April 27, 2012.

Council Member Ollig asked Stotko, Jamie if the Public Works Department has found any Emerald Ash Bore in the City of Winsted. Stotko, Jamie stated not at this time.

Council Member Quast asked Stotko, Jamie how many streets will be crack filled and seal coated in the year 2012. Stotko, Jamie listed the streets.

Council Member Quast asked if all the streets listed on the seal coating schedule to be completed in the year 2012 are going to be done. Stotko, Jamie stated that all the streets identified for seal coating in the year 2012 will be completed, excluding Fairlawn Circle. He continued by stating that the quotes received were less than what the City budgeted for the year 2012; so, the Public Works Department will be able to evaluate and add additional streets to be crack filled and seal coated.

Council Member Ollig asked the Public Works Department to inform residents not to park on the streets that are being seal coated. Stotko, Jamie stated that Pearson Brothers, Incorporated will inform the residents that they should not park on the streets being seal coated.

8) No Open Forum.

9) Announcements

a) Downtown Vibrancy Forum – Monday, April 30th, 2012

Council Member Ollig asked how the Downtown Vibrancy Forum went on Monday, April 30th, 2012. Council Member Schulenberg gave a brief overview of the Forum.

Council Member Ollig asked what happens next. Council Member Schulenberg stated that the information obtained at the Forum will be processed and evaluated by the Downtown Vibrancy Task Force. The Task Force will present their findings at a future City Council meeting and may also make a recommendation to the City Council.

Council Member Mochinski asked if the participants from the Forum will be involved in any future work that the Task Force does. Council Member Schulenberg stated that he would like to see their involvement in the future.

Mayor Stotko stated that the Task Force will take the work that they have done, and the information they received at the Forum, and create a vision for Winsted's downtown area. They will make recommendations to achieve the vision for the downtown area to the City Council at a future meeting.

Boelter stated that the Downtown Vibrancy Task Force did a great job in planning and conducting the Downtown Vibrancy Forum.

10) Adjournment

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

The meeting was adjourned at 6:25 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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