

City of Winsted
City Council Meeting
Council Chambers
June 21, 2011
6:00 p.m.

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
Mike Henrich, Chief of Police
Fran Eggert, City Attorney

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

a) The Pledge of Allegiance was taken.

b) CenterPoint Energy Community Partnership Grant

Henrich stated that Mayor Stotko requested that an automatic defibrillator and storage cabinet be purchased and installed in Winsted City Hall's Vollmer Room. Henrich continued by stating that he applied for a grant through CenterPoint Energy to help fund the purchase. The Winsted Police Department was awarded a grant of \$1,200.

Mayor Stotko asked Henrich to provide training on how the automatic defibrillator works to City staff and the Senior Dining program employees.

Martens thanked Henrich for applying for the grant and stated that it will be a great asset to the City.

Jim Zilka, CenterPoint Energy representative, addressed the City Council and stated that CenterPoint Energy appreciates its partnerships with cities and emergency services to provide safety equipment. He thanked the City for their continued grant requests.

The City Council thanked Zilka and CenterPoint Energy for the grant.

The City Council also thanked Henrich for completing the grant and submitting it to CenterPoint Energy.

Mayor Stotko and Henrich accepted a grant payment in the amount of \$1,200 from Zilka to be used towards the purchase of an automatic defibrillator and cabinet for City Hall's Vollmer Room.

c) Years of Service Recognition – Raquel Kirchoff – Five (5) Years

Mayor Stotko presented Raquel Kirchoff with a Certificate of Appreciation for her five (5) years of service with the City of Winsted.

2) Consent Agenda

Ollig motioned to adopt the Consent Agenda as presented. Schulenberg seconded. Motion carried 5-0.

a) Minutes – Special City Council and Winsted Municipal Airport Commission Joint Meeting – June 7, 2011

Accepted the minutes of the Special City Council and Winsted Municipal Airport Commission Joint Meeting of June 7, 2011.

b) Minutes – City Council Work Session – June 7, 2011

Accepted the minutes of the City Council Work Session of June 7, 2011.

c) Minutes – City Council Regular Meeting – June 7, 2011

Accepted the minutes of the City Council Regular Meeting of June 7, 2011.

d) Winsted Municipal Airport – Improvement Fund Contribution

Approved Resolution R-11-10 to accept a contribution from Mr. David Millerbernd in the amount of \$5,000.00 to be dedicated to the Improvement Fund for the Winsted Municipal Airport.

e) Defibrillator – Winsted City Hall

Authorized the purchase of a defibrillator and cabinet for the Vollmer Room in Winsted City Hall for \$994 (amount to be paid in addition to the \$1,200 grant from CenterPoint Energy) from LifeLine Incorporated.

f) Liquor Licenses

Approved the Off Sale, On Sale, and Sunday Liquor Licenses from July 1, 2011 through June 30, 2012 for Big Al's Bar and Grill, 591 Main Avenue West, Winsted, Minnesota 55395.

g) Licenses to Sell Tobacco Products and Tobacco Related Devices

Approved licenses to sell Tobacco Products and Tobacco Related Devices from July 1, 2011 through June 30, 2012 for Big Al's Bar and Grill, 591 Main Avenue West, Winsted, Minnesota 55395.

h) May, 2011 Financial Report

Approved the May, 2011 Financial Report.

i) May, 2011 Building Permit Report

Approved the May, 2011 Building Permit Report.

j) Claims

Approved the Claims List for June 21, 2011.

3) No Public Hearings.

4) No Old Business.

5) New Business

a) 2010 Audit Report

Paul Harvego and Christina Wordes, Conway, Deuth and Schmiesing, presented the City of Winsted's 2010 Audit Report.

Ollig asked Harvego if the City Council would decide to implement an administrative fee in the Refuse Fund and it would create excess funds, could the City use it for other

expenditures not related to the Refuse Fund. Harvego stated that the City Council would have to adopt a policy, by Resolution, that defines what excess funds in the Refuse Fund could be used for. Harvego continued by stating that generally any excess funds would be transferred to the City's General Fund and used for whatever the City deems necessary.

Ollig asked if the City Center project's balance of \$89,050.54 could it be used to eliminate the deficit in the Airport Fund and Refuse Fund, and the remainder be transferred to the General Fund. Harvego stated that he would have to read the City Center's Bond covenant to determine what the excess funds can be used for. Harvego stated that typically the excess funds would be transferred to the Bond Fund for the City Center project.

Ollig thanked Harvego and Wordes for the great job they do and stated that he is very comfortable with them performing the City's annual audit. He also stated that Harvego and Wordes prepared a good presentation and it is a pleasure working with them.

Quast motioned to approve the 2010 Audit Report as presented. Mochinski seconded. Motion carried 5-0.

b) Resolution R-11-11 – Disadvantaged Business Enterprise (DBE) Program

Martens stated that the Disadvantaged Business Enterprise (DBE) directive is coming from the Federal Aviation Administration (FAA) and Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) in regards to the Winsted Municipal Airport's 2011 Improvement projects. Martens continued by stating that a federal provision of accepting grants greater than \$250,000 in Federal funds is establishing a DBE goal. DBE firms should be afforded equal opportunity to participate in the project. The City of Winsted must develop a DBE program and goal to meet this requirement. The DBE goal for the Airport project is 4.9 percent participation based on available DBE's to perform the work. This goal will be included in the project construction bidding.

Martens stated that the City's Engineer, Bolton and Menk, Incorporated will complete all DBE reporting documentation to the FAA as part of the project.

Martens also stated that to meet Federal requirements, the City must make this DBE program available to the general public and accept any public comments for forty-five (45) days. It is recommended that the City of Winsted formally adopt the 4.9 percent DBE participation goal and advertise the goal to meet the forty-five (45) day requirement. Advertising costs are eligible for FAA reimbursement in a grant for construction.

Ollig motioned to adopt Resolution R-11-11 adopting a Disadvantaged Business Enterprise (DBE) Program in accordance with regulation of the United States Department of Transportation. Mochinski seconded. Motion carried 5-0.

6) No Department Report.

7) No Open Forum.

8) Announcements

a) Main Avenue – Street Surface Condition

Quast stated that the street surface on Main Avenue has some large cracks that need to be repaired. Ollig stated that Main Avenue is a McLeod County Road so he directed Martens to contact the McLeod County Highway Department to inform them of the condition of the street and ask them to schedule it for repair.

9) **Adjournment**

Quast motioned to adjourn. Schulenberg seconded. Motion carried 5-0.

The meeting was adjourned at 7:20 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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