

AMENDED AGENDA



**CITY COUNCIL – MEETING AGENDA
July 3, 2018 – 6:00 P.M.
City Council Chambers – Winsted City Hall**

Mission Statement

“The City of Winsted will provide services and resources for its citizens and businesses that promote opportunities for a high quality of life, while sustaining a hometown atmosphere.”

1) MAYOR CALL THE MEETING TO ORDER

a) Pledge of Allegiance*

2) CONSENT AGENDA

Items listed below are considered routine and non-controversial by the City. There will be no separate discussion of these items unless requested by a Council Member, staff or citizen. If removed, the item will be discussed at the end of the regular agenda.

a) Approval of Minutes

Approve the minutes of the following:

- City Council Work Session– April 17, 2018
- City Council Regular Meeting – April 17, 2018

b) Employment Agreement - Temporary Acting City Administrator*

Authorize the Mayor and City Clerk-Treasurer to execute an Employment Agreement with Ms. Patricia Fitzgerald for the position of Temporary Acting City Administrator in the City of Winsted.

c) Part-Time Police Officer – Mr. Braden Broekema*

Approve a conditional offer of employment and authorize the City Administrator to execute an employment agreement with Mr. Braden Broekema for the position of Part-Time Police Officer with the Winsted Police Department, contingent upon passing a criminal background check, psychological examination and a drug and alcohol test.

d) Part-Time Police Officer – Ms. Paige Vick*

Approve a conditional offer of employment and authorize the City Administrator to execute an employment agreement with Ms. Paige Vick for the position of Part-Time Police Officer with the Winsted Police Department, contingent upon passing a criminal background check, psychological examination and a drug and alcohol test.

- e) **City Administrator Search Proposal – DDA Human Resources, Incorporated**
Approve a proposal from DDA Human Resources, Incorporated, to conduct a search and administer the hiring process for a City Administrator in the City of Winsted, for a cost not to exceed \$16,000.00.
- f) **Employee Personnel Policy and Procedures Manual**
Adopt the amended City of Winsted Employee Personnel Policy and Procedures Manual, with an effective date of August 6, 2018.
- g) **Resolution R-18-22 – Election Judge Appointment**
Adopt Resolution R-18-22 appointing Election Judges for the City of Winsted for the 2018 State Primary and General Elections.
- h) **Commercial Service and Maintenance Agreement Termination – Saint Cloud Refrigeration, Incorporated***
Authorize the City Administrator to terminate the Commercial Service and Maintenance Agreement with Saint Cloud Refrigeration, Incorporated, which provides maintenance and repair services for the heating and air conditioning systems at Winsted City Hall.
- i) **One (1) to Four (4) Day Temporary On-Sale Liquor License – Winsted Area Chamber of Commerce**
Approve a one (1) to four (4) day Temporary On-Sale Liquor License for the Winsted Area Chamber of Commerce at Mill Reserve Park in Winsted, Minnesota, on Friday, August 10, 2018, for the Bratbusters event.
- j) **One (1) to Four (4) Day Temporary On-Sale Liquor License – Winsted American Legion Post #407**
Approve a one (1) to four (4) day Temporary On-Sale Liquor License for the Winsted American Legion #407 at Mill Reserve Park in Winsted, Minnesota, on Saturday, August 11, 2018 and Sunday, August 12, 2018, in conjunction with the Winsted Summer Festival.
- k) **All-Terrain Vehicles (ATV) – Winsted Summer Festival***
Approve the operation of ATVs on City streets and property Friday, August 10, 2018 through Sunday, August 12, 2018 in conjunction with the Winsted Summer Festival, as approved by the Winsted Police Chief.
- l) **Amplified Music – Winsted Summer Festival***
Approve amplified music events on City streets and property Friday, August 10, 2018 through Sunday, August 12, 2018 in conjunction with the Winsted Summer Festival, as approved by the Winsted Police Chief.
- m) **Outdoor Food Stands – Winsted Summer Festival***
Approve the use and operation of outdoor food stands on City streets and property on Friday, August 10, 2018 through Sunday, August 12, 2018 in conjunction with the Winsted Summer Festival, as approved by the Winsted Police Chief.

n) Outdoor Vendor Stands – Winsted Summer Festival*

Approve the use and operation of outdoor vendor stands on City streets and property on Friday, August 10, 2018 through Sunday, August 12, 2018 in conjunction with the Winsted Summer Festival, as approved by the Winsted Police Chief.

o) One (1) to Four (4) Day Temporary On-Sale Liquor License – Adult Training and Habilitation Center

Approve a one (1) to four (4) day temporary On-Sale Liquor License for Adult Training and Habilitation Center for the Craft Beer Festival on Saturday, September 8, 2018 at the Winstock Country Music Festival Grounds.

p) Application to Conduct Excluded Bingo – Winsted Lake Watershed Association

Approve an Application to Conduct Excluded Bingo submitted by the Winsted Lake Watershed Association for an event on Thursday, October 18, 2018 at the Blue Note Ballroom, 320 3rd Street South, Winsted, Minnesota, contingent upon the Winsted Lake Watershed Association providing all necessary documentation to the State of Minnesota Gambling Control Board.

q) Claims

Approve the claims list for July 3, 2018.

r) Sales Quote – Computer Integration Technologies

Approve a Sales Quote from Computer Integration Technologies for the purchase of Microsoft Office 2016 software for City-owned computers, for an amount not to exceed \$2,376.00.

s) Account Authorization – Financial Institutions*

Authorize updated Signature Cards/Account Agreements for City of Winsted accounts at the following financial institutions and revoke access and authority for Daniel Tienter, City Administrator, effective July 6, 2018:

- 4M Fund
- International City/County Management Association (ICMA)
- Security Bank & Trust Company
- Northland Securities

3) PUBLIC HEARINGS

4) OLD BUSINESS

5) NEW BUSINESS

a) Wastewater Treatment Facility Improvement Project – Sanitary Sewer Lift Station Change Order

Consider a motion to authorize a Change Order to the Wastewater Treatment Facility Improvement Project for lift station work for an amount not to exceed \$578,493.00, and authorize the purchase of a generator from Interstate Power Systems, for an amount not to exceed \$22,475.00.

b) Resolution R-18-23 – Winsted Municipal Airport Consultant

Consider a motion to adopt Resolution R-18-23, appointing Bolton and Menk, Incorporated as the consultant for the Winsted Municipal Airport.

6) DEPARTMENT REPORT

a) Public Works Department*

7) OPEN FORUM

Open Forum provides residents with the opportunity to address an issue that is not on the agenda with the City Council. The City Council will not take official action on items discussed during Open Forum, except to refer items to staff for future report or follow through. If you wish to address the City Council please state your name, address and topic that you wish to discuss. Speakers will be limited to five (5) minutes to discuss an issue and the Mayor will limit discussion on any one topic to ten (10) minutes.

8) CITY ADMINISTRATOR UPDATE AND ANNOUNCEMENTS*

9) ADJOURN

*** Denotes no supporting information included in the packet.**

Winsted City Hall

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