

City of Winsted  
City Council Meeting  
Council Chambers  
August 2, 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  
Fran Eggert, City Attorney  
Jim Lammers, Police Officer

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

**a) The Pledge of Allegiance was taken.**

**b) Retirement Recognition – Winsted Volunteer Fire Department Member, Jim Condon**

Mayor Stotko presented retired firefighter, Jim Condon, with a Certificate of Appreciation for his twenty-one (21) years of service on the Winsted Volunteer Fire Department.

**2) Consent Agenda**

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

**a) Minutes – City Council Work Session – July 19, 2011**

Accepted the minutes of the City Council Work Session of July 19, 2011.

**b) Minutes – City Council Regular Meeting – July 19, 2011**

Accepted the minutes of the City Council Regular Meeting of July 19, 2011.

**c) Winsted Summer Festival – Fireworks Contract**

Approved the outdoor fireworks display contract with RES Specialty Pyrotechnics to provide fireworks at the Winsted Summer Festival on Friday, August 12, 2011 (rain date, Sunday, August 14, 2011) for \$3,500.

**d) Retirement/Resignation – Winsted Volunteer Fire Department**

Accepted the retirement and resignation of Jim Condon, effective July 8, 2011, from the Winsted Volunteer Fire Department.

**e) Flagship Bank of Winsted – Pledged Securities**

Approved the Pledged Securities that Flagship Bank of Winsted has purchased for the City of Winsted for the month of July, 2011.

**f) Claims**

Approved the Claims List for August 2, 2011.

3) **Public Hearings**

a) **Public Hearing – Ordinance O-11-08 – Background Check Ordinance Amendments**

Martens stated that the McLeod County Sheriff's Office has notified the City of Winsted that the City's Ordinance requiring background checks meets only "minimal requirements" and does not meet the Minnesota Bureau of Criminal Apprehension's (BCA) guidelines. The proposed Ordinance specifically outlines the purpose and intent of the Background Check Ordinance, includes specific language for applicant notification and further outlines the authority to complete background checks.

City staff has received an example ordinance from the League of Minnesota Cities and is proposing to adopt the changes. The proposed ordinance has been reviewed by the City Attorney.

Any change to an ordinance requires a Public Hearing. Staff has not received any comments in support or opposition of the proposed Ordinance changes.

Martens recommended that the City Council adopt Ordinance O-11-08 to amend the Background Check Ordinance language to comply with the Minnesota Bureau of Criminal Apprehension's (BCA) guidelines.

**Council Member Ollig motioned to adopt Ordinance O-11-08 to amend Background Check Ordinance language to comply with the Minnesota Bureau of Criminal Apprehension's (BCA) guidelines. Council Member Quast seconded. Motion carried 5-0.**

**Council Member Quast motioned to close the Public Hearing. Council Member Ollig seconded. Motion carried 5-0.**

4) **Old Business**

a) **Memorandum of Understanding Extension – Darrin Mason**

Martens stated that at the June 7, 2011 City Council Meeting, a motion was approved for City staff to sign a sixty (60) day Memorandum of Understanding (MOU) between the City of Winsted and Darrin Mason to approve Flight Instruction services at the Winsted Municipal Airport. The City Council also instructed the City Administrator to work out a long term agreement with Darrin Mason, during the sixty (60) day MOU. The MOU will expire on August 9, 2011.

Martens stated that City staff has worked with Bolton & Menk, Incorporated to draft an agreement between the City of Winsted and Darrin Mason; however, further research on fees should take place before the City approves a long term agreement. City staff requests the City Council to approve an extension of the MOU for the remainder of 2011.

Martens recommended that the City Council extend a Memorandum of Understanding with Darrin Mason through December 31, 2011, to operate a flight instruction business at the Winsted Municipal Airport.

Council Member Mochinski asked Martens what type of fee(s) he is proposing. He stated that the City currently charges Westside Skydivers with a fee of \$4,500. Martens stated that Westside Skydivers have a lease with the City of Winsted and the annual payment of \$4,500 is for the lease of the drop zone.

Martens continued by stating that the fee he is proposing would be for operating a business at the Winsted Municipal Airport. There are other airports in the State of Minnesota who have a similar fee. He stated that it would be used to cover maintenance expenses incurred for "wear and tear" on the runway and the other facilities at the Airport.

Council Member Ollig asked Martens if Mason provided the City of Winsted with a Certificate of Insurance. Martens stated yes.

**Council Member Mochinski motioned to extend a Memorandum of Understanding with Darrin Mason, through December 31, 2011 to operate a Flight Instruction business at the Winsted Municipal Airport. Council Member Schulenberg seconded. Motion carried 5-0.**

**5) New Business**

**a) Resolution R-11-17 – 2011 Winsted Municipal Airport Improvement Projects – Arrival/Departure Building**

Martens stated that the scope of work for the 2011 Airport Arrival/Departure (A/D) Building includes demolishing the existing terminal building, and constructing a new A/D building in its place. Civil site improvements will include site preparation for the building pad, sidewalk, and connections to existing utilities. The building will generally be located at the location of the existing A/D building. Other site improvements to be included will be sidewalk, modified airport access point, manual access gate, fence replacement, and modified parking lot striping.

There has been considerable discussion on the design of the building and several negotiations with the Federal Aviation Administration (FAA). The final building design has been established and is approved by the FAA.

Advertisements for Bids were published as follows:

- Finance & Commerce: July 12, July 19, and July 26, 2011
- Herald Journal: July 11, July 18, and July 25, 2011

A bid opening was held on July 28, 2011 at 11:00 am in the Winsted Council Chambers. The following bids were received:

Contractor	Total
Gopher State Contractors	\$230,794.69
Alliance Building Corporation	\$249,985.50
Project One Construction	\$257,113.50
Dammann Construction	\$290,998.85

Martens stated that the low bid of \$230,794.69, submitted by Gopher State Contractors, was reviewed by Bolton & Menk Incorporated and recommended for approval contingent on receipt of grant funds from the FAA, and supplemental contractor documentation. The low bid was twenty-eight percent (28%) below the engineer's estimated amount of \$319,500.00 and twenty-one percent (21%) below the high bid of \$290,998.85.

Two (2) alternates exist, which would slightly decrease the cost of the project. It is recommended to decline the alternates. The first alternate for the asphalt shingle roof is recommended to be declined because the metal roof has a longer anticipated life and fewer maintenance issues. The deduct of only \$1,000 is likely not enough to offset future maintenance and/or replacement costs. The second alternate is to not install exterior brick on the building. The deduct price of \$4,200 is commensurate for the change in material and is similar to the cost submitted by the other bidders (\$3,950 to \$4,200). Depending on the City Council's aesthetic and building material desires, this alternate can either be accepted or declined.

It is anticipated that the FAA will fund ninety-five percent (95%) of the cost of the project. The City of Winsted is responsible for the remaining five percent (5%). A breakout of the costs is as follows:

	FAA Cost	Winsted Cost
Low Bid: \$230,794.69	\$219,254.96	\$11,539.73
Engineering Fee: \$82,500.00	\$78,375.00	\$4,125.00
Estimated City Administration Cost: \$1,500.00	\$1,425.00	\$75.00
<b>Total: \$314,794.69</b>	<b>\$299,054.96</b>	<b>\$15,739.73</b>

The City of Winsted's five percent (5%) match will be funded by Airport Improvement Fees.

Martens stated that Bolton and Menk, Incorporated has worked with Gopher State Contractors on other projects and they are very comfortable with their work.

Mayor Stotko clarified that the City's five percent (5%) match is being funded by the Airport Improvement Fee fund and not City funds. Martens stated yes.

**Council Member Quast motioned to adopt Resolution R-11-17 to award the bid for the 2011 Winsted Municipal Airport Arrival Departure Building to Gopher State Contractors, Incorporated in the amount of \$230,794.69. Council Member Schulenberg seconded. Motion carried 5-0.**

**b) Resolution R-11-18 – 2011 Winsted Municipal Airport Improvement Projects – Pavement Rehabilitation**

Martens stated that the scope of the work for the Winsted Municipal Airport's Pavement Rehabilitation is to fill pavement cracks and apply a pavement surface treatment to the entrance road, parking lot, aircraft apron, and twenty (20)-foot wide taxi lane pavement. The scope includes all Federal Aviation Administration (FAA) eligible pavement areas. This pavement preservation project will increase the useful life of the pavement. Restriping the tie-downs and taxi lane centerline will be included in the project scope.

The project was split into separate bid schedules to include the following areas:

- Base Bid includes the Airport Entrance Road, Parking Lot, Taxi Lanes Gentry, Delta, Echo (not rehabilitated in 2009).
- Alternate Bid includes the Aircraft Apron, Taxiway, Taxi Lanes Alpha, Bravo, Charlie (areas rehabilitated in 2009).

Advertisements for Bids were published as follows:

- Finance & Commerce: July 12, July 19, and July 26, 2011
- Herald Journal: July 11, July 18, and July 25, 2011

Martens stated that a bid opening was held on July 28, 2011 at 11:00 am in the Winsted City Hall's Council Chambers. The following bid was received:

Contractor	Bid Bond 5%	Total Base Bid	Total Alternate Bid
Struck & Irwin	Included	\$39,837.20	\$27,403.45

Martens stated that the low bid of \$67,240.65, submitted by Struck & Irwin Paving, was reviewed by Bolton & Menk, Incorporated and recommended for approval contingent on receipt of grant funds from the Federal Aviation Administration (FAA), and supplemental contractor documentation. The low bid was eight percent (8%) above the engineer's estimated amount of \$62,000.00. Bolton & Menk, Incorporated further recommended the award of pavement rehabilitation to the entire airport pavement areas for a consistent maintenance schedule.

It is anticipated that the FAA will fund ninety-five percent (95%) of the cost of the project. The City of Winsted is responsible for the remaining five percent (5%). A breakout of the costs will be as follows:

	FAA Cost	Winsted Cost
Low Bid: \$67,240.65	\$63,878.62	\$3,362.03
Engineering Fee: \$21,000.00	\$19,950.00	\$1,050.00
Estimated City Administration Cost: \$1,500.00	\$1,425.00	\$75.00
<b>Total: \$89,740.65</b>	<b>\$85,253.62</b>	<b>\$4,487.03</b>

The City of Winsted's five percent (5%) match will be funded by Airport Improvement Fees.

Council Member Ollig asked if the FAA has released the funds for 2011 airport improvement projects. Martens stated not at this time.

**Council Member Mochinski motioned to adopt Resolution R-11-18 to award the bid for the Airport Pavement Rehabilitation to Struck and Irwin Paving, Incorporated in the amount of \$67,240.65 at the Winsted Municipal Airport. Council Member Quast seconded. Motion carried 5-0.**

**6) Department Report**

**a) Winsted Volunteer Fire Department**

Chad Engel, Winsted Volunteer Fire Department Chief, reported on the following:

- Have responded to 119 emergency calls to-date in 2011.
- There are currently twenty-five (25) firefighters.
- Working with the City Administrator, Brad Martens, to make changes to the interviewing process before accepting any applications.
- Winstock Country Music Festival went well.
- Worked with Martens to complete the 2012 Budget.
- Will continue to work with Martens to develop and implement a Capital Equipment Plan (C.E.P.) for the Fire Department.
- Preparing for Higher Ground Music event.
- Winsted Volunteer Fire Department will be hosting the McLeod County Fire Chief's Association meeting on August 24, 2011.
- The Annual Fall Fire Board meeting is tentatively scheduled for August 31, 2011.
- Various vehicle repairs that are needed.
- Will be attending the Minnesota State Fire Chief's Convention in October, 2011.

Council Member Ollig stated that the City is considering charging residents for emergency calls that the Winsted Volunteer Fire Department responds to. He asked Engel if he is aware of any other area Fire Departments that charge for emergency calls. Engel stated that he will contact the area Fire Departments and inquire about whether or not they charge for emergency calls. Council Member Ollig directed Engel to work with Martens to prepare some information for the City Council on charging for emergency calls and present it at a future City Council meeting.

Mayor Stotko and Council Member Quast asked about the number of firefighters on the current roster. Engel stated that there are twenty-five (25) and they allow thirty (30). Engel stated that they do have some applications but he wants to make some changes to the interviewing process before they consider them.

**7) No Open Forum.**

**8) No Announcements.**

**9) Adjournment**

**Council Member Quast motioned to adjourn. Council Member Mochinski seconded. Motion carried 5-0.**

The meeting was adjourned at 6:20 p.m.

Steve Stotko

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

Deborah R. Boelter

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