

City of Winsted
City Council Meeting
Council Chambers
October 16, 2012
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

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

- a) The Pledge of Allegiance was taken.**
- b) Certificate of Commendation – Collin Botner**

Chief of Police, Mike Henrich stated that on October 1, 2012, Mr. Collin Botner assisted Winsted Police Department Officer, Dan Pohl, by doing Cardiopulmonary Resuscitation (CPR) on an accident victim. Chief Henrich commended Mr. Botner for his willingness to assist Officer Pohl in trying to revive the accident victim.

Mayor Stotko and Chief Henrich presented Mr. Botner with a *Certificate of Commendation* from the City of Winsted for his outstanding act of citizenship on October 1, 2012.

2) Consent Agenda

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

- a) Minutes – City Council – Work Session – October 2, 2012**

Accepted the minutes of the City Council Work Session of October 2, 2012.

- b) Minutes – City Council – Regular Meeting – October 2, 2012**

Accepted the minutes of the City Council Regular Meeting of October 2, 2012.

- c) Minutes – Park Commission – July 9, 2012**

Accepted the minutes of the Park Commission Meeting of July 9, 2012.

- d) Minutes – Planning Commission – September 10, 2012**

Accepted the minutes of the Planning Commission Meeting of September 10, 2012.

- e) Public Hearing – Commission Ordinance**

Scheduled a Public Hearing for Wednesday, November 7th at 6:00 p.m. to consider repeal and replacement of Ordinances related to City Commissions.

f) Bureau of Criminal Apprehension - Joint Powers Agreement

Approved a Joint Powers Agreement between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension (BCA) and the City of Winsted on behalf of its Prosecuting Attorney.

g) Resolution R-12-28 - Westgate Improvement Project

Adopted Resolution R-12-28 declaring cost to be assessed and ordering preparation of proposed assessment for the Westgate Improvement Project.

h) Resolution R-12-29 - Westgate Improvement Project

Adopted Resolution R-12-29 receiving proposed assessment and calling for a Public Hearing on Tuesday, November 20, 2012 at 6:00 p.m. in the Council Chambers at Winsted City Hall on the proposed assessment for the Westgate Improvement Project.

i) 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 September, 2012.

j) September, 2012 Financial Report

Approved the September, 2012 Financial Report.

k) September, 2012 Building Permit Report

Approved the September, 2012 Building Permit Report.

l) Claims

Approved the Claims List for October 16, 2012.

3) No Public Hearings.

4) No Old Business.

5) New Business

a) Resolution R-12-30 Public Works Reorganization

Mr. Martens stated that at the July 17, 2012 City Council Work Session, the City Council directed him to begin the process to reorganize the Public Works Department. The reorganization would change the structure of the Department from two (2) Maintenance Leads and one (1) Maintenance Worker to one (1) Maintenance Supervisor and two (2) Maintenance Workers.

Mr. Martens stated that the reasoning for the reorganization is solely to increase the efficiency of the Department. It should be noted that the reorganization is in no way due to any deficient performance by existing Public Works Department employees.

Mr. Martens stated that he has updated the job descriptions for the positions and created a Resolution that formally approves the reorganization and includes the following:

1. Approves the reorganization of the Public Works Department to include one (1) Maintenance Supervisor and two (2) Maintenance Worker positions.
2. Approves the revised Job Descriptions for the positions.
3. Approves the revised Compensation Plan for the Maintenance Supervisor and Maintenance Worker positions.
4. Instructs staff to fill the positions by means of an internal posting and application process subject to City Council approval.

Mr. Martens presented the proposed timeline for the reorganization of the Public Works Department:

- October 17, 2012: Will internally post the opening for the Maintenance Supervisor position.
- November 2, 2012: Applications for the Maintenance Supervisor will be due by 12:00 noon and should be turned in to Mr. Martens.
- November 13-16, 2012: Interviews will be conducted for the Maintenance Supervisor applicants.
- November 20, 2012: The City Council will appoint the Maintenance Supervisor.
- January 1, 2013: The reorganization of the Public Works Department will be complete.

Mr. Martens stated that the Public Works Department reorganization results in adjustments to the compensation plan for both positions which will be an increased cost to the City of Winsted of approximately \$500 in the year 2013; however, there will be an estimated \$7,000 savings to the City over the following four (4) years.

Council Member Mochinski motioned to adopt Resolution R-12-30 approving the reorganization of the Public Works Department. Council Member Schulenberg seconded the motion. Motion carried 5-0.

b) Winsted Municipal Airport - Capital Improvement Plan

Mr. Martens stated that the Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) is requesting that the Winsted Municipal Airport's annual Capital Improvement Plan (CIP) for the years 2014 through 2018 be updated by October 30, 2012.

Mr. Martens stated that in the past, the City Council has continued down the path of a future paved runway; however, that discussion has changed recently.

Mr. Martens presented two (2) possible CIP scenarios.

1. The first continues down the paved runway.
2. The second is a "maintain" style plan which rehabilitates the turf instead of paving the runway.

Mr. Martens stated that the City Council originally reviewed the aforementioned options at their September 18, 2012 Work Session and directed staff to contact the Winsted Municipal Airport's hangar owners to receive their feedback on what option they would like to see for the runway. Mr. Martens stated that hangar owners were contacted through electronic mail (e-mail) and asked for their feedback on the two (2) runway options by 12:00 noon on Thursday, October 9, 2012. Mr. Martens stated that five (5) responses were received from hangar owners. Four (4) of the responses were in favor of the option to maintain the turf runway. One (1) response was in favor of continuing towards paving the runway.

Mr. Martens stated that at the quarterly meetings that have been held in a hangar at the Winsted Municipal Airport, staff has typically heard from the hangar owners in attendance at the meeting that they prefer to keep the runway turf.

Council Member Mochinski stated that the opinions of the Airport hangar owners has changed in the past few years and the majority of them would like to see the runway remain turf; but, maintained in good condition.

Mr. Martens stated that he did meet with representatives from MN DOT/OA and the Federal Aviation Administration (FAA) this afternoon in Saint Cloud, Minnesota and the CIP has been updated to include the rehabilitation of the turf runway.

Mr. Martens presented the proposed Winsted Municipal Airport's CIP – *Maintain Concept*:

Prepared by Bolton & Menk, Inc.		REVISD DRAFT AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP) - MAINTAIN CONCEPT										Preparation Date: 10/16/12		
(10D) - Winsted Municipal Airport												Federal Entitlement Balance FY 2013: \$486,710		
**ALL COSTS ARE ESTIMATES														
State	Fed	Description	FAA %	Funding Participation State %	Local %	Project Cost	Federal Entitlement Funding	Other Federal Funding	State Funding	Local Funding	Other Programs	Local Project Priority	Project Bid / Start Date	Federal Entitlement Balance
2014		Update Airport Zoning Ordinance	0%	PR	PR	\$ 54,000	\$ -	\$ -	\$ 29,700	\$ 24,300	\$ -	1	7/1/2013	\$486,710
2013		Turf Runway 9/27 Rehabilitation and Lighting - Design	90%	0%	10%	\$ 167,000	\$ 150,300	\$ -	\$ -	\$ 16,700	\$ -	2	3/15/2013	\$336,410
2013		Design Engineering Reimbursement (Incurred 2007 Costs)	90%	0%	10%	\$ 27,800	\$ 25,020	\$ -	\$ -	\$ 2,780	\$ -	3	3/15/2013	\$311,390
													FY 2014 Entitlement Balance:	\$461,390
2014		Rehabilitate Turf Runway 9/27 - Construction*	90%	0%	10%	\$ 894,000	\$ 461,390	\$ 343,210	\$ -	\$ 89,400	\$ -	1	5/15/2014	\$0
2014		Replace Runway 9/27 Airfield Lighting (MIRL) - Construction*	90%	0%	10%	\$ 294,000	\$ -	\$ 264,600	\$ -	\$ 29,400	\$ -	2	5/15/2014	\$0
													FY 2015 Entitlement Balance:	\$150,000
2015		NO PROJECTS PROGRAMMED	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$150,000
													FY 2016 Entitlement Balance:	\$300,000
2016		NO PROJECTS PROGRAMMED	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$300,000
													FY 2017 Entitlement Balance:	\$450,000
2017		Airport Pavement Rehabilitation	90%	0%	10%	\$ 95,000	\$ 85,500	\$ -	\$ -	\$ 9,500	\$ -	1	5/15/2017	\$364,500
Summary for Airport = Winsted Municipal Airport						TOTAL:	\$ 1,531,800	\$ 722,210	\$ 607,810	\$ 29,700	\$ 172,080	\$ -		
*SOONEST CONSTRUCTION COULD BEGIN IS 2014. STATE APPORTIONMENT FUNDING REQUESTED FROM MNDOT AERONAUTICS (10-16-12, \$600,000). CONSIDER SPENDING AHEAD ON FEDERAL ENTITLEMENT DOLLARS OR BORROWING FROM ANOTHER AIRPORT FOR PROJECT.														
INDICATES CHANGES TO CIP SINCE 10-16-12 CIP MEETING WITH MNDOT AERONAUTICS AND FAA.														

- Mr. Martens stated that there is a significant local cost difference between the two (2) options:
- The local cost that the City of Winsted would be responsible for to pave the runway would be approximately \$652,980.
 - The local cost that the City of Winsted would be responsible for to maintain the turf runway would be approximately \$172,080; previously it was an estimated cost of \$171,780.

Mr. Martens stated that the local costs would need to be provided through the Winsted Municipal Airport's Budget or through assistance from the City's General Fund if needed.

Mr. Martens stated that due to the significant costs associated with paving the runway, staff recommends that the City Council change direction and approves an Airport Capital Improvement Plan for the Winsted Municipal Airport which includes a rehabilitated turf runway.

Mr. Martens stated that in speaking with the MN DOT/OA and FAA representatives today, they are in agreement with whatever direction the City Council wants to go in regards to the Winsted Municipal Airport's runway. They MN DOT/OA and FAA representatives also stated that if the City would rehabilitate the turf runway and shortly thereafter a business would come to the City of Winsted requesting to have the runway paved, they would have no problem with the City working towards paving the runway.

Council Member Mochinski motioned to adopt an Airport Capital Improvement Plan for the Winsted Municipal Airport with the option to maintain the turf runway. Council Member Ollig seconded the motion. Motion carried 5-0.

c) Part-Time Police Officer – Krystal Fosdick

Mr. Martens stated that the Winsted Police Department uses part-time police officers to fill the vacation and/or holiday shifts, sick hours, summer shifts, and special event shifts to help eliminate the need to pay a full-time police officer an overtime wage.

Mr. Martens stated that the current six (6) part-time police officers that the Winsted Police Department has on their roster are licensed full-time police officers with other Police Departments. Mr. Martens stated that within one (1) year's time, the Winsted Police Department has had three (3) of its part-time police officers resign from their position. This has resulted in a need to hire another part-time police officer.

Mr. Martens stated that five (5) people showed a strong interest in working part-time for the Winsted Police Department. These five (5) people went through an interview process that was conducted by Winsted Police Officer Justin Heldt, Winsted Police Officer Dan Pohl, and himself.

Mr. Martens stated that from the first (1st) set of interviews, two (2) candidates were selected to advance to a second (2nd) round of interviews. These two (2) candidates were then interviewed by himself and Winsted Chief of Police, Mike Henrich. It was from this round of interviews that Ms. Krystal Fosdick was selected as the candidate to move on with the hiring process.

Mr. Martens stated that Ms. Fosdick graduated from Watertown-Mayer High School in Watertown, Minnesota, has a two (2) year law enforcement degree from Rasmussen College, has passed both the Police Officer's Standard and Training (P.O.S.T.) Board's skills and written tests.

Mr. Martens continued by stating that Ms. Fosdick is living in rural Lester Prairie, Minnesota and is currently working for the Howard Lake, Minnesota Police Department in a part-time police officer position. A complete background check was completed for Ms. Fosdick, with nothing found in this background check that would have eliminated her from working for the Winsted Police Department. Ms. Fosdick also underwent both a psychological and a physical evaluation; neither of which gave any indications that would have prohibited her from working with this Winsted Police Department.

Mr. Martens stated that part-time police officer wages are budgeted for; so, there would be no increase to the budget with the hiring of Ms. Fosdick.

Chief Henrich stated that they had two (2) good candidates for the final interview and he would have been comfortable hiring either one (1). He continued by stating that Ms. Fosdick has shown a strong interest in the Winsted Police Department by volunteering to ride along with the City's police officers. Chief Henrich stated that Ms. Fosdick is a local person and she understands what is involved in working part-time for the Winsted Police Department and she would be a good choice.

Council Member Ollig asked Chief Henrich how many hours the part-time police officers worked. Chief Henrich stated that it depends on the individual police officers and their availability. He continued by stating that no matter how many police officers he has on the part-time roster, it does not mean that all of them will always be available to work.

Council Member Quast asked Chief Henrich if the Police Department plans on hiring another part-time police officer since there were two (2) candidates. Chief Henrich stated that at this time they will be only hiring one (1), Ms. Fosdick. He continued by stating that the Field Training Officer (FTO) process for any newly employed part-time police officer is extensive and takes a lot of time and commitment for the full-time police officers to administer.

Council Member Ollig motioned to hire Krystal Fosdick as a Part-Time Police Officer for the City of Winsted at a wage of \$14.50 per hour. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Mr. Martens stated that he was incredibly impressed with the candidates and the interview process. He continued by stating that in every interview, the candidates stated that they wanted to work for the Winsted Police Department because they are a very professional organization and they could learn from working in such a professional Police Department.

Mr. Martens complimented Chief Henrich for having such a great Police Department that people want to come and work for the City of Winsted.

- 6) **No Department Report.**
- 7) **No Organization Report.**
- 8) **No Open Forum.**

9) **No Announcements.**

10) **Adjournment**

Council Member Ollig motioned to adjourn the meeting. Council Member Mochinski seconded the motion. 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