

City of Winsted  
City Council Work Session  
Conference Room – Lewis Room  
December 1, 2009  
5:00 p.m.

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

Staff Present: Brent Mareck, City Administrator  
Raquel Kirchoff, Administrative Assistant

**I. Call To Order**

Mayor Stotko called the meeting to order at 5:00 p.m.

**II. Fairlawn Circle – Geotechnical Report – Jake Saulsbury**

Jake Saulsbury, Bolten & Menk, Inc., reviewed the findings from the soil borings and geotechnical evaluation that were conducted at Fairlawn Circle. The Council discussed the timeframe in which the Fairlawn Circle project would be completed and Mareck stated that he would invite Saulsbury to attend a future Council Meeting to present on the project. Residents in this area would be invited to attend this meeting for questions or to address their concerns.

**III. Special Assessment Policy – Jake Saulsbury**

Mareck stated that a special assessment policy is being drafted to coincide with a pavement management plan. Saulsbury presented project examples for the assessment policy.

**IV. Employee Performance Appraisals**

Mareck presented a performance appraisal form that eliminates areas of redundancy within the existing form.

**V. Updates**

**a) Winsted Airport Gas Pump**

Mareck stated that the gas pump at the airport was not working. To repair the pump immediately, the cost would be approximately \$1,000; however, a new software update is needed to comply with new laws regarding credit card payments. This update must be installed in July of 2010 and will cost approximately \$9,600. The Minnesota Department of Transportation (MN DOT) will pay 50% of the cost associated for the repairs. Mochinski stated that there seemed to be numerous problems with the credit card system from Zahl and recommended that the City look into other companies to service this need. Mareck stated that he will explore other options.

**b) 2010 Budget Update**

Mareck provided a final draft of the 2010 budget.

**c) Contracted Services Appraisal**

Mareck reviewed the results of the appraisal forms for contractors that were completed by City Council members and City staff.

**VI. Adjourn**

**Ollig motioned to adjourn. Quast seconded. Motion carried 5-0.**

Respectfully submitted,

Raquel Kirchoff  
Administrative Assistant