CITY COUNCIL – WORK SESSION AGENDA
Tuesday, March 19, 2019
5:00 p.m.
Lewis Room – 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.”

I. 5:00 p.m. Call to Order

II. 5:00 p.m. Winsted Volunteer Fire Department Relief Association Pension Request*

III. 5:20 p.m. Operations and Maintenance Adjustment - People Service, Incorporated

IV. 5:25 p.m. Commercial Operation Agreement – Skydive Twin Cities, LLC*

V. 5:35 p.m. Winsted Summer Festival*

VI. 5:45 p.m. Other*

VII. 5:55 p.m. Adjourn

* Denotes no supporting information included in the packet.
February 14, 2019

Mayor Steve Stotko
City of Winsted
201 1st Street North
P.O. Box 126
Winsted, Minnesota 55395-0126

Dear Mayor Stotko,

Pursuant Paragraphs 1.3, 4.2 and 4.4 of the Operations and Maintenance Agreement dated March 21, 2017 between the City of Winsted, Minnesota and PeopleService, Inc., the maximum annual maintenance/repair (non-capital) expenditure amount, the monthly compensation and the “base amount” for chemicals at the wastewater treatment plant that the City of Winsted, Minnesota pays for our services are to be adjusted each May 1st. This adjustment is to be based on the change in the Consumer Price Index for All Urban Consumers (CPI-U) between January of 2018 and January of 2019.

The change to the CPI-U was a positive 1.6%. Thus, effective May 1, 2019, the City of Winsted’s maximum annual maintenance/repair (non-capital) expenditure amount will be increased from $14,932 to $15,171, the monthly compensation will be increased from $12,879 to $13,103 and the “base amount” for chemicals will be increased from $9,599 to $9,753.

PeopleService would appreciate your signing this letter in the space provided below, and returning a copy to our Arlington office. By doing so, you acknowledge receipt of this letter and the adjustment and decrease in accordance with the Operations and Maintenance Agreement. Please note that the CPI adjustment will be billed beginning with the effective date even if we do not receive a signed copy of this letter.

If you have any questions, please don’t hesitate to contact either Greg Stang, our Region Manager for your area, or myself.

Yours truly,

[Signature]

Chad A. Meyer
President

Acknowledged:
CITY OF WINSTED, MINNESOTA

By: ____________________________

Mayor

Dated: __________________________
CITY COUNCIL – MEETING AGENDA
March 19, 2019 – 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
      • City Council Regular Meeting – January 2, 2019
      • City Council Work Session – January 15, 2019
   b) Land Lease Agreement – Barfknecht Farm LLC
      Authorize the City Administrator to execute a land lease with Barfknecht Farm LLC to farm approximately six (6) acres of land adjacent to the Wastewater Treatment Facility in the amount of $1,200.00 and expiring December 31, 2019.
   c) Operations and Maintenance Adjustment - People Service, Incorporated
      Authorize the City Administrator to execute the Annual Letter of Adjustment to the Operation and Maintenance Agreement with People Service, Incorporated for operations and maintenance at the Wastewater Treatment Facility.
   d) Lift Station Improvement Project
      Authorize a Change Order for additional direct invoiced costs to the Northgate Lift Station portion of the Wastewater Treatment Facility to make a power supply change, at an estimated cost of $5,400.
   e) Dance Permit – The Blue Note*
      Approve a Dance Permit for the Blue Note Ballroom, 320-3rd Street South, for the Winstock Rumble event on Saturday, April 27, 2019.
   f) Resolution R-19-11 – Winsted Police Department Donation
g) **Reinvestment of Matured Bonds***
   Authorize the City Administrator and City Clerk-Treasurer to reinvest matured bonds in a one-year Certificate of Deposit (CD) from Northland Securities, Incorporated, at a rate of 2.5 %, in accordance with Resolution R-07-15.

h) **Security Bank & Trust Company – Pledged Securities**
   Approve the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of February, 2019.

i) **Building Permit Report – February, 2019**
   Approve the Building Permit Report for the month of February, 2019.

j) **Financial Report – January, 2019**
   Approve the financial report for the month of January, 2019.

k) **Claims**
   Approve the claims list for March 19, 2019.

3) **PUBLIC HEARINGS**

4) **OLD BUSINESS**

5) **NEW BUSINESS**
   a) **Police Department Garage – Drain Repairs**
      Consider a motion to authorize the City Administrator to execute an agreement with Greystone Construction to furnish and install two (2) drains in the Police Department garage floor at Winsted City Hall for an amount not to exceed $8,000.

   b) **Emergency Preparedness and Response Training**
      Consider a motion to authorize City staff to schedule and prepare a training session related to Emergency Preparedness and Response in the City of Winsted and surrounding area for City Council and staff.

   c) **Winsted Summer Festival***
      Review and discuss information related to the Winsted Summer Festival.

6) **ORGANIZATION REPORT**
   a) **Winsted Area Chamber of Commerce***

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.
1) Mayor Stotko called the meeting to order at 6:00 p.m.
   a) The Pledge of Allegiance was taken.
   b) Oath of Office – Newly Elected Officials

   Ms. Kirchoff conducted the Oath of Office for:
   - Mr. Steve Stotko - Mayor
   - Mr. Michael Henrich – City Council Member
   - Ms. Bonnie Quast – City Council Member

2) Consent Agenda

   Mayor Stotko read the Consent Agenda.
   a) Approval of Minutes
      Approved the minutes of the following:
      - City Council Meeting – October 16, 2018
   b) 2019 Appointments
      Approved the City of Winsted’s 2019 official appointments.
   c) Schedule a City Council Goal Setting Session – January 16, 2019
      Scheduled a City Council Goal Setting Session for January 16, 2019 at 9:00 a.m. in the Vollmer Room at Winsted City Hall.
   d) State of Minnesota Cooperative Purchasing Venture (CPV)
      Authorized the City Administrator to submit an application for free membership to the Cooperative Purchasing Venture (CPV), which allows members to purchase goods and services under contracts established by the State of Minnesota.
   e) Consultant Services – Municipal Development Group
      Approved an agreement for consulting planner services for the Year 2019 with Municipal Development Group.
   f) Claims
      Approved the claims list for January 2, 2019.

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

3) Public Hearings
   a) Ordinance O-19-01 – Recommended 2019 Fee Schedule
Mayor Stotko opened the Public Hearing at 6:05 p.m.

Mr. Adam Birkholz, City Administrator, stated that annually, the City Council adopts the City of Winsted Fee Schedule in the form of an Ordinance. City staff regularly examines these sources of income to ensure the Fee Schedule remains consistent with all applicable guidance and regulations.

Mr. Birkholz stated that City staff made several modifications to City fees included in the Recommended 2019 Fee Schedule, most notably applying a general 2.00% increase to a majority of the fees and rounding any adjustment to the nearest whole number. The major changes beyond these mentioned are summarized below:

- **Water and Sewer:**
  - Water Rate, Per 1,000 Gallons, from $3.44 to $3.61;
  - Water Rate, Minimum, Per Month, from $6.23 to $6.54;
  - Sewer Rate, Per 1,000 Gallons, from $12.53 to $14.29;
  - Sewer Rate, Minimum, Per Month, from $9.92 to $11.11;
  - Mandatory Emergency Water Conservation Violation from $0.00 to $60.00;
  - Hauled Wastewater Discharge Permit - Annual, from $125.00 to $100.00, per ordinance;

- **Police:**
  - Civil Standby, Per Hour (Min. 1 Hour), from $62.00 to $65.00;
  - Police Security (Licensed), Per Hour (Min. 1 Hour) from $0.00 to $65.00;
  - Police Security (Non-Licensed) Per Hour (Min. 1 Hour) from $0.00 to $25.00;

- **General:**
  - Park Capital Improvement Fee, Per Month, from $1.65 to $1.74.

Mr. Birkholz stated that the City Council reviewed the Recommended 2019 Fee Schedule at their Budget Work Sessions in November, 2018, and also at the December 18, 2018 Work Session and provided guidance to advance it for adoption at the January 2, 2019 Regular Meeting.

Mr. Birkholz stated that City staff has not received any comments regarding the Recommended 2019 Fee Schedule.

No comments were received during the Public Hearing.

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

The Public Hearing closed at 6:08 p.m.

Council Member Henrich stated that the water and sewer rates would continue to increase due to improvements to water and sewer facilities.

Mr. Birkholz stated that was correct. In the past, the City Council initiated a plan to raise these rates over a period of years to fund necessary water and sewer projects.

**Council Member Fitzgerald motioned to adopt Ordinance No. O-19-01 establishing the 2019 Fee Schedule for the City of Winsted. Council Member Henrich seconded the motion. Motion carried 5-0.**

4) No Old Business

5) New Business
   a) Initial Demand Assessment for Senior Housing

Mr. Birkholz stated that on December 6, 2018, the City Council and Economic Development Authority (EDA) met in joint session to consider a proposal for a Senior Housing Development in Winsted. At that time, the EDA determined more information was needed prior to recommending approval of the concept development from Kodet Architectural Group.

Mr. Birkholz stated that the EDA met on December 20, 2018 to consider a proposal for an Initial Market Demand Analysis of the Senior Housing project. The EDA recommends that the City Council
authorize the City Administrator to execute an agreement with Viewpoint Consulting Group, Inc. to complete an initial demand assessment for 55+ Housing and Assisted Living for the City at a cost not to exceed $5,000.00. The EDA believes the information provided with the assessment will help better determine the size and scope of a potential senior housing development.

Mayor Stotko asked what happens next.

Mr. Birkholz stated that the Initial Demand Assessment will take approximately 30-45 days to complete. If the analysis is positive, the City Council will likely consider a full feasibility study estimated at an additional $5,000.00. If that study is favorable, the City Council may re-consider the design provided by Kodet Architectural Group.

Council Member Ollig stated that the cost of the Initial Demand Assessment and future analysis will be funded through grant money from the Minnesota Department of Employment and Economic Development (DEED) dedicated to the EDA.

Council Member Ollig motioned to authorize the City Administrator to execute an agreement with Viewpoint Consulting Group, Incorporated to conduct an Initial Demand Assessment for 55+ Rental Housing and Assisted Living for a cost not to exceed $5,000. Council Member Fitzgerald seconded the motion. Motion carried 5-0.

b) McLeod County Historical Partnership – Mr. Brian Leehan

Mr. Brian Leehan, a freelance writer from the Twin Cities area, stated that he was working with the McLeod County Historical Partnership to document a representative slice of each city in McLeod County.

Mr. Leehan stated that two historical photos were selected and modern day photos were taken of the same location from the same viewpoint.

Mr. Leehan stated that the project would be complete and presented in May, 2019 at the Hutchinson Center for the Arts.

Mr. Leehan requested information regarding Winsted.

The City Council Members recommended Winsted citizens that may be able to help Mr. Leehan.

6) Department Report
   a) Public Works

   Mr. Dave Meyer, Maintenance Supervisor, provided a list of items as follows that the Public Works Department has worked on since he last reported to the City Council on July 3, 2018.

   o Set up and tear down for the Winsted Summer Festival
   o Cleaning of parks and helping with items requested by the Winsted Little League Baseball Association
   o Cleaning and checking park bathrooms
   o Installation of flags for holidays
   o Approximately thirty-five (35) tree stumps were cleaned out and filled back in with dirt and seeded
   o On July 10, 2018, the water tower was taken off line for the Water Tower Rehabilitation Project. The well pump ran for twenty-four (24) hours per day, seven (7) days per week. This required much time to get the pressures right and to work correctly. The well was checked three (3) times daily during the entire time the tower was taken off line.
   o Crack filling and seal coating were completed
o All storage sheds at parks were painted
o Crosswalks and parking lines on streets were painted
o New lines were painted for fire trucks at the Winsted Volunteer Fire Department Fire Hall
o Installed new street signs according to the mandated, three (3) year Retrofit Sign Plan. This plan is complete and all signs are now installed.

o Read water meters every month and completed state water reports
o Salt Storage Shed was completed. Public Works Department did as much work for this as possible, to include cutting the blacktop out and hauling in gravel so the new pavement could be installed.

o Repaired airport runway lights
o Removed and stored flower boxes from the downtown area
o Winterized all parks
o Street sweeping of leaves
o Water tower was back on line on October 15, 2018
o Flushed hydrants – approximately one (1) month late because of the water tower project

o Recertified Mr. Meyer’s tree license
o Assisted with Election Day set up
o Annual well inspections were completed
o Set up trucks for snow plowing
o Installed Christmas decorations and banners
o Plowing of snow and brooming downtown

Council Member Fitzgerald asked about the items that Mr. Rick Baumann, Winsted Little League Baseball Association, requested. Mr. Meyer stated that not all items were complete. Ms. Fitzgerald asked if the spigot at Southview Park was installed. Mr. Meyer stated it was not.

Mr. Birkholz stated that the Park Commission will be reviewing the list that Ms. Fitzgerald was inquiring about at their Work Session on January 14, 2019. Their recommendations will be reviewed at the City Council Goal Setting Retreat.

The City Council Members thanked Mr. Meyer for his report.

7) No Open Forum

8) City Administrator Updates and Announcements
   a) 2018 Audit
      Mr. Birkholz stated that the 2018 Audit will begin on January 10, 2019 with a Pre-Audit meeting.

   b) 2019 Dog Licenses
      Mr. Birkholz stated that 2019 dog licenses are available for purchase.

9) Adjourn
Council Member Quast motioned to adjourn the meeting. Council Member Henrich seconded the motion. Motion carried 5-0.

The meeting was adjourned at 6:32 p.m.

________________________________________
Steve Stotko  
Mayor  
City of Winsted

ATTEST:

________________________________________
Raquel Kirchoff  
City Clerk-Treasurer  
City of Winsted
I. **Call to Order**

Mayor Stotko called the City Council Work Session to order at 5:00 p.m.

II. **Website Policy Review**

Ms. Amanda Zeidler, Deputy City Clerk, stated that during the redevelopment of the City of Winsted website, the need to implement a policy related to website content and procedures was recognized to manage data in compliance with the City’s record retention schedule and the Americans with Disability Act (ADA).

Ms. Zeidler stated that City staff drafted the recommended policy from policies implemented by other cities. The policy outlines various categories and their requirements in relation to the following:

- Authority
- Purpose and Content
- Links
- Online Calendar and Events
- Photos
- Social Media
- Privacy Statement
- Jurisdiction
- Accessibility
- Trademarks and Logos

Ms. Zeidler stated that the recommended policy will be considered for approval by the City Council at the February 5, 2019 City Council Meeting. The City Attorney will review the policy before that meeting.

Ms. Zeidler stated that information posted on the City’s website will be reviewed by the City Administrator or his designee according to the policy.

The City Council had no questions on the recommended policy at this time.

III. **121 Baker Avenue East**

Mr. Adam Birkholz, City Administrator, stated that the property of 121 Baker Avenue East was conveyed to the City of Winsted in 2018. At that time, the City Council was under the understanding that the property could be sold, as is, for any type of use. Mr. Birkholz stated that he is working with McLeod County to understand the stipulations of what can be done with the blighted property.

Mayor Stotko asked Mr. Birkholz to keep communicating with parties that are interested in purchasing the property in the meantime. Mr. Birkholz stated that he would. Mr. Birkholz stated that if selling the property is an option, the City would request proposals and would use the best proposal in terms of what the City decides to do with the property.

IV. **Other**
a) Minnesota Department of Transportation (MnDOT), Office of Aeronautics State Grant Application

Mr. Birkholz stated that the January 15, 2019 City Council Consent Agenda includes a grant request to replace the fuel system station at the Winsted Municipal Airport. The City is responsible for 25% of that project.

Council Member Henrich asked if the hose reel is included in the grant. Mr. Birkholz stated likely not, but Mr. Ron Roetzel, Bolton and Menk, Incorporated is checking with MnDOT.

Mr. Birkholz stated that funds applied for with this grant are emergency funds because the fuel system is inoperable. Mr. Birkholz stated that Mr. Dave Meyers, Maintenance Supervisor, has stated that the current reel is operable.

Mr. Birkholz stated that the City’s cost for the project may exceed the 2019 budgeted amount for this repair by approximately $1,500.00. The Airport Operations fund balance is able to cover the excess.

The City Council Members approved of moving forward with the grant application.

b) Winsted Municipal Airport – Northern Natural Gas (NNG) Revised Agreement

Mr. Birkholz stated that the January 15, 2019 City Council Consent Agenda includes a revised agreement with Northern Natural Gas Company to change the completion date for the relocation of natural gas facilities from spring, 2019 to fall, 2019 to coincide with the turf runway improvements project.

Mr. Birkholz stated that this should produce some cost savings, and lessen the time that the airport must be closed due to the project.

c) Reinstatement of the New Home Construction Program

Mr. Birkholz stated that the January 15, 2019 City Council Agenda includes consideration of the reinstatement of the New Home Construction Program.

d) Winsted Volunteer Fire Department

Mr. Birkholz stated that he is working with the Winsted Volunteer Fire Department on how to fund the replacement of self-contained breathing apparatus (SCBA) equipment, likely in 2021. Mr. Birkholz stated that to date, this estimated $150,000 expenditure has not been planned for in the Capital Improvement Plan (CIP).

V. Adjourn

Council Member Henrich motioned to adjourn the meeting. Council Member Ollig seconded the motion. Motion carried 5-0. The Work Session adjourned at 5:27 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted
FARM LEASE

THIS AGREEMENT, made this ___ day of ____________, 2019, by and between the City of Winsted, a municipal corporation organized and existing under the laws of the State of Minnesota, party of the first part, Lessor, and Barfnecht Farm LLC, of the County of McLeod and State of Minnesota, party of the second part, Lessees.

WITNESSETH, that the said party of the first part, in consideration of the rents and covenants hereinafter mentioned, does hereby Remise, Lease and Let unto the said party of the second part, and the said party of the second part does hereby hire and take from said party of the first part, the following described premises situated in the County of McLeod, and State of Minnesota, viz:

The South 458.60 feet of the West 950.00 feet of the Southeast Quarter of the Southwest Quarter of Section 11, Township 117 North, Range 27 West, containing 6 acres, more or less, of which described premises the second party hereby agrees to plow and put in crops not less than 6 acres.

TO HAVE AND TO HOLD, the above rented premises unto the said second party, his heirs and assigns, subject to the conditions and limitations hereinafter mentioned for and during the full term from and after the first date mentioned above and the term of this Lease ending the 31st day of December, 2019.

And the second party agrees to and with the said first party to pay as rent for the above mentioned premises, for and during the full term of this Lease, the sum ONE THOUSAND TWO HUNDRED AND NO/100THS ($1,200.00) Dollars, payable at City of Winsted, 201 1st Street North, PO Box 126, Winsted, Minnesota 55395 in one installment, to-wit: $1,200.00 on or before August 19, 2019;

Tenant is required to plow back the acreage or pay $50 an acre to landlord to do same.

Tenant shall remove all crops by December 31, 2019. As soon as the crops are removed (be it in the fall of 2019 or before December 31, 2019) this lease shall be at an end.

And it is further agreed, by and between the parties as follows: That should the said second party fail to make the above mentioned payments as herein specified, or to pay any of the rent aforesaid when due, or fail to fulfill any of the covenants herein contained, then and in that case said first pay may re-enter and take possession of the above rented premises, and hold and enjoy the same without such re-entering working a forfeiture of the rents to be paid by the second party for the full term of this lease. That if said second party remains in possession of said premises after the expiration of the term for which they are hereby leased, such possession shall not be construed to be a renewal of this Lease, but to be a tenancy at the will of the said first party, which may be terminated upon ten days' notice, given by the said first party in writing, either delivered to second party or sent to said second party in a sealed envelope, duly stamped and directed to Barfnecht Farm LLC at 16485 County Road 20, Mayer, MN 55360 which is hereby declared by said second party to be their usual Post-officeaddress.

And the said second party also covenants and agrees to and with the said first party, not to assign this Lease or underlet the above rented premises or any part thereof, without first obtaining the written consent of the said first party and that he will, at the expiration of the time as herein recited, quietly yield and surrender the aforementioned premises to the said first party, his heirs or assigns, in as good condition and repair as when taken, reasonable wear and tear and damage by the elements alone excepted. Said second party also covenants and agrees to cultivate the hereby leased premises in a careful and husband-like manner, and to commit no waste or damage on said real estate.
The party of the second part is also to destroy all Russian thistles and other noxious weeds growing on said land, declared by statute to be common nuisances, within the times prescribed by law, and shall keep all roadways and other parts of the land, not in crop, mowed and free from growing weeds (not including the non-tillable marsh land on said property). And the first party or his agent shall have the right to enter upon said premises at any time, without injury to the standing crops, for the purpose of making any improvements, or to prepare for the succeeding crop or for any other purpose whatsoever.

And the said first party covenants that the second party, on paying the rent and performing the covenants aforesaid, shall peaceably and quietly have, hold and enjoy the said remised premises. In the event of any rents due hereon being collected by suit, the second party further agrees to pay all expenses, including reasonable attorney fees, which may be incurred thereby.

As security for the payment of the rents herein specified and the faithful performance and strict fulfillment of all the covenants of said second party in this lease contained, said second party does hereby grant a security interest to said first party in all crops grown or growing on said premises during the term of this lease and in products and contract rights with respect thereto and all proceeds of each. Upon any default on the part of the second party in paying said rent or in performing any of the covenants of this lease, and at any time thereafter, said first party shall have, in addition to the rights and remedies of a secured party under the Uniform Commercial Code or other applicable law, and said first party may require said second party to assemble said property and make it available to said first party at a place to be designated by said first party that is reasonably convenient to both parties. Expenses of retaking, holding, preparing for sale, selling and the like, shall include the reasonable attorneys' fees and legal expenses of said first party.

Words used in this instrument in the masculine gender include the feminine and neuter, the singular number includes the plural and the plural the singular.

IN WITNESS WHEREOF, Both parties have hereunto set their hands the day and year hereinbefore written.

CITY OF WINSTED

________________________________________
Adam Birkholz, City Administrator

________________________________________
LESSEE: Daryl Barfknecht

________________________________________
LESSEE: Douglas Barfknecht
STATE OF MINNESOTA  
COUNTY OF MCLEOD  

On this day of , 2019, before me, a Notary Public within and for said County and State, personally appeared , City Administrator on behalf of the City of Winsted, a municipal corporation, Lessor.

Notary Public

STATE OF MINNESOTA  
COUNTY OF MCLEOD  

On this day of , 2019, before me, a Notary Public within and for said County and State, personally appeared and , Lessees.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
Francis J. Eggert (#26001)
Attorney at Law
P. O. Box 39
Winsted, MN 55395
February 14, 2019

Mayor Steve Stotko
City of Winsted
201 1st Street North
P.O. Box 126
Winsted, Minnesota 55395-0126

Dear Mayor Stotko,

Pursuant Paragraphs 1.3, 4.2 and 4.4 of the Operations and Maintenance Agreement dated March 21, 2017 between the City of Winsted, Minnesota and PeopleService, Inc., the maximum annual maintenance/repair (non-capital) expenditure amount, the monthly compensation and the “base amount” for chemicals at the wastewater treatment plant that the City of Winsted, Minnesota pays for our services are to be adjusted each May 1st. This adjustment is to be based on the change in the Consumer Price Index for All Urban Consumers (CPI-U) between January of 2018 and January of 2019.

The change to the CPI-U was a positive 1.6%. Thus, effective May 1, 2019, the City of Winsted’s maximum annual maintenance/repair (non-capital) expenditure amount will be increased from $14,932 to $15,171, the monthly compensation will be increased from $12,879 to $13,103 and the “base amount” for chemicals will be increased from $9,599 to $9,753.

PeopleService would appreciate your signing this letter in the space provided below, and returning a copy to our Arlington office. By doing so, you acknowledge receipt of this letter and the adjustment and decrease in accordance with the Operations and Maintenance Agreement. Please note that the CPI adjustment will be billed beginning with the effective date even if we do not receive a signed copy of this letter.

If you have any questions, please don’t hesitate to contact either Greg Stang, our Region Manager for your area, or myself.

Yours truly,

Chad A. Meyer
President

Acknowledged:
CITY OF WINSTED, MINNESOTA

By: __________________________
    Mayor

Dated: ________________________
March 15, 2019

City of Winsted
Attn: Adam Birkholz
201 First Street N
Winsted, MN 55395

RE: Lift Station Improvement Project

Dear Mr. Birkholz:

Change Order pricing was received from the various vendors to upgrade the power supply for the Northgate Lift Station, which was one of the three lift station areas previously approved as a Change Order to the Wastewater Treatment Facility Improvement Project.

Reason for the change:
- The existing Northgate lift station power service is 120/240V, which is what the proposed power supply was planned as. Xcel Energy is endeavoring to make all new services 120/208V power, which was not discussed during design. A power supply change is not mandatory in this instance since construction is so far along, but typically would be.

Project requirements and potential costs:
- Xcel Energy already has 120/208V power cable to the transformer, so they can replace the existing transformer with no additional cost to the City.
- Quality Flow Systems would need to swap out the variable frequency drives (used for soft start) and Underwriters Laboratories tag within the control panel. This would cost approximately $4,200.
- Interstate Power would need to do some rewiring to the generator, which would cost approximately $1,200. They could also upgrade the breaker for a few more amps, at an additional $500, but this is not necessary.
- The already purchased and on-site generator can handle the changes and the only caveat would be that both pumps cannot be run continuously for 24 hours. That is, the generator can run at no more than 85% load over a 24-hour period, which is not a problem as one pump can more than handle peak flows and the second pump is a backup.
- The Contractor’s electrician won’t be required to do any extra work.

Justification:
- The electrical engineer does feel this will be better for the City as it is more stable power with more balanced voltage and currents. The 120/240V power typically leads to motors overheating earlier in life, nuisance trips of breakers, more trips by maintenance personnel. The other benefit is that Xcel Energy can potentially feed the existing lift station and new lift station power at the same time while performing the switchover. This will reduce or eliminate the need for bypass pumping and allow for no interruption to the sewer service.
• The proposed extra costs should allow the recently purchased pumps, about $30,000 for the pair, to last longer.

**Recommendation:**

• It is our recommendation that the Council authorize the Change Order for additional direct invoiced costs to the Northgate Lift Station portion of the Wastewater Treatment Facility to make the power supply switch, at an estimated cost of $5,400. It is not recommended to upgrade the breaker for an additional cost of $500.

Direct Invoice Estimated Costs for Change Order:

- Quality Flow Systems $4,200.00
- Interstate Power $1,200.00

I am open to discuss this information with you and answer any questions you or the City Council may have.

Sincerely,

*Bolton & Menk, Inc.*

[Signature]

Jake S. Saulsbury, P.E.

Cc: Dave Meyer, City of Winsted
    Matt Bauman, Bolton & Menk
CITY OF WINSTED
RESOLUTION R-19-11

RESOLUTION ACCEPTING DONATIONS

WHEREAS, the City of Winsted is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests pursuant to Minnesota Statutes; and

WHEREAS, the following entity has offered to contribute the cash amounts set forth below to the Winsted Police Department for the Drug Abuse Resistance Education (D.A.R.E.) program’s student trip to the Minnesota Twins Game:

<table>
<thead>
<tr>
<th>Name of Donor</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Millerbernd Manufacturing Company</td>
<td>$585.00</td>
</tr>
</tbody>
</table>

WHEREAS, the City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED, that the City of Winsted accepts the donation from Millerbernd Manufacturing to be dedicated to the Winsted Police Department for the D.A.R.E. program’s student trip to the Minnesota Twins Game.

Adopted this 19th day of March, 2019.

Approved:

______________________________
Steve Stotko, Mayor

Attest:

______________________________
Raquel Kirchoff, City Clerk-Treasurer
<table>
<thead>
<tr>
<th>ACCOUNT</th>
<th>DESCRIPTION</th>
<th>CL Maturity Date</th>
<th>Par Value</th>
<th>Coupon Rate</th>
<th>Book Value</th>
<th>Market Value</th>
<th>Pledged Value</th>
<th>Prep Date</th>
<th>Expires</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2510</td>
<td>3133612R5</td>
<td>04/12/2022</td>
<td>2,000,000.00</td>
<td>1.875%</td>
<td>1,978,046.86</td>
<td>1,950,180.00</td>
<td>1,950,180.00</td>
<td>11/01/16</td>
<td>12/09/22</td>
<td>2,000,000.00</td>
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<tr>
<td>2536</td>
<td>912829106</td>
<td>01/15/2022</td>
<td>2,000,000.00</td>
<td>1.625%</td>
<td>1,968,491.85</td>
<td>1,941,460.00</td>
<td>1,941,460.00</td>
<td>11/01/16</td>
<td>11/15/22</td>
<td>2,000,000.00</td>
</tr>
</tbody>
</table>

** Totals **

- Number: 2
- Par Value: 4,000,000.00
- Book Value: 3,946,758.71
- Market Value: 3,891,580.00
- Amount: 4,000,000.00

**SAFEKEEPING:**

- 1005 UNITED BANKERS' BANK

SAFEKEEPING RECEIPT: 164009932

SAFEKEEPING RECEIPT: 164009993
2019 Building Permits

<table>
<thead>
<tr>
<th>Permit #</th>
<th>Address</th>
<th>Total Fee</th>
<th>Permit Fee</th>
<th>Metro West</th>
<th>City of Winsted</th>
<th>Valuation</th>
</tr>
</thead>
<tbody>
<tr>
<td>19-01</td>
<td>421 McLeod Avenue W.</td>
<td>$169.00</td>
<td>$98.50</td>
<td>$73.88</td>
<td>$24.63</td>
<td>$12,500.00</td>
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<tr>
<td>19-02</td>
<td>619 Pheasant Run</td>
<td>$375.30</td>
<td>$227.00</td>
<td>$170.25</td>
<td>$56.75</td>
<td>$32,000.00</td>
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<tr>
<td>19-03</td>
<td>511 Ponto Point</td>
<td>$262.60</td>
<td>$152.50</td>
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<td>19-04</td>
<td>551-4th Street N.</td>
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<td>$18.75</td>
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<td>$877.00</td>
</tr>
<tr>
<td>19-05</td>
<td>619 Pheasant Run</td>
<td>$76.00</td>
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<td>$56.25</td>
<td>$18.75</td>
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<td>19-06</td>
<td>160-7th Street</td>
<td>$299.80</td>
<td>$175.50</td>
<td>$131.63</td>
<td>$43.88</td>
<td>$25,000.00</td>
</tr>
</tbody>
</table>

**TOTALS**

|             | $1,220.20 | $753.50 | $565.13 | $188.38 | $96,137.00 |

*No permits issued in the month of February.*
## Revenue Summary

<table>
<thead>
<tr>
<th>FUND</th>
<th>Description</th>
<th>2019 YTD Budget</th>
<th>January 2019 Amt</th>
<th>2019 YTD Amt</th>
<th>YTD Balance</th>
<th>% of YTD Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>GENERAL FUND</td>
<td>$1,966,914.00</td>
<td>$29,307.50</td>
<td>$29,307.50</td>
<td>$1,937,606.50</td>
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<tr>
<td>102</td>
<td>FORFEITURE FUND</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>401</td>
<td>INDUSTRIAL PARK PROPERTY</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>402</td>
<td>KINGSLEY STREET IMPROVE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>407</td>
<td>E.D.A.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>408</td>
<td>REVOLVING LOAN FUND</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>410</td>
<td>T.I.F. DISTRICT #2-7</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>529</td>
<td>GO CIP BOND - 2006</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>530</td>
<td>EDA LEASE REVENUE BONDS</td>
<td>$81,260.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$81,260.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>531</td>
<td>GO BONDS 2007-NEW CITY H</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>532</td>
<td>GO EQUIPMENT CERTIFICATE</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>533</td>
<td>GO BONDS 2008 - NEW CITY H</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>534</td>
<td>GO REFUNDING BONDS - 2008</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>535</td>
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<td>$206,000.00</td>
<td>$2,201.71</td>
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<td>G.O. IMPROVEMENT BONDS-2</td>
<td>$63,764.53</td>
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<td>$2,476.99</td>
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<td>$72,214.00</td>
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<td>$722.44</td>
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<tr>
<td>538</td>
<td>GO EQUIPMENT CERTIFICATE</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
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<td>CAPITAL IMPROVEMENT FUND</td>
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<td>WATER FUND</td>
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<td>$0.00</td>
<td>0.00%</td>
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<tr>
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<tr>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
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</tr>
<tr>
<td>631</td>
<td>WESTGATE IMPROVEMENTS-</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>640</td>
<td>MCELLO AVE IMPROVEMENT</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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</tbody>
</table>

Total: $4,362,016.51, $299,015.90, $299,015.90, $4,063,000.61, 6.86%

FILTER: None
## Expenditure Summary

**CITY OF WINSTED**

### Filter: None

<table>
<thead>
<tr>
<th>FUND</th>
<th>Description</th>
<th>2019 YTD Budget</th>
<th>January 2019 Amt</th>
<th>2019 YTD Amt</th>
<th>Enc Current</th>
<th>YTD Balance</th>
<th>YTD Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>GENERAL FUND</td>
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<td>$123,485.92</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$6,000.00</td>
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</tr>
<tr>
<td>401</td>
<td>INDUSTRIAL PARK PROPERTY</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>402</td>
<td>KINGSLEY STREET IMPROVE</td>
<td>$0.00</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>407</td>
<td>E.D.A.</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>408</td>
<td>REVOLVING LOAN FUND</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>410</td>
<td>T.I.F. DISTRICT #2-7</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
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<td>GO CIP BOND - 2006</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>530</td>
<td>EDA LEASE REVENUE BONDS</td>
<td>$81,260.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$81,260.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>531</td>
<td>GO BONDS 2007-NEW CITY H</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>532</td>
<td>GO EQUIPMENT CERTIFICATE</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>533</td>
<td>GO BONDS 2008 - NEW CITY H</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>534</td>
<td>GO REFUNDING BONDS - 2008</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>535</td>
<td>GO CROSSOVER REFUND BO</td>
<td>$209,067.50</td>
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<td>$0.00</td>
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<tr>
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<td>$0.00</td>
<td>$61,265.00</td>
<td>0.00%</td>
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<tr>
<td>537</td>
<td>G.O. IMPROV/REFUND BONDS</td>
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<td>$38,665.69</td>
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<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
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<tr>
<td>612</td>
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<tr>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>615</td>
<td>AIRPORT IMPROVE PROJECT-</td>
<td>$0.00</td>
<td>$37,450.00</td>
<td>$37,450.00</td>
<td>$0.00</td>
<td>-$37,450.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>620</td>
<td>PLANNING-DEVELOPMENT</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>631</td>
<td>WESTGATE IMPROVEMENTS-</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.00%</td>
</tr>
<tr>
<td>640</td>
<td>MCELLOD AVE IMPROVEMENT</td>
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<td>$803.00</td>
<td>$0.00</td>
<td>-$803.00</td>
<td>0.00%</td>
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<tr>
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<td>FIRE DEPT FUND</td>
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<td>$10,330.58</td>
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**Total:** $4,112,765.76  |  $962,452.37  |  $962,452.37  |  $0.00  |  $3,150,313.39  | 23.40%
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# Check Summary Register

**CITY OF WINSTED**

*C*heck *S*ummary *R*egister

Cks 3/1/2019 - 3/15/2019

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**Total Checks** $157,600.43

FILTER: None
BACKGROUND:
The current City Hall building was constructed in 2008 by Greystone Construction. In the recent 12-18 months the floor drains in the Police Department garage have leaked and damaged records and equipment in the storage room below the garage. The Public Works Department worked with local contractors to determine the location and cause of the leak with varying success. In January staff contacted Greystone Construction to better determine the cause of the leak. Based on the review performed by Greystone it has been determined that the existing floor drains are failing near the end caps. Staff also contacted CC Contracting to provide further review of the issue. Staff has previous experience working with CC Contracting regarding facility maintenance. CC Contracting agreed with the assessment that the caps on the floor drains were faulty and causing the leak. Quotes to furnish and install two (2) new drains were provided as follows:
   1. Greystone Construction - $7,250.00 + Permit Fees
   2. CC Contracting - $8,000.00 + Permit Fees

FINANCIAL/BUDGET:
The adopted 2019 General Fund Budget includes $16,000 for maintenance and repairs. Please note there is a potential for budget overtures within the maintenance and repairs budget line item. The overtures could result in a reliance of expending fund balance.

OPTIONS:
1. Authorize the City Administrator to execute an agreement with Greystone Construction to furnish and install two drains in the Police Department garage floor at Winsted City Hall for an amount not to exceed $8,000.
2. Other.

RECOMMENDATION:
Authorize the City Administrator to execute an agreement with Greystone Construction to furnish and install two drains in the Police Department garage floor at Winsted City Hall for an amount not to exceed $8,000.

COUNCIL ACTION:
Consider a motion to authorize the City Administrator to execute an agreement with Greystone Construction to furnish and install two drains in the Police Department garage floor at Winsted City Hall for an amount not to exceed $8,000.

ATTACHMENTS:
A) Quote: Greystone Construction
B) Quote: CC Contracting
**Furnish and Install (2) New Drains**

- Demo existing (2) drains from precast floor
- Saw Cut clean edge to tie epoxy into
- Prep and form for new drain install
- Install (2) new Stainless Steel drains (see attached)
- Pour concrete around drains and prep for epoxy
- Patch epoxy in both areas (4'x8' each)
- Tie drains into existing plumbing

**Base Bid** $7,250.00

**Excludes:**
- Engineering/structural design
- Temp enclosures
- Overtime/Double time and weekend work
- Permits
- Electrical
- Security Equipment

**Qualifications:**
- Access to work area

All material is guaranteed to be as specified, and the above work will be performed in accordance with the drawings and specifications listed above and completed in a substantial workmanlike manner for the sum of:

See Above

Respectfully submitted by: **Greystone Construction Company**

[Division Manager - Facility Solutions]

[Josh Rubatt]

This proposal may be withdrawn by Greystone Construction Company if not accepted within **30** days.

Upon acceptance of this Proposal, all notations as stated above shall be incorporated as part of the contract documents unless otherwise noted.

Equal Opportunity Employer/Contractor
Proposal Submitted To:  City of Winsted  
Name  
Street  
City  
State  
Phone  

Work To Be Performed At:  City Garage  

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

1. Demo old floor drains and cut concrete around Drains.  
2. Install new stainless floor Drains and Hook back up.  
3. Patch Around new floor drain with Concrete.  
4. Repair Epoxy Shop floor around Drains  

Note: this Would be done as a T&M Not to Exceed $ 8000.  

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Dollars $  

With payments to be made as follows:  On Completion  

Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Worker’s Compensation and Public Liability Insurance on above work to be taken out by  

Respectfully submitted  C&C Contracting LLC  

Note – this proposal may be withdrawn if not accepted within ____ days.  

ACCEPTANCE OF PROPOSAL  
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.  

Signature  

Date  

Signature  

Date  

105 Pauls Road  
Hutchinson, MN 55350  

TOM CARRIGAN  
Phone: 320-587-9373  
Cell: 320-583-3934  
Fax: 320-587-0493  

No:  
Date: 3/1/19
In December 2018 the City Council adopted Resolution R-18-40, adopting the McLeod County-wide all-hazard Emergency Operations Plan as the Emergency Operations Plan for the City of Winsted. With the adoption of the County-wide Emergency Operations Plan it is important that all staff and elected officials are familiar with the plan and how it is implemented.

I would like to schedule and prepare a training session related to Emergency Preparedness and Response for all city staff and elected officials. If possible, I would like this training session to take place within the next couple of months. At this training session all department heads and elected officials will be given an Emergency Operations Plan manual.

At this training session I will cover the Emergency Operations Plan as it relates to:
- National Incident Management System
- Incident Command Sectors and Structure
- City/County Ordinances related to emergency operations/civil defense
- Standard Operating Guidelines
- Mutual Aid Agreements
- Responsibilities Chart

Specific planning and response as they relate to the items below will also be covered:
- Notification and Warning
- Direction and Control
- Public Information
- Search and Rescue
- Health Protection
- Evacuation / Traffic / Security
- Fire Protection
- Damage Assessment
- Mass Care
- Pet Sheltering
- Debris Management
- Public Works and Utilities
- Hazardous Materials
- Radiological
- WMD / Terrorism
- Volunteers and Donations
Once the Emergency Operations Plan is covered, I would like to conduct a table top exercise in which a tornado affects the community. During this exercise we will utilize the Emergency Operations Plan and walk through response to the event for all staff and elected officials. The goal of this training session is to familiarize staff and elected officials with the Emergency Operations Plan, determine specific responsibilities of staff and elected officials, and to help prepare the city for planning for and responding to emergencies.