

City of Winsted
City Council Work Session
City Hall ~ Council Chambers
Tuesday, April 5, 2011
5:00 p.m.

City Council Members Present: Mayor Steve Stotko
Council Member Dave Mochinski
Council Member Tom Ollig
Council Member Bonnie Quast
Council Member George Schulenberg

Staff Present: Deb Boelter, City Clerk-Treasurer
Amanda Zeidler, Utility Billing & Payroll Clerk

I. Call to Order

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

II. Review of Truck Repairs – Public Works Department

Jamie Stotko, Maintenance Lead, reported that the 1992 Ford truck hoist has rusted through, and cracked. Stotko, Jamie, requested approval to replace the hoist. Stotko, Jamie, stated that he has not received a formal quote for the work, but the estimated cost is just under \$8,000.

Mayor Stotko informed the Council Members that this was the same truck that received a new box, as approved by the Council.

Boelter stated that the item will be placed on the Consent Agenda for a regular council meeting, once the quote is received.

The Council asked Stotko, Jamie, to request a discount, or reduced labor cost for any metal that can be recycled from the original hoist.

III. Appliance Recycling Program – Council Member Mochinski

Mochinski stated that he met with Karels Brothers and Sons in Waverly regarding the City's appliance and electronic recycling program. He stated that Karels Brothers and Sons will accept e-waste and appliance recycling for free from the City of Winsted, and could most likely provide a roll-off container at the Brush Site for appliances and e-waste. Mochinski stated that the City could charge for recycling, as it currently does; however, rather than paying McLeod County to recycle the items, the City would keep the payments as additional revenue.

Boelter stated that Mochinski would have to speak with Ed Homan, Solid Waste Director for McLeod County Solid Waste Management.

Mochinski stated that he will follow-up with Karels Brothers and Sons to obtain more details.

IV. Geographic Information Systems (GIS) / Global Positioning System (GPS) Mapping Capabilities – John Shain and Jake Saulsbury, Bolton and Menk, Incorporated

John Shain and Jake Saulsbury, Bolton and Menk, Incorporated gave a presentation on Geographic Information Systems (GIS) and Global Positioning System (GPS) Mapping Capabilities.

Shain explained that GIS is computerized mapping, which connects information. A GIS system consists of mapping layers, aerial photography, Auto Computer Aided Design (CAD), GPS collection features, links to data tables, and links to scanned documents. Shain added that a lot of GIS information is already available.

Shain stated that GPS collections provide cost-effective inventories, and are commonly used for utilities and signs. He added that GPS collections are compatible with GIS applications, and they are an ideal step toward asset management.

Bolton and Menk, Incorporated has GPS equipment and training available for use by City Staff, but is dependent on scheduling. Shain stated that the City can purchase its own GPS equipment; however, the cost of a GPS unit with software is estimated at \$10,500.

Mayor Stotko asked what length of time it would take staff to gather a GPS collection. Shain stated that it would take one full-time staff member approximately four (4) to six (6) weeks to complete the collection. Shain added that the City can loan GPS equipment from Bolton and Menk, Incorporated at no cost.

Shain stated that there are two options for establishing and maintaining a GIS system. One option is to purchase the traditional GIS software, which offers one license per user. Shain stated that there are typically more tools available than what is necessary, and it requires access to a GIS specialist, or the need to train staff. Shain added that the City can utilize Bolton and Menk, Incorporated for training and support. Shain stated that communities that are the same size as Winsted do not usually have the staffing or budget available to do utilize the traditional GIS software.

Shain stated that a second option is a web-based GIS system. This option does not require any licensing or specialized software and the system is easier to use and understand. Shain added that there is increased efficiency for information research, and offers map access for all organizational staff. GIS data is stored and maintained off-site, and the City retains all data as their property. Web based GIS is available anytime and anywhere to designated City of Winsted, and Bolton and Menk staff that have an internet connection and browser. Web-based GIS features include advanced map printing capabilities, the ability to create mailing labels, customizable searches, and the measuring of length and area. Saulsbury stated that it is his opinion that the City would best utilize the web-based GIS.

Shain stated that project benefits to the City include cost savings that will result from greater efficiency, a tool for better decision-making, improved communication, better utility asset recordkeeping, quick access to timely information, and the system can be easily migrated to other business systems.

Shain stated that the original mapping application proposal was made to the City in November, 2010, and included GPS data collection for utilities, the development of GIS datasets, and web application creation.

Shain explained the estimated project costs, which includes the collection of existing utility infrastructure for the City's sanitary sewer, storm sewer, and water system. The cost will be \$2,000 for City staff to create the GPS collection, with set-up, training, and support from Bolton and Menk, Incorporated. The cost will be \$7,500 for Bolton and Menk staff to create the GPS collection without curb stops, and \$12,500 to create the collection with curb stops.

Shain stated that the cost to develop GIS datasets, including the City's water system, sanitary sewer, storm sewer, and street segments, including web application creation and staff training will be approximately \$15,000. Shain also gave a brief Web GIS demonstration for the City Council.

V. Adjourn

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

Respectfully submitted,

Amanda J. Zeidler

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Utility Billing & Payroll Clerk