

City of Winsted  
Regular City Council Meeting  
City Hall ~ Council Chambers  
Tuesday, May 3, 2011  
6:00 p.m.

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

Staff Present: Deborah R. Boelter, City Clerk-Treasurer  
Fran Eggert, City Attorney  
Amanda Zeidler, Utility Billing & Payroll Clerk  
Dave Meyer, Public Works Lead  
Jamie Stotko, Public Works Lead  
Jim Lammers, Police Officer

**1) Call The Meeting To Order**

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

**b) Years of Service Recognition– Bradley Bush, Public Works Snowplowing**

Recognized Bradley Bush for fifteen (15) years of service, snow plowing for the City of Winsted Public Works Department.

**2) Consent Agenda**

**Ollig made a motion to accept the consent agenda as presented. Schulenberg seconded. Motion carried 5-0.**

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

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

**b) Minutes – City Council – Local Board of Appeal – April 19, 2011**

Accepted the minutes of the City Council Local Board of Appeal, April 19, 2011.

**c) Minutes – City Council – Regular Meeting – April 19, 2011**

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

**d) Minutes – City Council – Special Work Session – April 25, 2011**

Accepted the minutes of the City Council Special Work Session, April 25, 2011.

**e) Minutes – City Council – City Administrator Interviews – April 25, 2011**

Accepted the minutes of the City Council City Administrator Interviews, April 25, 2011.

**f) Park Commission Resignation – Lyle Kritzeck**

Accepted the resignation of Lyle Kritzeck from the City of Winsted Park Commission.

**g) Airport Commission Appointment – Glenn Weibel**

Approved the appointment of Glenn Weibel to the City of Winsted Airport Commission.

**h) Mill Reserve Park Street Light**

Authorized CR Electric, Incorporated to add a switch to the street light by Mill Reserve Park for \$165.00.

**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 April, 2011.

**j) Claims**

Approved the claims list for May 3, 2011.

**3) Old Business**

**a) Employment Agreement – City Administrator**

Shannon Sweeney, David Drown Associates, addressed the City Council regarding the draft Employment Agreement for Brad Martens, for the City Administrator position. Sweeney reviewed the requests that were expressed by Martens.

Sweeney stated that Martens also requested that he be able to utilize paid vacation time, prior to accrual, for a vacation that had been established prior to the offer for the City Administrator position. The City Council gave consent to use paid vacation time prior to accrual.

**Ollig made a motion to implement the changes to the Employment Agreement for the City Administrator position as they were discussed; and if Martens signs the Employment Agreement, he has the position of City Administrator; and Martens has forty-eight (48) hours to respond to the agreement from the time it is presented. Quast seconded the motion. Motion carried 5-0.**

**4) Public Hearings**

**a) Pavement Management Plan – Year One (1) – Fairlawn Circle**

Jake Saulsbury, City Engineer, addressed the City Council and audience regarding the proposed improvement of Fairlawn Circle and Fairlawn Avenue East. This project includes street and drainage improvements on the entire street of Fairlawn Circle and drainage improvements on Fairlawn Avenue at the intersection with Fairlawn Circle and approximately four hundred (400) feet to the southwest, as part of the approved City of Winsted Pavement Management Plan. Saulsbury stated that the City Council has been advised by the consulting engineers that the Fairlawn Circle Improvement Project is necessary, cost-effective, and feasible and should be completed as it was proposed.

Saulsbury presented the following items:

- Findings of the feasibility study
- Project scope, including Street Reconstruction, Project Financing and Funding, and the City's Assessment Policy
- Cost and Funding Summary
- Preliminary Assessment Roll
- Potential Revisions
- Potential Project Schedule

Ken Schoenfelder, 137 Linden Avenue East, asked for clarification regarding the half units for the special assessments. Saulsbury stated that two (2) of the properties are considered as half units in order to reduce the assessment burden on those units, because the properties are corner lots, and will be assessed again during future Fairlawn Avenue improvements. Schoenfelder was also concerned about the amount of the special assessment in relation to the value of his property.

Saulsbury stated that it is his recommendation, along with the geotechnical engineers to completely replace the pavement, curb and gutter on Fairlawn Circle. Saulsbury stated that the proposed scope changes include replacement of the east half of Fairlawn Circle, and the west half would have a mill and

overlay process. Saulsbury added that the curb and gutter would be left intact, except some spot replacement.

Mike Guggemos, 232 Fairlawn Circle, stated that he is concerned with the amount of the special assessment, because he owns two (2) lots. Guggemos asked the City Council to consider getting another opinion from a different engineer.

Philip Belanger, 229 Fairlawn Circle, asked for clarification regarding the existing storm sewer system, and the proposed changes. Belanger added that the drainage issue affects other areas besides Fairlawn Circle. Saulsbury reiterated that ten properties will be assessed for some of the work, and the rest of the project is a cost to the City of Winsted.

John Hertzog, 231 Fairlawn Circle, stated that he owns an undeveloped lot on Fairlawn Circle. Hertzog also shared concerns about the amount of the special assessment in relation to the value of his property.

Saulsbury stated that the drainage improvements are not going to be assessed; only the two (2) storm sewers on Fairlawn Circle. Hertzog added that he does not feel that the City Council should consider spending so much money, or doing this improvement project.

Quast asked if the major concern is to fix the road, or alleviate the flooding. Saulsbury stated that the bulk of the road damage is due to poor sub-surface drainage. Hertzog asked how this project started. Saulsbury stated that this project was identified as the year one project of the Pavement Management Plan.

Jamie Stotko, Public Works Lead, stated that this area has a history of flooding, more than any other area in the City. Dave Meyer, Public Works Lead, stated that the area floods any time there is a two (2) inch rain, or more.

Schoenfelder stated that storm water drains from other parts of the City, and felt it was unfair to assess the properties on Fairlawn Circle alone. Ollig asked for clarification regarding the special assessments. Saulsbury stated that the City can assess properties that are receiving a benefit from the proposed improvement.

Guggemos stated that there is minimal traffic flow on Fairlawn Circle, and added that he does not feel that the curb and gutter need to be replaced.

Mochinski stated that he understood what the property owners were saying, but added that if a project is done right the first time it will be less expensive in the long run. Mochinski also stated that he did not know what the best solution is for this project. Saulsbury stated that the City Council has six (6) months from the date of this hearing to order the work to be done, without having to redo the feasibility study.

Ollig stated that he agrees with Mochinski, but cannot approve the complete project, given the economic times. Ollig added that he would like to see a scaled down version of the project. Quast stated that she does not like the idea of a patch, and wished that the economy was better. Schulenberg agreed that a patch will not help anything, and stated that the upper half of Fairlawn Circle is in much better condition, compared to the lower half.

Saulsbury stated that there are other alternatives to consider, in order to proceed with the project and take advantage of lower construction costs.

Stotko stated that the proposed project is most likely fixing something that was poorly designed when it was originally constructed, and added that he agrees with finding alternatives, but is concerned that the project will have to be redone in a few years. Saulsbury stated that he still sees a great benefit to fixing Fairlawn Circle, separate from the flooding problem.

Belanger asked if a mechanical option had been discussed. Saulsbury stated that he does not feel that a mechanical option would be the best option for this area, and that it is not a typical design, or cost-effective. Saulsbury added that the bulk of the project cost is for the road repair on Fairlawn Circle.

**Ollig made a motion to have Jake Saulsbury, City Engineer, draft another project estimate based on the comments received from the residents at the Public Hearing, whereby replacing the area of pavement on Fairlawn Circle that is broken up, moving forward with the replacement of the catch basins as originally proposed; and extend the public hearing to Tuesday, May 17, 2011. Schulenberg seconded the motion. Motion carried 5-0.**

## **5) New Business**

### **a) Purchasing Policy Amendment**

Boelter informed the City Council that an amendment to the Purchasing Policy was requested. The amendment would allow the City to provide the Administrative Assistant, and the Utility Billing and Payroll Clerk with a VISA credit card to purchase items for the City and its various departments.

**Ollig made a motion to adopt the amended Purchasing Policy. Quast seconded the motion. Motion carried 5-0.**

### **b) Ordinance O-11-05 - Fee Schedule Amendment**

Boelter stated that the previous City Administrator used an outdated fee schedule to update the fee schedule for 2011. Boelter added that City staff reviewed the fee schedule and found that several fees were incorrect, which is why an amendment to the fee schedule has been requested.

**Quast made a motion to amend the Fee Schedule to update the fees to the current rates. Mochinski seconded the motion. Motion carried 5-0.**

## **6) Department Reports**

### **a) Public Works Department**

Dave Meyer, Public Works Lead, reported on the following:

- Plowed snow on City streets, at the Airport, and Fire Hall
- Shoveled snow at City Hall every day
- Hauled loads of salt-sand from Hutchinson
- Took down Christmas decorations and banners
- Hung summer banners on County Road One (1)
- Put flags up and took them down
- Many equipment repairs
- Well House repair work
- Opening storm drains during the snow melt
- Preparation work for Winsted Winter Festival
- Work at Mill Reserve Park for the Winsted Lake Watershed Association
- Police Requests: change oil in squad cars, defense siren trouble, installation of drug drop box at City Hall
- Disposed of old Fire Department doors and replaced service doors.
- Airport gas pump repair and other small repairs at the Airport; and monthly storm water inspections
- Read water meters, water tests to the State of Minnesota, hung utility Disconnect Notices
- Hauled remaining salt-sand to Hutchinson for a credit from McLeod County
- Spring street sweeping
- Brush Sight work
- Park work, including moving bleachers and picnic tables, and opening bathrooms

Ollig asked if RAM Buildings, Incorporated had inspected the Public Works building. Meyer stated that RAM did inspect the building and will prepare a memo and pricing to fix some of the small items that were overlooked when the building was originally constructed.

Schulenberg stated that he would like to publicly thank the Public Works Department for their work with snow plow plowing over the winter.

## **7) Open Forum**

**a) Greg Gehrman, 161 Main Avenue West**

Greg Gehrman, 161 Main Avenue West, addressed the City Council regarding overnight parking restrictions for the downtown area, and asked the City Council to consider allowing overnight parking without giving notification to the Winsted Police Department.

**8) No Announcements.**

**9) Adjourn**

**Quast made a motion to adjourn. Mochinski seconded. Motion carried 5-0. Meeting adjourned at 7:55 p.m.**

Respectfully submitted,

*Amanda J. Zeidler*

Amanda Zeidler  
Utility Billing & Payroll Clerk