

City of Winsted  
City Council Work Session  
Lewis Room  
June 21, 2011  
5:00 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  
Deb Boelter, City Clerk-Treasurer

**I. Call to Order**

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

**II. City Hall Landscaping – Public Works**

Martens presented a proposal from the Public Works Department to cement the landscaped area in front of City Hall. Martens stated that the vegetation is damaged or dies each year because of the sidewalk salt applied and/or snow removal during the winter months.

Martens stated that the Public Works Department would place flower boxes on the cemented area in the summer months.

The City Council stated that they would also like a park bench installed.

Mayor Stotko asked if one of the area schools Industrial Arts program would be able to design and construct some flower boxes. Martens stated that he would contact the area schools to present the proposal.

**III. 2012 Budget Timeline and Worksheet**

Martens distributed a timeline detailing the 2012 budget process.

Martens also distributed a “2012 Budget Worksheet” asking for City Council input.

Mayor Stotko asked the City Council how they would like to plan the 2012 budget taking into consideration a possible reduction in Local Government Aid (LGA) by the State of Minnesota.

The City Council discussed and requested that Martens and the staff prepare two (2) budgets; one (1) budget reflecting LGA reductions and one (1) without LGA reductions.

The City Council discussed how to prioritize what civic organizations to donate to in 2012.

**IV. Disadvantaged Business Enterprise (DBE)**

Martens stated that the Disadvantaged Business Enterprise (DBE) directive is coming from the Federal Aviation Administration (FAA) and Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) in regards to the Winsted Municipal Airport’s 2011 Improvement projects. Martens continued by stating that a federal provision of accepting grants greater than \$250,000 in Federal funds is establishing a DBE goal. DBE firms should be afforded equal opportunity to participate in the project. The City of Winsted must develop a DBE program and goal to meet this requirement. The DBE goal for the Airport project is 4.9 percent participation based on available DBE’s to perform the work. This goal will be included in the project construction bidding.

Martens stated that the City's Engineer, Bolton and Menk, Incorporated will complete all DBE reporting documentation to the FAA as part of the project.

Martens informed the City Council that they will be presented with a Resolution for adoption at the Regular City Council meeting that states that the City of Winsted is going to comply with the DBE requirements.

Mochinski asked Martens to verify that the federal provision grant amount is \$250,000.

**V. 2010 Audit Report**

Boelter gave a brief overview of the 2010 Audit Report that was going to be presented to the City Council at their Regular meeting.

**VI. Goal Setting Retreat**

Martens presented the proposal from Cincinnatus to conduct a Goal Setting Retreat for the City of Winsted. The City Council stated that they liked the outline of the proposed retreat and directed Martens to move forward in planning the retreat.

**VII. 23998 Grass Lake Road**

Martens presented a request from Bob and Teresa Hoffman. They are considering purchasing the property at 23998 Grass Lake Road and would like to put in a well and septic system since City water and sewer connections are not located near the property. They also asked if the City Council would consider allowing them to have a tiered property tax payment since they will not be connected to the City's water and sewer systems, and they will live on a gravel road.

The City Council discussed the Hoffman's request and stated that they do not want them to install a well and septic system. The City Council also stated that they would not approve a tiered property tax payment.

**VIII. Other**

**a) Joe Johnson – Skydiving League Jump - Camping**

Martens presented a request from Joe Johnson to allow camping on the Winsted Municipal Airport property south of the hangars on Saturday night, July 16, 2011.

Since Winstock Country Music Festival rents the same property for \$1,000 a weekend, Martens recommended that the City Council consider charging Johnson a fee of \$500.

The City Council directed Martens to schedule a Special Airport Commission meeting before the July 5, 2011 Regular City Council meeting so the City Council can consider the Airport Commission's recommendation on Johnson's request.

Mochinski stated that the request should be presented to the other hangar owners at the Airport for their comments.

**b) 181 – 1<sup>st</sup> Street North – Todd and Kelly Colonna**

Martens stated that he prepared a Memorandum of Understanding for Todd and Kelly Colonna to sign allowing them to install an above-ground temporary cable hook-up to the building located at 181 – 1<sup>st</sup> Street North. The Memorandum of Understanding states that the Colonnas must have the temporary cable removed by July 31, 2011.

**c) Winsted Municipal Airport – Meeting With Federal Aviation Administration (FAA) – Proposed Arrival/Departure (A/D) Building**

Mochinski gave an update on the meeting he attended with representatives from the Federal Aviation Administration (FAA) regarding the proposed Arrival/Departure (A/D) building to be constructed at the Winsted Municipal Airport. Mochinski stated that the

FAA did discuss their disappointment with the City of Winsted for not moving forward in their plans to pave the runway. Mochinski stated that the City of Winsted may not receive their annual entitlement grant funding for the Airport in the future if they do not intend to pave the runway.

Mochinski stated that the FAA does want a redesign of the proposed A/D building so it is compliant with entitlement funding requirements. He continued by stating that the redesign of the building will be slightly smaller than the original design presented to the Winsted Municipal Airport Commission and the City Council. Mochinski stated that he does believe that the FAA will fund the construction of the A/D building.

**IX. Adjourn**

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

The meeting was adjourned at 5:55 p.m.

Steve Stotko  
Steve Stotko  
Mayor  
City of Winsted

ATTEST:

Deborah R. Boelter  
Deborah R. Boelter, MCMC  
City Clerk-Treasurer  
City of Winsted