



CITY COUNCIL – WORK SESSION AGENDA
October 16, 2012 – 5:00 PM
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. Call to Order
- II. 2013 Budget Update
- III. Local Board of Appeals Training
- IV. Utility Billing Insert –Government Content
- V. Other
- VI. Adjourn

Winsted City Hall

201 - 1st St. N.
Winsted, MN 55395
320-485-2366
www.winsted.mn.us

~ The Lewis Room is located in the southwest corner of the main level of Winsted City Hall ~



Memo

To: Winsted City Council
From: Brad Martens, City Administrator
CC:
Meeting Date: October 16, 2012
Re: 2013 Budget Update

On October 8, 2012, the City of Winsted received updated tax rate information from McLeod County. The data shows that the Preliminary Levy set by the City of Winsted results in a decrease in the City's tax rate of .345%. The below tables illustrate the effect of the tax rate reduction on residential and commercial properties.

Residential				
Market Value	Taxable Market Value	2012 City Tax	2013 City Tax (Preliminary Levy)	Difference
\$76,000	\$45,600	\$403.77	\$402.20	-\$1.57
\$150,000	\$126,260	\$1,117.98	\$1,113.63	-\$4.36
\$250,000	\$235,260	\$2,083.13	\$2,075.02	-\$8.12
\$350,000	\$344,260	\$3,048.28	\$3,036.41	-\$11.88

Commercial				
Market Value	Taxable Market Value	2012 City Tax	2013 City Tax (Preliminary Levy)	Difference
\$100,000	\$100,000	\$1,328.19	\$1,323.02	-\$5.18
\$150,000	\$150,000	\$1,992.29	\$1,984.52	-\$7.76
\$250,000	\$250,000	\$3,763.21	\$3,748.54	-\$14.66
\$350,000	\$350,000	\$5,534.13	\$5,512.56	-\$21.56
\$500,000	\$500,000	\$8,190.51	\$8,158.59	-\$31.91
\$1,000,000	\$1,000,000	\$17,045.11	\$16,978.69	-\$66.41

During further review of the data from McLeod County, staff has found that in order to reduce the Tax Rate by 1%, the Levy must be reduced by \$12,622.02 through expenditure reduction or revenue increases.

In previous meetings, the City Council has tabled the decision on staff wages and benefit coverage until this data was received. Staff is requesting that the City Council discuss and direct staff how to amend the budget for staff compensation, specifically answer the following questions:

1. Will the 2013 budget include step increases for eligible staff?
2. Will the 2013 budget include a cost of living adjustment (COLA) to the pay plan?
3. Will the 2013 budget continue or change the health insurance benefit to eligible employees.

Additionally, the City Council should give direction to the City Administrator on the inclusion of other remaining budget requests:

- Pioneerland Library System: \$6,000
- Southwest Initiative Foundation: \$1,250

Attached to this memo is data on General Fund costs associated with the above questions. The proposed budget does include revenues that exceed expenditures by \$14,085 which could be applied towards a wage increase or levy reduction.

Attachment:

- 1) City Council Options on Compensation
- 2) Health Insurance Coverage Comparison

City Council Options on Compensation (General Fund \$ Only)

	NS/0%	NS/1%	NS/2%	NS/3%	S/0%	S/1%	S/2%	S/3%
\$ over NS/0%	\$0.00	\$3,195.74	\$6,391.48	\$9,587.22	\$2,080.60	\$5,297.14	\$8,513.69	\$11,730.23

NS = No step

S = Step

0%, 1%, 2%, 3% = Percentage of Cost of Living (COLA) Increase

Health Insurance Coverage Comparison (Using 2012 Health Insurance Cost Data)

EC	DC	Cost	Savings
100%	85%	\$46,517.95	0
100%	80%	\$45,185.09	\$1,332.86
100%	75%	\$43,852.23	\$2,665.72
100%	70%	\$42,519.37	\$3,998.57
100%	65%	\$41,186.51	\$5,331.43
100%	60%	\$39,853.66	\$6,664.29
100%	55%	\$38,520.80	\$7,997.15
100%	50%	\$37,187.94	\$9,330.01

EC	DC	Cost	Savings
95%	85%	\$45,324.98	\$1,192.97
95%	80%	\$43,992.12	\$2,525.83
95%	75%	\$42,659.26	\$3,858.68
95%	70%	\$41,326.40	\$5,191.54
95%	65%	\$39,993.55	\$6,524.40
95%	60%	\$38,660.69	\$7,857.26
95%	55%	\$37,327.83	\$9,190.12
95%	50%	\$35,994.97	\$10,522.97

EC	DC	Cost	Savings
90%	85%	\$44,132.01	\$2,385.94
90%	80%	\$42,799.15	\$3,718.79
90%	75%	\$41,466.29	\$5,051.65
90%	70%	\$40,133.44	\$6,384.51
90%	65%	\$38,800.58	\$7,717.37
90%	60%	\$37,467.72	\$9,050.23
90%	55%	\$38,652.88	\$7,865.06
90%	50%	\$37,320.02	\$9,197.92

EC	DC	Cost	Savings
85%	85%	\$42,939.04	\$3,578.90
85%	80%	\$41,606.18	\$4,911.76
85%	75%	\$40,273.33	\$6,244.62
85%	70%	\$38,940.47	\$7,577.48
85%	65%	\$37,607.61	\$8,910.34
85%	60%	\$36,274.75	\$10,243.19
85%	55%	\$34,941.89	\$11,576.05
85%	50%	\$33,609.04	\$12,908.91

EC	DC	Cost	Savings
80%	85%	\$41,746.07	\$4,771.87
80%	80%	\$40,413.22	\$6,104.73
80%	75%	\$39,080.36	\$7,437.59
80%	70%	\$37,747.50	\$8,770.45
80%	65%	\$36,414.64	\$10,103.30
80%	60%	\$35,081.78	\$11,436.16
80%	55%	\$33,748.93	\$12,769.02
80%	50%	\$32,416.07	\$14,101.88

EC	DC	Cost	Savings
75%	85%	\$40,553.11	\$5,964.84
75%	80%	\$39,220.25	\$7,297.70
75%	75%	\$37,887.39	\$8,630.56
75%	70%	\$36,554.53	\$9,963.41
75%	65%	\$35,221.67	\$11,296.27
75%	60%	\$33,888.82	\$12,629.13
75%	55%	\$32,555.96	\$13,961.99
75%	50%	\$31,223.10	\$15,294.85

EC	DC	Cost	Savings
70%	85%	\$39,360.14	\$7,157.81
70%	80%	\$38,027.28	\$8,490.67
70%	75%	\$36,694.42	\$9,823.52
70%	70%	\$35,361.56	\$11,156.38
70%	65%	\$34,028.71	\$12,489.24
70%	60%	\$32,695.85	\$13,822.10
70%	55%	\$31,362.99	\$15,154.96
70%	50%	\$30,030.13	\$16,487.81

EC	DC	Cost	Savings
65%	85%	\$38,167.17	\$8,350.78
65%	80%	\$36,834.31	\$9,683.63
65%	75%	\$35,501.45	\$11,016.49
65%	70%	\$34,168.60	\$12,349.35
65%	65%	\$32,835.74	\$13,682.21
65%	60%	\$31,502.88	\$15,015.07
65%	55%	\$30,170.02	\$16,347.92
65%	50%	\$28,837.16	\$17,680.78

EC	DC	Cost	Savings
60%	85%	\$36,974.20	\$9,543.74
60%	80%	\$35,641.34	\$10,876.60
60%	75%	\$34,308.49	\$12,209.46
60%	70%	\$32,975.63	\$13,542.32
60%	65%	\$31,642.77	\$14,875.18
60%	60%	\$30,309.91	\$16,208.03
60%	55%	\$28,977.05	\$17,540.89
60%	50%	\$27,644.20	\$18,873.75

EC	DC	Cost	Savings
55%	85%	\$35,781.23	\$10,736.71
55%	80%	\$34,448.38	\$12,069.57
55%	75%	\$33,115.52	\$13,402.43
55%	70%	\$31,782.66	\$14,735.29
55%	65%	\$30,449.80	\$16,068.14
55%	60%	\$29,116.94	\$17,401.00
55%	55%	\$27,784.09	\$18,733.86
55%	50%	\$26,451.23	\$20,066.72

EC	DC	Cost	Savings
50%	85%	\$34,588.27	\$11,929.68
50%	80%	\$33,255.41	\$13,262.54
50%	75%	\$31,922.55	\$14,595.40
50%	70%	\$30,589.69	\$15,928.25
50%	65%	\$29,256.83	\$17,261.11
50%	60%	\$27,923.98	\$18,593.97
50%	55%	\$26,591.12	\$19,926.83
50%	50%	\$25,258.26	\$21,259.69

EC = Employee Coverage

DC = Dependant Coverage

Cost = Annual cost of employee health insurance paid by the City of Winsted at shown coverage rate

Savings = Reduction in annual cost from existing coverage of 100%/85%



Memo

To: Winsted City Council
From: Brad Martens, City Administrator
CC:
Meeting Date: October 16, 2012
Re: Local Board of Appeals Training

Annually, in April, the City Council holds a Local Board of Appeals and Equalization hearing for property owners wishing to appeal the market value assigned to their property. In order for the City Council to hold this hearing, each Council Member must be trained on a regular basis on how to hold the hearing.

Currently, the training has expired for Mayor Stotko and Council Member Mochinski. Additionally, there has been some discussion of whether the City Council would like to continue to hold the hearing locally or transfer the board powers to the County Board of Appeal and Equalization.

Staff would like the Council to discuss the future of Local Board of Appeals and Equalization hearings for Winsted property owners.

Attachment:
1) N/A



Memo

To: Winsted City Council
From: Brad Martens, City Administrator
CC:
Meeting Date: October 16, 2012
Re: Utility Billing Insert – Government Content

Council Member Quast has requested that the City Council discuss the governmental items published in the monthly Utility Billing insert.

Attachment:
1) N/A



CITY COUNCIL – MEETING AGENDA
October 16, 2012 – 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**
- b) **Certificate of Commendation – Collin Botner**

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) **Minutes – City Council – Work Session – October 2, 2012**
- b) **Minutes – City Council – Regular Meeting – October 2, 2012**
- c) **Minutes – Park Commission – July 9, 2012**
- d) **Minutes – Planning Commission – September 10, 2012**
- e) **Public Hearing – Commission Ordinance***

Schedule a Public Hearing for Wednesday, November 7th at 6:00 p.m. to consider repeal and replacement of Ordinances related to City Commissions.

f) Bureau of Criminal Apprehension - Joint Powers Agreement

Approve a Joint Powers Agreement between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension (BCA) and the City of Winsted on behalf of its Prosecuting Attorney.

g) Resolution R-12-28 - Westgate Improvement Project

Adopt Resolution R-12-28 declaring cost to be assessed and ordering preparation of proposed assessment for the Westgate Improvement Project.

h) Resolution R-12-29 - Westgate Improvement Project

Adopt Resolution R-12-29 receiving proposed assessment and calling for a Public Hearing on Tuesday, November 20, 2012 at 6:00 p.m. in the Council Chambers at Winsted City Hall on the proposed assessment for the Westgate Improvement Project.

i) Flagship Bank of Winsted – Pledged Securities

Approve the Pledged Securities that Flagship Bank of Winsted has purchased for the City of Winsted for the month of September, 2012.

j) September, 2012 Financial Report

k) September, 2012 Building Permit Report

l) Claims

Approve the claims list for October 16, 2012.

3) PUBLIC HEARINGS

4) OLD BUSINESS

5) NEW BUSINESS

a) Resolution R-12-30 Public Works Reorganization

Consider a motion to adopt Resolution R-12-30 approving the reorganization of the Public Works Department.

b) Airport Capital Improvement Plan

Consider a motion to adopt an Airport Capital Improvement Plan for the Winsted Municipal Airport.

c) Part-Time Police Officer – Krystal Fosdick

Consider a motion to hire Krystal Fosdick as a Part-Time Police Officer for the City of Winsted at a wage of \$14.50 per hour.

6) DEPARTMENT REPORT

a) Waste Management*

7) ORGANIZATION REPORT

8) 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.

9) ANNOUNCEMENTS

10) ADJOURN

*** Denotes no supporting information included in the packet.**

Winsted City Hall
201 - 1st St. N.
Winsted, MN 55395
320-485-2366
www.winsted.mn.us

~ The Council Chambers are located in the south end of the lower level of Winsted City Hall ~

City of Winsted
City Council Work Session
Lewis Room
Tuesday, October 2, 2012
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
Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

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

II. Draft Commissions Ordinance

Mr. Martens stated that at the September 4, 2012 City Council Work Session, staff was directed to begin drafting a new ordinance for the Winsted Municipal Airport Commission.

Mr. Martens presented a draft Commissions Ordinance. He stated that the first section addresses items applying to all of the City's Commissions. The following sections identify specific differences between the City's Commissions.

Mr. Martens stated that he will present the proposed Commissions Ordinance to the Planning Commission and Park Commission at their meetings on Monday, October 8, 2012.

Mr. Martens asked the City Council to discuss the proposed Ordinance and make recommendations on any changes they would like to see implemented into the Ordinance.

Council Member Quast asked if the Winsted Municipal Airport Commission members must all be residents of the City of Winsted. Council Member Ollig stated that the Ordinance states that the members should include two (2) City of Winsted residents, two (2) Winsted Municipal Airport hangar owners and one (1) member at-large.

Mr. Martens stated that the proposed Commissions Ordinance would repeal all three (3) ordinances that regulate the Planning Commission, Park Commission and Airport Commission and establish a new ordinance regulating each of the City's Commissions.

Mayor Stotko asked if the City will be required to conduct a Public Hearing for consideration of the proposed Commissions Ordinance. Mr. Martens stated yes.

Council Member Quast stated that she liked the proposal to have one (1) ordinance regulating all the City's Commissions and then specific criteria for each of the three (3) Commissions – Planning, Park and Airport.

Council Member Ollig asked if the proposed Ordinance should have a minimum number of members for each Commission since it states that the maximum number of members of each Commission is seven (7).

Council Member Ollig asked if the seven (7) members would be voting members. Mr. Martens stated yes.

Council Member Ollig asked if the City Council liaisons to each of the three (3) Commissions are voting members. Mr. Martens stated no, the liaisons are ex-officio members.

The City Council discussed and agreed that the Ordinance should include a minimum number of three (3) members on each Commission.

Mr. Martens presented certain sections of the proposed Ordinance.

Council Member Quast asked about the current status of the Winsted Municipal Airport Commission. Council Member Ollig stated that the Airport Commission has not been dissolved. He continued by stating that it is his understanding that the proposed Ordinance will be presented at a future Regular City Council meeting for discussion and approval. If the Ordinance is approved, then the Winsted Municipal Airport Commission would be dissolved and applications taken for membership. The City Council discussed and agreed that this should be the process for the Airport Commission.

Mr. Martens stated that a Public Hearing to consider the proposed Commissions Ordinance would be scheduled at the October 16, 2012 Regular City Council meeting to be held at the November 7, 2012 Regular City Council meeting.

Council Member Ollig asked about the section in the current Winsted Airport Commission Ordinance that states, *"No person shall be appointed to the Winsted Municipal Airport Commission with private or personal interest likely to conflict with the general public interest. If any person appointed shall find that his private or personal interest are involved in any matter coming before the Winsted Municipal Airport Commission, he/she shall disqualify himself/herself from taking part in action on the matter, or he/she may be disqualified by the chairperson of the Winsted Municipal Airport Commission."* Council Member Ollig asked if this same language should be in the proposed Commissions Ordinance. Mr. Martens stated that this same language is included in the general regulations for all the City's Commissions.

The City Council directed Mr. Martens to prepare the proposed Commissions Ordinance for presentation and approval at a future Public Hearing.

III. Winsted Volunteer Fire Department 2013 Budget

Mr. Martens presented the draft 2013 Budget for the Winsted Volunteer Fire Department (WVFD).

Mr. Martens stated that the WVFD draft 2013 Budget is fairly similar to the 2012 Budget with the following changes:

- **Revenues:**
 - \$2,625 increase in Training Reimbursement
 - \$303 increase in Charges for Service
 - \$400 decrease in Interest Earnings
- **Expenditures:**
 - \$10,580 increase in Fire Pension Contributions
 - \$400 increase in Office Supplies
 - \$1,500 decrease in Conference and Mileage
 - \$2,500 decrease in Wellness Program
 - \$700 decrease in New Pagers
 - \$1,679 decrease in Improvements
 - \$850 increase in Dues and Subscriptions
 - \$3,000 decrease in Vehicle Repairs and/or Supplies
 - \$525 increase in Capital Improvement Plan (CIP) Transfer

Mr. Martens stated that the decrease in the Wellness Program is the result of a new reimbursement program for the firefighters who are using the America's Fitness Center (AFC) in Winsted. The firefighters will be responsible for paying for their own membership to AFC and those firefighters that visit AFC for a certain number of visits per month will be reimbursed from the City of Winsted for their individual membership fee for that month.

Council Member Quast asked if the firefighters are using their membership at the AFC. Mr. Martens stated that the majority are not.

Council Member Ollig asked Mr. Martens if the change in expenditures to the Wellness Program means that instead of the City paying AFC a lump sum of \$6,500 annually for the WVFD's memberships, the firefighters will pay for their own membership fee and if they visit AFC a certain number of times per month the City will reimburse them for their individual membership fee for that month. Mr. Martens stated that Council Member Ollig was correct.

Council Member Schulenberg stated that Mr. Marten's proposal for the Wellness Program reimbursement in the year 2013 was discussed at the Monday, October 1, 2012 WVFD's monthly meeting that he attended. He continued by stating that the proposal was well accepted by the firefighters in attendance at the meeting.

Council Member Schulenberg stated that WVFD Chief Chad Engel indicated that the firefighters would be required to visit AFC six (6) times per month. Mr. Martens stated that six (6) times per month is what he and Chief Engel discussed. Mr. Martens continued by stating that this is a defensible reimbursement program and it can be adjusted in the future if the City Council determines that six (6) visits to AFC per month is not enough.

The City Council discussed the draft 2013 Budget.

Council Member Quast asked if the WVFD has any proposed improvements for the year 2013. Mr. Martens presented the proposed improvements that the WVFD has identified. Mr. Martens stated that proposed improvements will be budgeted for under the CIP.

Council Member Schulenberg presented information that the WVFD discussed at the October 1, 2012 meeting in regards to equipment and/or other items that will be included in the WVFD's CIP.

The City Council discussed future needs and/or purchases of vehicles for the WVFD.

IV. Fiscal Year 2013 Fee Schedule

Mr. Martens presented the proposed Fiscal Year 2013 Fee Schedule and asked for input from the City Council.

Council Member Ollig stated that he would like to see the One (1) to Four (4) Day Temporary Liquor License fee and the Peddler's Permit fee be increased. He continued by stating that he believes that the One (1) to Four (4) Day Temporary Liquor License fee should be increased to seventy-five dollars (\$75) per day.

The City Council discussed the various fees.

V. Other

a) October 2, 2012 Regular City Council Meeting Agenda Amendment – Resolution R-12-27

Mr. Martens stated that the October 2, 2012 Regular City Council meeting agenda has been amended to include Resolution R-12-27 concerning abatement of 171 McLeod Avenue West. Mr. Martens stated that Resolution R-12-27 should be approved first (1st) and the quote for the contractor to abate the property should be approved second (2nd).

Mr. Martens stated that the City has been contacted by Crow River Habitat for Humanity regarding three (3) or four (4) requests that they have received for houses to be constructed in the City of Winsted. He continued by stating that Crow River Habitat for Humanity could purchase the property at 171 McLeod Avenue West from the property owner and then they would take care of the abatement of the property.

Mr. Martens stated that the City Council should continue with the process of abatement as being presented at the October 2, 2012 Regular City Council meeting and he will continue discussions with Crow River Habitat for Humanity regarding the property at 171 McLeod Avenue West. If they are able to purchase the property from the property owner, then the City would no longer be responsible for managing the abatement of the property.

Mr. Martens recommended that the City Council add to their motion accepting the quote from the contractor that, *“the abatement be authorized by the City Administrator.”* He continued by stating that his would allow him to proceed with the abatement dependent on what happens with Crow River Habitat for Humanity.

The City Council discussed and agreed that Mr. Martens should continue discussions with Crow River Habitat for Humanity regarding the purchase of the property at 171 McLeod Avenue West.

b) Ten (10) Year Service Certificate – Jamie Stotko

Mr. Martens stated that the City will be presenting Public Works Department employee, Mr. Jamie Stotko, with a certificate recognizing him for his ten (10) years of service to the City of Winsted.

c) M and N Structures, Incorporated

Mr. Martens stated that he has been contacted by Mr. Kevin Niemeier from M and N Structures, Incorporated regarding an issue that they are having with water not draining from their property. Mr. Niemeier is asking if they can redirect the water to the City's empty lot located directly south of M and N Structures, Incorporated's property.

The City Council discussed the request from Mr. Niemeier and directed Mr. Martens to inform M and N Structures, Incorporated that they can redirect the water to the City's empty lot; however, he should inform Mr. Niemeier that if they install a drainage pipe to redirect the water and it needs to be relocated and/or removed in the future, any expenses incurred to do that will be the responsibility of M and N Structures, Incorporated.

d) Winsted Police Department Officer – Dan Pohl

Mr. Martens stated that Winsted Police Department Officer, Dan Pohl responded to an emergency call involving a Winsted resident who was in an automobile accident that is believed to be the result of the resident suffering a heart attack. He continued by stating that Officer Pohl did an outstanding job with the situation and he recommended that the City Council acknowledge him for his handling of the emergency call.

e) Feral Cats

Council Member Schulenberg stated that he has discussed the issue of feral cats with four (4) residents and they would like to see the City require that cats be licensed and on a leash if they are outside.

The City Council discussed the possibility of licensing cats.

Mr. Martens shared the responses he received from other cities regarding the issue of feral cats.

The City Council agreed that the City does need to address the issue of the feral cats in the City of Winsted. They directed Mr. Martens to research options for addressing feral cats and presenting it to the City Council at a future meeting.

VI. Adjourn

Council Member Ollig motioned to adjourn the meeting. Council Member Quast seconded the motion. Motion carried 5-0.

The meeting was adjourned at 5:50 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

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

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
Deborah R. Boelter, City Clerk-Treasurer
Fran Eggert, City Attorney

1) Mayor Stotko called the meeting to order at 6:00 p.m.

a) The Pledge of Allegiance was taken.

b) Winsted Business Donations – City Park Signs

Mayor Stotko read Resolution R-12-26 recognizing certain Winsted businesses for their donations and/or product discounts to the City of Winsted for new park signs.

Mr. Ralph Millerbernd, Millerbernd Systems, was in attendance at the meeting. The City Council shared their appreciation for their generous donation and product discount for the new park signs.

Mr. Millerbernd stated that it is important to Millerbernd Systems that they support the Winsted Community.

c) Year of Service Recognition – Jamie Stotko – Ten (10) Years

Mayor Stotko presented Mr. Jamie Stotko, Public Works Department, with a Certificate of Appreciation of his ten (10) years of hard work and service to the City of Winsted.

Mr. Martens thanked Mr. Jamie Stotko for his dedication to the City of Winsted and his guidance and support as a Department Head.

2) Consent Agenda

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

a) Minutes – City Council – Work Session – September 18, 2012

Accepted the minutes of the City Council Work Session of September 18, 2012.

b) Minutes – City Council – Regular Meeting – September 18, 2012

Accepted the minutes of the City Council Regular Meeting of September 18, 2012.

c) Parade Permit – Holy Trinity School

Granted a parade permit to Holy Trinity School for Wednesday, October 17, 2012 at 9:30 A.M. with the designated route as submitted to the Winsted Police Department.

d) Hay Ride Permit – Winsted Holding Activities that Unite People (WHAT UP)

Granted a hay ride permit to WHAT UP for Saturday, October 20, 2012 at 12:00 pm with the designated route as submitted to the Winsted Police Department.

e) Resolution R-12-26 - Donation for Park Signs

Adopted Resolution R-12-26 to accept \$3,250 worth of donations and \$6,300 worth of discounts from Winsted businesses to be dedicated to new park signs within the City of Winsted.

f) Resignation – Brad Sietsema – Part Time Police Officer

Accepted the resignation of employment by Mr. Brad Sietsema, Part Time Police Officer effective October 1, 2012.

g) Salary Step Increase – Jamie Stotko

Authorized a salary step increase for Mr. Jamie Stotko, Public Works Department, effective October 1, 2012.

h) Claims

Approved the Claims List for October 2, 2012.

3) No Public Hearings.

4) Old Business

a) Nuisance Abatement Contract – Henning Excavating, Incorporated

Mr. Martens stated that at the June 19, 2012 Regular City Council meeting, the City Council approved an Order for Abatement of damaged property at 171 McLeod Avenue West. The Order for Abatement stated that “the condition of the premises at 171 McLeod Avenue West requires removal of the structure located thereon unless repairs to same are approved and commenced within the next thirty (30) days.” Mr. Martens stated that the thirty (30) day time period has elapsed.

Mr. Martens stated that the abatement ordered the following:

- The nuisance, which is the house that has been destroyed by fire, to be terminated or abated by a plan of remediation acceptable to the City staff and/or removal of the building on the premises and restoration to a residential lot (restored in such form as to be compatible with neighboring residences);
- That the City Administrator is further empowered to contact possible contractors or determine if the City of Winsted’s Public Works Department is capable of removing the structure and proceed with removal of same and identify the cost of same;
- That the City Administrator give notice to the property owner/occupant and other interested parties of the costs of removal including administrative and legal costs; and
- All such costs should be assessed against the property pursuant to Municipal Code Section 1603.009.B.

Mr. Martens stated that the City received three (3) quotes to remove the structure at 171 McLeod Avenue West including the restoration of the lot.

Contractor	Cost To Abate Nuisance
Kubasch Excavating, Incorporated	\$17,374.50
Litzau Excavating, Incorporated	\$19,825.00*
Henning Excavating, Incorporated	\$15,850.00**

**No demolition permit included. No asbestos abatement included.*

***No demolition permit included.*

Mr. Martens stated that Henning Excavating, Incorporated provided the low quote to abate the nuisance at 171 McLeod Avenue West.

Mr. Martens stated that the costs associated with the nuisance abatement will be assessed to the property at 171 McLeod Avenue West.

Mr. Martens stated that the quotes for removing the nuisance were reviewed at the August 21, 2012 Regular City Council meeting. The item was tabled at the recommendation of the City Attorney in an attempt to contact the property owner one (1) more time to possibly resolve the issue without the City of Winsted being involved.

Mr. Martens stated that since that time, the City Attorney and Council Member Schulenberg have met with the property owner. The City Attorney, Mr. Fran Eggert, stated that he and Council Member Schulenberg met with the property owner and her representative. He continued by stating that the property owner has requested that the City allow her until October 31, 2012 to remove any personal property and/or maybe complete some abatement efforts on her own.

Mr. Eggert recommended that the City Council approve Resolution R-12-27 which would allow the property owner until October 31, 2012 to remove any personal property and/or complete the abatement of the nuisance.

Mr. Martens stated that Resolution R-12-27 does allow the property owner to abate the nuisance; so, the motion for the approval to accept the bid for the contractor would state, "to authorize the City Administrator to accept the bid." This would allow Mr. Martens to approve the bid if the property owner fails to abate the nuisance by October 31, 2012.

Council Member Ollig asked if the costs associated with the abatement are assessed to the property, then the City of Winsted taxpayers are not responsible for paying for the abatement. Mr. Eggert stated that if the future property owner does not pay the property taxes for 171 McLeod Avenue West, then the City of Winsted taxpayers could be impacted.

Council Member Ollig stated that if the City is not paying for the abatement costs, then he would like to see the quote accepted from the local contractor, Kubasch Excavating, Incorporated and not the low bidder.

Council Member Quast asked if it is safe for the property owner to enter the property to remove personal items. Mr. Eggert stated that there has been no foreclosure of the property at 171 McLeod Avenue West; so, the property owner can enter the house if she wishes and the City is not liable.

Mr. Martens stated that Resolution R-12-27 should be approved first (1st).

Council Member Ollig motioned to authorize staff to accept the bid from Kubasch Excavating, Incorporated to abate the nuisance at 171 McLeod Avenue West in the amount not to exceed \$17,374.50. Council Member Mochinski seconded the motion. Motion failed 2-3. Council Member Quast, Council Member Schulenberg and Mayor Stotko opposed.

Council Member Quast motioned to adopt Resolution R-12-27 concerning the abatement of 171 McLeod Avenue West. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Mr. Martens stated that if there is not a motion authorizing him to accept the quote to abate the nuisance at 171 McLeod Avenue West, then the house will remain as it is.

Mr. Aaron Kubasch, Kubasch Excavating, Incorporated, addressed the City Council concerning the abatement of the property at 171 McLeod Avenue West. Mr. Kubasch stated that the contractors were not able to enter the house before preparing their quotes to abate the property. He continued by stating that if he would have had the opportunity to enter the house, their quote may have been lower. Mr. Kubasch stated that the increased cost in their bid was due to the number of dumpsters that they estimated they may need to dispose of the property inside the house. If he would have had an opportunity to examine the inside of the house, the quote from Kubasch Excavating, Incorporated may have been lower.

Mr. Kubasch cited the example of the drainage issues on a resident's property due to the Kingsley Lift Station Improvement Project and how it was awarded to a contractor outside of the City of Winsted who stated that they could keep the costs down by having the City's Public Works Department assist with some areas of the project. Mr. Kubasch stated that if the Public Works Department would have assisted with some of the clean-up for the abatement of the nuisance at 171 McLeod Avenue West, the quote from Kubasch Excavating, Incorporated would

likely have been less. He continued by stating that with the excavating work that needed to be completed to rectify the drainage issues on the aforementioned resident's property, the contractor was allowed a \$5,000 difference depending on what the Public Works Department was able to assist with.

Mr. Kubasch stated that if the City of Winsted would have come to Kubasch Excavating, Incorporated and asked what the costs would be to abate the nuisance at 171 McLeod Avenue West, and they were allowed a difference of \$5,000, he would have given a quote of approximately \$15,000 to \$20,000.

Mr. Kubasch also stated that the City Council recently awarded the waste removal quote to Waste Management, even though they were not the lowest bidder, because they were a local business and an important part of the Winsted Community.

Mr. Martens stated that at the time that the City was initially addressing the aforementioned resident's drainage issues, the City had not determined if it was the result of the Kingsley Lift Station Improvement Project. As a result, the resident decided on a contractor from outside of the City of Winsted. Mr. Martens stated that he recommended to continue with the contractor that the resident selected because they were aware of the project and what may be causing the drainage issues to the resident's house and property.

Mr. Martens stated that in order to allow the contractors to enter the house at 171 McLeod Avenue West, the City would have had to obtain a court order. He continued by stating that this would have been a costly and lengthy process. Mr. Martens stated that he made the decision to not to go through the court order process.

Mr. Martens stated that all three (3) contractors were given the same information to prepare a quote for abating the house at 171 McLeod Avenue West. He continued by stating that the City Council could reject the three (3) quotes that have been presented and start the process over.

Mr. Martens stated that the City Council could also direct him to get a court order to allow the contractors to enter the property. Mr. Eggert stated that the City could ask the property owner for permission to enter the property.

Council Member Ollig stated that even if she would allow the contractors to enter the property, if she does remove some of the personal property, the quotes would not be accurate.

Mayor Stotko stated that he does not believe that the City should reject the three (3) quotes and start the process over.

Council Member Ollig motioned to authorize staff to accept the bid from Kubasch Excavating, Incorporated to abate the nuisance at 171 McLeod Avenue West in the amount not to exceed \$17,374.50. Council Member Mochinski seconded the motion. Motion carried 5-0.

b) Utility Billing Insert

Mr. Martens stated that at the April 17, 2012 City Council Work Session, Mr. Chris Schultz of the Herald Journal addressed the City Council regarding his concerns about the items the City is publishing in their monthly utility bills that are not government related. Mr. Schultz stated that he has concerns about the City violating the First (1st) Amendment of the United States Constitution by allowing some organizations to include information in the monthly utility bills and prohibiting others. Mr. Schultz also expressed concern in regards to advertising revenue that is lost to the Herald Journal when events and/or activities are allowed to advertise for free in the City's monthly utility bills.

Mr. Martens stated that the item was further discussed at the June 19, 2012 City Council Work Session where, at the request of the Herald Journal, the City Council directed staff to only advertise items in the monthly utility bill insert that are directly related to City Government. In addition, the City Council directed staff to bring this item to a future City Council meeting to be discussed, and to inform the Herald Journal and affected organizations of the meeting. That meeting was held on August 21, 2012 where staff presented a draft Utility Billing Insert Policy for the City Council to review.

Mr. Martens presented the proposed Utility Billing Insert Policy.

Mr. Martens stated that the City Council received the following comments at the August 21, 2012 Regular City Council meeting:

- Mr. Schultz presented his concerns as presented earlier.
- The City Council heard a comment submitted in advance of the meeting from Ms. Julie Guggemos who was in favor of the draft Utility Billing Insert Policy.
- Both Ms. Yvonne Maus and Ms. Nancy Fasching spoke in favor of the proposed Policy.

Mr. Martens stated that after the comments were heard, Mr. Schultz stated the Herald Journal would be willing to provide a Utility Billing Insert Policy that they would agree to and bring it to a future City Council meeting for the City's consideration. He further stated that it would be fair to both sides in preparing the content of the Policy they would establish. The City Council then directed the City Administrator, Mr. Martens to work with Mr. Schultz to establish a Policy.

Mr. Martens stated that after the August 21, 2012 Regular City Council meeting, he requested that Mr. Schultz come up with a Policy and present it to him prior to a City Council meeting.

Mr. Martens met with Mr. Schultz and Mr. Dale Kovar on Friday, September 14, 2012 to discuss the creation of a Policy. At that meeting, a Policy was not received and it was the opinion of the Herald Journal that they would not be in favor of any Policy approving the publishing of nongovernmental information. Mr. Martens referenced an electronic mail (e-mail) that he received from Mr. Schultz and Mr. Kovar outlining their aforementioned opinion.

Mr. Martens requested direction from the City Council on how to move forward. He continued by recommending that the City Council make a decision based upon weighing the benefit to the non-profit groups versus the negative of the competition to the Herald Journal. Mr. Martens stated that he does not have an opinion on which one is more important as it is a policy decision that needs to be made by the City Council.

Mr. Martens stated that he did inform Mr. Schultz and Mr. Kovar that the Utility Billing Insert Policy was on the agenda for tonight's meeting. Council Member Ollig stated that Mr. Schultz did contact him and he was unable to attend tonight's meeting due to a personal commitment. Council Member Quast stated that Mr. Schultz contacted her too and was sorry he could not attend the meeting.

Council Member Mochinski asked Mr. Martens if the Herald Journal was opposed to the proposed Utility Billing Insert Policy. Mr. Martens stated that is correct.

Council Member Mochinski stated that the Herald Journal is an important business in the City of Winsted that employs many people; so, it is important to keep the business going. He continued by stating that he struggles with this issue because the decision to not include information in the utility billing insert for some of the local organizations could adversely affect them because they do not have the funding available to pay for advertisement in the Herald Journal newspaper. Council Member Mochinski stated that many of the members of these important organizations volunteer to make the Winsted Community a better place to live. He continued by stating that these organizations make Winsted what it is today and if the City Council does not approve the Utility Billing Insert Policy, he believes that the City Council may be doing a disservice to the whole Community. This City was built on some of these volunteers.

Council Member Quast stated that she has talked to Mr. Schultz about this subject. She continued by stating that she feels that the City Council should support the local businesses in the City; but, she understands that the volunteers from the Community organizations are also important.

Council Member Quast stated that she did ask Mr. Schultz if the Herald Journal could reserve a section of the newspaper each week where the non-profit organizations can advertise their events and/or activities for free. She continued by stating that if the Herald Journal is willing to offer a section of the newspaper, free of charge for the non-profit organizations, then she would like the utility billing insert used only for government related information and functions of the City of Winsted.

Council Member Schulenberg stated that he did ask City staff if there has ever been an issue when printing information in the utility billing insert for some of the Winsted organizations and they responded that there has not been an issue in the past eight (8) years.

Council Member Schulenberg asked who does the printing of the utility billing inserts and how much does it cost the City. Mr. Martens stated that the City contracts with the Herald Journal to print the utility billing inserts and he would have to determine the total cost. He continued by stating that the space is limited and if an additional sheet is needed to include information from a Winsted organization, they pay for the cost of printing the additional sheet.

Council Member Ollig stated that he believes that the City should only publish information for City organizations; such as, Winsted Summer Festival and Winsted Holding Activities That Unite People (WHAT UP). He continued by stating that he does not believe that the City staff should be put in the position to determine what organization is a non-profit and whether their information should be included in the utility billing insert. The City should only include information in the utility billing insert that is related to government functions.

Mayor Stotko stated when Mr. Schultz was in attendance at the August 21, 2012 Regular City Council meeting, he said that he and Mr. Kovar would work with City staff to establish a Utility Billing Insert Policy and they have not done that and it is disappointing. He continued by stating that he would like the City Council to approve the Utility Billing Insert Policy and try it for three (3) to four (4) months.

Mayor Stotko stated that he believes the Utility Billing Insert Policy is fair.

Council Member Quast stated that the City Council just made a decision to support Kubasch Excavating, Incorporated and recently Waste Management and asked where the support is for the Herald Journal. Mayor Stotko stated that the support would be in approving the Utility Billing Insert Policy with a probation period of six (6) months.

Council Member Mochinski stated that the City pays the Herald Journal for printing the utility billing inserts; so, the City is supporting them. He continued by stating that the City is also supporting the non-profit organizations and that is important too.

Council Member Ollig stated that he is not saying that the City should not support the non-profit organizations. He is concerned at where does it stop and how does the City determine what organization can be included in the utility billing insert and what organization can not be included.

Council Member Mochinski stated that the City has eight (8) years of history that shows that it has been working; so, why should the City change it.

Council Member Schulenberg stated that he is disappointed that Mr. Schultz and Mr. Kovar did not work with City staff, as they agreed to, to establish a Policy.

Council Member Ollig stated that to be fair to Mr. Schultz and Mr. Kovar, maybe the Utility Billing Insert Policy should be tabled until a future City Council meeting. Council Member Quast was in agreement.

Council Member Quast motioned to table the approval of the Utility Billing Insert Policy. Council Member Ollig seconded the motion. Motion failed 2-3. Council Member Mochinski, Council Member Schulenberg and Mayor Stotko opposed.

Council Member Mochinski motioned to approve a Utility Billing Insert Policy. Council Member Schulenberg seconded the motion. Motion carried 3-2. Council Member Quast and Council Member Ollig opposed.

5) **No New Business.**

6) **Department Report**

a) **Public Works Department**

Jamie Stotko, Public Works Department, reported on the following:

- Treated the City's parks and other public areas for weeds.
- Addressed the high level of storm water in the Westgate Park area.
- Opened the City's parks, turned the water on to the park facilities and cleaned the park bathrooms.
- Installed the decorative business banners on McLeod County Road One (1).
- Planted flowers in the flower boxes and placed them throughout the downtown area.
- Trimmed tree branches and removed the downed branches after the strong wind storm.
- The Slurry Seal project was completed at the Winsted Municipal Airport.
- Installed and removed the American flags for holidays, Winstock Country Music Festival and the Winsted Summer Festival.
- Completed park inspections two (2) to three (3) times weekly throughout the summer months. Cleaned the park bathrooms and monitored garbage cans.
- Watered the newly installed sod around the Arrival/Departure (A/D) building at the Winsted Municipal Airport.
- Cleaned and/or repaired several storm sewer drains throughout the City.
- Continue to post "Water Shut-Off" notices and turn water off to City properties that have failed to pay their water/sewer bills.
- Repaired many runway lights at the Winsted Municipal Airport.
- Removed forty-five (45) dogwood bushes from the outfield at Campbell Baseball Field and reseeded the area.
- Painted all crosswalks throughout the City and parking lines in the downtown area.
- Installed the new park signs.
- Had the inside of the water tower cleaned.
- Addressed two (2) water main breaks on Westgate Drive.
- Assisted with the Winsted Summer Festival set-up and clean-up.
- Helped set-up for the August 14, 2012 Primary Election.
- Assisted with the Westgate Neighborhood Improvement Project.
- Built a bunker at the Wastewater Treatment Plant (WWTP) to hold dirt, gravel and red rock.
- Replaced sidewalks in the downtown area.

The City Council discussed the replacement of the Airport runway lights. They directed City staff to report the damaged and/or missing Airport runway lights to the Winsted Police Department.

Council Member Quast asked Mr. Jamie Stotko about the missing banners that are usually displayed on McLeod County Road One (1). Mr. Jamie Stotko stated that the banners are in the Public Works Department and they have not installed them because they will be putting up the Holiday banners soon.

Council Member Ollig asked if the Public Works Department has experienced any major vehicle repairs. Mr. Jamie Stotko gave a brief overview of the vehicle repairs that have been made.

7) No Organization Report.

8) Open Forum

a) Winsted Public Cemetery Board - Lenora Kubasch

Ms. Lenora Kubasch, Winsted Public Cemetery Board, addressed the City Council. She thanked the Winsted Public Works Department for assisting in cleaning up the brush from the cemetery grounds.

Ms. Kubasch asked the City of Winsted to assist in promoting the upcoming meeting of the Winsted Public Cemetery Board. Mr. Martens stated that the City would help inform the public of the upcoming meeting.

9) No Announcements.

10) Adjournment

Council Member Quast motioned to adjourn the meeting. Council Member Ollig seconded the motion. Motion carried 5-0.

The meeting was adjourned at 7:00 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

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

City of Winsted
Park Commission
Monday, July 9, 2012
7:30 p.m.

Park Commission Members Present: Amanda Alguire
Petie Littfin
Kimberly Moen
Bonnie Quast, Council Liaison

Park Commission Members Absent: Steve Ebert
Kurt Landin

Staff Present: Brad Martens, City Administrator
Raquel Kirchoff, Administrative Assistant

1) Call the Meeting to Order

Ms. Alguire called the meeting to order at 7:30 p.m.

2) Approval of Minutes – May 29, 2012

Ms. Moen made a motion to approve the minutes of the Park Commission Meeting/Tour on May 29, 2012. Ms. Alguire seconded the motion. Motion carried 3-0.

3) Staff Report

Mr. Martens gave the following City of Winsted Staff Report related to the Park Tour on May 29, 2012:

- The mulch has been filled and raked in at Mill Reserve Park.
- Graffiti was removed at Southview Park.
- The trees were trimmed above the dug out at Barrett Park, where they were interfering with the wiring and the wing nuts were tightened to fix the electrical issues that were occurring. The basketball backboard was ordered for Barrett Park. The shed at Barrett Park was repaired.
- The horseshoe pits at Hainlin Park were cleaned out by Casey's General Store employees who volunteered time at this park. The weeds were also sprayed at Hainlin Park.
- Swing seats were replaced at Westgate Park and Northgate Park.
- Shuttle riding toy was removed at Northgate Park.
- The flag at Campbell Field was replaced.

Council Liaison Quast stated that there were a few picnic tables at Southview Park that were uneven and could be hazardous. Mr. Martens stated that he would contact Public Works to repair the tables.

Luce Line State Trail

Mr. Martens summarized the results of a meeting he attended on June 14, 2012 regarding the Luce Line State Trail in Hutchinson, stating that unless there is a change of heart from legislators, the only way to pave the trail is through significant local investment from cities and the County. Martens explained that the Luce Line Trail is not eligible for funding from Legacy Funds because it is not a new trail.

Ms. Littfin asked about the possibility of surfacing the trail with a crushed aggregate. Mr. Martens replied that the Director of Parks and Trails for the Minnesota Department of Natural Resources (DNR) was present at the meeting and stated that the DNR would like the Luce Line Trail to be paved but is not in support of surfacing the trail with materials other than bituminous because the cost savings is not a significant amount over bituminous and maintenance is higher with an aggregate surface.

Mr. Martens stated that he will be attending a follow-up meeting on this subject to look at the possibility of producing the local investments needed and the possibility of bonding for these local investments.

Winsted's 125th Anniversary Celebration

Mr. Martens stated that the parks will be heavily used during the City's 125th Anniversary Celebration and asked the Park Commission to notify him of any items they may see that need attention before that celebration so the City can have the parks looking their best.

4) Old Business

a) Park Entrance Signs

Mr. Martens displayed a picture of the signs that were completed and ready for the overlay from the Herald Journal to be applied to the sign. Martens stated that each business that has donated toward the signs will have their logo on a park sign; some businesses that have donated a higher amount will be placed on multiple signs. Martens stated that all businesses that have donated will have the opportunity to proof the overlay for the signs before they are created.

Mr. Martens displayed a sampling of the logos for the park signs and asked the Park Commission for input regarding the logos; whether monochromatic or multi-color is preferred.

Council Liaison Quast requested that the logos be larger, from a 4 x 4 logo to a 4 x 6 logo if possible, to give a fair advantage for businesses that have a longer logo, and because the businesses went above and beyond in their support of the signs. Quast also stated that she preferred the multi-color design of the logos.

Mr. Martens, Ms. Moen, Ms. Littfin and Ms. Alguire stated that they preferred the monochromatic logos rather than the multi-color logos. Ms. Alguire stated that the multi-color logos take your attention away from the park name and that name is the reason for the sign.

Ms. Moen stated that if the logos are larger, it will start to take away from the park name on the sign. The Park Commission members discussed logo size and asked to see a sample of a larger sized logo.

Mr. Martens stated that he would ask the Herald Journal to make a sample of the logos in a larger size that he would electronic mail to the Park Commission to review. Martens continued by stating that there does not need to be formal approval for the logo size and once he receives feedback from the Park Commission, the City will continue the process to create the overlay. He stated that the signs will be completed and installed in time for the Winsted Summer Festival.

Ms. Alguire asked how the businesses that donated to the park signs would be recognized. Mr. Martens stated that the City would recognize them at a future City Council meeting where a resolution would be adopted to accept the donation of the money received for the signs.

The Park Commission members discussed the location for the new park sign in Mill Reserve Park and decided that it would be better placed in the location proposed near the street to be more visible.

The Park Commission members discussed the location for the new park sign in Southview Park and decided that it should stay in the location of the old sign, but be turned to face the incoming traffic from the south.

Mr. Martens stated that the sign installation for Westgate Park may be delayed due to the construction occurring at Casey's General Store.

5) New Business

a) Park Commission Meeting Schedule

Mr. Martens stated that tonight's meeting was rescheduled to the second Monday of the month at 7:30 p.m. on a trial basis and asked the Park Commission members if the time worked for them. The Park Commission members stated that the new time for the meeting would work.

Ms. Littfin motioned to reschedule the Park Commission meetings to the second Monday of each month at 7:30 p.m. Ms. Moen seconded. Motion carried 3-0.

6) Other

Ms. Littfin asked if it was possible to create a trail around the entire Winsted Lake for a safer route for bike and pedestrian traffic. Mr. Martens stated that this type of trail is planned within the City's plans. He continued by stating that cost and cooperation from surrounding property owners would be major factors. He also stated that this type of trail would be eligible for Legacy Funding.

7) Adjournment

Ms. Moen made a motion to adjourn the meeting. Ms. Littfin seconded the motion. Motion carried 3-0.

The meeting adjourned at 8:15 p.m.

Brad Martens

Brad Martens,
City Administrator
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
Administrative Assistant
City of Winsted

City of Winsted
Planning Commission
City Council Chambers
September 10, 2012
6:00 p.m.

Present: JoLynn Cafferty
Dan Dickhausen
Marvin Ebensperger
Max Fasching
Mike Guggemos

Staff Present: Brad Martens, City Administrator
Raquel Kirchoff, Administrative Assistant

1) Call the Meeting to Order

Mr. Ebensperger called the meeting to order at 6:00 p.m.

2) Approval of Minutes

Mr. Fasching motioned to approve the minutes from the Planning Commission Meeting on July 9, 2012. Mr. Dickhausen seconded the motion. Motion carried 5-0.

3) Public Hearings

4) Old Business

a) External Solid Fuel-Fired Heating Devices Ordinance

Mr. Martens stated that this subject is a follow-up of previous discussions on alternative energy. Previous discussion has occurred regarding wind, solar and geo-thermal energy systems, and this is the last portion that was intended to be addressed this year. Provided is re-drafted ordinance language regarding External Solid Fuel-Fired Heating Devices.

Mr. Martens stated that the purpose of this ordinance is intended to promote the public health, safety and welfare and to safeguard the health, comfort, living conditions, safety and welfare of the citizens of the City of Winsted by regulating the air pollution and fire hazards of outdoor fire boilers.

Mr. Martens stated that the applicability of the ordinance is as follows:

- Applies to all outdoor fire boilers within the City of Winsted.
- Does not apply to grilling or cooking food using charcoal, wood, propane or natural gas in cooking or grilling appliances.
- Does not apply to burning for the purpose of generating heat in a stove, furnace, fireplace or other heating device within a building used for human or animal habitation.
- Does not apply to the use of propane, acetylene, natural gas, gasoline or kerosene in a device intended for heating, construction or maintenance activities.
- Does not apply to campfires; a small outdoor fire intended for recreation or cooking but not including a fire intended for disposal of waste wood or refuse.

Mr. Martens asked for any comments that the Planning Commission members may have regarding the ordinance language before bringing the language back at a future meeting where a Public Hearing will be held.

No comments were received.

5) New Business

a) Sign Ordinance

Mr. Martens stated that the Planning Commission discussed a signage request to allow sandwich board style signs in the C-1 Commercial Downtown Business District at a previous meeting in April, 2012. No formal action was taken; however, staff was directed to place the Sign Ordinance on a future agenda for discussion.

Mr. Martens stated that several sign ordinances from other cities have been provided and is requesting the Planning Commission to comment on items they like or dislike in the ordinances as well as direct staff on how to move forward. Martens asked the Planning Commission members to comment on if the City should be more restrictive on signs in the new ordinance, or if the City should allow more signs.

Mr. Ebensperger questioned if the sign ordinance should be amended in certain sections or if the entire ordinance should be re-written. Mr. Martens stated that while he has enforced the Sign Ordinance, he has noted several issues with the current ordinance, so he would recommend a total repeal and replace of the ordinance.

Mr. Ebensperger stated that if a new Sign Ordinance is created, the Planning Commission should look into the definitions of signs, where they should be placed, and new technology of signs.

Mr. Fasching stated that he is in favor of the businesses being able to use signs and this must be thought of while creating the new ordinance; however, he does not want the City to be too overpopulated with signs. Fasching continued by asking how current signs on County Road One (CR 1) are defined; are they considered a ribbon/banner sign or a traditional sign. Under the current Sign Ordinance, a ribbon sign has a ninety (90) day regulation.

Mr. Martens stated that he has enforced Sign Ordinance regulations as he has received complaints. The signs that Mr. Fasching is referring to have not be categorized by City staff, but in his opinion those signs would be placed under the Temporary Sign category.

Mr. Fasching agreed with Mr. Ebensperger and stated that the definition of signs will need to be looked into in the new ordinance to prevent the City from becoming too overpopulated with signs.

Mr. Ebensperger stated that there are several number regulations within the City's current Sign Ordinance that may need to be re-looked at as to why the numbers were chosen; for example the eight feet (8') feet regulation for the Awnings Sign, (E. General Sign Condition, Number Five (5)) and the fifteen feet (15') regulation for Prohibited Signs (F. Prohibited Signs, Number Seven (7)).

Ebensperger also stated that the City's current Sign Ordinance prohibits billboard signs, yet a billboard sign is placed on County Road One (CR 1). The Planning Commission members stated that particular sign was maintained well and would be a non-conforming use within the Sign Ordinance but should be able to stay; however, they were not in favor

of having billboard signs lining County Road One (CR 1). They would still be in favor of billboard signs being prohibited.

Mr. Ebensperger stated that the Planning Commission will need to think about where sandwich board signs will be placed into the ordinance and how they will be enforced.

Mr. Guggemos questioned how many and what types of issues Mr. Martens has had to enforce from the Sign Ordinance. Mr. Martens replied that there were approximately five (5) – six (6) times and that most of those were regarding signs placed on public property. Martens explained that the City's current ordinance only allows government signs on public property and issues arise when a non-profit event, for example the Women's Expo, has placed signs on public property. Mr. Guggemos stated that this issue should be addressed in the new ordinance because he believes those types of signs should be allowed. Mr. Dickhausen stated that this could become an issue with many people wanting to place signs on public property.

Mr. Ebensperger again stated that the Planning Commission must decide how restrictive or how open the ordinance should be and who will enforce the ordinance.

Mr. Fasching stated that lighting of signs should be specified as to what type of lighting it is; there is a large difference between intensity of standard lighting versus LED lighting.

Mr. Guggemos stated that the Awning Sign definition should be specific about the size dimensions of the advertising on the awning.

Mr. Ebensperger stated that the duration of time that an abandoned sign is allowed should be looked at.

The Planning Commission members discussed Realty Signs in the new ordinance to include where temporary signs could be placed, the length of time they could stay, etcetera to avoid an overpopulation of these types of signs.

Mr. Ebensperger asked the Planning Commission members to read and compare the City's current Sign Ordinance with the sample ordinances that have been provided and note the changes that they would like to discuss to make an ordinance that will work for the City of Winsted; hopefully an ordinance that will not be too restrictive but will work for the businesses within the City. Ebensperger stated that he liked the layout of the Princeton, Minnesota ordinance.

Mr. Martens asked if the Planning Commission wanted to be involved in the approval of sign permits or if it should be the Zoning Administrator's responsibility, which is the City Administrator. The Planning Commission members stated that the permits should be approved by the City Administrator and that the Planning Commission should only be involved in sign permits when there is a new construction where a Site Plan is required.

6) Other Business

a) 2012 Winsted Pride Awards

The Planning Commission members requested that the Winsted Pride Awards be judged earlier in the year to enable plants and flowers on nominated properties to be viewed at their prime. They also suggested that the categories judged be changed to include new categories like condition of siding, condition of roof, condition of lawn, etcetera.

Mr. Martens thanked the Planning Commission members for conducting the judging of the 2012 Winsted Pride awards and stated that the winner, Steve and LouAnn Laxen of

312 South Shore Drive, would be recognized at the September 18th, 2012 City Council Meeting.

7) Adjournment

Mr. Guggemos motioned to adjourn the meeting. Ms. Cafferty seconded the motion. Motion carried 5-0. The meeting adjourned at 6:45 p.m.

Brad Martens

Brad Martens,
City Administrator
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff,
Administrative Assistant
City of Winsted

**STATE OF MINNESOTA
JOINT POWERS AGREEMENT
CRIMINAL JUSTICE AGENCY**

This agreement is between the State of Minnesota, acting through its Department of Public Safety, Bureau of Criminal Apprehension ("BCA") and the City of Winsted on behalf of its Prosecuting Attorney ("Agency").

Recitals

Under Minn. Stat. § 471.59, the BCA and the Agency are empowered to engage in such agreements as are necessary to exercise their powers. Under Minn. Stat. § 299C.46 the BCA must provide a criminal justice data communications network to benefit criminal justice agencies in Minnesota. The Agency is authorized by law to utilize the criminal justice data communications network pursuant to the terms set out in this agreement. In addition, BCA either maintains repositories of data or has access to repositories of data that benefit criminal justice agencies in performing their duties. Agency wants to access these data in support of its criminal justice duties.

The purpose of this Agreement is to create a method by which the Agency has access to those systems and tools for which it has eligibility, and to memorialize the requirements to obtain access and the limitations on the access.

Agreement

1 Term of Agreement

1.1 Effective date: This Agreement is effective on the date the BCA obtains all required signatures under Minn. Stat. § 16C.05, subdivision 2.

1.2 Expiration date: This Agreement expires five years from the date it is effective.

2 Agreement between the Parties

2.1 General access. BCA agrees to provide Agency with access to the Minnesota Criminal Justice Data Communications Network (CJDN) and those systems and tools which the Agency is authorized by law to access via the CJDN for the purposes outlined in Minn. Stat. § 299C.46.

2.2 Methods of access.

The BCA offers three (3) methods of access to its systems and tools. The methods of access are:

A. Direct access occurs when individual users at the Agency use Agency's equipment to access the BCA's systems and tools. This is generally accomplished by an individual user entering a query into one of BCA's systems or tools.

B. Indirect access occurs when individual users at the Agency go to another Agency to obtain data and information from BCA's systems and tools. This method of access generally results in the Agency with indirect access obtaining the needed data and information in a physical format like a paper report.

C. Computer-to-computer system interface occurs when Agency's computer exchanges data and information with BCA's computer systems and tools using an interface. Without limitation, interface types include: state message switch, web services, enterprise service bus and message queuing.

For purposes of this Agreement, Agency employees or contractors may use any of these methods to use BCA's systems and tools as described in this Agreement. Agency will select a method of access and can change the methodology following the process in Clause 2.10.

2.3 Federal systems access. In addition, pursuant to 28 CFR §20.30-38 and Minn. Stat. §299C.58, BCA will provide Agency with access to the Federal Bureau of Investigation (FBI) National Crime Information Center.

2.4 Agency policies. Both the BCA and the FBI's Criminal Justice Information Systems (FBI-CJIS) have policies, regulations and laws on access, use, audit, dissemination, hit confirmation, logging, quality assurance, screening (pre-employment), security, timeliness, training, use of the system, and validation. Agency has created its own policies to ensure that Agency's employees and contractors comply with all applicable requirements. Agency ensures this compliance through appropriate enforcement. These BCA and FBI-CJIS policies and regulations, as amended and updated from time to time, are incorporated into this Agreement by reference. The policies are available at www.dps.state.mn.us/cjdn/.

2.5 Agency resources. To assist Agency in complying with the federal and state requirements on access to and use of the various systems and tools, information is available at <https://sps.x.state.mn.us/sites/bcaservicecatalog/default.aspx>.

2.6 Access granted.

A. Agency is granted permission to use all current and future BCA systems and tools for which Agency is eligible. Eligibility is dependent on Agency (i) satisfying all applicable federal or state statutory requirements; (ii) complying with the terms of this Agreement; and (iii) acceptance by BCA of Agency's written request for use of a specific system or tool.

B. To facilitate changes in systems and tools, Agency grants its Authorized Representative authority to make written requests for those systems and tools provided by BCA that the Agency needs to meet its criminal justice obligations and for which Agency is eligible.

2.7 Future access. On written request by Agency, BCA also may provide Agency with access to those systems or tools which may become available after the signing of this Agreement, to the extent that the access is authorized by applicable state and federal law. Agency agrees to be bound by the terms and conditions contained in this Agreement that when utilizing new systems or tools provided under this Agreement.

2.8 Limitations on access. BCA agrees that it will comply with applicable state and federal laws when making information accessible. Agency agrees that it will comply with applicable state and federal laws when accessing, entering, using, disseminating, and storing data. Each party is responsible for its own compliance with the most current applicable state and federal laws.

2.9 Supersedes prior agreements. This Agreement supersedes any and all prior agreements between the BCA and the Agency regarding access to and use of systems and tools provided by BCA.

2.10 Requirement to update information. The parties agree that if there is a change to any of the information whether required by law or this Agreement, the party will send the new information to the other party in writing within 30 days of the change. This clause does not apply to changes in systems or tools provided under this Agreement.

This requirement to give notice additionally applies to changes in the individual or organization serving a city as its prosecutor. Any change in performance of the prosecutorial function needs to be provided to the BCA in writing by giving notice to the Service Desk, BCA.ServiceDesk@state.mn.us.

2.11 Transaction record. The BCA creates and maintains a transaction record for each exchange of data utilizing its systems and tools. In order to meet FBI-CJIS requirements and to perform the audits described in Clause 7, there must be a method of identifying which individual users at the Agency conducted a particular transaction.

If Agency uses either direct access as described in Clause 2.2A or indirect access as described in Clause 2.2B, BCA's transaction record meets FBI-CJIS requirements.

When Agency's method of access is a computer to computer interface as described in Clause 2.2C, the Agency must keep a transaction record sufficient to satisfy FBI-CJIS requirements and permit the audits described in Clause 7 to occur.

If an Agency accesses and maintains data from the Driver and Vehicle Services Division in the Minnesota Department of Public Safety, Agency must have a transaction record of all access to the data that are maintained. The transaction record must include the individual user who requested access, and the date, time and content of the request. The transaction record must also include the date, time and content of the response along with the destination to which the data were sent. The transaction record must be maintained for a minimum of six (6) years from the date the transaction occurred and must be made available to the BCA within one (1) business day of the BCA's request.

2.12 Court information access. Certain BCA systems and tools that include access to and/or submission of Court Records may only be utilized by the Agency if the Agency completes the Court Data Services Subscriber Amendment, which upon execution will be incorporated into this Agreement by reference. These BCA systems and tools are identified in the written request made by Agency under Clause 2.6 above. The Court Data Services Subscriber Amendment provides important additional terms, including but not limited to privacy (see Clause 8.2, below), fees (see Clause 3 below), and transaction records or logs, that govern Agency's access to and/or submission of the Court Records delivered through the BCA systems and tools.

3 Payment

The Agency currently accesses the criminal justice data communications network described in Minn. Stat. §299C.46. No charges will be assessed to the agency as a condition of this agreement.

If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, additional fees, if any, are addressed in that amendment.

4 Authorized Representatives

The BCA's Authorized Representative is Dana Gotz, Department of Public Safety, Bureau of Criminal Apprehension, Minnesota Justice Information Services, 1430 Maryland Avenue, St. Paul, MN 55106, 651-793-1007, or her successor.

The Agency's Authorized Representative is Jody Winters, City Attorney, 1017 Hennepin Ave N, Glencoe, MN 55336, (320) 864-5146, or his/her successor.

5 Assignment, Amendments, Waiver, and Contract Complete

5.1 Assignment. Neither party may assign nor transfer any rights or obligations under this Agreement.

5.2 Amendments. Any amendment to this Agreement, except those described in Clauses 2.6 and 2.7 above must be in writing and will not be effective until it has been signed and approved by the same parties who signed and approved the original agreement, or their successors in office.

5.3 Waiver. If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the right to enforce it.

5.4 Contract Complete. This Agreement contains all negotiations and agreements between the BCA and the Agency. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Liability

Each party will be responsible for its own acts and behavior and the results thereof and shall not be responsible or liable for the other party's actions and consequences of those actions. The Minnesota Torts Claims Act, Minn. Stat. § 3.736 and other applicable laws govern the BCA's liability. The Minnesota Municipal Tort Claims Act, Minn. Stat. Ch. 466, governs the Agency's liability.

7 Audits

7.1 Under Minn. Stat. § 16C.05, subd. 5, the Agency's books, records, documents, internal policies and accounting procedures and practices relevant to this Agreement are subject to examination by the BCA, the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement. Under Minn. Stat. § 6.551, the State Auditor may examine the books, records, documents, and accounting procedures and practices of BCA. The examination shall be limited to the books, records, documents, and accounting procedures and practices that are relevant to this Agreement.

7.2 Under applicable state and federal law, the Agency's records are subject to examination by the BCA to ensure compliance with laws, regulations and policies about access, use, and dissemination of data.

7.3 If Agency accesses federal databases, the Agency's records are subject to examination by the FBI and Agency will cooperate with FBI examiners and make any requested data available for review and audit.

7.4 To facilitate the audits required by state and federal law, Agency is required to have an inventory of the equipment used to access the data covered by this Agreement and the physical location of each.

8 Government Data Practices

8.1 BCA and Agency. The Agency and BCA must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data accessible under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Agency under this Agreement. The remedies of Minn. Stat. §§ 13.08 and 13.09 apply to the release of the data referred to in this clause by either the Agency or the BCA.

8.2 Court Records. If Agency chooses to execute the Court Data Services Subscriber Amendment referred to in Clause 2.12 in order to access and/or submit Court Records via BCA's systems, the following provisions regarding data practices also apply. The Court is not subject to Minn. Stat. Ch. 13 (see section 13.90) but is subject to the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court. All parties acknowledge and agree that Minn. Stat. § 13.03, subdivision 4(e) requires that the BCA and the Agency comply with the Rules of Public Access for those data received from Court under the Court Data Services Subscriber Amendment. All parties also acknowledge and agree that the use of, access to or submission of Court Records, as that term is defined in the Court Data Services Subscriber Amendment, may be restricted by rules promulgated by the Minnesota Supreme Court, applicable state statute or federal law. All parties acknowledge and agree that these applicable restrictions must be followed in the appropriate circumstances.

9 Investigation of alleged violations; sanctions

For purposes of this clause, "Individual User" means an employee or contractor of Agency.

9.1 Investigation. Agency and BCA agree to cooperate in the investigation and possible prosecution of suspected violations of federal law, state law, and policies and procedures referenced in this Agreement. When BCA becomes aware that a violation may have occurred, BCA will inform Agency of the suspected violation, subject to any restrictions in applicable law. When Agency becomes aware that a violation has occurred, Agency will inform BCA subject to any restrictions in applicable law.

9.2 Sanctions Involving Only BCA Systems and Tools.

The following provisions apply to BCA systems and tools not covered by the Court Data Services Subscriber Amendment.

9.2.1 For BCA systems and tools that are not covered by the Court Data Services Subscriber Amendment, Agency must determine if and when an involved Individual User's access to systems or tools is to be temporarily or permanently eliminated. The decision to suspend or terminate access may be made as soon as alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. Agency must report the status of the Individual User's access to BCA without delay.

9.2.2 If BCA determines that Agency has jeopardized the integrity of the systems or tools covered in this Clause 9.2, BCA may temporarily stop providing some or all the systems or tools under this Agreement until the failure is remedied to the BCA's satisfaction. If Agency's failure is continuing or repeated, Clause 11.1 does not apply and BCA may terminate this Agreement immediately.

9.3 Sanctions Involving Only Court Data Services

The following provisions apply to those systems and tools covered by the Court Data Services Subscriber Amendment, if it has been signed by Agency. As part of the agreement between the Court and the BCA for the delivery of the systems and tools that are covered by the Court Data Services Subscriber Amendment, BCA is required to suspend or terminate access to or use of the systems and tools either on its own initiative or when directed by the Court. The decision to suspend or terminate access may be made as soon as an alleged violation is discovered, after notice of an alleged violation is received, or after an investigation has occurred. The decision to suspend or terminate may also be made based on a request from the Authorized Representative of Agency. The agreement further provides that only the Court has the authority to reinstate access and use.

9.3.1 Agency understands that if it has signed the Court Data Services Subscriber Amendment and if Agency's Individual Users violate the provisions of that Amendment, access and use will be suspended by BCA or Court. Agency also understands that reinstatement is only at the direction of the Court.

9.3.2 Agency further agrees that if Agency believes that one or more of its Individual Users have violated the terms of the Amendment, it will notify BCA and Court so that an investigation as described in Clause 9.1 may occur.

10 Venue

Venue for all legal proceedings involving this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

11 Termination

11.1 Termination. The BCA or the Agency may terminate this Agreement at any time, with or without cause, upon 30 days' written notice to the other party's Authorized Representative.

11.2 Termination for Insufficient Funding. Either party may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written notice to the other party's authorized representative. The Agency is not obligated to pay for any services that are provided after notice and effective date of termination. However, the BCA will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. Neither party will be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. Notice of the lack of funding must be provided within a reasonable time of the affected party receiving that notice.

12 Continuing obligations

The following clauses survive the expiration or cancellation of this Agreement: 6. Liability; 7. Audits; 8. Government Data Practices; 9. Investigation of alleged violations; sanctions; and 10. Venue.

(THE REMAINING PORTION OF THIS PAGE WAS INTENTIONALLY LEFT BLANK)

The parties indicate their agreement and authority to execute this Agreement by signing below.

1. STATE ENCUMBRANCE VERIFICATION
Individual certifies that funds have been encumbered as required by Minn. Stat. §§ 16A.15 and 16C.05.

Name: _____
(PRINTED)

Signed: _____

Date: _____

CFMS Contract No. A- _____

2. AGENCY

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

3. DEPARTMENT OF PUBLIC SAFETY, BUREAU OF CRIMINAL APPREHENSION

Name: _____
(PRINTED)

Signed: _____

Title: _____
(with delegated authority)

Date: _____

4. COMMISSIONER OF ADMINISTRATION
delegated to Materials Management Division

By: _____

Date: _____



BOLTON & MENK, INC.[®]

Consulting Engineers & Surveyors

2638 Shadow Lane, Suite 200 • Chaska, MN 55318-1172

Phone (952) 448-8838 • Fax (952) 448-8805

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*** M E M O ***

DATE: October 10, 2012
TO: Brad Martens, City Administrator
CC: Deb Boelter, City Clerk
FROM: Jake Saulsbury, Bolton & Menk
SUBJECT: Westgate Improvement Project

The purpose of this memo is to provide you with a brief summary of the final project costs, and a comparison of those costs to the costs presented during the feasibility study phase for the above referenced project. Attached hereto, for your information and reference, is a final cost summary for the project.

The total final project cost is estimated to be \$713,473, which is \$48,521 (6.4%) below the preliminary estimate. The total final assessed amount is \$152,831, which is \$14,000 (8.4%) below the preliminary estimate. The final cost per unit for the project is \$2,939, which is \$269 below the preliminary estimate. The total assessable percentage of the project is 21.4%. An assessment project must have a minimum assessable percentage above 20% according to MN Statute 429. Therefore, this requirement has been met and the necessary provisions of the bond have been followed.

The total final city cost is \$560,641, which is \$34,521 (5.8%) below the preliminary estimate. The primary reason for the lower than anticipated project costs are low contractor bid prices due to a downturn in the construction industry. Finally, the bond rate was estimated to be 3.5% but the final rate came in at 2.33% (assessment rate = 3.33%). This 1.17% lower interest rate combined with the lower project costs result in an annual assessment payment reduction of approximately 15% from the preliminary estimate.

Two resolutions are required at the upcoming Council Meeting in order for the City to remain compliant with the provisions of the Chapter 429 assessment process. Those resolutions are:

- Declaring the cost to be assessed and ordering the preparation of the final assessment roll.
- Receiving the proposed assessment and calling for a Public Hearing.

Attached for your reference and modification are a draft copy of these two resolutions. I am available to discuss this information with you and answer any questions you may have at the November 20, 2012 Public Hearing.

**FINAL COST APPORTIONMENT SUMMARY
FOR
WESTGATE NEIGHBORHOOD IMPROVEMENTS
10/10/2012**

	Preliminary Estimated Costs	Final Project Costs	+ / (-) From Estimated Costs	% + / - From Estimated Costs
Total Project Cost	\$761,993.75	\$713,472.57	(\$48,521)	-6.4%
Standard Section Cost	\$473,225.00	\$433,512.28	(\$39,713)	-8.4%
Extra Depth & Width Of Pvmnt (City Cost)	\$104,875.00	\$78,226.08	(\$26,649)	-25.4%
Storm Sewer Improvements (City Cost)	\$109,750.00	\$58,792.29	(\$50,958)	-46.4%
Sanitary Sewer Improvements (City Cost)	\$74,143.75	\$142,941.92	\$68,798	92.8%
Total Standard Section	\$473,225.00	\$433,512.28	(\$39,713)	-8.4%
City Contribution (60%)	\$283,935.00	\$260,107.37	(\$23,828)	-8.4%
Assessable Portion	\$189,290.00	\$173,404.91	(\$15,885)	-8.4%
Total Units	\$59.00	\$59.00	NA	NA
Cost Per Unit	\$3,208.31	\$2,939.07	(\$269.24)	-8.4%
Non-Assessable Units	7.0	7.0	NA	NA
Non-Assessable Cost (City Cost)	\$22,458.14	\$20,573.46	(\$1,885)	-8.4%
Assessable Units	52.0	52.0	N/A	N/A
Total Assessed Amount - Street	\$166,831.86	\$152,831.45	(\$14,000)	-8.4%
TOTAL ASSESSED AMOUNT:	\$166,832	\$152,831	(\$14,000)	-8.4%
TOTAL CITY COST:	\$595,162	\$560,641	(\$34,521)	-5.8%
TOTAL PROJECT COST:	\$761,994	\$713,473	(\$48,521)	-6.4%
429 BOND RATE:	4.50%	3.33%	-1.17%	NA

CITY OF WINSTED
RESOLUTION R-12-28

**RESOLUTION DECLARING COST TO BE ASSESSED AND ORDERING PREPARATION OF
PROPOSED ASSESSMENT**

WHEREAS, prior resolutions of the City Council were adopted ordering the making of public improvements to the infrastructure of the City of Winsted by the installation of streets, curb and gutter, storm sewer, and sanitary sewer, according to the plans and specifications for such improvements; and

WHEREAS, the location of the said improvements is the entire Westgate neighborhood. The locations of these streets are Westgate Drive, Westgate Terrace, and Westgate Circle; and

WHEREAS, contracts for said improvements were subsequently entered into between the City of Winsted and Mid Minnesota Hot Mix, Incorporated for the making of these improvements in the amount of \$588,047.05 and the final construction costs are estimated to be \$553,423; and

WHEREAS, the cost of any additional authorized work and the expenses and fees incurred or to be incurred in the making of these improvements are in the amount of \$160,050; and

WHEREAS, the total costs, expenses, and fees of the improvements are therefore \$713,473; and

WHEREAS, this improvement project is now substantially completed and the City Council desires that a portion of said costs and expenses be specially assessed against the properties benefitted by this improvement project; and

WHEREAS, the City Council desires that the proper assessment amount against each such assessable parcel be calculated and a proposed assessment roll be prepared and that a hearing be held on the proposed assessment.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINSTED, MINNESOTA:

1. The portion of the total cost of such improvement to be paid by the City is hereby declared to be \$560,641 and the portion of the cost to be assessed against benefitted property owners is declared to be \$152,832.
2. Assessments shall be payable in equal annual installments extending over a period of fifteen (15) years, the first of the installments to be payable on or before the first Monday in January, 2013, and shall bear interest at the rate of 3.33 percent per annum from the date of the adoption of the assessment resolution.
3. The City Clerk, with the assistance of the City Engineer, shall forthwith calculate the proper amount to be specially assessed for such improvement against every assessable lot, piece or parcel of land within the district affected, without regard to cash valuation, as provided by law, and he/she shall file a copy of such proposed assessment in his/her office for public inspection.
4. Upon the completion of the proposed assessment, the City Clerk shall notify the City Council.

Adopted this 16th day of October, 2012.

Steve Stotko, Mayor

Attest:

Deborah R. Boelter, City Clerk-Treasurer

CITY OF WINSTED
RESOLUTION R-12-29

**RESOLUTION RECEIVING PROPOSED ASSESSMENT AND CALLING FOR A PUBLIC
HEARING ON PROPOSED**

WHEREAS, On October 16th, 2012 a prior Resolution of the City Council was adopted directing the City Clerk to prepare a proposed assessment of the cost of the making of public improvements to the infrastructure of the City of Winsted by the installation of streets, curb and gutter, storm sewer, and sanitary sewer, according to the plans and specifications for such improvements; and

WHEREAS, the location of the said improvements is the entire Westgate neighborhood. The locations of these streets are Westgate Drive, Westgate Terrace, and Westgate Circle; and

WHEREAS, the City Clerk has notified the City Council that such proposed assessment has been completed and filed in his/her office for public inspection,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF WINSTED, MINNESOTA:

1. A hearing shall be held at 6:00 p.m. on November 20th, 2012 in the City Council Chambers of the Winsted City Hall located at 201 - First Street North, Winsted, Minnesota, to pass upon such proposed assessment for the Westgate Improvement Project. All persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.
2. The City Clerk is hereby directed to cause a notice of the hearing on the proposed assessment to be published once in the official newspaper at least two (2) weeks prior to the hearing, and she shall state in the notice the total cost of the improvement. She shall also cause mailed notice to be given to the owner of each parcel described in the assessment roll not less than two (2) weeks prior to the hearing.
3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, prepay to the City of Winsted the entire assessment on such property with interest accrued to the date of payment, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment.
4. After certification of the assessment roll to the McLeod County Auditor, the owner may at any time prior to November 15th of any year, prepay to the Winsted City Clerk the entire principal balance of the assessment remaining, except that the installment of principal and interest in the process of collection on the current property tax list for the year in which the prepayment is made shall be paid to the McLeod County Treasurer as part of the real estate taxes for the property assessed and payable for that year. If prepayment is made after November 15th of any year, interest will be charged to December 31st of the next succeeding year. Partial prepayment are also authorized in accordance with the City's Assessment Policy. No deferment of payments is authorized.

Adopted by the Council this 16th day of October, 2012.

Steve Stotko, Mayor

Deborah R. Boelter, City Clerk-Treasurer

Investment Portfolio Pledged Securities
 FLAGSHIP BANK WINSTED
 WINSTED, MN

InTrader (pledged)
 Last : 08/31/2012
 As-of: 09/30/2012
 1614 100398

Sec ID Loc	Ticket	Security Description Line 1 Security Description Line 2	Safekeeping Agent Rate	Maturity	Grp	Original Face S & P Par/Curr Face Moody	Priced Pledged	Book Value Market Value	
PLEGGED TO: I38 CITY OF WINSTED									
3133XVNU1		FED HOME LOAN BANK	UNITED BANKERS BANK			250,000.00 AA+	09/25/2012	255,363.59	
UBB	154007108	NON-CALLABLE	2.75	12/12/2014	100	250,000.00 Aaa	03/30/2011	263,390.00	
02005QPL1		ALLY BANK CD	UNITED BANKERS BANK			245,000.00		245,000.00	
UBB	154007303	FDIC INSURED	1	05/28/2013	400	245,000.00	06/17/2011	245,000.00	
02587DAM0		AMEX CENTURION BANK CD	UNITED BANKERS BANK			245,000.00		245,000.00	
UBB	154007304	FDIC INSURED	1.05	05/28/2013	400	245,000.00	07/25/2011	245,000.00	
06425PT73		BANK OF CHINA CD	UNITED BANKERS BANK			245,000.00		245,000.00	
UBB	154007302	FDIC INSURED	.85	11/26/2012	400	245,000.00	07/25/2011	245,000.00	
254670E40		DISCOVER BANK CD	UNITED BANKERS BANK			245,000.00		245,000.00	
UBB	154007306	FDIC INSURED	1.4	05/27/2014	400	245,000.00	07/25/2011	245,000.00	
36160VUH2		GE CAP FINL INC CD	UNITED BANKERS BANK			245,000.00		245,000.00	
UBB	154007624	FDIC INSURED	1.2	07/29/2014	400	245,000.00	10/17/2011	245,000.00	
TOTAL FOR PLEDGE ID I38						Orig Face: 1,475,000.00	Current Face: 1,475,000.00	Market: 1,488,390.00	Book: 1,480,363.59
Pledged: 6									



Regular City Council Meeting
Tuesday, October 16, 2012
6:00 p.m.

September, 2012 Financial Report

I. Revenues and Expenditures

A. Revenues

1. General Fund – Fund 101
2. Water Fund – Fund 601
3. Sewer Fund – Fund 602
4. Airport Fund – Fund 612
5. Fire Department Fund – Fund 703

B. Expenditures

1. General Fund – Fund 101
Have expensed 58.55% of the 2012 budget.
2. Water Fund – Fund 601
Have expensed 94.59% of the 2012 budget.
3. Sewer Fund – Fund 602
Have expensed 71.74% of the 2012 budget.
4. Airport Fund – Fund 612
Have expensed 75.18% of the 2012 budget.

5. Fire Department Fund – Fund 703

Have expensed 48.93% of the 2012 budget.

Respectfully submitted,

Deborah R. Boelter

Deborah R. Boelter
City Clerk-Treasurer

CITY OF WINSTED
Revenue Guideline By Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 101 GENERAL FUND					
Dept 41900 General Government					
R 101-41900-31000 General Property	\$744,379.00	\$0.00	\$376,198.95	\$368,180.05	50.54%
R 101-41900-31020 Delinquent Prope	\$0.00	\$0.00	\$9,043.41	-\$9,043.41	0.00%
R 101-41900-31910 Developer Reimb	\$5,000.00	\$0.00	\$2,429.25	\$2,570.75	48.59%
R 101-41900-32000 Licenses and Per	\$600.00	\$0.00	\$552.50	\$47.50	92.08%
R 101-41900-32110 Liquor Licenses	\$12,500.00	\$0.00	\$10,100.00	\$2,400.00	80.80%
R 101-41900-32210 Building Permits	\$15,000.00	\$0.00	\$13,295.38	\$1,704.62	88.64%
R 101-41900-32220 Rental Housing P	\$150.00	\$0.00	\$850.00	-\$700.00	566.67%
R 101-41900-32240 Animal Licenses	\$1,000.00	\$0.00	\$1,300.00	-\$300.00	130.00%
R 101-41900-33400 State Grants and	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-41900-33401 Local Governmen	\$547,848.00	\$0.00	\$0.00	\$547,848.00	0.00%
R 101-41900-33402 Homestead Credi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-41900-33420 Insurance Reimb	\$0.00	\$0.00	\$386.47	-\$386.47	0.00%
R 101-41900-33421 COBRA Insuranc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-41900-33423 Cell Phone Reim	\$0.00	\$0.00	\$135.83	-\$135.83	0.00%
R 101-41900-33600 County Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-41900-33640 Appliance/Electro	\$1,500.00	\$0.00	\$460.00	\$1,040.00	30.67%
R 101-41900-34000 Charges for Servi	\$25.00	\$0.00	\$805.00	-\$780.00	3220.00%
R 101-41900-34050 Administrative B	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-41900-34103 Zoning and Subd	\$500.00	\$0.00	\$375.00	\$125.00	75.00%
R 101-41900-34921 Sale of Property	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-41900-36100 Special Assessme	\$2,000.00	\$0.00	\$1,289.26	\$710.74	64.46%
R 101-41900-36200 Miscellaneous Re	\$1,000.00	\$0.00	\$1,631.24	-\$631.24	163.12%
R 101-41900-36210 Interest Earnings	\$5,000.00	\$87.89	\$889.35	\$4,110.65	17.79%
R 101-41900-36220 Other Rents and	\$31,000.00	\$0.00	\$22,345.78	\$8,654.22	72.08%
R 101-41900-36225 Franchise Fees	\$37,260.00	\$0.00	\$10,635.18	\$26,624.82	28.54%
R 101-41900-36230 Contributions an	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-41900-36240 "What Up" Contri	\$1,200.00	\$0.00	\$2,500.00	-\$1,300.00	208.33%
R 101-41900-36250 Winsted Arts Cou	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-41900-36260 Winsted Summer	\$22,000.00	\$352.58	\$30,327.54	-\$8,327.54	137.85%
R 101-41900-36270 Winsted 125th C	\$0.00	\$1,315.00	\$3,616.00	-\$3,616.00	0.00%
R 101-41900-36280 Winsted Senior D	\$0.00	\$0.00	\$177.46	-\$177.46	0.00%
R 101-41900-38060 Cable Fund Tran	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
R 101-41900-39203 Transfer from Ot	\$32,955.00	\$0.00	\$0.00	\$32,955.00	0.00%

CITY OF WINSTED
Revenue Guideline By Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
Dept 41900 General Government	\$1,480,917.00	\$1,755.47	\$489,343.60	\$991,573.40	33.04%
Dept 42000 Public Safety					
R 101-42000-33100 Federal Grants a	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-42000-33165 Safe/Sober- Over	\$5,000.00	\$0.00	\$1,339.53	\$3,660.47	26.79%
R 101-42000-33166 Safe/Sober-Equip	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-42000-33167 Medical Grant	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-42000-33168 MN POST Board	\$2,000.00	\$0.00	\$1,992.54	\$7.46	99.63%
R 101-42000-33400 State Grants and	\$18,000.00	\$0.00	\$0.00	\$18,000.00	0.00%
R 101-42000-33420 Insurance Reimb	\$0.00	\$0.00	\$3,231.39	-\$3,231.39	0.00%
R 101-42000-33600 County Grants	\$0.00	\$0.00	\$810.00	-\$810.00	0.00%
R 101-42000-33620 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-42000-34000 Charges for Servi	\$1,500.00	\$0.00	\$1,496.72	\$3.28	99.78%
R 101-42000-34200 PS Charges for S	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-42000-35101 Prosecution Reim	\$1,500.00	\$0.00	\$75.00	\$1,425.00	5.00%
R 101-42000-35102 Parking Fines	\$600.00	\$0.00	\$410.00	\$190.00	68.33%
R 101-42000-35103 Administrative Fi	\$2,800.00	\$0.00	\$1,760.00	\$1,040.00	62.86%
R 101-42000-35104 County/State Fin	\$10,500.00	\$1,182.45	\$8,517.66	\$1,982.34	81.12%
R 101-42000-36200 Miscellaneous Re	\$300.00	\$0.00	\$110.00	\$190.00	36.67%
R 101-42000-36230 Contributions an	\$250.00	\$0.00	\$350.00	-\$100.00	140.00%
Dept 42000 Public Safety	\$42,450.00	\$1,182.45	\$20,092.84	\$22,357.16	47.33%
Dept 43000 Public Works					
R 101-43000-33420 Insurance Reimb	\$0.00	\$0.00	\$1,716.35	-\$1,716.35	0.00%
R 101-43000-33421 COBRA Insuranc	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-43000-33600 County Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-43000-33605 S.C.O.R.E. Reimb	\$4,000.00	\$0.00	\$985.50	\$3,014.50	24.64%
R 101-43000-34000 Charges for Servi	\$1,000.00	\$0.00	\$14,360.66	-\$13,360.66	1436.07%
R 101-43000-34001 Equipment Renta	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-43000-36100 Special Assessme	\$10,000.00	\$0.00	\$0.00	\$10,000.00	0.00%
R 101-43000-36200 Miscellaneous Re	\$0.00	\$0.00	\$655.20	-\$655.20	0.00%
Dept 43000 Public Works	\$15,000.00	\$0.00	\$17,717.71	-\$2,717.71	118.12%
Dept 45200 Parks (GENERAL)					
R 101-45200-33100 Federal Grants a	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-45200-33400 State Grants and	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 101-45200-33420 Insurance Reimb	\$0.00	\$0.00	\$0.00	\$0.00	0.00%

CITY OF WINSTED
Revenue Guideline By Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
R 101-45200-36200 Miscellaneous Re	\$0.00	\$0.00	\$311.32	-\$311.32	0.00%
R 101-45200-36220 Other Rents and	\$500.00	\$0.00	\$150.00	\$350.00	30.00%
R 101-45200-36230 Contributions an	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00	50.00%
Dept 45200 Parks (GENERAL)	\$5,500.00	\$0.00	\$2,961.32	\$2,538.68	53.84%
FUND 101 GENERAL FUND	\$1,543,867.00	\$2,937.92	\$530,115.47	\$1,013,751.53	34.34%

CITY OF WINSTED
Revenue Guideline By Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 601 WATER FUND					
Dept 49400 Water (GENERAL)					
R 601-49400-33170 P.F.A. Loan	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-49400-33420 Insurance Reimb	\$0.00	\$0.00	\$772.94	-\$772.94	0.00%
R 601-49400-33620 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-49400-36100 Special Assessme	\$2,000.00	\$0.00	\$459.75	\$1,540.25	22.99%
R 601-49400-36200 Miscellaneous Re	\$0.00	\$0.00	\$271.85	-\$271.85	0.00%
R 601-49400-36210 Interest Earnings	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
R 601-49400-37100 Water Sales	\$313,185.00	\$22,391.64	\$188,736.08	\$124,448.92	66.67%
R 601-49400-37110 Water Late Fee	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-49400-37120 Water No Read F	\$700.00	\$5.00	\$86.07	\$613.93	12.30%
R 601-49400-37130 Water Access Ch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-49400-37150 Water Connect/R	\$2,000.00	\$28.14	\$1,102.41	\$897.59	70.12%
R 601-49400-37155 Water Disconnec	\$8,000.00	\$570.92	\$5,271.61	\$2,728.39	72.09%
R 601-49400-37160 Water Penalty	\$4,000.00	\$312.25	\$2,859.84	\$1,140.16	75.08%
R 601-49400-37170 Water Meter	\$1,000.00	\$0.00	\$711.38	\$288.62	71.14%
R 601-49400-37180 Water Debt Fee	\$0.00	\$5,635.78	\$55,977.07	-\$55,977.07	0.00%
R 601-49400-37190 Water Repair Mai	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-49400-38010 NSF Charges	\$400.00	\$9.20	\$331.71	\$68.29	85.06%
R 601-49400-39300 Proceeds-Gen Lo	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 601-49400-39500 Capital Contributi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49400 Water (GENERAL)	\$332,285.00	\$28,952.93	\$256,580.71	\$75,704.29	85.11%
FUND 601 WATER FUND	\$332,285.00	\$28,952.93	\$256,580.71	\$75,704.29	85.11%

CITY OF WINSTED
Revenue Guideline By Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 602 SEWER FUND					
Dept 49450 Sewer (GENERAL)					
R 602-49450-32000 Licenses and Per	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-33100 Federal Grants a	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-33420 Insurance Reimb	\$0.00	\$0.00	\$331.26	-\$331.26	0.00%
R 602-49450-34000 Charges for Servi	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-34921 Sale of Property	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-36100 Special Assessme	\$2,000.00	\$0.00	\$695.20	\$1,304.80	34.76%
R 602-49450-36200 Miscellaneous Re	\$2,000.00	\$0.00	\$406.85	\$1,593.15	20.34%
R 602-49450-36210 Interest Earnings	\$2,000.00	\$0.00	\$0.00	\$2,000.00	0.00%
R 602-49450-37150 Water Connect/R	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-37155 Water Disconnec	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-37170 Water Meter	\$500.00	\$0.00	\$481.37	\$18.63	96.27%
R 602-49450-37200 Sewer Sales	\$457,710.00	\$33,635.91	\$320,704.13	\$137,005.87	77.02%
R 602-49450-37210 Hauled Waste W	\$6,000.00	\$0.00	\$10,022.72	-\$4,022.72	167.05%
R 602-49450-37230 Sewer Access Ch	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-37260 Sewer Penalty	\$4,000.00	\$313.56	\$2,866.15	\$1,133.85	75.24%
R 602-49450-37270 Sludge Storage P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-39203 Transfer from Ot	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-39310 Proceeds-Gen Ob	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 602-49450-99999 UNALLOCATED U	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49450 Sewer (GENERAL)	\$474,210.00	\$33,949.47	\$335,507.68	\$138,702.32	77.49%
FUND 602 SEWER FUND	\$474,210.00	\$33,949.47	\$335,507.68	\$138,702.32	77.49%

CITY OF WINSTED
Revenue Guideline By Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 612 AIRPORT FUND					
Dept 49810 Airport (GENERAL)					
R 612-49810-33100 Federal Grants a	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 612-49810-33400 State Grants and	\$6,000.00	\$0.00	\$5,358.00	\$642.00	89.30%
R 612-49810-34921 Sale of Property	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 612-49810-34922 Land Lease	\$16,580.00	\$0.00	\$17,904.90	-\$1,324.90	107.99%
R 612-49810-34924 Sale of Gas	\$42,000.00	\$5,086.56	\$39,110.70	\$2,889.30	93.12%
R 612-49810-34925 Airport Access Fe	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 612-49810-36200 Miscellaneous Re	\$0.00	\$0.00	\$4,725.00	-\$4,725.00	0.00%
R 612-49810-36210 Interest Earnings	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 612-49810-36220 Other Rents and	\$5,500.00	\$0.00	\$1,200.00	\$4,300.00	21.82%
R 612-49810-39203 Transfer from Ot	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49810 Airport (GENERAL)	\$70,080.00	\$5,086.56	\$68,298.60	\$1,781.40	97.46%
FUND 612 AIRPORT FUND	\$70,080.00	\$5,086.56	\$68,298.60	\$1,781.40	97.46%

CITY OF WINSTED
Revenue Guideline By Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 703 FIRE DEPT FUND					
Dept 42200 Fire Protection					
R 703-42200-33100 Federal Grants a	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 703-42200-33151 Training Reimbur	\$0.00	\$0.00	\$2,628.75	-\$2,628.75	0.00%
R 703-42200-33400 State Grants and	\$14,000.00	\$0.00	\$3,200.00	\$10,800.00	22.86%
R 703-42200-33420 Insurance Reimb	\$0.00	\$0.00	\$662.52	-\$662.52	0.00%
R 703-42200-33620 Other Grants	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 703-42200-34000 Charges for Servi	\$146,349.00	\$0.00	\$29,987.00	\$116,362.00	20.49%
R 703-42200-34950 Pull Tab Donatio	\$0.00	\$0.00	\$691.69	-\$691.69	0.00%
R 703-42200-34960 Expansion Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 703-42200-36200 Miscellaneous Re	\$0.00	\$0.00	\$4,089.68	-\$4,089.68	0.00%
R 703-42200-36210 Interest Earnings	\$500.00	\$1.95	\$17.83	\$482.17	3.57%
R 703-42200-36220 Other Rents and	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
R 703-42200-36230 Contributions an	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
Dept 42200 Fire Protection	\$175,849.00	\$1.95	\$41,277.47	\$134,571.53	23.47%
FUND 703 FIRE DEPT FUND	\$175,849.00	\$1.95	\$41,277.47	\$134,571.53	23.47%

CITY OF WINSTED
Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 101 GENERAL FUND					
Dept 41000 Mayor/Council					
E 101-41000-100 Wages and Salaries	\$18,500.00	\$1,185.00	\$13,820.00	\$4,680.00	78.97%
E 101-41000-122 FICA-SocialSecurity	\$1,415.00	\$90.66	\$1,057.29	\$357.71	78.99%
E 101-41000-150 Worker s Comp (GE	\$200.00	\$0.00	\$176.78	\$23.22	88.39%
E 101-41000-203 Employee Recogniti	\$850.00	\$0.00	\$0.00	\$850.00	0.00%
E 101-41000-208 Conference & Milea	\$2,000.00	\$11.10	\$546.98	\$1,453.02	28.18%
E 101-41000-301 Auditing Services	\$25,000.00	\$0.00	\$19,600.50	\$5,399.50	78.40%
E 101-41000-309 Web Site	\$3,000.00	\$188.00	\$2,031.00	\$969.00	75.30%
E 101-41000-340 Publications	\$3,500.00	\$148.92	\$2,300.96	\$1,199.04	65.74%
E 101-41000-360 Insurance (GENERA	\$100.00	\$0.00	\$34.79	\$65.21	34.79%
E 101-41000-433 Dues and Subscripti	\$2,400.00	\$2,290.00	\$2,389.00	\$11.00	99.54%
Dept 41000 Mayor/Council	\$56,965.00	\$3,913.68	\$41,957.30	\$15,007.70	75.58%
Dept 41300 Administration					
E 101-41300-100 Wages and Salaries	\$137,000.00	\$10,152.58	\$100,738.84	\$36,261.16	77.24%
E 101-41300-103 Part-Time Employe	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41300-113 Health/Dental Ins R	\$6,400.00	\$45.44	\$454.40	\$5,945.60	7.46%
E 101-41300-121 PERA	\$9,900.00	\$739.35	\$7,318.70	\$2,581.30	77.66%
E 101-41300-122 FICA-SocialSecurity	\$10,500.00	\$716.56	\$7,151.22	\$3,348.78	71.47%
E 101-41300-125 ICMA	\$7,500.00	\$550.66	\$5,231.27	\$2,268.73	73.42%
E 101-41300-130 Employer Paid Ins (\$18,000.00	\$1,621.44	\$14,095.68	\$3,904.32	79.88%
E 101-41300-131 COBRA Insurance P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41300-150 Worker s Comp (GE	\$1,000.00	\$0.00	\$883.90	\$116.10	88.39%
E 101-41300-201 Elections	\$4,500.00	\$303.24	\$3,774.52	\$725.48	83.88%
E 101-41300-208 Conference & Milea	\$900.00	\$0.00	\$585.81	\$314.19	67.31%
E 101-41300-209 Conf. & Mileage-Ad	\$1,800.00	\$0.00	\$1,142.39	\$657.61	63.47%
E 101-41300-210 Conf. & Mileage-Cle	\$1,050.00	\$52.50	\$787.60	\$262.40	104.91%
E 101-41300-300 Professional Serv. (\$5,000.00	\$2,800.00	\$2,800.00	\$2,200.00	56.00%
E 101-41300-320 Cell Telephone	\$1,300.00	\$92.27	\$725.79	\$574.21	62.42%
E 101-41300-321 Telephone	\$7,000.00	\$638.31	\$5,735.45	\$1,264.55	81.94%
E 101-41300-340 Publications	\$50.00	\$0.00	\$0.00	\$50.00	0.00%
E 101-41300-433 Dues and Subscripti	\$1,175.00	\$0.00	\$518.00	\$657.00	51.57%
E 101-41300-700 Transfers (GENERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41300 Administration	\$213,075.00	\$17,712.35	\$151,943.57	\$61,131.43	74.54%

CITY OF WINSTED

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
Dept 41500 Assessor					
E 101-41500-300 Professional Serv. (\$12,100.00	\$0.00	\$0.00	\$12,100.00	99.54%
Dept 41500 Assessor	\$12,100.00	\$0.00	\$0.00	\$12,100.00	99.54%
Dept 41600 Legal Counsel					
E 101-41600-300 Professional Serv. (\$23,400.00	\$1,143.75	\$12,603.60	\$10,796.40	61.39%
E 101-41600-310 Developer Reimbur	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41600 Legal Counsel	\$23,400.00	\$1,143.75	\$12,603.60	\$10,796.40	61.39%
Dept 41700 Engineering					
E 101-41700-300 Professional Serv. (\$16,000.00	\$0.00	\$2,254.50	\$13,745.50	15.52%
E 101-41700-310 Developer Reimbur	\$0.00	\$0.00	\$415.00	-\$415.00	0.00%
Dept 41700 Engineering	\$16,000.00	\$0.00	\$2,669.50	\$13,330.50	18.87%
Dept 41900 General Government					
E 101-41900-200 Office Supplies (GE	\$9,500.00	\$562.24	\$6,247.24	\$3,252.76	71.58%
E 101-41900-207 Computer Supplies/	\$6,500.00	\$582.68	\$5,788.14	\$711.86	140.12%
E 101-41900-235 Donations/Contribut	\$4,000.00	\$0.00	\$434.66	\$3,565.34	10.87%
E 101-41900-236 Property Taxes Pay	\$30.00	\$0.00	\$41.60	-\$11.60	138.67%
E 101-41900-239 Public Cemetary Do	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-241 Appliance/Electroni	\$1,500.00	\$0.00	\$460.00	\$1,040.00	30.67%
E 101-41900-306 Drug Personnel Tes	\$750.00	\$0.00	\$220.97	\$529.03	29.46%
E 101-41900-313 "What Up" Event or	\$1,200.00	\$0.00	\$1,377.16	-\$177.16	123.59%
E 101-41900-314 Winsted Arts Counci	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-315 Winsted Summer F	\$22,000.00	\$6,734.56	\$27,311.09	-\$5,311.09	146.45%
E 101-41900-316 Winsted 125th Cele	\$8,000.00	\$454.06	\$12,698.07	-\$4,698.07	158.73%
E 101-41900-322 Postage	\$2,600.00	\$136.20	\$2,116.68	\$483.32	88.51%
E 101-41900-327 Winsted Senior Dini	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-340 Publications	\$1,150.00	\$0.00	\$1,144.00	\$6.00	99.48%
E 101-41900-352 Recording/Filing Fe	\$250.00	\$0.00	\$46.00	\$204.00	18.40%
E 101-41900-360 Insurance (GENERA	\$19,000.00	\$0.00	\$14,342.70	\$4,657.30	75.49%
E 101-41900-381 Electric Utilities	\$16,000.00	\$1,783.33	\$10,162.99	\$5,837.01	70.94%
E 101-41900-383 Gas Utilities	\$10,000.00	\$155.82	\$3,442.90	\$6,557.10	36.41%
E 101-41900-400 Repairs & Maint	\$15,000.00	\$677.15	\$9,372.14	\$5,627.86	63.24%
E 101-41900-401 Janitorial Contract	\$10,000.00	\$540.00	\$5,330.00	\$4,670.00	58.70%
E 101-41900-410 Royalty Float Buildi	\$840.00	\$70.00	\$630.00	\$210.00	83.33%
E 101-41900-413 Office Equipment R	\$4,500.00	\$342.72	\$3,084.48	\$1,415.52	76.16%

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
E 101-41900-418 EDA Lease	\$73,073.00	\$0.00	\$0.00	\$73,073.00	0.00%
E 101-41900-430 Miscellaneous (GEN	\$0.00	\$0.00	\$452.64	-\$452.64	0.00%
E 101-41900-599 Annexation Paydow	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-700 Transfers (GENERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-701 Reserve Allocated	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41900-703 CIP Transfer	\$150,000.00	\$0.00	\$0.00	\$150,000.00	0.00%
E 101-41900-710 Tax Abatement	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 41900 General Government	\$355,893.00	\$12,038.76	\$104,703.46	\$251,189.54	32.66%
Dept 41910 Planning Commission					
E 101-41910-100 Wages and Salaries	\$1,000.00	\$200.00	\$760.00	\$240.00	76.00%
E 101-41910-122 FICA-SocialSecurity	\$80.00	\$15.30	\$58.14	\$21.86	72.68%
E 101-41910-150 Worker s Comp (GE	\$200.00	\$0.00	\$176.78	\$23.22	88.39%
E 101-41910-208 Conference & Milea	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-41910-300 Professional Serv. (\$5,000.00	\$20.00	\$311.08	\$4,688.92	9.02%
E 101-41910-310 Developer Reimbur	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Dept 41910 Planning Commission	\$11,280.00	\$235.30	\$1,306.00	\$9,974.00	12.82%
Dept 42000 Public Safety					
E 101-42000-100 Wages and Salaries	\$166,000.00	\$12,767.96	\$128,715.49	\$37,284.51	81.47%
E 101-42000-101 On-Call Wages	\$3,800.00	\$300.00	\$3,397.50	\$402.50	95.03%
E 101-42000-102 Overtime Full-Time	\$12,000.00	\$611.09	\$7,885.82	\$4,114.18	68.65%
E 101-42000-103 Part-Time Employe	\$8,900.00	\$1,174.50	\$5,401.25	\$3,498.75	63.62%
E 101-42000-104 Part-Time Special E	\$3,100.00	\$1,207.15	\$1,589.66	\$1,510.34	51.28%
E 101-42000-106 Safe/Sober Overtim	\$5,000.00	\$226.13	\$1,157.52	\$3,842.48	23.15%
E 101-42000-108 Reserve Program	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-42000-121 PERA	\$24,000.00	\$1,994.78	\$20,302.41	\$3,697.59	88.83%
E 101-42000-122 FICA-SocialSecurity	\$2,890.00	\$220.87	\$1,840.26	\$1,049.74	66.66%
E 101-42000-130 Employer Paid Ins (\$21,000.00	\$1,830.26	\$17,643.67	\$3,356.33	86.00%
E 101-42000-150 Worker s Comp (GE	\$6,500.00	\$0.00	\$6,187.30	\$312.70	95.19%
E 101-42000-200 Office Supplies (GE	\$1,000.00	\$28.82	\$414.32	\$585.68	41.43%
E 101-42000-207 Computer Supplies/	\$3,000.00	\$175.00	\$890.00	\$2,110.00	36.67%
E 101-42000-208 Conference & Milea	\$4,000.00	\$275.00	\$1,629.38	\$2,370.62	40.73%
E 101-42000-212 Gas/Oil	\$13,000.00	\$1,269.68	\$8,583.75	\$4,416.25	74.14%
E 101-42000-242 Civil Defense	\$2,300.00	\$0.00	\$0.00	\$2,300.00	0.00%
E 101-42000-243 Animal Control	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-42000-300 Professional Serv. (\$800.00	\$0.00	\$0.00	\$800.00	0.00%

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
E 101-42000-304 Legal Fees	\$21,000.00	\$1,028.74	\$12,724.74	\$8,275.26	65.72%
E 101-42000-319 Radar-New	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42000-320 Cell Telephone	\$2,300.00	\$154.53	\$1,211.60	\$1,088.40	58.82%
E 101-42000-321 Telephone	\$3,000.00	\$229.40	\$2,061.42	\$938.58	68.71%
E 101-42000-323 Radio-New	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-42000-324 Radio-Repair/Contr	\$1,000.00	\$0.00	\$103.38	\$896.62	10.34%
E 101-42000-326 Squad Car Compute	\$8,200.00	\$0.00	\$355.15	\$7,844.85	4.33%
E 101-42000-335 Medical Supplies	\$500.00	\$0.00	\$375.73	\$124.27	75.15%
E 101-42000-340 Publications	\$250.00	\$0.00	\$0.00	\$250.00	0.00%
E 101-42000-341 Employment Costs	\$1,600.00	\$0.00	\$0.00	\$1,600.00	0.00%
E 101-42000-360 Insurance (GENERA	\$3,000.00	\$0.00	\$2,713.05	\$286.95	90.44%
E 101-42000-366 Police Equipment/R	\$4,300.00	\$52.31	\$694.65	\$3,605.35	19.29%
E 101-42000-417 Uniform Allowance	\$2,500.00	\$0.00	\$1,500.00	\$1,000.00	60.00%
E 101-42000-430 Miscellaneous (GEN	\$0.00	\$0.00	\$25.00	-\$25.00	0.00%
E 101-42000-433 Dues and Subscripti	\$500.00	\$0.00	\$355.00	\$145.00	71.00%
E 101-42000-435 Prevention Material	\$1,100.00	\$0.00	\$1,266.16	-\$166.16	115.11%
E 101-42000-550 Vehicle Repair/Sup	\$7,000.00	\$971.18	\$5,200.53	\$1,799.47	84.67%
Dept 42000 Public Safety	\$334,540.00	\$24,517.40	\$234,224.74	\$100,315.26	73.67%
Dept 42200 Fire Protection					
E 101-42200-300 Professional Serv. (\$99,990.00	\$0.00	\$0.00	\$99,990.00	0.00%
Dept 42200 Fire Protection	\$99,990.00	\$0.00	\$0.00	\$99,990.00	0.00%
Dept 42400 Building Inspection					
E 101-42400-211 State Surcharge	\$600.00	\$0.00	\$878.41	-\$278.41	146.40%
E 101-42400-300 Professional Serv. (\$12,250.00	\$0.00	\$10,247.93	\$2,002.07	99.38%
E 101-42400-438 Refund-Overcharge	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 42400 Building Inspection	\$12,850.00	\$0.00	\$11,126.34	\$1,723.66	101.57%
Dept 43000 Public Works					
E 101-43000-100 Wages and Salaries	\$66,000.00	\$5,059.20	\$49,759.60	\$16,240.40	79.25%
E 101-43000-101 On-Call Wages	\$6,240.00	\$480.00	\$4,800.00	\$1,440.00	80.77%
E 101-43000-102 Overtime Full-Time	\$5,000.00	\$24.66	\$374.01	\$4,625.99	7.48%
E 101-43000-103 Part-Time Employe	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-105 Part-Time Snow Plo	\$2,500.00	\$0.00	\$511.00	\$1,989.00	20.44%
E 101-43000-109 Part-Time Tempora	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-111 Brush Site Manager	\$5,000.00	\$702.00	\$3,504.00	\$1,496.00	81.42%

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
E 101-43000-121 PERA	\$4,800.00	\$403.39	\$3,992.80	\$807.20	87.39%
E 101-43000-122 FICA-SocialSecurity	\$6,483.00	\$474.57	\$4,408.48	\$2,074.52	71.92%
E 101-43000-130 Employer Paid Ins (\$11,700.00	\$1,028.99	\$9,872.61	\$1,827.39	86.23%
E 101-43000-131 COBRA Insurance P	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-140 Unemployment Co	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-150 Worker s Comp (GE	\$5,000.00	\$0.00	\$4,596.28	\$403.72	91.93%
E 101-43000-200 Office Supplies (GE	\$200.00	\$0.00	\$19.71	\$180.29	9.86%
E 101-43000-207 Computer Supplies/	\$0.00	\$0.00	\$210.00	-\$210.00	0.00%
E 101-43000-208 Conference & Milea	\$350.00	\$0.00	\$389.77	-\$39.77	111.36%
E 101-43000-212 Gas/Oil	\$14,000.00	\$0.00	\$6,880.98	\$7,119.02	49.15%
E 101-43000-226 Ordinance Violation	\$10,000.00	\$140.00	\$740.00	\$9,260.00	7.40%
E 101-43000-227 Street Crack Filling	\$12,000.00	\$0.00	\$12,177.00	-\$177.00	101.48%
E 101-43000-228 Street Seal Coating	\$56,327.00	\$0.00	\$35,953.19	\$20,373.81	63.83%
E 101-43000-229 Shade Tree	\$500.00	\$0.00	\$315.64	\$184.36	63.13%
E 101-43000-230 Street Repair	\$15,000.00	\$668.09	\$11,109.03	\$3,890.97	74.06%
E 101-43000-231 Snow Removal Sup	\$20,000.00	\$0.00	\$2,632.84	\$17,367.16	13.16%
E 101-43000-232 Side Walks	\$1,000.00	\$0.00	\$57.56	\$942.44	446.06%
E 101-43000-233 Storm Sewer	\$7,000.00	\$0.00	\$8,508.95	-\$1,508.95	137.36%
E 101-43000-234 Permits/Licenses	\$25.00	\$0.00	\$10.00	\$15.00	40.00%
E 101-43000-240 Small Tools and Min	\$1,000.00	\$220.08	\$398.66	\$601.34	71.98%
E 101-43000-300 Professional Serv. (\$1,000.00	\$0.00	\$1,831.05	-\$831.05	183.11%
E 101-43000-305 Physicals/Vaccines	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-43000-311 Mosquito Control	\$6,500.00	\$0.00	\$5,445.93	\$1,054.07	83.78%
E 101-43000-319 Radar-New	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-320 Cell Telephone	\$1,400.00	\$108.39	\$848.68	\$551.32	67.65%
E 101-43000-321 Telephone	\$550.00	\$39.89	\$358.43	\$191.57	65.17%
E 101-43000-324 Radio-Repair/Contr	\$500.00	\$279.53	\$279.53	\$220.47	227.75%
E 101-43000-330 Safety Equipment	\$300.00	\$0.00	\$138.83	\$161.17	46.28%
E 101-43000-360 Insurance (GENERA	\$10,500.00	\$0.00	\$10,352.33	\$147.67	98.59%
E 101-43000-381 Electric Utilities	\$43,000.00	\$3,667.92	\$26,365.28	\$16,634.72	68.76%
E 101-43000-383 Gas Utilities	\$4,500.00	\$22.98	\$1,355.20	\$3,144.80	30.62%
E 101-43000-384 Refuse/Garbage Dis	\$1,500.00	\$97.30	\$861.93	\$638.07	63.97%
E 101-43000-400 Repairs & Maint	\$11,000.00	\$67.87	\$2,254.22	\$8,745.78	24.33%
E 101-43000-401 Janitorial Contract	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 101-43000-415 Equipment Rentals	\$600.00	\$32.58	\$239.50	\$360.50	40.78%
E 101-43000-417 Uniform Allowance	\$3,000.00	\$302.08	\$2,405.48	\$594.52	86.27%

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
E 101-43000-430 Miscellaneous (GEN	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-43000-550 Vehicle Repair/Sup	\$22,000.00	\$113.61	\$5,547.89	\$16,452.11	28.63%
E 101-43000-702 Transfer Out (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 43000 Public Works	\$357,475.00	\$13,933.13	\$219,506.39	\$137,968.61	65.74%
Dept 43300 Street Improvement Project					
E 101-43300-300 Professional Serv. (\$0.00	\$0.00	\$1,694.50	-\$1,694.50	0.00%
E 101-43300-500 Capital Outlay (GEN	\$0.00	\$0.00	\$5,972.13	-\$5,972.13	0.00%
Dept 43300 Street Improvement P	\$0.00	\$0.00	\$7,666.63	-\$7,666.63	0.00%
Dept 45200 Parks (GENERAL)					
E 101-45200-225 Lawn Service Contr	\$10,000.00	\$1,589.93	\$8,949.65	\$1,050.35	89.50%
E 101-45200-360 Insurance (GENERA	\$12,000.00	\$0.00	\$11,602.01	\$397.99	96.68%
E 101-45200-381 Electric Utilities	\$4,500.00	\$481.42	\$2,539.24	\$1,960.76	63.58%
E 101-45200-400 Repairs & Maint	\$8,000.00	\$96.00	\$6,326.86	\$1,673.14	123.91%
E 101-45200-403 Improvements	\$5,500.00	\$0.00	\$11,175.58	-\$5,675.58	203.19%
E 101-45200-415 Equipment Rentals	\$3,000.00	\$480.38	\$1,694.82	\$1,305.18	70.13%
E 101-45200-430 Miscellaneous (GEN	\$0.00	\$0.00	\$25.00	-\$25.00	0.00%
Dept 45200 Parks (GENERAL)	\$43,000.00	\$2,647.73	\$42,313.16	\$686.84	108.44%
Dept 45500 Libraries (GENERAL)					
E 101-45500-110 Other Pay (GENERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45500-204 Books and Materials	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45500-207 Computer Supplies/	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45500-321 Telephone	\$400.00	\$29.92	\$268.80	\$131.20	67.20%
E 101-45500-360 Insurance (GENERA	\$100.00	\$0.00	\$245.79	-\$145.79	245.79%
E 101-45500-381 Electric Utilities	\$1,200.00	\$147.47	\$675.37	\$524.63	72.25%
E 101-45500-383 Gas Utilities	\$500.00	\$14.96	\$231.86	\$268.14	49.36%
E 101-45500-400 Repairs & Maint	\$200.00	\$0.00	\$105.59	\$94.41	63.44%
E 101-45500-401 Janitorial Contract	\$900.00	\$40.00	\$390.00	\$510.00	47.78%
E 101-45500-403 Improvements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 101-45500-412 Building Rentals	\$6,600.00	\$550.00	\$4,950.00	\$1,650.00	83.33%
Dept 45500 Libraries (GENERAL)	\$9,900.00	\$782.35	\$6,867.41	\$3,032.59	77.63%
FUND 101 GENERAL FUND	\$1,546,468.00	\$76,924.45	\$836,888.10	\$709,579.90	58.55%

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 601 WATER FUND					
Dept 49400 Water (GENERAL)					
E 601-49400-100 Wages and Salaries	\$84,000.00	\$6,340.00	\$62,616.58	\$21,383.42	78.34%
E 601-49400-102 Overtime Full-Time	\$2,000.00	\$19.73	\$299.21	\$1,700.79	14.96%
E 601-49400-113 Health/Dental Ins R	\$2,900.00	\$204.48	\$2,044.80	\$855.20	74.04%
E 601-49400-121 PERA	\$6,100.00	\$475.89	\$4,707.54	\$1,392.46	81.08%
E 601-49400-122 FICA-SocialSecurity	\$6,600.00	\$479.71	\$4,716.70	\$1,883.30	75.10%
E 601-49400-125 ICMA	\$1,700.00	\$118.00	\$1,121.00	\$579.00	69.41%
E 601-49400-130 Employer Paid Ins (\$11,100.00	\$971.01	\$9,263.76	\$1,836.24	85.12%
E 601-49400-150 Worker s Comp (GE	\$2,500.00	\$0.00	\$2,298.14	\$201.86	91.93%
E 601-49400-170 Water Meters	\$5,000.00	\$0.00	\$3,177.12	\$1,822.88	100.16%
E 601-49400-200 Office Supplies (GE	\$4,000.00	\$324.22	\$2,579.80	\$1,420.20	73.61%
E 601-49400-207 Computer Supplies/	\$600.00	\$0.00	\$0.00	\$600.00	0.00%
E 601-49400-208 Conference & Milea	\$1,150.00	\$11.25	\$953.64	\$196.36	88.99%
E 601-49400-211 State Surcharge	\$6,000.00	\$1,389.00	\$4,190.00	\$1,810.00	69.83%
E 601-49400-225 Lawn Service Contr	\$720.00	\$119.99	\$599.95	\$120.05	83.33%
E 601-49400-234 Permits/Licenses	\$750.00	\$0.00	\$200.00	\$550.00	26.67%
E 601-49400-237 Locate Fees	\$2,500.00	\$450.15	\$1,744.20	\$755.80	80.04%
E 601-49400-300 Professional Serv. (\$4,000.00	\$0.00	\$32,116.07	-\$28,116.07	1094.16%
E 601-49400-301 Auditing Services	\$5,000.00	\$0.00	\$4,166.50	\$833.50	83.33%
E 601-49400-321 Telephone	\$0.00	\$29.92	\$268.80	-\$268.80	0.00%
E 601-49400-330 Safety Equipment	\$300.00	\$0.00	\$89.74	\$210.26	29.91%
E 601-49400-340 Publications	\$580.00	\$0.00	\$0.00	\$580.00	0.00%
E 601-49400-360 Insurance (GENERA	\$4,000.00	\$0.00	\$4,274.74	-\$274.74	106.87%
E 601-49400-381 Electric Utilities	\$18,500.00	\$1,413.66	\$11,358.35	\$7,141.65	70.61%
E 601-49400-383 Gas Utilities	\$900.00	\$32.71	\$521.14	\$378.86	61.54%
E 601-49400-400 Repairs & Maint	\$35,000.00	\$959.73	\$24,319.39	\$10,680.61	69.68%
E 601-49400-403 Improvements	\$2,500.00	\$0.00	\$1,114.12	\$1,385.88	44.56%
E 601-49400-405 Depreciation (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 601-49400-414 Credit Card Processi	\$1,500.00	\$166.55	\$1,546.98	-\$46.98	103.13%
E 601-49400-432 NSF Check Charges	\$50.00	\$0.00	\$20.00	\$30.00	40.00%
E 601-49400-433 Dues and Subscripti	\$325.00	\$0.00	\$338.50	-\$13.50	107.54%
E 601-49400-438 Refund-Overcharge	\$100.00	\$0.00	\$320.33	-\$220.33	320.33%
E 601-49400-550 Vehicle Repair/Sup	\$3,000.00	\$0.00	\$3,497.95	-\$497.95	116.60%
E 601-49400-601 Debt Srv Bond Princ	\$27,000.00	\$0.00	\$27,000.00	\$0.00	100.00%

CITY OF WINSTED

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
E 601-49400-611 Bond Interest	\$11,494.40	\$0.00	\$11,494.40	\$0.00	100.00%
E 601-49400-703 CIP Transfer	\$5,000.00	\$0.00	\$0.00	\$5,000.00	0.00%
Dept 49400 Water (GENERAL)	\$256,869.40	\$13,506.00	\$222,959.45	\$33,909.95	94.59%
FUND 601 WATER FUND	\$256,869.40	\$13,506.00	\$222,959.45	\$33,909.95	94.59%

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 602 SEWER FUND					
Dept 49450 Sewer (GENERAL)					
E 602-49450-100 Wages and Salaries	\$44,000.00	\$3,304.48	\$32,760.82	\$11,239.18	78.24%
E 602-49450-102 Overtime Full-Time	\$500.00	\$4.93	\$74.80	\$425.20	14.96%
E 602-49450-113 Health/Dental Ins R	\$2,900.00	\$204.50	\$2,045.01	\$854.99	74.04%
E 602-49450-121 PERA	\$3,300.00	\$254.76	\$2,526.45	\$773.55	80.44%
E 602-49450-122 FICA-SocialSecurity	\$3,400.00	\$248.94	\$2,467.49	\$932.51	76.24%
E 602-49450-125 ICMA	\$1,700.00	\$118.00	\$1,121.00	\$579.00	69.41%
E 602-49450-130 Employer Paid Ins (\$4,100.00	\$366.95	\$3,447.40	\$652.60	85.67%
E 602-49450-150 Worker s Comp (GE	\$1,200.00	\$0.00	\$1,060.68	\$139.32	88.39%
E 602-49450-170 Water Meters	\$5,000.00	\$0.00	\$3,177.13	\$1,822.87	100.16%
E 602-49450-200 Office Supplies (GE	\$4,000.00	\$324.23	\$2,566.85	\$1,433.15	73.28%
E 602-49450-207 Computer Supplies/	\$500.00	\$0.00	\$0.00	\$500.00	0.00%
E 602-49450-208 Conference & Milea	\$950.00	\$11.25	\$743.17	\$206.83	85.57%
E 602-49450-225 Lawn Service Contr	\$1,980.00	\$299.98	\$1,499.90	\$480.10	75.75%
E 602-49450-234 Permits/Licenses	\$3,200.00	\$0.00	\$1,450.00	\$1,750.00	45.31%
E 602-49450-237 Locate Fees	\$3,000.00	\$450.15	\$1,699.20	\$1,300.80	65.20%
E 602-49450-300 Professional Serv. (\$130,000.00	\$10,050.00	\$137,056.58	-\$7,056.58	117.98%
E 602-49450-301 Auditing Services	\$5,000.00	\$0.00	\$4,166.50	\$833.50	83.33%
E 602-49450-321 Telephone	\$400.00	\$0.00	\$0.00	\$400.00	0.00%
E 602-49450-330 Safety Equipment	\$300.00	\$0.00	\$114.94	\$185.06	38.31%
E 602-49450-340 Publications	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-360 Insurance (GENERA	\$5,000.00	\$0.00	\$5,480.53	-\$480.53	109.61%
E 602-49450-381 Electric Utilities	\$25,000.00	\$879.18	\$18,184.14	\$6,815.86	85.38%
E 602-49450-400 Repairs & Maint	\$30,000.00	\$1,107.86	\$15,567.98	\$14,432.02	51.89%
E 602-49450-403 Improvements	\$2,000.00	\$0.00	\$20,733.99	-\$18,733.99	1036.70%
E 602-49450-404 Sludge Storage Imp	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-405 Depreciation (GENE	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-414 Credit Card Processi	\$1,500.00	\$166.55	\$1,546.97	-\$46.97	103.13%
E 602-49450-432 NSF Check Charges	\$50.00	\$0.00	\$20.00	\$30.00	40.00%
E 602-49450-433 Dues and Subscripti	\$100.00	\$0.00	\$113.50	-\$13.50	124.50%
E 602-49450-438 Refund-Overcharge	\$100.00	\$0.00	\$320.29	-\$220.29	320.29%
E 602-49450-550 Vehicle Repair/Sup	\$2,500.00	\$0.00	\$979.30	\$1,520.70	55.35%
E 602-49450-601 Debt Srv Bond Princ	\$60,000.00	\$0.00	\$0.00	\$60,000.00	0.00%
E 602-49450-611 Bond Interest	\$70,267.50	\$0.00	\$35,133.75	\$35,133.75	50.00%

CITY OF WINSTED

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
E 602-49450-614 Amortization	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 602-49450-703 CIP Transfer	\$15,000.00	\$0.00	\$0.00	\$15,000.00	0.00%
E 602-49450-704 Sewer Realignment T	\$20,000.00	\$0.00	\$0.00	\$20,000.00	0.00%
Dept 49450 Sewer (GENERAL)	\$446,947.50	\$17,791.76	\$296,058.37	\$150,889.13	71.74%
FUND 602 SEWER FUND	\$446,947.50	\$17,791.76	\$296,058.37	\$150,889.13	71.74%

CITY OF WINSTED

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 612 AIRPORT FUND					
Dept 49810 Airport (GENERAL)					
E 612-49810-200 Office Supplies (GE	\$200.00	\$159.36	\$193.71	\$6.29	96.86%
E 612-49810-207 Computer Supplies/	\$0.00	\$0.00	\$400.00	-\$400.00	0.00%
E 612-49810-208 Conference & Milea	\$200.00	\$0.00	\$0.00	\$200.00	0.00%
E 612-49810-225 Lawn Service Contr	\$6,300.00	\$989.94	\$4,949.70	\$1,350.30	78.57%
E 612-49810-231 Snow Removal Sup	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 612-49810-234 Permits/Licenses	\$400.00	\$0.00	\$400.00	\$0.00	100.00%
E 612-49810-236 Property Taxes Pay	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 612-49810-259 Fuel For Resale	\$38,000.00	\$0.00	\$17,784.85	\$20,215.15	46.80%
E 612-49810-300 Professional Serv. (\$1,500.00	\$0.00	\$0.00	\$1,500.00	0.00%
E 612-49810-301 Auditing Services	\$1,800.00	\$0.00	\$1,602.50	\$197.50	89.03%
E 612-49810-304 Legal Fees	\$500.00	\$375.00	\$1,026.75	-\$526.75	205.35%
E 612-49810-321 Telephone	\$350.00	\$29.92	\$268.80	\$81.20	76.80%
E 612-49810-340 Publications	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 612-49810-360 Insurance (GENERA	\$2,600.00	\$469.00	\$2,620.16	-\$20.16	100.78%
E 612-49810-381 Electric Utilities	\$3,200.00	\$228.32	\$3,224.99	-\$24.99	110.79%
E 612-49810-383 Gas Utilities	\$600.00	\$14.96	\$186.18	\$413.82	33.52%
E 612-49810-384 Refuse/Garbage Dis	\$400.00	\$60.00	\$238.80	\$161.20	59.70%
E 612-49810-400 Repairs & Maint	\$6,000.00	\$750.25	\$12,848.07	-\$6,848.07	214.53%
E 612-49810-401 Janitorial Contract	\$700.00	\$120.00	\$960.00	-\$260.00	154.29%
E 612-49810-403 Improvements	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 612-49810-414 Credit Card Processi	\$570.00	\$74.31	\$330.81	\$239.19	58.04%
E 612-49810-430 Miscellaneous (GEN	\$0.00	\$0.00	\$52.23	-\$52.23	0.00%
E 612-49810-433 Dues and Subscripti	\$0.00	\$40.00	\$40.00	-\$40.00	0.00%
E 612-49810-720 Operating Transfers	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
Dept 49810 Airport (GENERAL)	\$63,320.00	\$3,311.06	\$47,127.55	\$16,192.45	75.18%
FUND 612 AIRPORT FUND	\$63,320.00	\$3,311.06	\$47,127.55	\$16,192.45	75.18%

CITY OF WINSTED

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
FUND 703 FIRE DEPT FUND					
Dept 42200 Fire Protection					
E 703-42200-100 Wages and Salaries	\$10,875.00	\$0.00	\$10,875.00	\$0.00	100.00%
E 703-42200-122 FICA-SocialSecurity	\$850.00	\$0.00	\$831.94	\$18.06	97.88%
E 703-42200-124 Fire Pension Contrib	\$20,420.00	\$0.00	\$2,000.00	\$18,420.00	9.79%
E 703-42200-150 Worker s Comp (GE	\$2,500.00	\$0.00	\$2,298.14	\$201.86	91.93%
E 703-42200-200 Office Supplies (GE	\$100.00	\$0.00	\$981.70	-\$881.70	1119.63%
E 703-42200-207 Computer Supplies/	\$500.00	\$126.21	\$266.21	\$233.79	53.24%
E 703-42200-208 Conference & Milea	\$13,500.00	\$1,204.24	\$12,109.46	\$1,390.54	94.42%
E 703-42200-212 Gas/Oil	\$4,000.00	\$353.24	\$2,664.73	\$1,335.27	69.99%
E 703-42200-235 Donations/Contribut	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 703-42200-300 Professional Serv. (\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 703-42200-301 Auditing Services	\$1,500.00	\$0.00	\$1,282.00	\$218.00	85.47%
E 703-42200-304 Legal Fees	\$1,000.00	\$0.00	\$350.00	\$650.00	35.00%
E 703-42200-305 Physicals/Vaccines	\$3,000.00	\$0.00	\$3,080.82	-\$80.82	102.69%
E 703-42200-307 Wellness Program	\$6,500.00	\$0.00	\$6,412.50	\$87.50	98.65%
E 703-42200-317 Pagers-New	\$1,800.00	\$0.00	\$984.01	\$815.99	54.67%
E 703-42200-318 Pagers-Repairs & S	\$1,000.00	\$0.00	\$554.02	\$445.98	55.40%
E 703-42200-320 Cell Telephone	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 703-42200-321 Telephone	\$1,600.00	\$122.78	\$1,095.34	\$504.66	68.46%
E 703-42200-322 Postage	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 703-42200-323 Radio-New	\$1,000.00	\$0.00	\$0.00	\$1,000.00	0.00%
E 703-42200-324 Radio-Repair/Contr	\$750.00	\$0.00	\$355.00	\$395.00	47.33%
E 703-42200-330 Safety Equipment	\$2,000.00	\$1,942.16	\$2,441.86	-\$441.86	122.09%
E 703-42200-340 Publications	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 703-42200-360 Insurance (GENERA	\$6,500.00	\$0.00	\$5,762.90	\$737.10	88.66%
E 703-42200-381 Electric Utilities	\$5,500.00	\$492.29	\$3,198.30	\$2,301.70	63.90%
E 703-42200-383 Gas Utilities	\$3,800.00	\$21.38	\$1,081.10	\$2,718.90	29.03%
E 703-42200-400 Repairs & Maint	\$5,000.00	\$305.34	\$5,233.69	-\$233.69	106.47%
E 703-42200-401 Janitorial Contract	\$1,200.00	\$0.00	\$800.00	\$400.00	75.00%
E 703-42200-403 Improvements	\$6,679.00	\$0.00	\$505.00	\$6,174.00	7.56%
E 703-42200-406 Expansion Fund	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 703-42200-419 Hoses & Nozzles	\$5,000.00	\$166.48	\$4,236.72	\$763.28	92.33%
E 703-42200-420 Coats, Boots, Helm	\$7,500.00	\$0.00	\$2,365.30	\$5,134.70	31.54%
E 703-42200-421 SCBA Maintenance	\$1,700.00	\$0.00	\$8.07	\$1,691.93	0.47%

CITY OF WINSTED

Expenditure Guideline by Department

Account Descr	2012 Budget	September 2012 Amt	2012 YTD Amt	2012 YTD Balance	2012 % of Budget
E 703-42200-433 Dues and Subscripti	\$1,100.00	\$1,014.00	\$1,709.00	-\$609.00	155.36%
E 703-42200-435 Prevention Material	\$2,000.00	\$0.00	\$222.30	\$1,777.70	108.27%
E 703-42200-550 Vehicle Repair/Sup	\$13,000.00	\$513.22	\$3,409.91	\$9,590.09	56.50%
E 703-42200-551 Ladder Insp. & Pum	\$1,500.00	\$0.00	\$0.00	\$1,500.00	81.97%
E 703-42200-601 Debt Srv Bond Princ	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 703-42200-611 Bond Interest	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 703-42200-700 Transfers (GENERA	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
E 703-42200-703 CIP Transfer	\$41,475.00	\$0.00	\$0.00	\$41,475.00	0.00%
Dept 42200 Fire Protection	\$175,849.00	\$6,261.34	\$77,115.02	\$98,733.98	48.93%
FUND 703 FIRE DEPT FUND	\$175,849.00	\$6,261.34	\$77,115.02	\$98,733.98	48.93%



2012 Building Permits

Permit #	Address	Total Fee	Permit Fee	Metro West	City of Winsted	Valuation
12-01	129 Fairlawn Avenue E.	\$ 40.00	\$ 35.00	\$ 26.25	\$ 8.75	\$ 4,950.00
12-02	656 Pheasant Run	\$ 106.60	\$ 62.50	\$ 46.88	\$ 15.63	\$ 6,500.00
12-03	141 Main Avenue W.	\$ 137.80	\$ 80.50	\$ 60.38	\$ 20.13	\$ 10,000.00
12-04	330-1st Street N.	\$ 40.00	\$ 35.00	\$ 26.25	\$ 8.75	
12-05	620-1st Street S.	\$ 40.00	\$ 35.00	\$ 26.25	\$ 8.75	\$ 3,500.00
12-06	440 Kingsley Street S.	\$ 40.00	\$ 35.00	\$ 26.25	\$ 8.75	
12-07	561 Kingsley Street S.	\$ 40.00	\$ 35.00	\$ 26.25	\$ 8.75	\$ 8,000.00
12-08	118 Lake Avenue E.	\$ 137.80	\$ 80.50	\$ 60.38	\$ 20.13	\$ 10,000.00
12-09	550-2nd Street S.	\$ 160.00	\$ 150.00	\$ 112.50	\$ 37.50	\$ 8,000.00
12-10	124 Fairlawn Avenue	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 2,000.00
12-11	685-6th Street N., Lot 14	\$ 30.00	\$ 25.00	\$ 18.75	\$ 6.25	\$ 1,235.00
12-12	685-6th Street N., Lot 14	\$ 169.00	\$ 98.50	\$ 73.88	\$ 24.63	\$ 12,650.00
12-13	521-6th Street N.	\$ 84.00	\$ 81.00	\$ 60.75	\$ 20.25	\$ 6,000.00
12-14	240-6th Street N.	\$ 7,641.95	\$ 4,183.00	\$ 3,137.25	\$ 1,045.75	\$ 1,600,000.00
12-15	170-4th Street S.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 11,940.00
12-16	443 Lake Trail	\$ 105.95	\$ 63.00	\$ 47.25	\$ 15.75	\$ 3,500.00
12-17	141-4th Street S.	\$ 38.00	\$ 25.00	\$ 18.75	\$ 6.25	\$ 750.00
12-18	311-3rd Street N.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	
12-19	231 Arthur Avenue E.	\$ 20.00	\$ 15.00	\$ 11.25	\$ 3.75	\$ 450.00
12-20	161-8th Street S.	\$ 20.00	\$ 15.00	\$ 11.25	\$ 3.75	\$ 1,000.00
12-21	133 Fairlawn Avenue E.	\$ 641.58	\$ 375.50	\$ 281.63	\$ 93.88	\$ 44,000.00
12-22	117 Albert Avenue W.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	
12-23	392 South Shore Drive	\$ 121.30	\$ 72.00	\$ 54.00	\$ 18.00	\$ 4,661.00
12-24	322 South Shore Drive	\$ 136.65	\$ 81.00	\$ 60.75	\$ 20.25	\$ 5,534.00
12-25	259 Westgate Drive	\$ 218.05	\$ 117.00	\$ 87.75	\$ 29.25	\$ 10,000.00
12-26	240-6th Street N.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 6,000.00
12-27	624 Shady Creek Drive	\$ 90.60	\$ 54.00	\$ 40.50	\$ 13.50	\$ 2,910.00
12-28	241-1st Street S.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 1,500.00
12-29	660 Pheasant Run	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	
12-30	801 Kingsley Street	\$ 412.95	\$ 243.00	\$ 182.25	\$ 60.75	\$ 24,000.00
12-31	480-1st Street N.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 3,247.50
12-32	341 Lewis Avenue W.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 3,247.50
12-33	135 Fairlawn Avenue E.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 4,000.00
12-34	135 Fairlawn Avenue E.	\$ 244.10	\$ 144.00	\$ 108.00	\$ 36.00	\$ 13,000.00
12-35	420-3rd Street S.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 300.00
12-36	121 Main Avenue W.	\$ 59.25	\$ 38.50	\$ 28.88	\$ 9.63	\$ 3,000.00
12-37	407 Westgate Drive	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 5,000.00
12-38	407 Westgate Drive	\$ 40.50	\$ 40.00	\$ 30.00	\$ 10.00	\$ 1,500.00
12-39	430-1st Street N.	\$ 121.30	\$ 72.00	\$ 54.00	\$ 18.00	\$ 4,895.00
12-40	181-1st Street S.	\$ 90.60	\$ 54.00	\$ 40.50	\$ 13.50	\$ 3,000.00
12-41	121 Main Avenue W.	\$ 90.60	\$ 54.00	\$ 40.50	\$ 13.50	\$ 2,500.00
12-42	420-1st Street N.	\$ 63.20	\$ 38.00	\$ 28.50	\$ 9.50	\$ 1,400.00
12-43	240-6th Avenue N.	\$ 518.10	\$ 304.00	\$ 228.00	\$ 76.00	\$ 33,000.00
12-44	367 South Shore Circle	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 6,500.00
12-45	341-3rd Street N.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 6,000.00
12-46	250 Winsted Avenue W.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 8,000.00
12-47	261 Sherman Avenue E.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 8,500.00
12-48	210 Arthur Avenue E.	\$ 160.00	\$ 150.00	\$ 112.50	\$ 37.50	\$ 9,000.00
12-49	203 Northgate Drive	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 10,000.00
12-50	531-1st Street N.	\$ 20.00	\$ 15.00	\$ 11.25	\$ 3.75	\$ 600.00
12-51	421-5th Street N.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 4,000.00
12-52	420 McLeod Avenue W.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 16,900.00
12-53	220 Andy Avenue W.	\$ 80.00	\$ 75.00	\$ 56.25	\$ 18.75	\$ 7,900.00

CITY OF WINSTED

*Check Summary Register©

October 2012

Name	Check Date	Check Amt	
10100 CBW			
Paid Chk# 001225E TASC/Flex Systems	10/8/2012	\$370.36	Flex Spending Deduction - P.P.
Paid Chk# 001226E IRS-FEDERAL WITHHOLDING	10/10/2012	\$1,896.42	Federal Withholding - P.P. #21
Paid Chk# 001227E IRS-FICA	10/10/2012	\$1,961.30	Medicare/S.S. - P.P. #21
Paid Chk# 001228E MN DEPARTMENT OF REVENUE	10/10/2012	\$855.97	State Withholding - P.P. #21
Paid Chk# 001229E PERA	10/10/2012	\$3,442.67	Retirement Contribution - P.P.
Paid Chk# 008721 Henrich, Michael J	10/8/2012	\$1,623.23	
Paid Chk# 008722 Meyer, David C	10/8/2012	\$1,270.46	
Paid Chk# 008723 Ollig, Thomas J.	10/8/2012	\$230.14	
Paid Chk# 008724 Schlechter, John H.	10/8/2012	\$1,361.32	
Paid Chk# 008725 Stotko, Steven M	10/8/2012	\$279.09	
Paid Chk# 008726 Thiemann, Jerome B	10/8/2012	\$531.19	
	Total Checks	\$13,822.15	

FILTER: None

CITY OF WINSTED

*Check Summary Register©

October 2012

Name	Check Date	Check Amt	
10100 CBW			
Paid Chk# 019284	MVTL Laboratories, Inc.	10/8/2012	\$34.00 Water Testing
Paid Chk# 019285	Culligan of Buffalo	10/9/2012	\$38.30 PW Garage-Water Cooler Rental
Paid Chk# 019286	Citizens State Bank of Waverly	10/10/2012	\$1,526.70 H.S.A. Contribution-P.P. #21
Paid Chk# 019287	ICMA Retirement Corporation	10/10/2012	\$533.33 Retire. Contrib.-Clerk/P.P. #2
Paid Chk# 019288	MCFOA - Region V Training	10/10/2012	\$50.00 MCFOA Region V Training-Boelte
Paid Chk# 019289	Alert-All Corp.	10/16/2012	\$1,943.00 FD-Prevention Supplies
Paid Chk# 019290	Alpha Wireless	10/16/2012	\$859.22 PW-Supplies
Paid Chk# 019291	American Legion Post #407	10/16/2012	\$2,347.20 Winsted Summer Festival
Paid Chk# 019292	B & B Tire and Auto, LLC	10/16/2012	\$514.53 PD-Vehicle Repair
Paid Chk# 019293	Birkholz Concrete, Inc.	10/16/2012	\$4,403.00 PW-Curb and Sidewalk Replaceme
Paid Chk# 019294	Kimberly M. Brandenburg	10/16/2012	\$350.00 Janitorial Contract-Weeks 10/0
Paid Chk# 019295	Chase Card Services	10/16/2012	\$694.15 Chamber Luncheon-Henrich and B
Paid Chk# 019296	CR Electric, Inc.	10/16/2012	\$584.91 PW-Replace lamps at PW's Facil
Paid Chk# 019297	Dakota Supply Group	10/16/2012	\$3,661.59 Water Meters
Paid Chk# 019298	Jon Davidson	10/16/2012	\$48.27 FD-Reimbursement for Supplies
Paid Chk# 019299	Robb Dobesh	10/16/2012	\$321.18 PW-Tools
Paid Chk# 019300	Steve and Pam Fiecke	10/16/2012	\$70.00 Royalty Float-Storage Lease
Paid Chk# 019301	G & K Services	10/16/2012	\$182.52 PW-Uniforms
Paid Chk# 019302	Gavin, Winters, Twiss,	10/16/2012	\$971.75 PD-Legal Fees
Paid Chk# 019303	Gopher State One Call	10/16/2012	\$43.60 Locate Fees
Paid Chk# 019304	Harlan's Auto Repair	10/16/2012	\$133.59 PD-Tow Vehicle
Paid Chk# 019305	Herald Journal Publishing, Inc	10/16/2012	\$415.50 Monthly Web Service
Paid Chk# 019306	HJ Marketing & Media Services	10/16/2012	\$72.17 Water and Sewer-Reminder Notic
Paid Chk# 019307	Holt Motors	10/16/2012	\$404.42 PW-DOT Vehicle Inspection
Paid Chk# 019308	IIMC	10/16/2012	\$110.00 Annual Membership Fee-Kirchoff
Paid Chk# 019309	Ingstad Broadcasting	10/16/2012	\$152.50 Winsted Summer Festival
Paid Chk# 019310	JMS Custom Services, Inc.	10/16/2012	\$264.58 Winsted Summer Festival-Repair
Paid Chk# 019311	Mini Biff, LLC	10/16/2012	\$235.27 Parks-Mini Biff Rental
Paid Chk# 019312	Municipal Development Group	10/16/2012	\$140.00 Sign Ordinance Review
Paid Chk# 019313	Northern Business Products	10/16/2012	\$156.01 City Hall-Office Supplies
Paid Chk# 019314	Plunkett's Pest Control	10/16/2012	\$87.27 Pest Control
Paid Chk# 019315	Pro Auto MN, Inc.	10/16/2012	\$177.43 PD-Vehicle Repair
Paid Chk# 019316	St. John's Lutheran Church	10/16/2012	\$200.00 Winsted Summer Festival
Paid Chk# 019317	Sweeper Services	10/16/2012	\$749.89 PW-Repair Street Sweeper
Paid Chk# 019318	Team Laboratory Chemical Corp.	10/16/2012	\$2,733.33 Parks-Supplies for Weed Contro
Paid Chk# 019319	Timber Garage Door Systems	10/16/2012	\$90.00 FD-Repair Garage Door
Paid Chk# 019320	T-Mobile	10/16/2012	\$325.39 9251/1595
Paid Chk# 019321	U.S. Bank Equipment Finance	10/16/2012	\$386.07 Copier Lease
Paid Chk# 019322	United Locating Services	10/16/2012	\$470.00 Locate Fees
Paid Chk# 019323	Waste Management	10/16/2012	\$9,740.38 PW's Facility-Garbage
Paid Chk# 019324	Steven Williams	10/16/2012	\$595.00 PD-Computer Technical Support
Paid Chk# 019325	Winsted Ambassador Program	10/16/2012	\$1,500.00 Winsted Summer Festival
Paid Chk# 019326	Winsted Farmers Co-op	10/16/2012	\$1,236.69 PD-Car Fuel
Paid Chk# 019327	Winsted Jolly Juniors	10/16/2012	\$200.00 Winsted Summer Festival
Paid Chk# 019328	Winsted NAPA	10/16/2012	\$34.68 PD-Vehicle Cleaning Supplies
Paid Chk# 019329	Jase Witucki	10/16/2012	\$37.50 Video Camera Operator-10/08/12

CITY OF WINSTED

*Check Summary Register©

October 2012

Name	Check Date	Check Amt	
Paid Chk# 019330 Xcel Energy	10/16/2012	\$5,238.80	Electric Utilities-Airport
Paid Chk# 501298E Bi-Weekly ACH	10/8/2012	<u>\$10,147.85</u>	
	Total Checks	\$55,211.57	

FILTER: None

Meeting Date: October 16, 2012



Submitted By: Brad Martens, City Administrator

Subject: Resolution R-12-30 Public Works Reorganization

BACKGROUND:

At the July 17, 2012 City Council Work Session, the City Council directed staff to begin the process to reorganize the Public Works Department. The reorganization would change the structure of the Department from two (2) Maintenance Leads and one (1) Maintenance Worker to one (1) Maintenance Supervisor and two (2) Maintenance Workers. The reasoning for the reorganization is solely to increase the efficiency of the Department.

Staff has updated job descriptions for the positions and created a Resolution that formally approves the reorganization including the following:

- Approve the reorganization of the Public Works Department to include one (1) Maintenance Supervisor and two (2) Maintenance Worker positions.
- Approve the revised Job Descriptions for the positions.
- Approves the revised Compensation Plan for the Maintenance Supervisor and Maintenance Worker positions.
- Instructs staff to fill the positions by means of an internal posting and application process subject to Council approval.

Proposed timeline:

- October 17, 2012 Post opening for Maintenance Supervisor position internally
- November 2, 2012 Applications due by noon
- November 13-16, 2012 Interviews
- November 20, 2012 City Council Appointment
- January 1, 2013 Reorganization begins

FINANCIAL/BUDGET:

The reorganization results in adjustments to the compensation plan for both positions which will result in an increased cost to the City of approximately \$500 in 2013. Savings to the City over the following four (4) years is estimated at \$7,000.

OPTIONS:

- 1) Adopt Resolution R-12-30 approving the reorganization of the Public Works Department.
- 2) Other.

RECOMMENDATION:

Adopt Resolution R-12-30 approving the reorganization of the Public Works Department.

COUNCIL ACTION:

Consider a motion to adopt Resolution R-12-30 approving the reorganization of the Public Works Department.

ATTACHMENTS:

- 1) Resolution R-12-30
- 2) Maintenance Supervisor Job Description
- 3) Maintenance Worker Job Description

**CITY OF WINSTED
RESOLUTION R-12-30**

**RESOLUTION APPROVING THE REORGANIZATION
OF THE PUBLIC WORKS DEPARTMENT**

WHEREAS, the City Council (“Council”) for the City of Winsted (the "City") has the authority to hire, fire, promote, demote and transfer all employees of the City and to establish the organizational structure of the City; and

WHEREAS, the Council has reviewed the organizational structure of the City’s public works department and recommends changes to improve the overall service and efficiency of the City; and

WHEREAS, the Council has determined that it is in the best interest of the City to reorganize the positions within the public works department based on the reasons discussed during the Council’s work sessions, including primarily more efficient services to the residents of the City of Winsted; and

WHEREAS, the current structure of the Public Works Department includes two Maintenance Lead positions and one Maintenance Worker position; and

WHEREAS, the proposed reorganization of the Public Works Department would involve the creation of a single Maintenance Supervisor position and two Maintenance Worker positions; and

WHEREAS, the proposed reorganization is intended solely to improve the efficiency of the department and services to the public and is not due to any deficient performance by employees holding the current positions; and

WHEREAS, the impacted employees have been provided verbal notice of the proposed reorganization and informed that the action is not due to any deficient performance on their part; and

WHEREAS, because the City is satisfied with the performance of the current employees and because keeping competent and experienced employees is in the best interest of the City, the Council wishes to provide the current employees an opportunity to fill the newly reorganized positions by means of an internal posting process before it seeks outside applicants; and

WHEREAS, staff has updated the relevant job descriptions for the proposed reorganization and presented those to Council for review and approval.

NOW, THEREFORE, BE IT RESOLVED:

1. The above-referenced recitals are incorporated herein to this Resolution;
2. The Council approves the reorganization of the Public Works Department to include one Maintenance Supervisor position and two Maintenance Worker positions;
3. The Council approves the revised job descriptions for the positions;
4. The Council approves the revised Compensation Plan for the Maintenance Supervisor and Maintenance Worker positions attached to this resolution;
5. Subject to Council approval, City staff is instructed to fill the positions by means of an internal posting and application process.

Adopted this 16th day of October, 2012.

Steve Stotko, Mayor

Attest:

Deborah R. Boelter, City Clerk-Treasurer

Revised Compensation Plan

	Class	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11
Maintenance Supervisor	265	\$18.59	\$19.24	\$19.90	\$20.55	\$21.20	\$21.85	\$22.51	\$23.16	\$23.81	\$24.47	\$25.12
Maintenance Worker	210	\$14.83	\$15.35	\$15.87	\$16.39	\$16.91	\$17.43	\$17.96	\$18.48	\$19.00	\$19.52	\$20.04

**CITY OF WINSTED
POSITION DESCRIPTION**

Position Title: Maintenance Supervisor

Department: Public Works

Employment Status: Regular Full-time (Non-exempt)

Supervisor: City Administrator

Approved by Council:

Position Summary

To supervise all Department personnel, facilitate the use of equipment, maintain facilities, and coordinate budgets and projects in consultation with the City Administrator. Has recommendation authority to perform supervisory functions over full-time employees and seasonal staff in the Public Works Department, including performance reviews and work assignments.

Operates various equipment for the repair and maintenance of sewers, streets, buildings, grounds, Airport, and other facilities.

Regular Work Hours

7:00 a.m. to 3:30 p.m., Monday through Friday, or as needed or directed, with any changes being approved by the City Administrator and/or City Council.

Essential Duties and Responsibilities

- Supervise employees to ensure that public utility services are provided in an efficient and lawful manner.
- Establish selection criteria for hiring of new Public Works employees. Participate in the examination and selection process, recommend applicants for appointment, train and provide orientation to new employees.
- Assign work; review work upon completion.
- Conduct performance reviews, recommend pay increases and discipline to the City Administrator.
- Direct and assist City crews as they maintain and repair streets and roads so that safe and reliable public transportation routes are available.
- Evaluate and prioritize City maintenance needs in consultation with City Administrator.
- Ensure that public areas are maintained so that a safe and pleasant image is presented to the public.
- Demonstrate proper maintenance repair and procedures.
- Monitor, repair, and maintain water and sewer lines so that safe and sanitary utilities are provided to the public.
- Ensure that City equipment is maintained so that the City's investment is protected and equipment is ready to use whenever needed.
- Perform administrative functions for the Public Works Department in consultation with the City

- Administrator and City Clerk–Treasurer.
- Draft annual budget requests in consultation with the City Administrator.
 - Ensure adherence to City policy, including the Safety Policy and compliance with OSHA standards.
 - Other projects as assigned by the City Administrator.

Essential Knowledge, Skills, and Abilities

Communications: Must have the ability to actively listen to others to understand their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda and directives.

Decision Making: Must act in a decisive manner, using good judgment. Must be able to assess problems and situations, anticipate needs and evaluate alternatives. Must be able to effectively interpret the policies and objectives of the Department.

Interpersonal Relationships: Must be consistent in dealing with people. Must be sensitive to others' problems and concerns without direct involvement. Must exclude personal biases from work performance. Must have the ability to accept criticism and/or discipline. Must have tact and diplomacy. Must strive to promote a cooperative atmosphere in the Department. Must have a positive attitude.

Positive Attitude: Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self confidence. Must represent the organization to other agencies, staff, and citizens with a courteous, helpful, accurate, and business-like attitude in all telephone, email, and personal contact.

Technical Knowledge: Must have knowledge of supervisory practices and procedures. Knowledge of methods, materials, and equipment used in street maintenance, repair and construction. General maintenance skills for City property and equipment. Knowledge of safety practices and procedures for maintenance and construction work. Ability to operate meters, pumps, electrical systems, and related water equipment. Must have substantial manual dexterity and the ability to operate small, medium, or large hand tools; electrical, gas or engine powered tools; vehicles or heavy equipment.

Essential Physical Requirements

- Speak, read, write, and understand English.
- Hearing normal, or corrected to normal.
- Eyesight 20/30, or corrected to 20/30.
- In an eight (8) hour day, sit for up to eight (8) hours and/or stand for up to eight (8) hours.
- Use of hands and fingers; reach with hands and arms.
- Frequently bend, stoop, squat, crouch, kneel, and/or balance.
- Frequently reach above shoulder level.
- Must have the ability to operate a personal computer with word processing and spreadsheet programs, calculator, fax, copier, and telephone.
- Must be capable of lifting a minimum of seventy (70) pounds.
- Ability to work in confined areas, in extreme weather conditions, and under deadlines, during winter, under long or early morning hours, and occasionally on weekends.

Desirable Training and Experience

- Vocational degree
- Three to five (3-5) years supervisory experience in a municipal Public Works or Maintenance setting.

Minimum Requirements

- High School diploma or equivalent.
- Valid Minnesota Class B drivers license.
- Valid Minnesota Class D water license
- Three to five (3-5) years experience in a municipal Public Works or Maintenance setting.

Extent of Supervision or Guidance Provided

Supervised by the City Administrator. Works independently and is given leeway in judgment and administering activities.

Supervision of Others

This position provides work direction to the Maintenance Worker position and seasonal employees.

Position Description Approved:

By _____
Employee

Date Approved

By _____
City Administrator

Date Approved

By _____
Mayor

Date Approved

**CITY OF WINSTED
POSITION DESCRIPTION**

Position Title: Maintenance Worker

Department: Public Works

Employment Status: Regular Full-time (Non-exempt)

Supervisor: Maintenance Supervisor

Approved by Council:

Position Summary

Primarily performs maintenance of buildings, streets, water system, sewer system, parks and Airport.

Operates various equipment, such as trucks, tractors, plows, sweeper, back-hoe, roller, payload, sander, and bobcat for the repair and maintenance of water lines, sewers, streets, buildings, grounds, Airport, and other facilities.

Regular Work Hours

7:00 a.m. to 3:30 p.m., Monday through Friday, or as needed or directed, with any changes being approved by the City Administrator and/or City Council.

Essential Duties and Responsibilities

- Inspects, maintains, cleans, repairs, erects, or removes structures related to municipal streets, roads, paths, accesses, right-of-ways and other facilities. This includes sweeping, applying blacktop, seal coating, filling potholes, pouring and finishing concrete materials, traffic striping, snow plowing, mixing and applying salt/sand, shoveling, hauling, and so forth.
- Inspects, maintains, cleans, repairs, erects, or removes structures and performs general custodial duties regarding all other municipal equipment, buildings, grounds, facilities or other properties as directed, by operating small, medium or large hand tools, electrical, gas, or engine powered tools, vehicles, or heavy equipment.
- Provides coverage and support to other Public Works positions as staff absences occur and/or workload requires.
- Organizes and maintains city garage/shop facilities.
- Performs heavy manual labor, including lifting.
- Assists in the maintenance of water/sewer lines.
- Demonstrates proper maintenance repair and procedures.

Essential Knowledge, Skills, and Abilities

Communications: Must have the ability to actively listen to others to understand their needs and situations; ability to speak and write English clearly. Must be able to assertively control conversations in order to quickly and accurately gather pertinent information and be able to communicate this information professionally and precisely to the proper recipient. Must be able to read and understand correspondence, memoranda, and directives.

Decision Making: While the content, quantity, quality and timeliness of work outputs of this position are ultimately the responsibility of the Maintenance Supervisor, this position is required to make frequent decisions and recommendations regarding regular activities, special projects, and general City business. Must be responsible to work unsupervised.

Interpersonal Relationships: Must be consistent in dealing with people. Must be sensitive to others' problems and concerns without direct involvement. Must exclude personal biases from work performance. Must have the ability to accept criticism and/or discipline. Must have tact and diplomacy. Must strive to promote a cooperative atmosphere in the department. Must have a positive attitude.

Positive Attitude: Must have commitment to the organization, willingness to take initiative, dependability, maturity in relationships with others, and self confidence. Must represent the organization to other agencies, staff, and citizens with a courteous, helpful, accurate, and business-like attitude in all telephone, email, and personal contact.

Technical Knowledge: Knowledge of methods, materials, and equipment used in street maintenance, repair, and construction. General maintenance skills for City property and equipment. Knowledge of safety practices and procedures for maintenance and construction work. Ability to operate meters, pumps, electrical systems, and related water equipment. Must have substantial manual dexterity and the ability to operate small, medium, or large hand tools; electrical, gas or engine powered tools; vehicles, or heavy equipment.

Essential Physical Requirements

- Speak, read, write, and understand English.
- Hearing normal or corrected to normal.
- Eyesight 30/40 or corrected to 30/40.
- In an eight (8) hour day, sit for up to eight (8) hours and/or stand for up to eight (8) hours.
- Use of hands and fingers; reach with hands and arms.
- Frequently bend, stoop, squat, crouch, kneel, and/or balance.
- Frequently reach above shoulder level.
- Must have the ability to operate a calculator and telephone.
- Must be capable of lifting a minimum of seventy (70) pounds.
- Ability to work in confined areas, extreme weather conditions, and under deadlines, during winter, under long or early morning hours, occasionally weekends.

Desirable Training and Experience

- Some level of post secondary vocational education.
- Two (2) years of general duty maintenance or custodial experience in general municipal maintenance.

Minimum Requirements

- High School diploma or equivalent.
- Minnesota Class B driver's license within six (6) months of hire.
- One (1) year of general duty maintenance or custodial experience and one (1) year of heavy equipment operation experience in a small or larger manufacturing or construction related business.

- Must have Minnesota Water License by the end of the second (2nd) year of employment.

Extent of Supervision or Guidance Provided

Supervised by the Maintenance Supervisor. Works independently and is given considerable leeway in judgment and administering activities.

Supervision of Others

This position may supervise various seasonal employees, under the direction of the Maintenance Supervisor

Position Description Approved:

By _____
Employee

Date Approved

By _____
Maintenance Supervisor

Date Approved

By _____
City Administrator

Date Approved

By _____
Mayor

Date Approved

Meeting Date: October 16, 2012



Submitted By: Brad Martens, City Administrator

Subject: Airport Capital Improvement Plan

BACKGROUND:

The Minnesota Department of Transportation Office of Aeronautics is requesting the City of Winsted's annual Airport Capital Improvement Plan for years 2014 – 2018 to be updated by October 30, 2012. In the past, the City has continued down the path of a future paved runway; however, that discussion has changed recently.

Attached are two (2) possible Capital Improvement Plan scenarios. The first continues down the paved runway plan and the second is a "maintain" style plan which rehabilitates the turf instead of paving the runway.

The City Council originally reviewed the options at the September 18, 2012 Work Session and directed staff to receive feedback from hangar owners. Staff emailed hangar owners requesting feedback by noon on Thursday, October 9, 2012. Staff received five (5) responses. Four (4) of the responses were in favor of the maintain option. One (1) response was in favor of continuing towards paving the runway.

FINANCIAL/BUDGET:

There is a significant local cost difference between the two (2) options:

Pave:	\$652,980
Maintain:	\$171,780

The local costs would need to be provided through the Airport Budget or through assistance from the General Fund if needed.

OPTIONS:

- 1) Adopt an Airport Capital Improvement Plan for the Winsted Municipal Airport which includes a paved runway.
- 2) Adopt an Airport Capital Improvement Plan for the Winsted Municipal Airport which includes a rehabilitated turf runway.

RECOMMENDATION:

Due to the significant costs associated with paving the runway, staff recommends that the City Council changes direction and approves an Airport Capital Improvement Plan for the Winsted Municipal Airport which includes a rehabilitated turf runway.

COUNCIL ACTION:

Consider a motion to adopt an Airport Capital Improvement Plan for the Winsted Municipal Airport.

ATTACHMENTS:

- 1) September 7, 2012 Letter from the Minnesota Department of Transportation, Office of Aeronautics.
- 2) Airport Capital Improvement Plan – Pave Concept
- 3) Airport Capital Improvement Plan – Maintain Concept



Minnesota Department of Transportation

Office of Aeronautics
MS410
222 East Plato Blvd.
Saint Paul, MN 55107

RECEIVED
SEP 10 2012

September 7, 2012

BY: _____

Ms. Deb Boelter
City Clerk-Treasurer
Post Office Box 126
Winsted, MN 55395

Dear Ms. Boelter:

Subject: Airport Capital Improvement Program

The Minnesota Department of Transportation (MnDOT), Office of Aeronautics is requesting your annual Capital Improvement Program (CIP) update be **returned by October 30, 2012.**

MnDOT is requesting your CIP update for fiscal years (FY's) 2014 through 2018. MnDOT and the Federal Aviation Administration (FAA) will use the CIP you submit to identify airport funding needs for 2014 and beyond. We have prioritized state projects for state fiscal year (SFY) 2013 and offered airports state funding for projects from the CIP submitted last year. **There should be no new projects requiring state funds identified for our SFY 2013 program in the CIP you send in this year, as this has already been prioritized.** If you have changes to projects in our current program, which ends June 30, 2013, please contact your MnDOT airport engineer. We will begin prioritizing funds for 2014 projects based on the CIP you submit this year.

Required Information:

All Airports

The required CIP information is available on MnDOT's website at www.mndot.gov; then click on the airplane. The CIP section is available by clicking on CIP on the side bar of the home page. Please print a copy of your CIP from the Aeronautics website, and mark your changes directly on the CIP. **Please identify the month and calendar year you anticipate awarding the project.** MnDOT will sort the projects into the appropriate fiscal year. If you do not have access to the Internet and need paper copies, please contact Jenny Bahneman at 1-800-657-3922. Return the CIP, with your new projects and revisions marked on it, to your MnDOT airport engineer.

Federal Funding Forms

If your airport is included in the National Plan of Integrated Airport Systems (NPIAS), you are eligible to receive federal funds. For forms and guidance, please visit the FAA's Minneapolis Airports District Office (ADO) website at http://www.faa.gov/airports/great_lakes/about_airports/msp_ado/msp_ado_web/.

An Equal Opportunity Employer

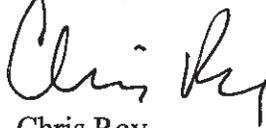


Page Two
September 7, 2012

Your MnDOT airport engineers are happy to meet with you to answer questions, and discuss airport planning and project staging. CIP meetings have been set up at several locations around the state. To view the meeting dates and locations, please click on the following web link
<http://www.dot.state.mn.us/aero/avoffice/airportdevelopment/cip.html>.

Thank you in advance for the work you will do to update your CIP. Please return your CIP to your MnDOT airport engineer by October 30, 2012.

Sincerely,



Chris Roy
Director

cc: Steve Obenauer, FAA, Airports District Office
Regional Airport Engineers

An Equal Opportunity Employer



(10D) - Winsted Municipal Airport

DRAFT AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP)

Federal Entitlement Balance FY 2013: \$486,710

****ALL COSTS BASED ON PRELIMINARY ESTIMATES USING 2011 PRICES**

State FY	Fed FY	Description	Funding FAA %	Participation State %	Local %	Project Cost	Federal Entitlement Funding	Other Federal Funding	State Funding	Local Funding	Other Programs	Local Project Priority	Project Bid / Start Date	Federal Entitlement Balance
	2013	Conduct Environmental Assessment - Runway 9/27, Land Acquisition, Luce Line Trail Realignment - Phase I	90%	0%	10%	\$ 113,000	\$ 101,700	\$ -	\$ -	\$ 11,300	\$ -	1	4/15/2013	\$385,010
														FY 2015 Entitlement Balance: \$535,010
2013	2014	Update Airport Zoning Ordinance	0%	PR	PR	\$ 54,000	\$ -	\$ -	\$ 24,300	\$ 29,700	\$ -	1	3/30/2013	\$535,010
	2014	Conduct Environmental Assessment - Runway 9/27, Land Acquisition, Luce Line Trail Realignment - Phase II	90%	0%	10%	\$ 94,000	\$ 84,600	\$ -	\$ -	\$ 9,400	\$ -	2	2/15/2014	\$450,410
														FY 2015 Entitlement Balance: \$600,410
	2015	Design Runway 9/27, Lighting, Taxiway, Apron Expansion	90%	0%	10%	\$ 460,000	\$ 414,000	\$ -	\$ -	\$ 46,000	\$ -	1	2/15/2015	\$186,410
	2015	Design Engineering Reimbursement (Incurred 2007 Costs)	90%	0%	10%	\$ 27,800	\$ 25,020	\$ -	\$ -	\$ 2,780	\$ -	2	4/15/2015	\$161,390
														FY 2016 Entitlement Balance: \$311,390
	2016	Acquire Land for Runway 9/27 Primary Surface, Runway Protection Zones, Luce Line State Trail (80 Acres)	90%	0%	10%	\$ 1,360,000	\$ 311,390	\$ 912,610	\$ -	\$ 136,000	\$ -	1	2/15/2015	\$0
	2016	Construct Runway 9/27 (3,200' x 75'), Lighting	90%	0%	10%	\$ 2,630,000	\$ -	\$ 2,367,000	\$ -	\$ 263,000	\$ -	2	4/15/2016	\$0
	2016	Construct Runway 9/27 Taxiways, Turnaround	90%	0%	10%	\$ 380,000	\$ -	\$ 342,000	\$ -	\$ 38,000	\$ -	3	4/15/2016	\$0
	2016	Construct Apron Expansion (200' x 250'), Tie-Downs	90%	0%	10%	\$ 462,000	\$ -	\$ 415,800	\$ -	\$ 46,200	\$ -	4	4/15/2016	\$0
	2016	Construct Terminal Area Fencing and Controlled Access	90%	0%	10%	\$ 220,000	\$ -	\$ 198,000	\$ -	\$ 22,000	\$ -	5	4/15/2016	\$0
														FY 2017 Entitlement Balance: \$150,000
	2017	Acquire Snow Removal Equipment - Loader & Plow	90%	0%	10%	\$ 213,000	\$ 191,700	\$ -	\$ -	\$ 21,300	\$ -	1	4/15/2017	-\$41,700
	2017	North / South Hangar Site Taxilane Extension	90%	0%	10%	\$ 273,000	\$ 245,700	\$ -	\$ -	\$ 27,300	\$ -	2	4/15/2017	-\$287,400
Summary for Airport = Winsted Municipal Airport						TOTAL:	\$ 6,286,800	\$ 1,374,110	\$ 4,235,410	\$ 24,300	\$ 652,980	\$ -		

(10D) - Winsted Municipal Airport

DRAFT AIRPORT CAPITAL IMPROVEMENT PLAN (ACIP) - MAINTAIN CONCEPT

Federal Entitlement Balance FY 2013: \$486,710

****ALL COSTS ARE ESTIMATES**

State FY	Fed FY	Description	Funding FAA %	Participation State %	Local %	Project Cost	Federal Entitlement Funding	Other Federal Funding	State Funding	Local Funding	Other Programs	Local Project Priority	Project Bid / Start Date	Federal Entitlement Balance
2013		Update Airport Zoning Ordinance	0%	PR	PR	\$ 54,000	\$ -	\$ -	\$ 29,700	\$ 24,300	\$ -	1	3/30/2013	\$486,710
2013		Turf Runway 9/27 Rehabilitation - Design	90%	0%	10%	\$ 128,000	\$ 115,200	\$ -	\$ -	\$ 12,800	\$ -	2	7/15/2013	\$371,510
2013		Design Engineering Reimbursement (Incurred 2007 Costs)	90%	0%	10%	\$ 27,800	\$ 25,020	\$ -	\$ -	\$ 2,780	\$ -	3	7/15/2013	\$346,490
FY 2014 Entitlement Balance:														\$496,490
2014		Rehabilitate Turf Runway 9/27 - Construction	90%	0%	10%	\$ 894,000	\$ 804,600	\$ -	\$ -	\$ 89,400	\$ -	1	5/15/2014	-\$308,110
2014		SPEND AHEAD OR OBTAIN ENTITLEMENTS FROM ANOTHER AIRPORT	90%	0%	10%	\$ -	\$ (308,110)	\$ -	\$ -	\$ -	\$ -	2	5/15/2014	\$0
FY 2015 Entitlement Balance:														\$150,000
2015		NO PROJECTS PROGRAMMED	0%	0%	0%	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	-	-	\$150,000
FY 2016 Entitlement Balance:														\$300,000
2016		Replace Runway 9/27 Airfield Lighting (MIRL)	90%	0%	10%	\$ 330,000	\$ 297,000	\$ -	\$ -	\$ 33,000	\$ -	1	5/15/2016	\$3,000
FY 2017 Entitlement Balance:														\$153,000
2017		Airport Pavement Rehabilitation	90%	0%	10%	\$ 95,000	\$ 85,500	\$ -	\$ -	\$ 9,500	\$ -	1	5/15/2017	\$67,500
Summary for Airport = Winsted Municipal Airport						TOTAL:	\$ 1,528,800	\$ 1,327,320	\$ -	\$ 29,700	\$ 171,780	\$ -		

Meeting Date: October 16, 2012



Submitted By: Mike Henrich, Police Chief

Subject: Part-Time Police Officer – Krystal Fosdick

BACKGROUND:

The Winsted Police Department uses part-time police officers to fill vacation/holiday shifts, sick hours, summer shifts, and special event shifts to help eliminate the need to pay a full-time officer an overtime wage. The current six (6) part-time police officers are full-time licensed and most have full-time jobs with other departments. Within a year's time, the Winsted Police Department has had three (3) of its part-time officers (Adam Hastings, Gary Schott, and Brad Sietsema) resign from their part-time position. This has resulted in a need to hire another part-time officer.

Five (5) people showed a strong interest in working part-time for the Department. These five (5) people went through an interview process that was conducted by Officer Heldt, Officer Pohl, and City Administrator, Brad Martens. From this first set of interviews, two (2) candidates were selected to advance to a second round of interviews. These two (2) candidates were then interviewed by City Administrator Martens and Chief Henrich. It was from this round of interviews that Krystal Fosdick was selected as the candidate to move on with the hiring process.

Krystal graduated high school from Watertown-Mayer High School, has a two (2) year law enforcement degree from Rasmussen College, has passed both the Police Officer's Standard & Training (POST) skills and written test. Krystal is living in rural Lester Prairie and is currently working for the Howard Lake Police Department in a part-time police officer position.

A complete background check was completed for Krystal, with nothing found in this background check that would have eliminated her from working for the City. Krystal underwent both a psychological and a physical evaluation; neither of which gave any indications that would have prohibited her from working with this Department.

FINANCIAL/BUDGET:

Part-time officer wages are budgeted in the Police Department budget. No adjustments are needed to hire a part-time officer.

OPTIONS:

- 1) Hire Krystal Fosdick as a Part-Time Police Officer for the City of Winsted at a wage of \$14.50 per hour upon completion of her field training requirements.
- 2) Other.

RECOMMENDATION:

Hire Krystal Fosdick as a Part-Time Police Officer for the City of Winsted at a wage of \$14.50 per hour.

COUNCIL ACTION:

Consider a motion to hire Krystal Fosdick as a Part-Time Police Officer for the City of Winsted at a wage of \$14.50 per hour.

ATTACHMENTS:

- 1) N/A