



COUNCIL PROCEEDINGS

CITY OF WINNEBAGO, MINNESOTA

MINUTES OF THE WINNEBAGO CITY COUNCIL

City of Winnebago

April 10th, 2012

A regular meeting of the Winnebago City Council was held on Tuesday April 10th, 2012 at 7:00 p.m. in the Municipal Center Council Chambers.

Mayor Nowak called the meeting to order and conducted roll call. Council members present: Johnson, Ziegler, Robertson, Scofield. Staff Present: City Administrator Bless, Deputy City Clerk Boeck, and City Engineer Wes Brown.

Motion by Robertson, seconded by Ziegler to approve the proposed meeting agenda of April 10th. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Motion by Scofield, seconded by Robertson to approve council meeting minutes of March 13th, 2012 as written. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Consent Items

Motion by Ziegler, seconded by Johnson to approve all consent items as listed on pages 6-15 of the council packet. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Informational Items

Motion by Johnson, seconded by Robertson to approve all informational items as listed on pages 16-26 of the Council packet. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Commission & Committee Reports

Motion by Ziegler, seconded by Robertson to approve all commission and committee reports as listed on pages 27-29 in the council packet. Ziegler stated he would like to see the bathroom/shower facility added back into the storm shelter plan at the campground. Ziegler felt not having adequate facilities would make the park unattractive to those that are primitive campers. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Audit Presentation

Kyle Meyers, Adbo, Eick & Meyers was present to cover the Financial Statements and Management Letter for year ended December 2011. A copy of which is on file at City Hall and the Muir Library. Motion by Johnson, seconded by Ziegler to approve year ended December 2011 Audit. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Zielger, Robertson, Scofield. Motion carried.

Public Comment

The Mayor opened the meeting to the public for comment. Dave Schuster was present to share his concerns with the pending liquor license up for discussion on tonight's agenda. He feels a town the size of Winnebago cannot support two liquor stores.

Duane Wagle of Winnebago stated he would like an exception made for the miniature horse living at the stable. He often cares of the miniature horse, and it brings lots of joy to the children in town. Mostly he wishes to be able to bring it to special events within the city. Ziegler stated that he doesn't have an appetite for changing the ordinance to allowing farm animals within city limits. The Council consensus was as long as the horse isn't living in town, it's permissible to have it at city functions.

There being no further public comments the Mayor closed the meeting to the public.

1st Ave SE

Motion by Ziegler to approve Resolution 519-2012 accepting bids from Holtmeier Construction for 1st Ave SE street Reconstruction. Motion died for lack of a second. Robertson stated he was curious about scaling back to a 7 ton road, especially since WFS isn't taking corn this coming fall. Scofield stated Ziegler stated he did not feel \$50,000 was enough of a savings and that every street in town should be looked at according to its own merit.

Ziegler restated his motion to approve Resolution 519-2012, Robertson second. Mayor Nowak called for a vote with Ziegler and Robertson voting in favor, Scofield voting against, Johnson abstained from voting. The motion did not pass as a 4-5th majority is required on special assessment votes. Scofield stated she is willing to go along with the project as proposed in order to move forward but she would like to see the utility committee discuss a change order within the following month making the three middle blocks of the street a 7 ton road.

Administrator Bless explained that the issue should be two separate motions. The contract should be awarded before any change orders can be discussed.

Motion by Ziegler, seconded by Robertson to approve Resolution 519-2012 awarding the contract to Holtmeier Construction Inc. Mayor Nowak called for a vote with the following voting in favor: Nowak, Zielger, Robertson, Scofield. The following abstained: Johnson. The motion carried.

Motion by Scofield, seconded by Robertson to have the Utility Committee further review a change order for the project to go to a 7 ton street.. Mayor Nowak called for a vote. The following members voted in favor: Ziegler, Robertson, Scofield, Nowak. Abstained: Johnson. Motion carried.

1st Ave SE Bonds

Paul Donna of Northland Securities presented the bonding information.

Motion by Robertson, seconded by Ziegler to approve Resolution 521-2012 Establishing Procedures Relating to Compliance with Reimbursement Bond Regulations Under the Internal Revenue Code. This is necessary in order to comply with IRS regulations on reimbursing the city with bonds for costs already spent, such as engineering and preliminary costs. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Motion by Ziegler, seconded by Scofield to table resolution 522-2012 until a more accurate project costs can be determined. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Refunding Bonds

Motion by Johnson, seconded by Zielger to approve Resolution 523-2012 Accepting Proposal on the Negotiated Sale of \$1,070,000 General Obligation Improvement Crossover Refunding Bonds, Series 2012A and Pledging Special Assessments and Levying Tax for the Payment Thereof. Paul Donna of Northland Securities was present and discussed the savings of \$45,000 the city could expect with refinancing. Donna stated this was possible with a high credit rating the city received relating to the amount of reserves available and timely payments on current obligation bonds. Johnson stated he appreciated the all the work done regarding this and feels it is important to move forward. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

WWTP Change Order

Motion by Robertson, seconded by Scofield to authorize change order from Wapasha Construction in the amount of \$17,867 and a 35 day extension of the substantial completion date for painting the interior ceiling and the top three feet of existing secondary sludge storage tank walls. This would make the substantial and the final completion date June 10th, 2012. If that date is not met, liquidated damages of \$500 per day would begin to accumulate. The contract price, including the change order will be \$2,788,567 which is 0.6% over the original contract prove and still well within the loan amount. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Redistricting Resolution

Motion by Robertson, seconded by Scofield to approve Resolution 520-2012 Setting Voting Precincts and Polling Place Locations. Bless stated there is no change from prior years. Mayor

Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Darrell Robertson Liquor License

Motion by Ziegler, seconded by Johnson to rescind liquor license for Darrell Robertson at 510 Main Street South as he has decided not to utilize that location. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Darrell Robertson stated he has been approved for a liquor license already, and has adhered to all the requirements, but wishes to change his location. 618 Main Street South will be savings for him and easier to set up.

Motion by Johnson to approve Darrel Robertson's liquor license application for 618 Main Street South. Motion dies for lack of a second.

Summer Hours

Motion by Scofield, seconded by Johnson to approve Summer Hours at City Hall starting May 14th and ending September 14th. Johnson stated he would like a daily tally of people utilizing summer hours as it is good information to have available. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Public Works Summer Hours

Motion by Johnson, seconded by Robertson to allow Summer Hours May 14th through September 14th. This would not interfere with union contracts and would still leave one person on duty at all times during the week. Ziegler stated he is not opposed but feels this is a different animal compared to City Hall and wants to know that projects wouldn't be put off. Nowak stated he was opposed to summer hours last year and doesn't think employees should be able to rearrange their schedule just because it is summer. He can't do that at his job, and doesn't feel needs to be done here either. Robertson stated it is important to try new things that may be of advantage to the city. Johnson mentioned he feels the public works staff has done a great job watching their time cards and limiting overtime hours over the past three years. He feels these hours will help the employees when such issues arise. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Heidi Schutt Annual Review

Motion by Johnson, seconded by Scofield to authorize Heidi Schutts raise to step 3 of the union schedule on her anniversary date. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Brennan Johnson Annual Review

Motion by Ziegler, seconded by Johnson to move Brennan Johnson to step 3 of the union schedule on his anniversary date. Johnson stated Brennan is a great addition to the Public Works

department. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Megan Boeck Annual Review

Motion by Johnson, seconded by Robertson to approve Megan Boeck's raise in pay to \$15.00 retroactive her anniversary date. Ziegler stated he appreciates the stability and effort Megan has provided the position. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Brittney Gehrking 6 Month Review

Motion by Scofield, seconded by Ziegler to remove Brittney Gehrking from probation and move her to step 2 of the union schedule on her 6th month anniversary date. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Library Board Resignation

Motion by Robertson, seconded by Johnson to accept resignation from Hellen Dressen. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Motion by Scofield, seconded by Ziegler to approve Kalene Winter to fill in the remainder of Hellen Dressen's term on the Library board. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

EMT Hiring

Motion by Ziegler, seconded by Johnson to hire Kaylynn Scheid to the Ambulance Department. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Transferring Funds

Motion by Johnson, seconded by Ziegler to move payment to UHD of \$31,000 in 2011 and \$37,700 in 2012 from the 307 Debt Service Fund to the 401 Capital Equipment Fund as per the audit. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scofield. Motion carried.

Other Business

Robertson asked about the progress of Brew Fest. Bless stated tickets are not sold out but he would encourage people to buy their tickets as soon as possible.

Reports

Bless stated the audit looks really good this year and thanks the staff for their hard work. Bless also thanked council for summer hours, he feels it is very useful for the residents.

Mayor Nowak congratulated staff on their pay increases and thanked Hellen for serving on the Library Board.

Johnson thanked Kyle for the audit report, and congratulated Brittney and all the employees for their positive review. It's a good sign.

Ziegler thanked staff for their hard work with the audit he knows it's a grueling process.

Scotfield stated she is going to miss Hellen but welcomes Kalene.

Motion by Johnson, seconded by Ziegler to adjourn the meeting. Mayor Nowak called for a vote. The following voted in favor: Johnson, Ziegler, Robertson, Scotfield. Motion carried.

Presented to Council May 8th, 2012.



Randy Nowak
Mayor

ATTEST:



Austin Bleess