City of Winsted City Council Work Session Lewis Room January 3, 2012 5:00 p.m.

Present: Mayor Steve Stotko

Council Member Tom Ollig

Council Member Dave Mochinski Council Member George Schulenberg

Absent: Council Member Bonnie Quast

Staff Present: Brad Martens, City Administrator

Deb Boelter, City Clerk-Treasurer

I. Call to Order

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

II. Signage Plan for Local Businesses - TABLED

Martens recommended that the item be tabled.

III. Industrial Park Feasibility Study

Martens stated that in 2011 the City Council identified that another Industrial Park be established due to the fact that the existing Industrial Park is filled.

Martens presented some possible locations for a new Industrial Park.

Martens stated that he did obtain an estimate of approximately \$20,000 from the City's Engineer, Bolton and Menk, Incorporated to complete an Industrial Park Feasibility Study. Martens continued by stating that the proposed study would provide the City with all the information they would need to construct another Industrial Park.

Martens stated that he has contacted Clay Montgomery regarding the site he has proposed for an Industrial Park. The Feasibility Study would determine if the Montgomery property is a good location for an Industrial Park.

Mayor Stotko asked if the Winsted Municipal Airport's "safety zone" runs through the northwest corner of the Montgomery property. Martens stated that a small portion of the property is in the Airport's "safety zone." Council Member Ollig stated that any buildings built in the "safety zone" area of the Montgomery property would have a height restriction as dictated by the Federal Aviation Administration (FAA).

Council Member Ollig recommended that City staff contact Millerbernd Manufacturing to inquire about selling the lot in the existing Industrial Park north of DiMax, Incorporated, 1107 Industrial Lane, and west of M and N Structures, Incorporated, 301 Industrial Boulevard, to the City of Winsted.

Mayor Stotko asked if there is enough interest for Industrial property to spend approximately \$20,000 to complete a Feasibility Study for construction of another Industrial Park.

Council Member Ollig recommended that the City staff do some research on what properties may be available for a future Industrial Park in the event that the City does receive a request from a business that is interested in locating to Winsted.

Council Member Ollig asked City staff to locate the plat that was developed by Clay Montgomery for the proposed future Industrial Park on his property.

Council Member Mochinski recommended that the City Council also consider the vacant property at the Winsted Municipal Airport south of the existing hangars. He stated that the City already owns the property.

Council Member Ollig stated that the City may not want to mix Industrial businesses with the Airport. Council Member Mochinski stated that the Winsted Municipal Airport Commission is working to get Industry to use the Airport.

The City Council discussed and stated that they would not be in favor of completing an Industrial Park Feasibility Study at this time. They directed City staff to find the plat for the Montgomery property and to contact Millerbernd Manufacturing to inquire about the possibility of the City purchasing the property in the existing Industrial Park.

IV. Franchise Fee Ordinance Re-Cap

Martens stated that the three (3) Franchise Fee Agreements that were amended at the December 20, 2011 Regular City Council meeting have been found to have errors. Martens detailed the errors for the City Council and the processes that will need to be taken to rectify them.

Martens stated that in the future when he has agreements and other items that are expertise based, he would consider hiring an attorney who specializes in the type of agreement and/or item that is being considered. He continued by stating that he is not recommending that the City contract with a different City Attorney; but, have a attorney who specializes in certain types of documents review them. The City Council discussed and agreed that it may be a good idea.

V. 2012 Appointments

Martens stated that the Mayor selects the individuals who he wants appointed to certain positions and/or commissions and then they are presented to the City Council for approval.

Martens stated that he did change the format of the listing of appointees that are presented to the City Council. He continued by stating that he added expiration dates to the appointees' terms.

Council Member Mochinski recommended that Joe Johnson be considered a hangar owner and his position on the Winsted Municipal Airport Commission be as a "hangar owner." The City Council discussed and agreed.

Martens stated that he may contact the City Attorney to confirm that Joe Johnson can be considered a "hangar owner" in accordance to the Ordinance.

Martens stated that the 2012 Appointments are on the Consent Agenda and should be removed and added to New Business for discussion.

Martens presented other changes that he made to the formatting of the appointee listing.

Martens also stated that the only Ordinance he found in regards to the Park Commission was to abolish the Park Board so the Ordinance will need to be amended to establish a Park Commission.

Martens stated that he was able to contact the majority of the appointees and most of them have agreed to remain on their Commission.

VI. Mayor's Task Force on Downtown Revitalization

Martens asked Mayor Stotko if he has contacted anyone about being on the Downtown Revitalization Task Force. Mayor Stotko stated that Council Member Schulenberg has agreed to be on the Task Force. Mayor Stotko also stated that he needs to contact the Winsted Area Chamber of Commerce (WACC) President, Jeff Campbell, to inquire if anyone from the WACC would like to be on the Task Force. Council Member Ollig stated that he has a WACC Board meeting on Wednesday, January 4, 2012 and he will ask the President, Jeff Campbell, to contact Mayor Stotko.

Mayor Stotko presented the list of possible members that he is considering for the Task Force.

Martens asked Mayor Stotko if a presentation on the Downtown Revitalization Task Force can be done at the January 17, 2012 Regular City Council meeting. Mayor Stotko stated yes.

Mayor Stotko stated that he is changing the title to the "Mayor's Downtown Vibrancy Task Force."

Mayor Stotko stated that the plan is to get the Task Force started in January, 2012.

VII. Other

a) Consent Agenda – Temporary Part-Time Administrative Assistant

Martens stated that on the Consent Agenda at the Regular City Council meeting their is approval for two (2) individuals to be approved as temporary part-time Administrative Assistants to assist City staff in the event that one (1) of the office personnel are absent.

b) Police Chief Mike Henrich – Good Citizen Award

Martens stated that Police Chief Mike Henrich is recommending that the City Council consider offering citizens a "Good Citizen" award for doing something that is above and beyond the norm.

The City Council discussed and agreed that whenever someone does something exceptional, they can be recognized at a City Council meeting.

c) Winsted Volunteer Fire Department's Business Meetings

Martens distributed a sign up sheet for the City Council members to volunteer and signup to attend the Winsted Volunteer Fire Department's (WVFD) Business meetings.

Council Member Schulenberg attended the January 2, 2012 meeting and he stated that they plan on having their Business meetings monthly.

Martens stated that the WVFD's by-laws require that they have bi-monthly Business meetings.

Council Member Mochinski asked if it is necessary to continue attending the WVFD's Business meetings. Mayor Stotko stated that he does not mind attending one (1) per year. Council Member Schulenberg does not mind attending the meetings.

d) Wastewater Treatment Facility (WWTF) – Phosphorus Limits

Martens stated that he received information from the City's engineer, Bolton and Menk, Incorporated, that it will cost the City approximately \$50,000 for chemicals and equipment in the year 2012 and approximately \$13,000 per year starting in 2013 to comply with the Minnesota Pollution Control Agency's (MPCA) required phosphorus limits.

Mayor Stotko asked if there is enough funding in the Sewer Fund to pay for the additional expense of treating phosphorus. Martens stated that he has to evaluate the Sewer Fund. He continued by stating that it is important to incrementally increase sewer rates to fund these new requirements from the MPCA.

Martens stated that there will be additional expenses in engineering to prepare the plans and specifications for the new equipment and to manage the construction and installation of the new equipment.

e) Winsted Municipal Airport – Arrival/Departure (A/D) Building

Martens stated that the walk-through for the new Arrival/Departure (A/D) Building at the Winsted Municipal Airport is Wednesday, January 4, 2012 at 9:00 a.m.

Martens stated that there are still quite a few items that need to be completed on the building; so, there will be a conversation with the Contractor on whether they have met the timeline for substantial completion of the building. The Contractor is required to reimburse the City \$500 per day until they meet the completion deadline.

f) January 3, 2012 Regular City Council Meeting Agenda

Martens presented some business items that have been added to the January 3, 2012 Regular City Council Meeting agenda since the original agenda packet was forwarded to the City Council on Friday, December 30, 2011.

VIII. Adjourn

Council Member Ollig motioned to adjourn. Council Member Schulenberg seconded. Motion carried 4-0.

The meeting was adjourned at 5:45 p.m.

Steve Stotko

Steve Stotko Mayor City of Winsted

ATTEST:

Deborah R. Boelter

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