

City of Winsted
City Council Meeting
Council Chambers
Tuesday, January 7, 2014
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonnie Quast
Council Member Tom Ollig
Council Member George Schulenberg
Council Member Max Fasching

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Dave Meyer, Winsted Public Works Department Maintenance Supervisor
Mr. Mike Henrich, Winsted Police Department Chief
Mr. Dan Pohl, Winsted Police Department Officer
Mr. Ben Jarvi, Winsted Police Department

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

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

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 – December 17, 2013**

Accepted the minutes of the City Council Work Session of December 17, 2013.

b) **Minutes – City Council – Regular Meeting – December 17, 2013**

Accepted the minutes of the City Council Regular Meeting of December 17, 2013.

c) **Year 2014 Appointments**

Approved the City of Winsted's Year 2014 Official Appointments.

d) **Resolution R-14-01 – Winsted Volunteer Fire Department Extrication Equipment**

Approved Resolution R-14-01 to donate the specified Winsted Volunteer Fire Department's extrication equipment to the Lake Lillian, Minnesota Fire Department.

e) **Resolution R-14-02 - Winsted Volunteer Fire Department Relief Association – Gambling Contribution**

Adopted Resolution R-14-02 to accept a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in the amount not to exceed \$28,000.00 to be dedicated toward the Winsted Volunteer Fire Department's Capital Improvement Plan, specifically for a new floor for the Winsted Fire Department building.

f) **Temporary On-Sale Liquor License – Holy Trinity Spring Dinner Auction**

Approved a one (1) to four (4) day temporary On-Sale Liquor License for Holy Trinity's Spring Dinner Auction on April 12, 2014 at the Holy Trinity School Gym.

g) Claims

Approved the Claims List for January 7, 2014.

3) Public Hearings

a) Ordinance O-14-01 – Land Annexation

Mr. Wilfahrt stated that at the December 3, 2013 Regular City Council meeting, the City Council accepted a petition to annex property from Limitless, Incorporated. On December 9, 2013, the Planning Commission reviewed a site plan for the same property. Overland Properties, Limited Liability Corporation (LLC) submitted the site plan which is for a new *Dollar General* store.

Mr. Wilfahrt stated that a Public Hearing was scheduled for January 7, 2014. Notification of the Public Hearing was served through certified mail to Winsted Township and each property adjacent to the property proposed for annexation.

Mr. Wilfahrt stated that the City Council should hold a Public Hearing and then consider adopting Ordinance O-14-01 ordering the aforementioned annexation.

Mr. Wilfahrt stated that the purpose of the Public Hearing is to consider annexing the aforementioned property into the City of Winsted. The City Council will not be approving the site plan for the proposed *Dollar General* store.

Mr. Wilfahrt stated that a filing fee of \$100 is required and will be paid by the property owner. After annexation the property will pay taxes to the City of Winsted.

Mr. Wilfahrt stated that if the City Council decides to approve the petition for annexation, it will need to be forwarded to the State of Minnesota for final approval. The proposed site plan cannot be approved until the State of Minnesota approves the annexation.

Mr. Wilfahrt stated that he is hoping to present the site plan for the proposed *Dollar General* store to the City Council at their January 21, 2014 Regular City Council meeting.

Mayor Stotko asked for public comment.

Mr. Thomas Drew, 240 . Sixth (6th) Street South, addressed the City Council regarding the drainage of the excess water when the property is altered to accommodate the construction of the *Dollar General* store and parking lot.

Mr. Wilfahrt stated that the City's Engineer has reviewed the site plan for the proposed *Dollar General* store and he did take into consideration how the water drainage from the property, where the store and parking lot will be located, will affect the adjacent properties. He continued by stating that the City did receive the Engineer's opinion on the water drainage and he indicated that he was satisfied with how the engineer for the proposed *Dollar General* store plans to move the water through the property.

Mr. Wilfahrt stated that he would obtain Mr. Drew's contact information and review the *Dollar General* store engineer's drainage plan with him before the Monday, January 13, 2014 Planning Commission meeting. Mr. Drew stated that he would like to review the proposed site and drainage plan with Mr. Wilfahrt.

Mayor Stotko invited Mr. Drew to attend the Monday, January 13, 2014 Planning Commission meeting to share his concerns about the water drainage. Council Member Ollig stated that as the City Council liaison on the Planning Commission, he will also share Mr. Drew's concerns with the Planning Commission.

Council Member Ollig motioned to close the Public Hearing. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Council Member Fasching motioned to adopt Ordinance O-14-01 annexing to the City of Winsted, Minnesota certain lands in Winsted Township abutting the City owned by Dollar General. Council Member Quast seconded the motion. Motion carried 5-0.

4) No Old Business.

5) New Business

a) Computer Purchases

Mr. Wilfahrt stated that at the November 6, 2013 City Council Work Session, the City Council directed staff to bring the computer update quote they reviewed to the first (1st) Regular City Council meeting of January 7, 2014. The quote outlines equipment needed to replace all computers that currently operate Windows XP, a software that will no longer receive security updates past April of the year 2014.

Mr. Wilfahrt stated that he recommended that the \$8,594.05 purchase be postponed until the January 7, 2014 Regular City Council meeting to avoid paying \$552.83 in state sales tax. He continued by stating that staff will submit a tax exemption application with the quote to receive the exemption. After talking to Mr. Steve Williams, the City's Information Technology (IT) consultant, staff learned that an additional four (4) speakers needed to be added to the quote which, after removing tax, brings the total purchase cost to \$8,186.14.

Mr. Wilfahrt stated that the computer update purchases will be paid from the City's Cable Fund. He continued by stating that the Cable Fund has a current balance of \$33,190.82, and after this purchase, the Fund would have a balance of \$25,004.68. The Cable Fund is used for technology purchases, and generates about \$15,000 in revenue annually.

Council Member Quast motioned to approve a quote from CDW for replacement of computer equipment for \$8,186.14. Council Member Ollig seconded the motion. Motion carried 5-0.

b) Winsted Police Department - Squad Car Replacement

Mr. Wilfahrt stated that the Winsted Police Department requires a fleet of vehicles to perform the duties assigned to their Department. In the past, the Police Department had two (2) vehicles which were scheduled to be replaced on a four (4) year rotation at approximately 100,000 miles. In the year 2009, the City Council allowed the Police Department to buy back their year 2005 squad car with the use of drug forfeiture funds in the amount of \$4,000 which gave the Department a fleet of three (3) vehicles.

Mr. Wilfahrt stated the following reasons for this decision:

1. The Police Department could regularly ensure that two (2) squad cars were operating for the annual Winstock Country Music Festival, Winsted Summer Festival, dance nights, and general scheduling of multiple officers.
2. The City's Public Works Department would be required to complete less frequent switching of the squad cars to the different Police Officers.
3. On call Police Officers could keep a squad at their place of residence to allow for a quicker response time.

Mr. Wilfahrt presented the Winsted Police Department's existing squad fleet:

- ✓ Year 2007 Ford Crown Victoria: Over 110,000 miles.
- ✓ Year 2010 Ford Crown Victoria: Approximately 92,000 miles.
- ✓ Year 2013 Ford Sport Utility Vehicle (SUV): Approximately 42,500 miles.

Mr. Wilfahrt stated that to insure the funding for an additional squad, the Police Department made the decision to increase their replacement schedule to keep a squad for six (6) years instead of four (4) years; which lead to increased mileage on the vehicles. The year 2007 Ford Crown Victoria was scheduled to be replaced in the year 2013 and is now seven (7) years old.

Mr. Wilfahrt stated that the Winsted Police Department is interested in purchasing a second (2nd) Ford Explorer due to its increased viewing ability, with larger windows, and better clearance for response during winter weather events. This SUV vehicle has proven, so far, to be more economical to operate and is the preferred squad to patrol with by all Officers within the Department.

Mr. Wilfahrt stated that quotes for a new Ford Explorer were requested from Waconia Ford of Waconia, Minnesota; Holt Motors of Cokato, Minnesota and Jay Malone Motors of Hutchinson, Minnesota. Waconia Ford submitted the lowest bid.

Dealership	Year 2014 Ford Explorer Quote	Five (5) Year and/or 100,000 Mile Warranty
Waconia Ford-Waconia, Minnesota	\$29,365.00	\$2,300.00 Premium Care
Holt Motors-Cokato, Minnesota	\$30,443.00	\$2,265.00 Extended Care
Jay Malone Motors-Hutchinson, Minnesota	\$31,824.41	Not yet received.

Mr. Wilfahrt stated that the new squad will also need to be equipped appropriately with the following items:

Accessory	Cost
Cage	\$1,800.00
Equipment	\$6,050.00
Video Camera	\$5,000.00
Graphics	\$650.00
Estimated Equipment Cost	\$13,500.00

Mr. Wilfahrt presented a summary of the total cost of a new squad for the Winsted Police Department:

- ❖ Vehicle Cost: \$29,365.00
- ❖ Estimated Equipment Cost: \$13,500.00
- ❖ Estimated Graphic Cost: \$650.00

Estimated Total Cost: \$43,515.00

Mr. Wilfahrt stated that if the City Council directs staff to proceed with the lowest quote received, the estimated total purchase cost of the Ford Explorer is \$43,515.00. Due to potential fluctuation in the purchase cost based upon the day the purchase takes place, staff is asking that the City Council approve a purchase of the Year 2014 Ford Explorer in an amount not to exceed \$44,000. He continued by stating that the squad will be funded through the Capital Equipment Fund used for equipment in both the Public Works Department and Police Department. The unaudited Fund Balance at the end of the year 2013 was \$157,412.00; a transfer of \$150,000.00 to the Capital Equipment Fund is budgeted for the year 2014.

Winsted Police Department Chief, Mr. Mike Henrich, was in attendance at the City Council meeting.

Council Member Ollig asked Mr. Henrich if the Winsted Police Department has purchased a squad vehicle from Waconia Ford in Waconia, Minnesota in the past. Mr. Henrich stated yes.

Council Member Ollig asked if they were satisfied with their purchase from Waconia Ford. Mr. Henrich stated that in the past the Winsted Police Department has found it to be very beneficial to purchase a vehicle from Waconia Ford; because, they stand behind any warranted issues. He continued by stating that the other two (2) dealerships have been equally as beneficial to deal with when it comes to warranty issues.

Mr. Henrich stated that the SUV squad has proven to be a useful vehicle for the Winsted Police Department.

Council Member Quast asked about the transfer of the accessory equipment from an expired squad to a new squad. Mr. Henrich stated that not all equipment can be transferred due to its size, age and other factors. He continued by stating that the Police Department does transfer some of the equipment.

Council Member Ollig motioned to approve the purchase of a year 2014 Ford Explorer squad and necessary equipment in an amount not to exceed \$44,000. Council Member Fasching seconded the motion. Motion carried 5-0.

6) Department Report

a) Winsted Public Works Department

Mr. Dave Meyer, Public Works Department Maintenance Supervisor, reported on the following:

- Painted the parking lines and cross walk lines on City streets.
- Had the exterior of the City's water tower cleaned.
- Repaired and replaced the playground equipment that was vandalized in Hainlin Park.
- Removed several tree branches from the City streets and public areas that fell off the trees during a strong wind event.
- Completed the annual sewer jetting of the scheduled areas.
- Installed sod in the Lakefront Promenade and watered it often.
- Removed the flower boxes from the downtown area and stored them for the winter months.
- Winterized all City park bathrooms.
- Removed the City's picnic tables from the parks and stored them for the winter months.
- Removed the summer banners from the street lights located on McLeod County Road One (1).
- Completed some dirt work on the Winsted Municipal Airport's taxiway in the area adjacent to the runway.
- Swept the leaves off of City streets and public areas.
- Serviced all vehicles in preparation of the snow plowing season.
- Took possession of the City's new Mack Snow Plow truck.
 - Installed a two (2) way radio.
 - Protective edges installed on the bottom of the snow plow.
- Installed Holiday banners and decorations on the City's street lights.
- Closed the Winsted Municipal Airport's runway due to excessive snow.
- Picked up salt and sand from Hutchinson, Minnesota to be used during the winter months.
- Continue to plow snow; sand and salt City streets as needed.
- Read water meters each month.
- Prepare and submit required water reports each month.

Mayor Stotko asked Mr. Meyer to explain why the property at Denis M. Campbell Baseball Field was not used for the ice skating rink.

Mr. Meyer stated that the Public Works Department tried to create an ice skating rink on the property at the Denis M. Campbell Baseball Field; however, the ground was not level and as a result the water they sprayed on the area they prepared for the rink, would not freeze evenly. Mr. Meyer stated that they tried on several occasions to form the ice skating rink at Denis M. Campbell Baseball Field; but, each attempt did not work so they decided to move the ice skating rink to an area on Winsted Lake at Mill Reserve Park.

Council Member Schulenberg thanked Mr. Meyer and the Public Works Department for all they do to keep the streets clean and the residents safe. He continued by asking Mr. Meyer about the crooked street light poles and broken bulbs in the Lakefront Promenade area. Mr. Meyer stated that the garbage trucks that pick up garbage in Winsted hit the light poles and bulbs and damage them. He continued by stating that the Public Works Department will evaluate the street lights in the Lakefront Promenade area and straighten the poles and have the bulbs replaced.

Council Member Quast asked about the cleaning of the exterior of the City's water tower. Mr. Meyer stated that the contractor who cleaned the exterior of the water tower indicated that it will need to be painted in approximately two (2) years. He continued by stating that he and Mayor Stotko discussed the improvements with the City's Engineer and they are inspecting and evaluating the exterior and the interior of the water tower to determine what will need to be done.

Mr. Meyer stated that a presentation will be made to the City Council in the future in regards to what improvements will need to be completed to the exterior and interior of the City's water tower.

7) Open Forum

a) Annexation Petition - Proposed Dollar General Store

Mr. Matt Lanars, 221 . Seventh (7th) Street South, addressed the City Council regarding the annexation of the property for the *Dollar General* store. Mr. Lanars asked if the City is annexing both parcels of the property.

Mr. Wilfahrt stated that the City is only requiring them to annex one (1) parcel at this time. He continued by stating that the property owner was only interested in annexing one (1) parcel at this time and to help the process move forward for the proposed *Dollar General* store, the City worked with the property to annex the one (1) parcel.

Mr. Lanars asked if the second (2nd) parcel will be annexed to the City in the future. Council Member Ollig stated that there are no plans at this time to annex the second (2nd) parcel.

8) No Announcements.

9) Adjournment

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

The meeting was adjourned at 6:26 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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