

City of Winsted
City Council Work Session
Lewis Room
Tuesday, February 3, 2015
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member Tom Ollig
Council Member Max Fasching

Absent: Council Member George Schulenberg

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Dave Meyer, Public Works Department Maintenance Supervisor
Mr. Justin Heldt, Winsted Police Department Chief

I. Call to Order

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

II. Capital Equipment Replacement Plan

Mr. Wilfahrt stated that one (1) of the goals set by the City Council at their Strategic Planning Retreat was to complete a Capital Equipment Replacement Plan (Plan).

Mr. Wilfahrt presented a draft copy of a Capital Equipment Replacement Plan for the next ten (10) years that City Staff assembled. He continued by giving a brief overview of the Plan.

Mr. Wilfahrt stated that the intention of the Plan is to create a financially sustainable plan to replace all of the equipment for both the Winsted Police and Public Works Departments. This will allow the City Council to make decisions on equipment replacement within the full context of all equipment considerations. For example, the City Council can make the decisions to replace the street sweeper and pay loader in the year 2015 knowing that it will be able to afford a new squad car in the year 2016.

Mr. Wilfahrt stated that the Plan does not change annual contributions to the Capital Equipment Fund, which currently has a balance of approximately \$250,000.

Mr. Wilfahrt stated that the list of equipment was developed with extensive input from both the Winsted Public Works Department's Maintenance Supervisor and the Winsted Police Department Chief.

Mr. Dave Meyer, Public Works Department Maintenance Supervisor and Mr. Justin Heldt, Winsted Police Department Chief were in attendance at the Work Session to answer questions from the City Council.

The City Council discussed future capital expenditures listed on the Plan with Mr. Meyer and Mr. Heldt.

The City Council discussed the proposed Capital Equipment Replacement Plan and were in agreement with the Plan as presented.

III. Winsted Municipal Airport Policy – First Review

Mr. Wilfahrt stated that the City of Winsted currently operates a Municipal Airport. The Winsted Municipal Airport is managed by the Public Works Department's Maintenance Supervisor and the

City Administrator. Often times there have been questions or concerns raised that require the attention of City staff. Since there is no policy, City staff addresses issues on a case-by-case basis which can result in inefficiency and inconsistency in enforcement of rules.

Mr. Wilfahrt stated that in the year 2014, City staff began development of an *Airport Minimum Standards Policy*. Mr. Wilfahrt presented the first (1st) draft version for review by the City Council. The *Policy* is intended to address common issues at the Airport, and future issues that are anticipated. City staff has developed and reviewed the *Policy* with the help of the City Engineer and the Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA).

Mr. Wilfahrt asked the City Council to review the *Policy* and make any recommendations at this time. Since it is a large amount of information, City staff will present the *Policy* again for discussion at a future City Council Work Session; so, the City Council has more time to review the proposed *Policy*. Once review of the *Policy* is complete, City staff will seek City Council approval at a future Regular City Council meeting.

The City Council discussed and agreed to review the proposed *Airport Minimum Standards Policy* for discussion at a future City Council Work Session.

IV. Sale of Forfeited Property

Mr. Wilfahrt stated that the City of Winsted's Police Department occasionally acquires property as a result of drug and alcohol forfeitures. In certain circumstances, vehicles and other possessions can be acquired through statutory authority granted by the State of Minnesota.

Mr. Wilfahrt stated that once the City acquires the forfeited property, the Winsted Police Department has a few options under Minnesota State Statute. In most circumstances, the City can sell the property, or retain it for official use. If the City sells the property, seventy percent (70%) of the proceeds are deposited in the City's Forfeiture Fund. The remaining thirty percent (30%) of the proceeds go to the prosecuting Attorney and the State of Minnesota.

Mr. Wilfahrt stated that typically, the City has chosen to sell the property at public auctions administered by the Winsted Police Department. In other instances, City staff has chosen to retain the property; such as, a snowmobile that the Winsted Police Department currently has.

Mr. Wilfahrt stated when selling forfeited property, the Winsted Police Department puts out a public notice and accepts bids at the Police Station. The auctions take a considerable amount of staff time to advertise and to be available for inspections of the property, and City staff does not believe that this method is attracting many potential buyers and does not command competitive bids.

Mr. Wilfahrt stated that recently City staff reached out to Fahey Sales Agency Incorporated (Fahey) to inquire if they would sell City equipment. Fahey Sales Agency Incorporated is an auction company with offices in four (4) Minnesota communities including Glencoe, Minnesota and Hutchinson, Minnesota. McLeod County and several other local Police agencies utilize Fahey for sale of forfeited property.

Mr. Wilfahrt stated that Fahey Sales Agency Incorporated indicated that they could sell the City property for an eight percent (8%) to twenty-five percent (25%) commission. The commission is based off of the value of the item. City staff believes that using Fahey will result in more competitive bids which will offset the commission cost. Additionally, City staff time will not need to be used to advertise bids, and to show the property to interested parties, which can often take a substantial amount of time.

Mr. Wilfahrt stated that the Winsted Police Department will still be responsible for the public notices required by Minnesota State Statute.

Mr. Heldt was in attendance at the Work Session to answer questions from the City Council.

Mr. Wilfahrt stated that the City Council will be considering approval of a Resolution at tonight's Regular City Council meeting. If the Resolution is approved tonight, due to its limited use, the Winsted Police Department will also sell their snowmobile through Fahey.

The City Council discussed and agreed with the proposal of City staff having Fahey Sales Agency Incorporated sell City equipment.

V. Ice Skating Rink Discussion

Mr. Wilfahrt stated that the City Council has discussed an ice skating rink in previous years. Late in the year 2013, the City Council directed staff not to proceed with soil borings near Campbell Baseball Field, citing that they would instead like to see a temporary solution. The City Council further indicated that if there was an opportunity to reduce the cost of the ice skating rink due to the purchase of used dasher boards, they may be interested in purchasing used dasher boards.

Mr. Wilfahrt stated that over the last two (2) winters, the City has swept off a portion of Winsted Lake for an ice skating rink. Due to an issue with the electrical service line, the warming house has not had heat. City staff has not fixed the problem due to uncertainty around this issue. Staff did not want to spend money on a warming house that would only be used for another ice skating season or two (2).

Mr. Wilfahrt stated that recently, City staff was contacted by a dasher board company that indicated that they had used boards available. Used dasher boards sell quickly, and prior to staff being able to bring the item to the City Council for consideration and approval, the dasher boards had sold. If the City Council would like to proceed with the purchase of used dasher boards, City staff would suggest that the City Council allow staff the authority to purchase used dasher boards at the discretion of the Public Works Department's Maintenance Supervisor, City Administrator and Mayor. However, before making that recommendation, City staff would like to know the City Council's position on the proposed Ice Skating Rink Project as a whole.

Mr. Wilfahrt stated that the cost savings of installing used dasher boards would initially be estimated at \$20,000 to \$30,000. Though there was never a formal estimate for the cost of the proposed Ice Skating Rink Project, estimates placed it at approximately \$100,000 for the total Project.

Mr. Wilfahrt stated that the money for the proposed Ice Skating Rink Project would come from the Parks Improvement Fund, which has a balance of \$52,083, and generates an estimated \$15,000 to \$20,000 annually. The Campbell Baseball Field Improvement Project is also proposed to be taken from this same Fund, and estimates have the City paying approximately \$80,000 to \$90,000 for the Campbell Baseball Field improvements.

Mr. Wilfahrt stated that the next step for the process would be to solidify a location and formalize prices. Mr. Wilfahrt asked the City Council to direct City staff how to proceed with the Ice Skating Rink Project.

The City Council discussed and decided to keep the ice skating rink on Winsted Lake. They directed City Staff to explore improved lighting for the ice skating rink on Winsted Lake, improvements to the existing warming house in Mill Reserve Park and any other improvements in the Park that would enhance and/or benefit the ice skating rink.

VI. Other

a) Country Acres Trailer Park – Connection to City Water Service

Council Member Ollig asked for an update on Country Acres Trailer Park's connection to the City of Winsted's water service.

Mr. Wilfahrt gave an update.

b) Water Tower Improvements

Council Member Fasching stated that there was an article in the Herald Journal newspaper about improvements that the City of Mayer, Minnesota is proposing to make to their water tower. He continued by stating that the cost of the improvements were much less than the estimate that the City of Winsted received for the improvements needed to be done on the City's water tower.

The City Council discussed the information provided by Council Member Fasching and directed City staff to review the Herald Journal newspaper article to determine if the scope of the improvement work to the Mayer, Minnesota water tower is similar to the improvements proposed for the City's water tower. Mr. Wilfahrt stated that he will discuss the aforementioned information with the City's Engineer, Mr. Jake Saulsbury, Bolton and Menk, Incorporated.

VII. Adjourn

Council Member Quast motioned to adjourn the meeting. Council Member Fasching seconded the motion. Motion carried 4-0.

The meeting was adjourned at 5:37 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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