

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

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

a) **Minutes – City Council - Work Session – January 17, 2012**

Accepted the minutes of the City Council Work Session of January 17, 2012.

b) **Minutes – City Council – Regular Meeting – January 17, 2012**

Accepted the minutes of the City Council Regular Meeting of January 17, 2012.

c) **Winsted Volunteer Fire Department – Full Member Appointments**

Approved the appointment of Ryan Chatterton and Brandon Dahl as full-time members of the Winsted Volunteer Fire Department.

d) **Holy Trinity – Winstock Country Music Festival – June 7th, 8th, and 9th, 2012**

Approved a one (1) to four (4) day temporary On-Sale Liquor License for Holy Trinity's Winstock Country Music Festival for June 7th, 8th, and 9th, 2012.

Approved the McLeod County Large Assembly Permit for Holy Trinity's Winstock Country Music Festival for June 7th, 8th, and 9th, 2012. *

Approved an application to conduct off-site gambling (pull-tabs) at Holy Trinity's Winstock Country Music Festival for June 7th, 8th and 9th, 2012.

e) **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 21, 2012 at the Holy Trinity School Gym.

f) **Annual Local Board of Appeal**

Scheduled the annual Local Board of Appeal meeting for Tuesday, April 17, 2012 at 5:00 p.m. in the Winsted City Hall Council Chambers to provide a fair and objective forum for City of Winsted property owners to appeal their valuation or classification.

g) **Meeting Reschedule – City Council Work Session – April 17, 2012**

Authorized that the City Council Work Session, scheduled for Tuesday, April 17, 2012 at 5:00 p.m. be rescheduled for Tuesday, April 17, 2012 at 4:00 p.m. due to the Annual Local Board of Appeal meeting.

h) Software Support Agreement – Winsted Municipal Airport Credit Card Reader

Approved a software support agreement between Gasboy and the City of Winsted for \$400 for the credit card reader at the Winsted Municipal Airport effective March 2, 2012.

i) Meeting Reschedule – City Council Work Session – November 6, 2012

Authorized the City Council Work Session, scheduled for November 6, 2012, to be rescheduled for Wednesday, November 7, 2012 at 5:00 p.m., due to the General Election.

j) Meeting Reschedule – Regular City Council Meeting – November 6, 2012

Authorized the Regular City Council Meeting, scheduled for November 6, 2012, to be rescheduled for Wednesday, November 7, 2012 at 6:00 p.m., due to the General Election.

k) Canvassing Board Members

Established a Canvassing Board with the following members: Dave Mochinski, George Schulenberg, Brad Martens, and Deb Boelter. The purpose of the Canvassing Board will be to review the November 6, 2012 General Election results.

l) Mosquito Control – Clarke

Authorized bi-weekly mosquito control services to be performed by Clarke for \$5,040.

m) Flagship Bank of Winsted – Pledged Securities

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

n) Claims

Approved the Claims List for February 6, 2012.

3) No Public Hearings.

4) Old Business

a) Agreement for Specialized Aviation Service Operation (SASO) – Darrin Mason

Mr. Martens stated that at the December 20, 2011 City Council meeting, the City Council approved an agreement with Darrin Mason for flight instruction services at the Winsted Municipal Airport. After the approval, Mr. Mason requested additional time to review the insurance and liability language. In order to allow for the review of the language, the City Council approved an extension to the existing Memorandum of Understanding until February 7, 2012.

Mr. Martens stated Mr. Mason has completed his review of the insurance and liability language and does approve of the proposed agreement as presented. A change does exist in the agreement under Section 8. HOLD HARMLESS AND INDEMNIFICATION. A sentence has been added at the end of the paragraph stating “except those arising as a direct and sole cause (and for no other) of WINSTED’S negligence or intentional wrong doing.”

Mr. Martens stated that the agreement will require Mr. Mason to pay any fees as required by the Fee Schedule which includes a \$200.00 annual fee for SASO businesses.

Mr. Martens stated that the agreement has been reviewed and approved by the City Attorney.

Council Member Ollig motioned to replace a previously approved Specialized Aviation Service Operation (SASO) agreement with an amended SASO agreement authorizing Darrin Mason to operate a flight instruction business at the Winsted Municipal Airport. Council Member Quast seconded. Motion carried 5-0.

5) New Business

a) Address Change – 1300 Sixth Avenue

Mr. Martens stated that the property located at 1300 Sixth Avenue has recently been purchased by K-Way Express, Incorporated. Jim Koch of K-Way Express, Incorporated has requested that the address be changed to better reflect the road that the property exists on. The request is to change the address to 1300 Sixth Street South. Staff agrees with the request and recommends that the address be changed from 1300 Sixth Avenue to 1300 Sixth Street South.

Mr. Martens stated that upon City Council approval, staff will notify McLeod County and Emergency Services of the new address. There are no costs associated with changing the address.

Council Member Quast motioned to approve the address change of the building located at 1300 Sixth Avenue to 1300 Sixth Street South. Council Member Schulenberg seconded. Motion carried 5-0.

b) Resolution R-12-04 Budget Task Force

Mr. Martens stated that at the December 6, 2011 City Council Meeting, the City Council expressed the need to establish a task force to look into the City of Winsted's budget.

Council Member Ollig read Resolution R-12-04 outlining the reasoning for the establishment of the Budget Task Force, recommending appointees, and setting the guidelines for action.

Council Member Mochinski motioned to adopt Resolution R-12-04 establishing a Budget Task Force in the City of Winsted. Council Member Schulenberg seconded. Motion carried 5-0.

c) Generator Purchase – Winsted Volunteer Fire Department

Mr. Martens stated that the Winsted Volunteer Fire Department has requested approval to purchase a 2,000 watt used Honda generator with a 1,000 watt light kit. The generator is four (4) years old and was used as a demonstration generator for fire schools and vendor shows. The proposed use would be to set up for accidents that are off the road or at fire scenes at night for salvage, overhaul, and investigation. It would also reduce the issue of trying to get the trucks close to a scene to provide lighting.

Mr. Martens stated that the City's Purchasing Policy states that all non-budgeted items require the approval of the Winsted City Council. This item was not specifically budgeted for in the 2012 Fire Department budget.

Mr. Martens stated that the cost of the generator is \$1,068.75. A new generator with the same set-up would cost approximately \$2,000. The generator will be purchased from the Winsted Volunteer Fire Department Fund's line item E-703-42200-419, Hoses and Nozzles.

Council Member Schulenberg motioned to approve the request by the Winsted Volunteer Fire Department to purchase a generator with a light kit in the amount of \$1,068.75. Council Member Quast seconded. Motion carried 5-0.

6) Organization Report

a) Dale Maus – Winsted Lake Watershed Association

Bev Schmitz, President and Yvonne Maus, Vice-President, Winsted Lake Watershed Association, reported on the following:

- Ms. Schmitz read the mission statement of the Winsted Lake Watershed Association (WLWA), "To provide a leadership role in improving and protecting the quality of Winsted Lake and Watershed for the present and future generations."
- Ms. Maus gave the history of the establishment of the WLWA.
- Size of Winsted Lake, 400 acres and its watershed, 18,000 acres.
- The species of fish in Winsted Lake.
- The annual lakeshore clean-up event.
- The WLWA's fundraisers.
- The installation of the fishing pier in Mill Reserve Park.
- The aeration system and the "Thin Ice" signs.
- The monitoring and control of invasive vegetation species.
- The re-establishment of native vegetation to Winsted Lake.
- The Rain Gardens in the Lakefront Promenade area.
- Water testing.
- The creation and maintenance of a Water Quality Management Plan.
- The creation and maintenance of a Strategic Management Plan.
- The creation and maintenance of a Vegetation Management Plan.
- The publication of a bi-annual newsletter.
- The project to stencil City storm water drains.
- Promotion of proper use of fertilizer and disposal of leaves and grass clippings.
- The WLWA web page found on the City of Winsted's web site.
- Contacted watershed property owners to promote the use of agricultural buffers and/or grass strips along ditches.
- Membership in the WLWA.
- Monthly meetings are held the first Monday of every month at 7:00 p.m. in the Vollmer Room at Winsted City Hall.

7) Department Report

a) City Clerk – Deb Boelter

Deb Boelter, City Clerk-Treasurer, reported on the following:

- **2011 Year End Reports**
All the 2011 Year End Reports have been completed and distributed. They include:
 - Tax Form W-2
 - Tax Form 1099
- **Required Annual Reports**
The City of Winsted is required to submit several reports annually to various organizations. They include:
 - 2012 Budget Summary Form due to the Minnesota State Auditor by January 31, 2012.
 - Bonded Indebtedness Form due to the McLeod County Auditor by February 1, 2012 for the year ending December 31, 2011.
 - 2012 Fire Department State Aid Form due to the Minnesota Department of Revenue by March 15, 2012.
 - 2012 Police Department State Aid Form due to the Minnesota Department of Revenue by March 15, 2012.
- **2011 Audit Preparation**
 - The City of Winsted staff has been preparing for the 2011 Audit. The audit will begin the week of April 9, 2012.
 - We have had two (2) preliminary audit meetings in the month of January, 2012.
- **Minnesota Clerks and Finance Officers Association (MCFOA) – Annual Conference – March 20, 2012 through March 23, 2012**
 - Ms. Boelter and Ms. Kirchoff will be attending the MCFOA Annual Conference in St. Cloud, Minnesota the week of March 20, 2012 through March 23, 2012.
 - On Tuesday, March 20, 2012 the Conference will begin with a three (3) hours and thirty (30) minutes session on the 2012 Election.
 - At the Thursday, March 22, 2012 MCFOA Business meeting, Ms. Kirchoff will be awarded her Minnesota Certified Municipal Clerk (MCMC) designation after completing the Minnesota Municipal Clerk's Institute in the year 2011.

- **2012 Minnesota Municipal Clerk's Institute**
Ms. Zeidler will be attending Year One (1) of the Minnesota Municipal Clerk's Institute in April, 2012. She has applied for two (2) scholarship opportunities to assist with expenses related to the week long training.
- **McLeod For Tomorrow Leadership Program**
Ms. Zeidler has been attending the McLeod For Tomorrow Leadership Program and has found it to be very educational and informative.
- **Minnesota Clerks and Finance Officers Association (MCFOA) – Advanced Academy**
Ms. Boelter and Ms. Kirchoff have applied for scholarships to assist with expenses related to the MCFOA's Advanced Academy. This two (2) day training will be held in September, 2012 and offers classes to help City Clerks receive their advanced certification through the International Institute of Municipal Clerks (IIMC).
- **2012 Dog Licensing**
The City of Winsted is currently conducting Dog Licensing for the year 2012. Ms. Zeidler has advertised the Dog Licensing requirements in the monthly utility bill and will continue to do so.
- **2012 Liquor Licensing**
 - Ms. Boelter and Ms. Kirchoff will begin the 2012 Liquor Licensing as soon as all applications are received by the Minnesota Department of Public Safety/Alcohol Enforcement. The City typically receives the applications in the month of April, 2012.
 - Ms. Kirchoff has scheduled a free Liquor Licensing training session to be conducted by the Minnesota Department of Public Safety/Alcohol Enforcement for the MCFOA's Region Five (V). The training will be held in New Ulm, Minnesota on February 29, 2012.
- **Rental Housing Updates**
Ms. Zeidler has been evaluating utility billing accounts that appear to be rental housing and taking the necessary steps to confirm whether or not they are.
- **Xcel Energy and Outdoor Lighting**
Ms. Zeidler has been working with the Winsted Police Department, Public Works Department and Xcel Energy to streamline the process for reporting and repairing outdoor lighting that is not working.
- **New Water and Sewer Billing Rates**
The new water and sewer billing rates were implemented in the January, 2012 utility billing.
- **Garbage Billing Administrative Fee**
The newly adopted garbage billing administrative fee will be implemented in the February, 2012 utility billing.

8) **No Open Forum.**

9) **No Announcements.**

10) **Adjournment**

Council Member Quast motioned to adjourn. Council Member Mochinski seconded. Motion carried 5-0.

The meeting was adjourned at 6:30 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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