

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, February 17, 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

## **I. Call to Order**

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

## **II. Facility Use Policy – City of Winsted Facilities**

Mr. Wilfahrt stated that at a previous City Council Work Session, the City Council directed staff to amend the Vollmer Room Use Policy. After discussing the proposed amendments with City staff, changes were made to the Policy to make it not only a Policy for the use of City Hall's Vollmer Room; but, also for the other City of Winsted facilities. Initially, the City Council requested the following items, per minutes from the previous Work Session discussion.

Mr. Wilfahrt stated that after reviewing the official minutes from a previous City Council Work Session, the City Council discussed and directed Mr. Wilfahrt to prepare a Vollmer Room Use Policy that includes the following:

- Non-profit organizations are allowed to use the Vollmer Room free of charge.
- City affiliated organizations and/or governmental agencies are allowed to use the Vollmer Room free of charge.
- Other residents and/or organizations will be allowed to rent the Vollmer Room for a fee.
- Prepare an Agreement that would be signed by all users of the Vollmer Room that includes the following:
  - They are responsible for any damage incurred while they are using the Vollmer Room.
  - Would require that all users of the Vollmer Room provide the City with a "Certificate of Insurance" that lists the City of Winsted as additionally insured.
  - A checklist documenting the condition of the Vollmer Room and the public areas of City Hall before and after the Vollmer Room is rented and/or used free of charge.
  - A list of rules and regulations and if the user(s) of the Vollmer Room violate the rules and regulations, they forfeit their ability to use and/or rent the Room in the future.

Mr. Wilfahrt stated that the aforementioned changes have been added to the Policy. Additionally, staff added language to include the Public Works Building, Winsted Volunteer Fire Department Fire Station, and other areas of City Hall. The language states the Public Works Building, Winsted Volunteer Fire Department (WVFD) Fire Station, and other areas of City hall are not to be used by anyone other than the City. The (WVFD) Fire Station may be used, only with written consent of the City Administrator or his/her designee. The Fire Station may also be used by organizations that serve exclusively, members and former members of the WVFD.

Mr. Wilfahrt stated that this language was added for a number of reasons. First, the Public Works Building and WVFD Fire Station are not generally suitable for public occupation. Both contain

dangerous equipment that can cause serious physical harm. Both contain sensitive information; such as, building blueprints which should not be accessible to the public. Additionally the Public Works Facility does not have any space that is suitable for holding public meetings.

Mr. Wilfahrt stated that the WVFD Fire Station does have some areas that are suitable for meetings, which is why City staff decided to keep the language inclusive of additional meetings at the discretion of the City Administrator or his/her designee. There is some equipment stored there not related to fire services that organizations will have to remove if this Policy is passed.

Mr. Wilfahrt stated that the storage room in City Hall has a significant amount of information stored in it for City use. Everything from building plans to claims and other records required for the City to keep. There is some information that is kept there that is security sensitive as well. In order to avoid confusion and protect the integrity of the area, City staff has written this Policy to exclude the storage of equipment and materials there by anyone other than the City. There are a number of non-profit organizations and other organizations that store equipment at City Hall that would need to remove their materials as a result of this Policy.

The City Council discussed and directed City staff to explore options to secure the area where the City of Winsted's files are stored.

### **III. Street Sweeper Replacement – Winsted Public Works Department**

Mr. Wilfahrt stated that the City Council recently discussed a Capital Equipment Replacement Plan for equipment for the Winsted Public Works Department and Police Department. The Plan included the replacement of a street sweeper in the year 2015. The City has two (2) street sweepers that are used for several seasons to remove leaves, salt, sand, and other debris from City streets.

Mr. Wilfahrt stated that the street sweeper to be replaced is a year 1979 Elgin Street Sweeper. The sweeper has a broken hour meter; however, it is estimated to have over 60,000 hours in its thirty-six (36) years of use. Over the past few years, the year 1979 Elgin has also been costing the City thousands of dollars annually in maintenance expenses.

Mr. Wilfahrt stated that in order to avoid additional future maintenance costs and to replace the thirty-six (36) year-old Elgin with a more reliable piece of equipment, City staff obtained a quote for a new street sweeper. The quote is from Mac Queen Equipment located in Saint Paul, Minnesota. The sweeper quote is a State of Minnesota contract and is effective until April 1, 2015 when the price will increase. Currently, the price is \$170,483.50. The Capital Equipment Replacement Plan has \$180,000 allocated to replace the street sweeper. There is approximately \$250,000 in the Capital Equipment Fund currently, and another \$150,000 will be transferred to the Fund in the year 2015.

Mr. Dave Meyer, Public Works Department's Maintenance Supervisor was in attendance at the Work Session and answered questions from the City Council.

The City Council discussed and directed City staff to proceed with the purchase of the proposed street sweeper.

### **IV. Floodplain Study**

Mr. Wilfahrt stated that late in the year 2014, the City began to work on updating the City's floodplain maps. Since the initial floodplain is based on the most conservative estimates available, a few changes were made; namely three (3) culverts were added which demonstrated significantly increased water flow and thus lower potential water levels. These changes led to significant decrease in the base flood elevations in a number of areas in the City of Winsted.

Mr. Wilfahrt referenced a map included in the Work Session documents that demonstrates the changes in the floodplain boundary. He continued by stating that the increased water flow in the new model will reduce the floodplain in the north area of the City of Winsted.

Mr. Wilfahrt stated that currently the City is waiting for concurrence from McLeod County; and once that is complete, the City will seek concurrence from the Federal Emergency Management

Agency (FEMA). He continued by stating that FEMA's concurrence could take a few months. Once the map has been accepted, the City will contact residents to inform them of the change and what steps they will need to remove their properties from the floodplain.

The City Council complimented Mr. Wilfahrt on his work with the Floodplain Study.

**V. Other**

**a) Change to *City Council Request* – 121 Baker Avenue East – Resolution Ordering Abatement of Hazardous Conditions**

Mr. Wilfahrt stated the City's Attorney, Mr. Fran Eggert is recommending that the City Council continue the hearing until their March 3, 2015 Regular City Council meeting.

Mr. Wilfahrt stated that Mr. Eggert is recommending that the City Council direct the property owner to enter into an Agreement with the City that would specify a plan, process and timeline for remediating the hazardous conditions at 121 Baker Avenue East. The Agreement would be approved by the City Administrator and the City Attorney.

Council Member Fasching asked if there has been any progress on the remediation of the hazardous conditions. Mr. Wilfahrt stated that the property owner has made an attempt to secure some of the areas of the property; however, the City's Building Inspector has not conducted an official inspection to determine if the remediation has been completed as directed by him.

Council Member Quast asked when the building located at 121 Baker Avenue East would be determined to be "*unusable*". Mr. Wilfahrt stated that the building is currently *unusable* until the property owner remediates the hazardous conditions outlined by the City's Building Inspector.

Council Member Quast shared her concerns regarding the structural integrity of the building. Mr. Wilfahrt stated that the City's Building Inspector, Mr. Rob Beckfeld of Metro West Inspection Services, Incorporated, will be in attendance at tonight's Regular City Council meeting and he can answer any questions the City Council may have regarding the buildings located on the property at 121 Baker Avenue East. Mr. Wilfahrt stated that any questions regarding the structural integrity of the buildings would be directed to the City's Attorney, Mr. Fran Eggert.

Mayor Stotko stated that he does not believe that the City should be involved in demolition of any buildings unless they are deemed structurally deficient and/or damaged severely from a fire.

Mr. Wilfahrt stated that if the property owner fails to enter into an Agreement with the City, then the City Council can approve the proposed Resolution at their March 3, 2015 Regular City Council meeting.

Mr. Wilfahrt stated that Mr. Eggert indicated that it would be in the best interest of the City to have the property owner remediate the hazardous conditions on his own.

Mr. Wilfahrt referenced the amended *City Council Request* (CCR) memo and the motion the City Council will need to make if they decide to continue the hearing to the March 3, 2015 Regular City Council meeting.

**b) Downtown Beautification Forgivable Loan Program**

Mayor Stotko asked if the City has received any *Downtown Beautification Forgivable Loan Program* applications from any of the business located on the east side of First Street North between Winsted Avenue and Main Avenue.

Mr. Wilfahrt stated that the City has not received any applications; however, the deadline for submittal is the first (1<sup>st</sup>) week in March, 2015. He continued by stating that he has received some inquiries from interested businesses. He also stated that there are some

businesses that are located outside of the target area that are interested in the *Program*; so, if the City does not receive any applications from businesses in the target area, the City Council can choose to open the *Program* to other areas in the downtown.

**VI. Adjourn**

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

The meeting was adjourned at 5:38 p.m.

*Steve Stotka*

Steve Stotka  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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