

City of Winsted
City Council Work Session
Lewis Room
Wednesday, March 2, 2016
4:00 p.m.

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Bonita Quast
Council Member George Schulenberg
Council Member Patty Fitzgerald

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

Mayor Stotko called the meeting to order at 4:00 p.m.

II. City Administrator Retention – Mr. Gary Weiers, David Drown Associates

Mayor Stotko stated that the purpose of identifying incentives for City Administrator employment retention is not specifically for the current City Administrator, Mr. Dan Tienter; but, for any City Administrator employed with the City of Winsted.

Mr. Gary Weiers, David Drown Associates was in attendance at the Work Session. Mr. Weiers addressed the City Council. He stated that the turnover the City of Winsted has experienced in the City Administrator position is happening to cities throughout Minnesota.

The City Council asked Mr. Weiers for what effective incentives he has experienced in helping other cities retain their City Administrators. Mr. Weiers stated that the following items have been important to City Administrators:

- ✓ Salary.
- ✓ Relocation incentives; such as, having their moving expenses paid by the city. However, their contract should state that if the employee is released from their position and/or they resign after a short amount time with the City, they would be required to reimburse the City for the moving expenses.
- ✓ A monthly vehicle allowance.
- ✓ Good health and dental benefits.
- ✓ Paying for any expenses related to continuing education.
- ✓ Attendance to national or international conferences.

Mr. Weiers complimented the City Council for looking at this issue.

The City Council discussed and agreed that they would like to consider incentives that include:

- ✓ Funding continuing education.
- ✓ Attendance at certain conferences.
- ✓ Vehicle allowance.
- ✓ Annually evaluate the Salary Scale for the City Administrator position to remain competitive.

The City Council asked Mr. Weiers to do some research on the aforementioned incentives and present some options to the City Council at a future Work Session.

Mr. Weiers stated that he would prepare some information and forward it to the City Council to review. He will then attend a future Work Session and discuss the options with the City Council.

III. Other

a) **Kingsley Area Street Improvement Project – 152 McLeod Avenue East**

Mr. Tienter stated that the City's Engineer, Mr. Jake Saulsbury will be attending the Work Session later to answer any questions that the City Council may have regarding the Kingsley Street Area Improvement Project (Project) and the issues that were presented to the City Council by the property owners of 152 McLeod Avenue East.

b) **City of Winsted Letter to the Minnesota Pollution Control Agency**

Mr. Tienter distributed a draft copy of a letter addressed to the Minnesota Pollution Control Agency (MPCA) regarding the reissued National Pollutant Discharge Elimination System (NPDES) and State Disposal System Permit Number MN0051571 process and reviewed it with the City Council.

The City Council discussed and agreed that the letter should be sent.

Council Member Ollig recommended that the letter should also be *Carbon Copied* (CC:) to the City of Winsted's Minnesota State Legislators (Legislators). The City Council members were in agreement with Council Member Ollig. Mr. Tienter stated that he would CC: a copy to the City's Legislators.

Council Member Schulenberg complimented Mr. Tienter on the job he did representing the City's concerns on this issue to the Legislators present at the Legislative meeting held in Hutchinson, Minnesota on Monday, February 29, 2016.

c) **Resolution R-16-16 - 161 McLeod Avenue West**

Mr. Tienter stated that he wanted to discuss Resolution R-16-16 (Resolution) that will be presented at the Regular City Council Meeting tonight, March 2, 2016. He continued by stating that it is important to note that the outcome of the proposed Resolution is that the house at 161 McLeod Avenue West would no longer be able to be rented.

Mr. Tienter stated the current resident has been given ample notification that they may have to move from the house. He also stated that both the owner of the house and the current tenants renting the house have been notified by the City five (5) times in the past one and a half (1-1/2) years by letter of the required repairs that need to be completed to make the house compliant to building codes. The letters also made it clear what actions the City would be taking if the property owner and/or tenants failed to rectify the compliance issues.

Council Member Ollig asked if the five (5) letters were all sent by certified mail. Mr. Tienter stated that all the letters were sent by certified mail; but, also by uncertified mail. He continued by stating that the City sends these types of letters by both certified mail and uncertified mail; because, often the addressee will refuse the certified letter and not sign for it.

Mr. Tienter stated that it is important for the City Council to understand that City staff has followed the City's *Rental Housing Ordinance (Ordinance)* in regards to building code deficiencies and has made every effort to contact the property owner and renter of 161 McLeod Avenue West. He continued by stating that the City's building inspector, Mr. Rob Beckfeld of Metro West Inspections Services, Incorporated, has also spoken directly to the tenant regarding the repairs that need to be done to the house in order for the house to be in compliance with the City's *Ordinance* and building codes. Mr. Tienter stated that the *Ordinance* does allow City staff to discuss the compliance issues with the tenant of the property.

Mr. Tienter stated that if the City Council does approve the Resolution at tonight's Regular City Council meeting, the result will be the following:

1. The house will no longer be able to be rented to any tenant in the future. The house currently does not have a *Rental Housing Permit* and will not be allowed to obtain one until the compliance issues are abated.
2. If the tenants do not move from the house after the City has required them to do so, the City will need to take legal action to evict them.

Mr. Tienter stated that the City has been very sensitive to the fact that the compliance issues were not created by the tenant; so, the Resolution provides for an additional thirty (30) days for the property owner and/or tenant to abate the compliance issues. It also provides the tenant with an additional ten (10) day notice if the City should have to proceed with the eviction process; therefore, the tenant would have forty (40) days to find different housing.

Council Member Quast asked if the house is unsafe right now for the tenants. Mr. Tienter stated that he discussed the unsafe elements with Mr. Beckfeld and he indicated that the unsafe conditions would not constitute some type of emergency action.

Council Member Ollig asked if the unsafe conditions are an issue because it is a rental property. Mr. Tienter stated that the unsafe conditions are an issue because the property was inspected to obtain a *Rental Housing Permit* and Mr. Beckfeld noted the compliance issues that needed to be abated. He continued by stating that private houses are not inspected by the City's Building Inspector; unless, the property owner applies for a building permit to make some type of improvement to the house.

Mr. Tienter gave an overview of how the City's *Rental Housing Permit* process is conducted.

Council Member Quast asked what will happen to the property if it remains empty and continues to deteriorate. Mr. Tienter stated that the building will remain vacant and will likely deteriorate further. At some point in time, the City Council may have to consider the adoption of a Resolution that condemns the house.

Council Member Quast shared her concerns about addressing blighting conditions if the house and property remain vacant. Mr. Tienter stated that if this is the case, the City Council can take action through the City's *Blight and/or Public Nuisance Ordinances*.

Mr. Tienter stated that the City has made every effort to contact the owner of the house at 161 McLeod Avenue West and have not received any type of a response.

The City Council discussed their concerns about the deteriorating condition of the house and/or property at 161 McLeod Avenue West if the house is vacated by the tenants. Mr. Tienter stated City staff will monitor the house and property through the City's *Blight and Public Nuisance Ordinances*.

Mr. Tienter stated that the tenant has been willing to abate several of the compliance issues; however, he has indicated that some of the issues are cost prohibitive for him to repair.

d) Permanent Part-Time Administrative Assistant – Hiring Process

Ms. Boelter stated that the City is currently taking applications for the permanent part-time Administrative Assistant position through Monday, March 21, 2016.

e) Kingsley Street Area Improvement Project – Lighting Options

The City of Winsted's Engineer, Mr. Jake Saulsbury of Bolton and Menk, Incorporated was in attendance at the Work Session.

Mr. Tienter stated that the City's Engineer, Mr. Jake Saulsbury will answer any questions that the City Council may have regarding the Kingsley Street Area Improvement Project

(Project) and the issues that were presented to the City Council by the property owners living at 152 McLeod Avenue East.

Mr. Tienter stated that the property owners of 152 McLeod Avenue East have expressed some concern about some of the proposed changes to their property with the Project. He continued by stating that Mr. Saulsbury, Mayor Stotko and himself have been in contact with the property owners to discuss their concerns and reach a reasonable conclusion.

Mr. Saulsbury stated that the biggest issue that the property owners had was with the relocation of the fire hydrant that is currently on their property. The proposed Project had the fire hydrant being moved further onto their property. After discussing the fire hydrant location with the property owners, it has been decided that the fire hydrant will remain in its current location which is approximately three (3) feet behind the curb. The fire hydrant valve will be installed in the street; but, Mr. Saulsbury stated that it is not uncommon to have the valve in the street.

Mr. Saulsbury stated that he also provided some clarification to the property owners regarding their driveway and the location of the private utility boxes/pedestals.

Mayor Stotko stated that he had talked with the property owners earlier today and he thanked Mr. Saulsbury for resolving the issues.

Mr. Saulsbury stated that another item that was discussed during the Project Open House was the safety of the proposed trail along the steep lake bank slope. He continued by stating that fencing has been added to the Project plans. The location of the fencing and the type of fencing will be discussed with the City Council at a later date.

Mayor Stotko recommended that Mr. Saulsbury look at the fencing located in Southview Park on the Luce Line State Trail.

Mr. Saulsbury gave a brief overview of some other Project items that were amended after the Open Houses:

- Change in the slope in a resident's yard.
- Tree removal.

Mayor Stotko asked Mr. Saulsbury to verify the slope of the street and the position of gutters.

The City Council discussed snow removal.

Mr. Saulsbury distributed a memo showing the different types of light poles and lights available for the City Council to consider for the Kingsley Street Area Improvement Project (Project).

Mr. Saulsbury stated that currently, the City's Kingsley Street Area Improvement Project (Project) does not contain any costs for lighting upgrades. The existing lighting system is owned by Xcel Energy and is able to be left in place with slight modifications for no cost. However, the City does have the option to upgrade the lighting for an additional cost. This would be completed through Xcel Energy and would not be part of the Project being bid by the City.

Mr. Saulsbury stated that all existing lighting within the Project area is Xcel owned and maintained consisting of overhead fed wood pole lighting. The City may elect to lease the cobra style lights to lower the upfront installation cost; but, the monthly billing rate will increase. Leased rates are only available for a particular type of light pole. Mr. Saulsbury continued by directing the City Council to the pictures on the memo for the particular type of light pole that he is referring to. He also stated that the existing overhead feed poles currently feeding power to the Kingsley Lift Station and 302 South Shore Drive will remain even if underground feed decorative lighting is selected.

Mr. Saulsbury reviewed with the City Council and staff the lighting options available through Xcel Energy.

The City Council discussed the proposed lighting options and agreed that they would like to wait until the bids come in for the Project. If the bids come in lower than were projected, they agreed that they would have a better understanding of what type of lighting upgrades may be affordable.

The City Council also directed Mr. Saulsbury and Mr. Tienter to contact Millerbernd Manufacturing to discuss the purchase of light poles from them.

IV. Tour of City Storage Room

The City Council took a tour of the Storage Room located in the basement of City Hall.

Mr. Tienter stated that it is important for the City Council to see what the Storage Room currently looks like; so, they have knowledge of the layout of the Room when they are discussing the use of the storage room by other organizations.

Mayor Stotko gave an overview of the proposed plan for shelving, storage cabinets and the file cabinets.

Mr. Tienter stated that once the City hires a permanent, part-time Administrative Assistant the Deputy City Clerk, Ms. Raquel Kirchoff and the Utility Billing and Payroll Clerk, Ms. Amanda Zeidler will continue to evaluate the City's files in the Storage Room and put them in compliance with the City's Data Retention Schedule.

V. Adjourn

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

The meeting was adjourned at 5:55 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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