

City of Winsted
City Council Meeting
Council Chambers
Monday, March 7, 2011
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Dave Mochinski
Council Member Tom Ollig
Council Member Bonnie Quast
Council Member George Schulenberg

Staff Present: Deborah R. Boelter, City Clerk-Treasurer
Fran Eggert, City Attorney
Amanda Zeidler, Utility Billing & Payroll Clerk
Dan Pohl, Police Officer

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

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

2) **Consent Agenda**

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

a) **Minutes – City Council – Work Session – February 15, 2011**

Accepted the minutes of the City Council Work Session of February 15, 2011.

b) **Minutes – City Council – Regular Meeting – February 15, 2011**

Accepted the minutes of the City Council Regular Meeting of February 15, 2011.

c) **Resolution R-11-03 Winsted Volunteer Fire Department Relief Association Gambling Contribution**

Adopted Resolution R-11-03 to accept a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in the amount of \$2,500 to be dedicated to the City's Park Fund.

d) **Resolution R-11-04 Reduced Speed Zone with Flashing Light at the Howard Lake-Waverly-Winsted High School**

Adopted Resolution R-11-04 to support the Howard Lake-Waverly-Winsted School District #2687, in their efforts to create a reduced speed zone with flashing lights at the Howard Lake-Waverly-Winsted High School located at 8700 County Road 6, Howard Lake, Minnesota.

e) **Mosquito Control – Clarke**

Authorized the bi-weekly mosquito control services to be performed by Clarke in the amount of \$5,040.

f) **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 February, 2011.

g) **January, 2011 Financial Report**

Approved the January, 2011 Financial Report.

h) February, 2011 Financial Report

Approved the February, 2011 Financial Report.

i) February, 2011 Building Permit Report

Approved the February, 2011 Building Permit Report.

j) Claims

Approved the Claims List for March 7, 2011.

3) Public Hearings

a) Public Hearing – Ordinance O-11-01 – Liquor Ordinance Amendments

Fran Eggert, City Attorney, stated that the proposed ordinance will amend the City's Liquor Ordinance to comply with changes in State law. Eggert stated that the 2010 State Legislature now requires insurers (pursuant to M.S. § 340A.409) to notify the City at the same time a cancellation request is received from or at the same time the notice is sent by the insurance company to the licensee cancelling coverage. Eggert stated that this will allow the City to act promptly in determining whether the license should be cancelled or terminated. Eggert added that there are a few other minor items related to insurance that were updated, and are exactly identical to state statute.

Ollig motioned to adopt Ordinance O-11-01 to amend liquor ordinance language to comply with changes in State law that requires insurers (pursuant to Minnesota Statute § 340A.409) to notify the City at the same time a cancellation request is received from or at the time the notice is sent by the insurance company to the licensee cancelling coverage. Mochinski seconded. Motion carried 5-0.

b) Public Hearing – Ordinance O-11-02 – Snowmobile Ordinance Amendments

Boelter stated that the City Council has been asked to consider amending the City's Snowmobile Ordinance to remove the language that states, "No snowmobile shall be operated within the City between the hours of 1:30 a.m. to one-half hour before sunrise. The only exception to this rule is a medical emergency or the use of a snowmobile by law enforcement."

The City Council discussed the amendment at their January 18, 2011 Work Session. The thought during the discussion was that the language was too restrictive. The City Council was also concerned about the perception that residents would have if the Winsted Police Department was operating their snowmobile during the hours of 1:30 a.m. to one-half hour before sunrise. During the discussion, Mike Henrich, Winsted Police Chief, stated that the time frame was put in the ordinance because the Winsted Police Department had received complaints from residents regarding snowmobiles creating a noise hazard in the early morning hours and disrupting their sleep. Regarding the idea that residents may not look favorably on the Police Department operating their snowmobile during the aforementioned hours, Chief Henrich stated that the ordinance clearly states, "The only exception to this rule is a medical emergency or the use of a snowmobile by law enforcement."

Boelter stated that in order to be compliant with Minnesota State Statute, the City Attorney amended the penalty provision of the Snowmobile Ordinance from \$700 to \$1,000.

Boelter asked the Council members to review and discuss the proposed amendments to the Snowmobile Ordinance and make a decision based on the information provided.

Stotko asked for any comments. There were no public comments regarding the proposed amendments.

Mochinski motioned to adopt Ordinance O-11-02 amending the Snowmobile Ordinance concerning the hours of snowmobile operation within the City of Winsted and a penalty provision therein. Quast seconded. Motion carried 4-1, Ollig voted nay.

Mochinski motioned to close the public hearing portion of the Council Meeting. Ollig seconded. Motion carried 5-0.

4) Old Business

a) City Administrator Hiring Search

Shannon Sweeney, David Drown Associates, Incorporated, gave an update on the applications received for the City Administrator Position, and the hiring process.

Sweeney stated that applications will be collected through March 11, 2011. He added that twenty (20) applications have been received, and seven (7) had submitted their application in the prior hiring series. Sweeney noted that it seems like there is more experience than the last round, even though the requirements were relaxed a little bit.

Sweeney stated that he would like to schedule a meeting with the interview panel on Friday, March 11, 2011 to talk about the process, get comments, and talk about how we are going to proceed. Sweeney will also be meeting with the Mayor and Clerk-Treasurer on March 2, 2011 to review the applicants. Sweeney stated that the interviews will likely take place during the last week of March or first week of April.

Ollig asked if there are any applicants that are just out of college with little or no experience. Sweeney stated that there were a few.

Mochinski asked if there were any applicants that did not follow the guidelines of the City's application process. Sweeney stated that there are always a few.

Schulenberg asked if the person that hired for the position is required to live in the City of Winsted, in order to work for the City. Sweeney stated that the City cannot legally require the person to live in the City of Winsted, unless it is written in the job description, or required for the position.

Stotko thanked Sweeney for attending the meeting. Sweeney stated that he will send an email to panel members regarding the proposed meeting.

5) New Business

a) Winsted Municipal Airport Capital Improvement Plan – Marcus Watson, Bolton and Menk, Incorporated

Marcus Watson, Airport Specialist for Bolton and Menk, Incorporated, was present to provide background information regarding the 2011 Airport Improvement Projects at the Winsted Municipal Airport. Watson stated that the City of Winsted has expiring federal entitlement funds in the amount of \$131,484 that the City needs to take action on in order to maintain the funding.

Watson stated that the following projects were recommended at the joint Work Session that was held prior to the Council Meeting. The first project is pavement maintenance at the Airport for ninety-five (95%) federal funding. The estimated planning cost is \$70,000 and the local cost share would be \$3,500. The second project would be the design and construction of a new terminal building with a planning cost of \$400,000 and a local cost share of \$20,000.

Ollig clarified that \$131,484 will expire in 2011, if it is not used, but the City has available funding of \$581,484, so that is why the other projects have been discussed.

Schulenberg asked for a timeline for lending the \$131,484 to another community, if the City of Winsted does not use the funding. Watson made a recommendation for the City to lend the funding as soon as possible; however, the money could be lent to another community as late as August, 2011. Watson also noted that one issue is finding a community to use those dollars, as the Federal Aviation Administration (FAA) is typically looking for a project listing by this time.

Ollig motioned to proceed ahead in identifying the crack seal and slurry seal; and the design and construction of the terminal building at the Winsted Municipal Airport for Federal Aviation Administration (FAA) funding. Quast seconded. Motion carried 5-0.

b) Pavement Management Plan – Year One (1) – Fairlawn Circle

Jake Saulsbury, Bolton and Menk, Incorporated, was present to discuss Year One (1) of the Pavement Management Plan for the City of Winsted. This portion of the Pavement Management Plan encompasses Fairlawn Circle, from Fairlawn Avenue East, to the cul-de-sac at Fairlawn Circle. Saulsbury stated that evaluation and discussion of potential improvements to Fairlawn Circle has been ongoing for a few years.

Saulsbury discussed the background of this project, as well as the findings and recommendations. Saulsbury stated that the option that was recommended will include complete street reconstruction of the entire Fairlawn Circle, the addition of storm sewer and drain tile at the intersection, the construction of a parallel outlet pipe to Winsted Lake, and the addition of storm sewer to the southwest on Fairlawn Avenue. Saulsbury stated that the estimated total project cost for these improvements is \$172,000, and if the City Council elects to proceed, the next step would be the completion of a Feasibility Study. The estimated cost to complete the Feasibility Study phase of the project is between \$5,000 and \$6,000. Saulsbury stated that this includes the staff time necessary to complete the study in conformance with the requirements of Minnesota State Statute 429. Saulsbury added that it will be the primary goal of the City Engineer to complete this step as efficiently and thoroughly as possible.

Saulsbury presented a project schedule and noted that it is a fast-track schedule that provides for bid opening in July, 2011, and construction would start in late August or early September, if this is approved.

Ollig asked if bond payments would begin in 2012. Boelter stated that the bond would be issued in August, 2011, to make funds will be available in September, 2011. Boelter added that the first payment would be an interest-only payment in June, 2012, and the principal payment would be in December, 2012.

Saulsbury stated that with the approximated cost of the project, it would be around \$18,000 per year, and assuming a portion of that would be assessed in accordance with the assessment policy that was approved, the City's share would be between \$12,000 and \$13,000 per year for the bond payment.

Stotko asked if this project was one of the priorities in the Pavement Management Plan. Saulsbury confirmed that the project on Fairlawn Circle is the top priority.

Boelter asked if the Public Hearing is for the assessment portion of the project. Saulsbury stated that the Public Hearing is for the assessment portion, and will be scheduled for a May, 2011 meeting.

Quast made a motion to authorize Bolton and Menk, Incorporated, to conduct a Feasibility Study for Year One (1) of the Pavement Management Plan for the City of Winsted. Schulenberg seconded. Motion carried 5-0.

6) **Department Report**

a) **People Service, Incorporated**

Dan Wroge, People Service, Incorporated, reported on the following:

- Presented a report to the City Council to show inflow and infiltration levels.
- Noted that inflow and infiltration, as well as phosphorous levels are items the City Council needs to be most aware of.
- People Service, Incorporated spent approximately eighty-six percent (86%) of the budget for the contract year with the City.
- High phosphorous levels were recorded in February, 2011 during a sample that was ten (10) times the amount that normally goes through the Water Treatment Plant. It did not affect any treatment at the plant, except for the phosphorous levels. The City does not currently have a phosphorous limit. Wroge stated that it was intentionally dumped by an industrial user. Samples are only run two days a month. Wroge asked for permission to address a general letter to the industrial users of the sanitary system in the City, to inform the users that they need to notify the City prior to disposal, so the Treatment Plant Operators are prepared. Boelter stated that a letter will be prepared on City letterhead and mailed to all of the industrial users in the City of Winsted.
- The Minnesota Pollution Control Agency (MPCA) would like to meet with the City of Winsted soon, to discuss the expired permit and re-issue the permit for the City.
- The acceptance of outside waste from septic and holding tanks. Wroge asked if the City of Winsted would be willing to accept outside waste as additional revenue for the City. Wroge stated that the MPCA would like to publish a list of facilities that will accept outside waste. Wroge stated that forms will be filled out and reported to the City, in order to bill the hauler. This item will be discussed at a future City Council Meeting.
- Signs will be posted at the lift stations, with the name of the lift station and phone number of a contact for residents to call in case of emergency or maintenance issues at the lift station.
- People Service, Incorporated, has assembled an emergency response trailer with four (4) pumps, barricades, cones, lights, and other equipment, for flooding and other issues. Wroge stated that People Service, Incorporated can help various sites if a lift station goes down, since the equipment is not tied down to one place.

Mayor Stotko thanked Wroge for his report.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

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

Respectfully submitted,

Amanda J. Zeidler
Utility Billing & Payroll Clerk