

City of Winsted
City Council Meeting
Council Chambers
Tuesday, March 7, 2017
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Mike Henrich
Council Member George Schulenberg
Council Member Tom Ollig
Council Member Patty Fitzgerald

Staff Present: Mr. Daniel Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief
Mr. Tyler Bruns, Winsted 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

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – February 7, 2017

Approved the minutes of the City Council Work Session on February 7, 2017.

b) Minutes – City Council – Regular Meeting – February 7, 2017

Approved the minutes of the City Council Regular Meeting on February 7, 2017.

c) Community Solar Garden Subscription Agreement – Geronimo Energy, LLC

Authorized the City Administrator to execute a Solar Garden Subscription Agreement with Geronimo Energy, LLC.

d) Farm Lease Agreement – Otto Farm Operations, Incorporated

Executed a Farm Lease Agreement with Otto Farm Operations, Incorporated to allow for the removal of grass and/or hay from land referred to as the Industrial Park Expansion.

e) Appointment – Assistant to the City Administrator Position – Mr. Anthony Hammes

Appointed Mr. Anthony Hammes to the position of Assistant to the City Administrator for the City of Winsted at a Step One (1) pay rate on the 2017 Compensation Plan, contingent upon passing a criminal background check and reference check.

f) Resolution R-17-15 – Donation – Winsted Lake Fountain

Adopted Resolution R-17-15, accepting a donation to be dedicated toward the purchase, installation, and maintenance of a water fountain for Winsted Lake.

g) Resolution R-17-16 – Donation – Holiday Decorations

Adopted Resolution R-17-16, donating two (2) vintage Christmas Tree Decorations to the McLeod County Historical Society.

h) Walk of Hope – St. Mary's Care Center

Approved the designated route for the St. Mary's Care Center Walk of Hope, scheduled for Thursday, May 11, 2017 beginning at 6:00 p.m., as submitted to the Winsted Police Department and approved by the Winsted Police Chief.

i) Claims

Approved the claims list for March 7, 2017.

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

3) No Public Hearings

4) No Old Business

5) New Business

a) Resolution R-17-17 – Local Trail Connections Program Grant

Mr. Jake Saulsbury, Bolton and Menk, Incorporated stated that the McLeod Avenue Area Improvements Project was discussed at the City Council Strategic Goal Setting Session and the City Council has authorized the feasibility study for this project. The feasibility study examines two different trail options; one being the wider footprint required by the Department of Natural Resources (DNR) for this grant program. The other option is to build an eight foot wide trail, similar to what occurred as part of the Kingsley Street Area Improvements Project, where the grant was declined by the City Council.

Mr. Saulsbury stated that if this grant is awarded and accepted by the City, the trail option would be a 14 foot wide option. The proposed location has been determined to be on the north side of McLeod Avenue, on the east side of 1st Street, and would connect the Kingsley Trail to Hainlin Park as well as Mill Reserve Park and the downtown area.

Mr. Saulsbury stated that the grant is due at the end of March, 2017 and requires a City Council resolution. The maximum amount of the grant is \$150,000 and the City must contribute 25% of the total.

Mr. Saulsbury stated that if the grant is awarded to the City, the City would have to formally accept the grant from the DNR if they choose to do so.

Mr. Tienter stated that this request to pursue a Local Trail Connections Program Grant does not necessarily mean that a trail will be included on McLeod Avenue, nor does it mean that if a grant is received, the City will move forward with the grant. Through the project development process, City staff look for external funding opportunities to help pay for projects and anticipate any decisions the City Council may make. This is the first step in that process. This does not mean that the City is moving forward with a trail at this time.

Council Member Fitzgerald motioned to adopt R-17-17 supporting the submission of a grant application to the Minnesota Department of Natural Resource's Local Trails Connection Program. Council Member Henrich seconded the motion. Motion carried 5-0.

6) Organization Report

a) City Clerk-Treasurer

Ms. Raquel Kirchoff, City Clerk-Treasurer, reported on the following:

➤ **General Election**

- The General Election was held at City Hall on Tuesday, November 8, 2016.
- Ms. Zeidler did an excellent job in coordinating and administering this, plus the Healthcare Absentee voting that took place at St. Mary's Care Center.

➤ **Health and Dental Insurance Renewals**

- Mr. Tienter, Ms. Kirchoff and Ms. Zeidler worked with the staff at Flagship Insurance Services to renew the Health and Dental Insurance for the City's employees.

➤ **Property and Casualty Insurance and Worker's Compensation Insurance Renewal**

- Ms. Kirchoff and Ms. Zeidler worked with the staff at Flagship Insurance Services to renew the City's Property and Casualty Insurance for the year 2017.
- The renewal requires the cooperation and assistance of staff from the various departments of the City. Fellow staff members were very helpful and returned their information to Ms. Zeidler in a timely manner.

➤ **Year End Reporting for the Year 2016**

- Ms. Zeidler completed the Internal Revenue Service (I.R.S.) Form 1099 for the City's payments to contractors in the year 2016.
- Ms. Zeidler completed the I.R.S. Form W-2 for the City's employee's wages, benefits, payroll taxes, etcetera paid in the year 2016.

- Ms. Kirchoff submitted the required forms to the McLeod County Auditor and Minnesota State Auditor:
 - ✓ Year 2017 Final Levy Certification.
 - ✓ Year 2017 General Fund Budget and Debt Service.
 - ✓ Year 2016 *Report of Outstanding Indebtedness*.
 - ✓ Year 2017 State Aid for the Winsted Police Department and Winsted Volunteer Fire Department.
 - Ms. Zeidler completed the Utility Billing and Payroll reports for the year ending December 31, 2016.
- **Year 2016 Audit**
 - Ms. Kirchoff and Ms. Zeidler are preparing for the Year 2016 Audit.
 - The initial audit meeting with the City's Auditor, Mr. Chad Dahlman of Conway, Deuth and Schmiesing was held on December 13, 2016.
 - The Year 2016 Audit will take place at City Hall the week of April 10, 2017.
- **Municipal Clerks and Finance Officers Association (MCFOA) Training**
 - Ms. Kirchoff and Ms. Zeidler attended an Athenian Dialogue at Edina, Minnesota, Senior Center on Friday, March 3, 2017.
 - The book that participants read and discussed was titled, *The Sound of Wings*.
 - Participation in the Dialogue earns points toward advanced certification through the MCFOA and the International Institute of Municipal Clerks (IIMC).
 - To obtain points, an assessment must be written and submitted to the Dialogue facilitator, Ms. Mary Lynne Stratta. Ms. Stratta is a Past IIMC President and the City Secretary for the City of Bryan, Texas.
- **Tobacco and Liquor Licensing**
 - In April, 2017, Ms. Zeidler will begin working on the Tobacco and Liquor Licensing renewals.
 - Ms. Zeidler and Mr. Heldt will be conducting the *Annual Alcohol Licensure Forum* in April, 2017.
- **Policy Updates**
 - Mr. Tienter, Ms. Kirchoff and Ms. Zeidler met multiple times as a group, with City Department Heads, and with City staff to update and revise the City's Personnel Policy that the City Council approved with an effective date of March 18, 2017. A meeting has been scheduled for March 10, 2017 where all permanent City staff are invited to attend to discuss the policy and ask questions.
- **Employee Hiring**
 - Ms. Ethel Wolff has been helping in the interim on Mondays and Wednesdays, and has been helping Ms. Zeidler with the Utility Billing. Ms. Leigha Felder also assisted the Department during the month of January, 2017.
 - Ms. Zeidler and Ms. Felder have assisted and participated in the interviewing and hiring process for the Winsted Police Department.
 - Mr. Tienter, Ms. Kirchoff, Ms. Zeidler, and Ms. Fleishman assisted and participated in the interviewing and hiring processes for the Assistant to the City Administrator position.
- **Blight and/or Public Nuisances**
 - Ms. Fleishman and Ms. Zeidler prepare the blight notification letters for the Police Department.
 - A number of blight letters that have been issued over the winter months.
- **Staff Support**
 - Ms. Kirchoff, Ms. Zeidler, and Ms. Fleischman continue to provide support and assistance for other City departments, Winsted Summer Festival, Winsted Holding Activities That Unite People (WHAT UP), Winsted Area Chamber of Commerce, Winstock Country Music Festival, etcetera.
- **City Commission Support**
 - Ms. Kirchoff and Ms. Zeidler provide support and assistance for the City Council and City Commissions. Ms. Kirchoff records the minutes for the City Council meetings. Ms. Zeidler records the minutes for the Park Commission and the Planning Commission. Ms. Zeidler creates the electronic packets for these meetings, with support from Ms. Fleischman and sends the packet to all meeting attendees.

Council Member Ollig thanked the City Clerk's Department for the work they are doing in their new positions. Ms. Kirchoff stated that the Department is working diligently to keep up as best as it is able with all of the work items. Council Member Henrich asked if the Assistant to the City Administrator position would help with this workload. Ms. Kirchoff stated yes.

7) No Open Forum

8) City Administrator Updates and Announcements

a) 2017 Legislative Platform Visit

Mr. Tienter provided an update regarding the 2017 Legislative Platform visit to the State Capitol by Council Member Fitzgerald, Council Member Schulenberg and Mr. Tienter.

b) City Commission Vacancies

Mr. Tienter stated that there are vacancies on the Planning Commission, Park Commission and Economic Development Authority (EDA) and encouraged interested residents to apply.

c) Economic Development Authority (EDA) Meeting – March 14, 2017

Mr. Tienter stated that the first meeting of the EDA will be March 14, 2017.

d) Massage Therapist Permit

Council Member Henrich stated that he had reviewed the monthly Police Department report and noticed a permit for massage therapy. Police Chief Heldt and Mr. Tienter explained that City staff created an application for a Massage Therapy Permit. Part of the application process requires a background check according to Winsted Municipal Code.

9) Adjournment

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

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

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted