

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, March 19, 2013  
5:00 p.m.

Present: Mayor Steve Stotko  
Council Member Max Fasching  
Council Member Tom Ollig  
Council Member Bonnie Quast  
Council Member George Schulenberg

Staff Present: Brad Martens, City Administrator

## I. Call to Order

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

## II. Water/Sewer Connection – Herald Journal

Mr. Martens stated that at the September 18, 2012 City Council Work Session, staff from the Herald Journal approached the City Council requesting that the City “address the process of completing utilities to our western commercial lot – sanitary sewer and water lines”. There was considerable discussion at this Work Session, which resulted in the City Council directing staff to continue investigating the possibility of installing sanitary sewer and water lines to the Herald Journal property.

Since that time, staff has worked with the City Engineer, who has provided the following three (3) options to connect sanitary sewer and water lines to the property.

Option A is the traditional extension of the main lines within the street Right Of Way.

- Total estimated project cost is \$127,000.
- \$12,000 of this total cost is estimated for the work on the Herald Journal property.

Option B is similar to Option A, only the sewer line is pushed to the south to minimize street restoration costs.

- Total estimated project cost is \$110,000.
- \$12,000 of this total cost is again estimated for the work on the Herald Journal property.
- Additional property research and design are needed to determine exact easement widths/costs.

Option C is for only services to the Herald Journal property with no mainline extensions to allow for additional growth.

- Total estimated project cost is \$43,000.

Mr. Martens stated that there are a few different ways to look at this project as follow:

1. It is a request from the property owner and not a City project, so the entire cost should be paid by the property owner.
2. There is a possible benefit to the City if water/sewer service is available for possible future development of properties south of Main Avenue West; therefore, the City may wish to support the project.
  - In this option, the City could request the property owner to pay \$43,000 of the project costs as it is the least costly option to the property owner, and choose to cover the remainder itself.
3. The City could choose to extend the service to the property owner at the City’s cost.
  - This would set an obvious precedent for future requests.

Mr. Martens stated that Chris Schultz, from the Herald Journal, has questioned if the property has an assessment in place for improvements that do not exist. Cindy Schultz, McLeod County Auditor-Treasurer, has confirmed that no assessments have been placed on the western parcel owned by the Herald Journal that is being discussed. She provided the following information:

- Parcel 21.115.0015 (Sign Shop) shows no assessments on this property.
- Parcel 21.003.0200 (Main Building) has one (1) assessment for Street Improvement. This started in 2004 and will run for ten (10) years at an interest rate of 6.5%. The last year to collect is 2013.

Mr. Schultz stated that the Sign Shop building currently has water available from the main building but does not have sewer available, so the water cannot be used. Mr. Schultz stated that the Herald Journal will possibly expand to include more employees within the next two (2) years and stated that the Sign Shop building needs to have a sewer connection.

The City Council Members discussed the options for water/sewer connection for the Herald Journal's Sign Shop provided by the City Engineer. The City Council directed Mr. Martens to discuss an additional option with the City Engineer to obtain connection from the Grass Lake development area for further review.

### **III. City Council Goal – Appoint a Downtown Vibrancy Group to Carry Out the Goals of the Downtown Vibrancy Task Force**

Mr. Martens stated that at the March 5, 2012 City Council Work Session, the City Council reviewed its established goals for 2013. One of these goals is to appoint a Downtown Vibrancy Group to carry out the goals of the Downtown Vibrancy Task Force.

Mr. Martens stated that set deadlines for completing this goal are as follow:

- Discuss at March 19, 2013 Work Session
- Advertise and recruit members throughout April, 2013
- Appoint Task Force/Group/Committee on May 21, 2013

Mr. Martens distributed a draft resolution for the City Council Members to review. The City Council Members discussed the resolution and how the Task Force/Group/Committee would function.

The City Council Members recommended that a temporary Downtown Vibrancy Commission be formed. Mr. Martens stated that a Commission could be formed and operate under the City's Commissions Ordinance. The Commission could request help/funding from the City Council when needed. Mr. Martens stated that Commission Members would be on staggered three (3) year terms. Mayor Stotko volunteered to be the Ex-Officio of the Commission.

The City Council Members directed Mr. Martens to draft a Resolution that would establish a temporary Downtown Vibrancy Commission for discussion at the next City Council Meeting. After the Commission was established, members could be recruited.

### **IV. City Administrator Employment Agreement**

Mr. Martens stated that his two (2) year employment agreement was nearing its expiration date and that he was extremely interested in continuing his employment with the City of Winsted.

The City Council Members discussed when to hold Mr. Marten's performance review and when to discuss a new employment agreement. The City Council Members recommended that Mr. Martens schedule a closed meeting for his performance review on Monday, April 8, 2013 at 4:00 p.m. on the next City Council agenda. They also recommended that Mr. Martens schedule a closed meeting on April 16, 2013, immediately following the City Council meeting, to discuss an employment agreement on a future City Council agenda.

### **V. Other**

#### **Winsted Volunteer Fire Department Paging System**

Mr. Martens stated that the recent airplane crash near Winsted had an issue with paging the Winsted Volunteer Fire Department to the scene. Fire Chief Engel relayed to Mr. Martens that the Fire Department never received the first page, and informed Mr. Martens that he would be looking into the problem.

#### **League of Minnesota Cities Conference**

Mr. Martens stated that he would be out of the office on Thursday, March 21, 2013 for the League of Minnesota Cities Conference and on Friday, March 22, 2013 for Leadership Training and for a meeting with the Federal Aviation Administration (FAA).

**Local Government Aid (LGA)**

Mr. Martens stated that a new bill was introduced regarding LGA that would substantially benefit the City of Winsted.

**VI. Adjourn**

**Council Member Ollig motioned to adjourn the meeting. Council Member Schulenberg 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:

*Raquel Kirchoff*

Raquel Kirchoff  
Administrative Assistant  
City of Winsted