

City of Winsted
City Council Meeting
Council Chambers
Tuesday, April 2, 2013
6:00 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
Raquel Kirchoff, Administrative Assistant

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

a) The Pledge of Allegiance was taken.

2) Consent Agenda

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

a) Minutes – City Council – Work Session – March 19, 2013

Accepted the minutes of the City Council Work Session of March 19, 2013.

b) Minutes – City Council – Regular Meeting – March 19, 2013

Accepted the minutes of the City Council Regular Meeting of March 19, 2013.

c) Special Closed Meeting – April 8, 2013 – City Administrator Performance Review

Scheduled a special closed meeting for Monday, April 8, 2013 at 4:00 p.m. to conduct the annual performance review of the City Administrator.

d) Parade Permit

Approved a parade permit for Girl Scout Troop #34045 for a “One Block Walk against Bullying” as approved by the Police Department.

e) Grant Application – 2013 Emergency Medical Services Drill *

Authorized staff to apply for grant proceeds to cover costs associated with the 2013 Emergency Medical Services drill.

f) Vollmer Room Use Policy Amendment

Adopted the Vollmer Room Use Policy that includes an amendment for the Winsted Public Cemetery Board to use the Vollmer Room.

g) 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 March, 2013.

h) Claims

Approved the claims list for April 2, 2013.

3) No Public Hearings

4) No Old Business

5) New Business

a) Membership Request – Coalition of Greater Minnesota Cities

Mr. Martens stated that at the February 19, 2013 City Council Work Session, staff asked the City Council to consider joining the Coalition of Greater Minnesota Cities (CGMC). Joining the CGMC would help advocate for the needs of Winsted during legislative sessions when important topics are addressed, such as Local Government Aid, and staff from the City cannot be at the session.

Mr. Martens explained that the cost of membership to the Coalition of Greater Minnesota Cities is phased in over four (4) years as follows.

- Year one: \$933
- Year two: \$1,866
- Year three: \$2,799
- Year four: \$3,732

Mr. Martens stated that there is no long term membership commitment so the City could try the membership for one year and reconsider the membership for 2014.

Mr. Martens stated that the City Council requested that a representative from the CGMC attend a City Council Meeting in order for the City Council to ask additional questions. He continued by stating that Amanda Duerr, CGMC Lobbyist/Communications Director, and Steve Cook, Mayor of Hutchinson, were present at the meeting to explain the organization and answer questions. The City of Hutchinson is a member of the CGMC and Mayor Cook is an active member.

Ms. Amanda Duerr thanked the City Council for the invitation to the meeting and explained the background of the Coalition of Greater Minnesota Cities organization, explained its benefits for member cities, and explained some of the current work of the organization regarding local government aid (LGA), economic development, annexation, transportation, their communication with legislators and members, conferences, etcetera.

Hutchinson Mayor Steve Cook stated that the City of Hutchinson has been a member of the CGMC since 2007 and explained the benefits of the membership that focuses on greater Minnesota cities.

Council Member Ollig asked if the membership is limited to rural communities. Ms. Duerr responded that membership is open to any city outside of the seven (7) county metro area.

Council Member Ollig asked how the greater Minnesota cities state legislators and senators feel about the CGMC organization. Ms. Duerr responded that the organization has positive relationships with these legislators and senators. Council Member Ollig asked how many members the organization has. Ms. Duerr responded that the organization has 85 cities as members.

Council Member Fasching asked how many of the organization's 85 members are cities with a population of less than 2,500 residents. Ms. Duerr responded that approximately half of the member cities have a population under 5,000 residents.

Council Member Schulenberg asked Hutchinson Mayor Cook for an example of a benefit that the City of Hutchinson has received from membership. Mayor Cook responded they have received benefit from the LGA advocacy that the organization does.

Council Member Quast asked if cities have not become members after they have been visited by representatives of the organization; and if so, did these cities give their reasons for not joining. Ms. Duerr responded that the organization has been successful in obtaining members and stated that occasionally cities need to think about the membership for a time, and may need more than one informational meeting about the organization.

Mr. Martens stated that membership for Winsted depends on the City Council's expectation of involvement in the decision making process. He continued by stating that there is so much that happens in a short amount of time at the Minnesota State Capitol, especially during legislative sessions. Winsted does not have staff to keep current with these issues and this membership would be a tool for this information so Winsted could contact representatives at key decision making times.

Council Member Ollig motioned to approve a request for the City of Winsted to become a member of the Coalition of Greater Minnesota Cities. Council Member Quast seconded the motion. Motion carried 5-0.

The City Council Members thanked Ms. Duerr and Mayor Cook for attending the meeting.

Mayor Cook gave a brief update of the status of the Luce Line State Trail project.

b) Addendum Number One (1) 1 to Work Order Number Two (2) – 2011 Pavement Improvements, Winsted Municipal Airport

Mr. Martens stated that on August 2, 2011, the City Council approved a bid from Struck and Irwin Paving to complete pavement rehabilitation at the Winsted Municipal Airport. Mr. Martens explained that this process included slurry seal applied to the taxiways, similar to seal coating applied to City streets.

Mr. Martens stated that after work was completed by the contractor in the spring of 2012, it was inspected by staff, who found the condition unacceptable in a few locations on the taxiway. Staff communicated this information to the contractor who agreed to fix the areas at their cost.

Mr. Martens stated that staff worked with Bolton & Menk, Incorporated to review the conditions, communicate with the Federal Aviation Administration (FAA), as well as to monitor the corrections and re-evaluate the conditions. This extra work resulted in additional engineering costs in the amount of \$2,250. These costs are the responsibility of the City and not the contractor because the City requested the services.

Mr. Martens stated that staff has worked with Bolton & Menk, Incorporated to request that the FAA cover 95% of the costs as it is part of the project they approved, and has received confirmation that the FAA will indeed cover 95% of the costs. Therefore, the City of Winsted's responsibility is five percent (5%) of \$2,250 or \$112.50 which will be paid out of the project fund of the Airport.

Mr. Martens noted that even with this additional expenditure the overall project cost is slightly under budget.

Mayor Stotko asked if there were any questions or comments regarding the subject. No questions or comments were received.

Council Member Quast motioned to approve Addendum Number One (1) to Work Order Number Two (2), adjusting fees for engineering services required for 2011 Pavement Improvements to the Winsted Municipal Airport. Council Member Schulenberg seconded the motion. Motion carried 5-0.

c) Client Agreement and Authorization – Environmental Mosquito Management Program, Clarke Environmental Mosquito Management, Inc.

Mr. Martens stated that annually, the City enters into an agreement for mosquito management services to reduce the number of mosquitoes over the summer months. He continued by stating that the proposed agreement authorizes eight (8) bi-weekly treatments around all streets. Spraying is usually done on Wednesday evenings and residents are given advanced notice in the monthly utility bill insert.

Mr. Martens stated that the cost associated with the agreement is \$5,040 plus tax; however, if paid in full by April 15th, a three percent (3%) discount is applied. He continued by stating that this is the same amount as the 2012 agreement and has been budgeted for.

Mayor Stotko asked if there were any questions or comments regarding the subject. None were received.

Council Member Schulenberg motioned to approve a Client Agreement and Authorization for an Environmental Mosquito Management Program with Clarke Environmental Mosquito Management, Incorporated. Council Member Fasching seconded the motion. Motion carried 5-0.

d) Land Lease – James Hausladen

Mr. Martens stated that for many years, a parcel of land approximately six (6) acres in size owned by the City has been farmed by James Hausladen. Mr. Hausladen is requesting to continue farming this land in 2013.

Mr. Martens displayed a picture of the parcel of land requested for lease as follows:



Mr. Martens stated that in 2012, staff reviewed the per acre lease fee and the City Council increased the fee from \$150 per acre to \$200 per acre, which is the recommended amount for 2013.

Mayor Stotko asked if there were any questions or comments regarding the subject. None were received.

Council Member Quast motioned to approve a lease with James Hausladen to farm approximately six (6) acres of land adjacent to the Wastewater Treatment Facility for one (1) year for \$1,200. Council Member Ollig seconded the motion. Motion carried 5-0.

e) Resolution R-13-06 – Supporting Legislation Authorizing the Establishment of Municipal Street Improvement Districts

Mr. Martens stated that the Minnesota State Legislature is considering bills (House File 745 and Senate File 607) that would authorize municipalities to establish street improvement districts and

apportion street improvement fees. He continued by providing a brief background of what is included in the bills as follows:

- This is enabling legislation. No city would be required to create a municipal street improvement district.
- The street improvement district authority legislation is modeled after Minnesota State Statute 435.44, which allows cities to establish sidewalk improvement districts.
- This authority would provide a funding mechanism that is fair. It establishes a clear relationship between who pays fees and where projects occur, but stops short of the benefit test that sometimes makes special assessments vulnerable to legal challenges. It also does not prohibit cities from collecting fees from tax exempt properties within a district.
- This tool allows cities to perform maintenance and reconstruction on schedule. Timely maintenance is essential to preserving streets and thereby protecting taxpayer investments.
- This tool would allow property owners to fund expensive projects by paying relatively small fees over time. The tool could be used to mitigate or eliminate the need for special assessments.

Mr. Martens stated that this legislation ties into a comment that the City Council heard many times while going through the process to approve the Westgate Improvement Project: "Why can't the City just charge everyone a little bit each month instead of doing large one-time assessments to a few select property owners living in the area?" He continued by stating that this bill would allow for that.

Mr. Martens stated that over the next decade, several streets in Winsted are scheduled for reconstruction and if this bill is signed into law it could change the way we finance our pavement projects.

Mr. Martens stated that passing a resolution in support of the legislation would be helpful in approving the bill and would be sent on to our legislators as well as committees hearing the bill. If approved, the City would then consider taking action with a local street improvement district.

Mr. Aaron Kubasch, 179 Westgate Drive, addressed the City Council and stated that he is troubled about the bullet point referenced "It also does not prohibit cities from collecting fees from tax exempt properties within a district." He continued by stating that he would be against this option, and asked if the City does proceed with establishing districts, could this option be removed. Mr. Martens stated that if the City decides to establish street improvement districts, it would go through a Public Hearing process and adopt a new policy that could have this language removed.

Mr. Kubasch stated that he contacted Minnesota State legislators in support of the establishment of municipal street improvement districts.

Council Member Fasching motioned to adopt Resolution R-13-06 Supporting Legislation Authorizing the Establishment of Municipal Street Improvement Districts. Council Member Schulenberg seconded the motion. Motion carried 5-0.

f) Resolution R-13-07 – Downtown Vibrancy Commission

Mr. Martens stated that the City Council has established specific goals for 2013, and 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 at the City Council Work Session on March 19, 2013, the City Council directed staff to draft a resolution that would establish a temporary Downtown Vibrancy Commission for review at a future City Council Meeting. Mr. Martens stated that after the Commission is established, members could be recruited and appointed at a future meeting.

Mr. Martens read the proposed Resolution R-13-07 aloud.

Council Member Ollig recommended that Mr. Martens contact the Winsted Area Chamber of Commerce President Jeff Campbell and request that he include information regarding the Downtown Vibrancy Commission in the electronic mail update that is sent to Winsted Area Chamber of Commerce members, and to also post this information on the Winsted Area Chamber of Commerce's website. Council Member Ollig continued by recommending that this information also be included in the City's utility bill insert.

Council Member Schulenberg asked what would happen if the City receives no response to the request for Downtown Vibrancy Commission members. Council Member Ollig stated that the City would find volunteers.

Council Member Ollig motioned to adopt Resolution R-13-07 establishing a Downtown Vibrancy Commission for the City of Winsted. Council Member Quast seconded the motion. Motion carried 5-0.

Department Report

a) Fire Department

Fire Chief Chad Engel, of the Winsted Volunteer Fire Department, reported on the following:

- Currently have 26 members; a full roster is 30 members; two (2) applicants are testing in April, 2013.
- 253 total calls received in the year 2012
 - City of Winsted – 189 total calls: 160 medicals, 29 fire/other calls
 - Winsted Township – 42 total calls: 31 medicals, 11 fire/other calls
 - Victor Township – 13 total calls: nine (9) medicals, four (4) fire/other calls
 - Hollywood Township – nine (9) total calls: six (6) medicals, three (3) fire/other calls
 - Woodland Township – No calls
 - 2013 – 62 calls through the end of March
- Purchases - no large equipment purchases were made in 2012. A conference room and office will be constructed in the upper level of the station. Automobile extrication equipment is expected to arrive by the end of May, 2013.
- Ridgeview completed recruitment for Emergency Medical Technicians (EMTs) and have 13 people taking the EMT class. There is the possibility that a chase vehicle will be placed in Winsted's area, which will be used by a paramedic.
- An update was provided on truck and equipment maintenance.
- Activities for 2012 included; services provided for Winstock Country Music Festival, Annual Spaghetti Dinner, Annual Pancake Breakfast, assisted the Winsted Police Department with Winsted's Night Out, assisted the Canoe Race, assisted the Fun Run, assisted the Kiddie Parade, had a crew present at the Winsted Summer Festival Fireworks, participated in the Winsted Winter Festival Parade.
- Training – department members are participating in the Minnesota state funded reimbursement program for training, and holding more training sessions at the Winsted Volunteer Fire Department station.

Mayor Stotko thanked the Winsted Police Department and the Winsted Volunteer Fire Department for their outstanding performance during the missing person incident that recently occurred in Winsted.

Mayor Stotko asked Fire Chief Engel if there were any expected retirements to take place in the year 2013. Fire Chief Engel stated no.

Council Member Ollig asked if the issue that the Fire Department had of not receiving a call recently was resolved. Fire Chief Engel responded that he is working through the issue and that there were some problems with the paging system.

Council Member Quast stated that she attended the Fire Department meeting on April 1, 2013 and was impressed with the way the meeting was conducted.

Council Member Schulenberg asked about the status of installing gutters at the Fire Station. Fire Chief Engel stated that the Fire Department was looking into this project and Mr. Martens stated that he is obtaining quotes for the project.

Council Member Fasching thanked the Winsted Volunteer Fire Department for their work. The remaining City Council Members also thanked Fire Chief Engel and the Department for their work.

7) No Organization Report

8) Open Forum

Aaron Kubasch, President of the Winsted Cemetery Board, thanked the City Council for allowing the Winsted Cemetery Board to use the Vollmer Room in Winsted City Hall. Council Member Ollig asked Mr. Kubasch to thank his father, Gordon Kubasch, for his years of service on the Winsted Cemetery Board.

9) No Announcements

10) Adjournment

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

The meeting was adjourned at 6:55 p.m.

Steve Stotka

Steve Stotka
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, MCMC
Administrative Assistant
City of Winsted