

City of Winsted
City Council Meeting
Council Chambers
Tuesday, April 7, 2015
6:00 p.m.

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

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief

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 – March 17, 2015

Accepted the minutes of the March 17, 2015 City Council Work Session.

b) Minutes – City Council – Regular Meeting – March 17, 2015

Accepted the minutes of the March 17, 2015 City Council Regular Meeting.

c) Minutes – Park Commission Meeting – October 13, 2014

Accepted the minutes of the October 13, 2014 Park Commission Meeting.

d) Minutes – Planning Commission Meeting – December 8, 2014

Accepted the minutes of the December 8, 2014 Planning Commission Meeting.

e) Minutes – Downtown Vibrancy Commission Meeting – January 15, 2015

Accepted the minutes of the January 15, 2015 Downtown Vibrancy Commission Meeting.

f) Client Agreement and Authorization – Environmental Mosquito Management Program, Clarke Environmental Mosquito Management, Incorporated

Approved a Client Agreement and Authorization for an Environmental Mosquito Management Program with Clarke Environmental Mosquito Management, Incorporated for the year 2015 for \$5,040.00.

g) Planning Commission Appointment – Mr. Michael Henrich

Appointed Mr. Michael Henrich as a member of the Winsted Planning Commission.

h) Property Address – 24142 Grass Lake Road

Approved the address of 24142 Grass Lake Road to be assigned to Property Identification Number (PID) 21.003.0620.

i) Property Address Change – 250 2nd Street South

Changed the property address of Property Identification Number (PID) 21.077.0290 from 250 . 2nd Street South to 210 Lewis Ave West.

j) Leave of Absence – Mr. John Schlechter

Approved a two (2) week leave of absence for Mr. John Schlechter to be taken from April, 27 2015 through May 1, 2015 and from October 12, 2015 through October 16, 2015 as scheduled with Mr. Dave Meyer, Public Works Department Maintenance Supervisor.

k) People Service Incorporated – Wastewater Treatment Facility Operation and Maintenance Agreement

Approved the annual compensation adjustment to the Wastewater Treatment Facility Operation and Maintenance Agreement between the City of Winsted and People Service Incorporated.

l) Boiler Maintenance Agreement – Johnson Controls

Approved a three (3) year Boiler Maintenance Agreement with Johnson Controls to take effect on June 1, 2015 and continue through May 31, 2018 for the cost of \$2,132.00 annually.

m) Claims

Approved the Claims List for April 7, 2015.

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

3) No Public Hearings.

4) No Old Business.

5) New Business

a) Environmental Assessment – Winsted Municipal Airport

Mr. Wilfahrt stated that City staff has researched a number of topics regarding the Winsted Municipal Airport's options for capital improvements. He continued by stating that the City's Airport Engineer, Mr. Ron Roetzel of Bolton and Menk, Incorporated gave an extensive presentation on the proposed capital improvement projects earlier tonight at the City Council Work Session.

Mr. Wilfahrt asked the City Council for direction on how to proceed with an Environmental Assessment for the paving of the runway at the Winsted Municipal Airport. He continued by stating that if the City Council would decide to move forward with the Environmental Assessment, it would not be a commitment by the City Council to move forward with paving the Winsted Municipal Airport's runway. It would instead be authorization to conduct additional research to determine the pros and cons of pavement versus a turf runway. Mr. Wilfahrt stated that the Environmental Assessment will provide the City Council with the data they need to determine if the City should proceed with paving the Airport's runway or look at options for rehabilitating the turf runway.

Mr. Wilfahrt stated that while working on the Luce Line State Trail Project, the City utilized the services of Bolton and Menk, Incorporated to work out alignments of the Trail. This also required some Airport layout discussions and drawings. Approximately \$6,000 was spent on that work and can be counted toward the City's local share of costs. The City would need to spend an additional \$3,500 to \$5,000 to complete the Environmental Assessment of the paving of the runway at the Winsted Municipal Airport.

Mr. Wilfahrt stated that City staff is seeking authorization from the City Council to have Bolton and Menk, Incorporated complete an Environmental Assessment for the paving of the Winsted Municipal Airport runway using additional local funding not to exceed \$5,000.

Winsted Municipal Airport Engineer, Mr. Ron Roetzel of Bolton and Menk, Incorporated was in attendance at the Regular City Council meeting. Mr. Roetzel addressed the City Council and gave a brief overview on the balance of the Federal Aviation Administration's National Plan of Integrated Airport Systems (NPIAS) funding that the Winsted Municipal Airport will have available in the year 2015.

Council Member Ollig stated that the majority of the Winsted Municipal Airport's hangar owners are in favor of moving forward with the Environmental Assessment and having the City Council use the data from the Assessment to help make the decision on whether to pave the Airport's runway.

Mr. Wilfahrt stated that Council Member Ollig is correct and that at a recent hangar owner meeting at the Winsted Municipal Airport, seventy-five percent (75%) of the hangar owners in attendance at the meeting voted in favor of paving the Airport's runway.

Council Member Ollig motioned to authorize Bolton and Menk, Incorporated to complete an Environmental Assessment for the paving of the Winsted Municipal Airport using local funding not to exceed \$5,000. Council Member Fasching seconded the motion. Motion carried 5-0.

b) Grass Lake Road and Country Acres Mobile Park Utility Agreements

Mr. Wilfahrt stated that City staff has been working with Mr. Charles and Ms. Heather Remer, as well as, Country Acres Mobile Park to extend water and/or sewer utilities to both properties. Staff plans to have final designs for both projects and construction quotes available in April of the year 2015 for the City Council to approve. Quotes for both projects will be obtained at the same time to save money. The combined project cost is expected to be under \$100,000; so, the City does not need to seek bids for the projects.

Mr. Wilfahrt stated that in the meantime, there are several agreements that will need to be approved prior to the water and sewer utility extensions. The Remer property will need an Assessment Agreement, and the Country Acres Mobile Park property needs an Easement Agreement and an Assessment Agreement.

Mr. Wilfahrt presented a synopsis of each agreement:

Remer Property

Assessment Agreement:

- The City of Winsted will install water and sewer utilities to the property located at 24142 Grass Lake Road.
- Per prior discussions at the City Council Work Session, the cost to the Remer's will be capped at \$22,000 reflecting the cost of the project when they initially requested it of the City.
- The term will be for fifteen (15) years. The City's Engineer, Mr. Jake Saulsbury, Bolton and Menk, Incorporated is recommending a ten to fifteen (10-15) year assessment.
- There will be zero percent (0%) interest on the assessment.
- The first assessment payment will be due in the year 2016.

Country Acres Mobile Park

Easement Agreement:

- ✓ The City of Winsted will obtain rights to access land as presented in the City Engineer's drawings. For this project, the City will only use the eastern half of the easement; eventually however, the City will want to loop the water system and therefore is securing the easement to McLeod County Road One (1).
- ✓ Public utilities will be installed in the easement area.
- ✓ Following the installation or maintenance of the public utilities, the premises of the easement will be returned to its original state.

Assessment Agreement:

- The City of Winsted will perform excavating and necessary work to install water utilities to Country Acres Mobile Park.
- The cost of installation of the water utilities will be assessed to the property.
- The cost will be assessed over ten (10) years, with three percent (3%) annual interest.
- The first payment will be due in the year 2016.

Council Member Quast motioned to approve an Assessment Agreement between the City of Winsted and Mr. Charles and Ms. Heather Remer. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Council Member Quast motioned to approve an Easement Agreement between the City of Winsted and Country Acres Mobile Park. Council Member Fasching seconded the motion. Motion carried 5-0.

Council Member Quast motioned to approve an Assessment Agreement between the City of Winsted and Country Acres Mobile Park. Council Member Ollig seconded the motion. Motion carried 5-0.

c) Sewer Line Televising

Mr. Wilfahrt stated that one of the goals the City Council established at their annual Strategic Planning Session was to consider lining sewer pipes throughout the City of Winsted in an effort to reduce costs. Lining the sewer pipes instead of repairing them is a significant cost savings.

Mr. Wilfahrt stated that the lining process involves installing a resin-infused felt tube into deteriorated sewer pipes. The result is a seamless and jointless pipe which will actually increase flow rates and greatly extend the life of the sewer pipes.

Mr. Wilfahrt stated that generally sewer pipes that are older and deteriorating are able to be lined and their life will be extended. According to the suppliers of the lining, it has a life expectancy of fifty (50) years.

Mr. Wilfahrt stated that in consideration of the cost benefits and the life expectancy, City staff would like to televise areas in the City of Winsted with known sewer issues to see if the sewer lines in these areas would be good candidates for lining. The City's Engineer and the Public Works Department developed a map of approximately 6,000 feet to televise that includes the most problematic areas of the City. He continued by presenting a map depicting the areas of sewer lines proposed to be televised.

Mr. Wilfahrt stated that City staff contacted two (2) sewer lining companies; however, the City received only one (1) quote. The quote from Infratech was for \$3,827.84 to televise all of the sewer lines highlighted in the aforementioned map. He continued by stating that the City's Engineer indicated that Infratech's quote for \$3,827.84 is less than anticipated and is a reasonable cost; so, he recommended moving forward with Infratech. Mr. Wilfahrt also stated that the City has worked with Infratech on past projects and the City has had good experiences with them.

Council Member Ollig motioned to approve a quote from Infratech in the amount of \$3,827.84 to televise 5,981 linear feet of sewer lines. Council Member Schulenberg seconded the motion. Motion carried 5-0.

d) Assessment Policy Amendments

Mr. Wilfahrt stated that City staff has been reviewing the Kingsley Street assessment rolls. Assessments are used by the City to help reduce the City's cost of street projects to create a sustainable system for street and infrastructure reconstruction and repair. The City also needs to consider the assessment cost to property owners. Staff anticipates that the value of properties on Kingsley Street will increase by an estimated \$10,000 to \$11,000 as a result of the infrastructure improvements. The City cannot charge assessments that are greater than the property value increase.

Mr. Wilfahrt stated that for the proposed Kingsley Street Improvement Project, the cost of the Project under the City's current Assessment Policy would have a number of residents paying as much as

\$18,000 in assessments. After discussing the assessments with the City's Financial Advisor, Mr. Shannon Sweeney of David Drown Associates, City staff believes that it would be difficult to justify the high assessment amounts since the improvements likely will not increase the property values by more than approximately \$10,000 to \$11,000. Therefore, City staff is in favor of rewriting the Assessment Policy to lower assessments for this Project to be consistent with previous assessments and be in compliance with Minnesota State's Assessment Statutes.

Mr. Wilfahrt stated that the City's Engineer, Mr. Jake Saulsbury, Bolton and Menk, Incorporated, revised the City's Assessment Policy to make the assessments more consistent with the dollar amounts of previous assessments, and also the anticipated increase in value of the properties. Mr. Saulsbury recommended that the City revise the assessable rate in the Policy to twenty-five percent (25%). Mr. Saulsbury indicated that twenty-five percent (25%) is the lowest sustainable assessable rate for this Project. Setting the assessment rate at twenty-five percent (25%) would make the high assessment on Kingsley Street approximately \$11,620.

Mr. Wilfahrt stated that the Assessment Policy has been revised a number of times over the past few years. In December of the year 2011, storm sewer was removed as an assessable cost; and in March of the year 2012, the assessable rate for street and sewer was reduced from fifty percent (50%) to forty percent (40%).

Mr. Wilfahrt stated that for comparison purposes, high assessments for the Westgate Housing Development Improvement Project were approximately \$3,000. The proposed Kingsley Street Improvements Project will be a higher assessment because the average lot has twenty-five percent (25%) more frontage on the road, and water was not included in the Westgate Housing Development Improvement Project. The average high assessments for the Pontus Point Project were approximately \$19,000; however, this Pontus Point Project brought City water and sewer services to an area of the City that did not have them at the time.

Mr. Wilfahrt stated that the Assessment Policy will need to be reviewed at the beginning of every street project to ensure that the City is staying consistent in the amount charged to property owners for improvements.

Mr. Wilfahrt stated that City staff would like the City Council to amend the Assessment Policy as proposed. If the City Council agrees that the proposed amendments to the Assessment Policy are a viable option, City staff would also like the City Council to direct the City's Engineer to update the Kingsley Street Feasibility Study to reflect the changes. He continued by stating that at a future City Council Work Session, the City Council can then review the changes in the Feasibility Study and either confirm the changes to the Assessment Policy or request additional modifications.

Mayor Stotko asked if every time the City proposes an improvement project, the City Council will review the Assessment Policy to make it fair to the residents that will be assessed for the improvements. Mr. Wilfahrt stated that Mayor Stotko is correct and the scope of each improvement project is unique and the City Council should consider the proposed assessments in regards to the cost of the different improvements.

Mr. Aaron Kubasch, 179 Westgate Drive, addressed the City Council asking if some type of financing program could be established for future street improvement projects that involves all residents paying for street improvements. Mr. Kubasch asked what percentage of assessment Westgate Housing Development residents paid for their Improvement Project versus what percentage the Kingsley Street residents will be assessed for their Improvement Project. Mr. Wilfahrt stated that the Westgate Project was assessed at forty percent (40%) and the Kingsley Project is being proposed at twenty-five percent (25%) assessment.

Council Member Ollig stated that even at twenty-five percent (25%) for the assessment for the Kingsley Street Improvement Project, the assessments to Kingsley Street residents will still be substantially higher than the assessments that Westgate Housing Development residents paid for their assessments.

Mr. Wilfahrt stated that the assessments for the Westgate Improvement Project were approximately \$3,000 versus the proposed Kingsley Street Improvement Project assessments that will be approximately \$10,000 to \$11,000.

Mr. Wilfahrt stated that Minnesota State Statutes do not allow the City to have assessments higher than the appraised value increase that the improvements will add to the individual property. He continued by stating that the proposed appraised value to each property is estimated to be \$10,000 to \$11,000.

Mr. Wilfahrt stated that the requirements of Minnesota State Statutes is determining the percentage of the assessments. It is not that the City Council is favoring one (1) housing development and/or street over another.

Council Member Quast motioned to approve amendments to the Winsted Assessment Policy. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Council Member Quast motioned to authorize Bolton and Menk, Incorporated to update the Kingsley Street Feasibility Study to reflect amendments to the Assessment Policy. Council Member Ollig seconded the motion. Motion carried 5-0.

e) Wastewater Treatment Facility - Ponds Decommission

Mr. Wilfahrt stated that Kubasch Excavating has been working with Fergus Power Pump, Incorporated on decommissioning the Wastewater Treatment Facility ponds, and recently they have had some concerns about the moisture in the ponds damaging their equipment.

Mr. Wilfahrt stated that in order to keep the current timeline, City staff and the City Engineer have discussed moving forward with directing Henning Excavating to complete the work to decommission the ponds including stockpiling and loading of bio-solids. Henning Excavating has started some work as a subcontractor of Fergus Power Pump, Incorporated and is willing to do the work requested by the City.

Mr. Wilfahrt stated that the City Council authorized Bolton and Menk, Incorporated to direct Kubasch Excavating to complete the pond decommissioning work in August of the year 2014, and City staff would recommend that the City Council now authorize Bolton and Menk, Incorporated to direct Henning Excavating to complete the work.

Mr. Wilfahrt stated that the Minnesota Pollution Control Agency (MPCA) has a strict deadline for the City of Winsted to complete the decommissioning of the ponds and in order to meet the deadline, the City Engineer is encouraging the City to move forward with Henning Excavating to get the work done.

Mr. Wilfahrt stated that the City's Engineer did contact Kubasch Excavating to inform them of the proposed change and he did not receive any response from them.

Council Member Quast asked if Kubasch Excavating did not want to do the work to decommission the ponds. Mr. Wilfahrt stated that Kubasch Excavating was concerned about damage to their equipment and were hesitant to complete the work in the timeframe of the MPCA's deadline; so, Fergus Power Pump, Incorporated is asking the City Council to make this change in the process.

Mayor Stotko asked if he has discussed the proposed change with Mr. Aaron Kubasch of Kubasch Excavating. Mr. Wilfahrt stated that he did not.

Council Member Ollig stated that earlier Mr. Aaron Kubasch was in attendance at tonight's City Council meeting and he is assuming that if he had an issue with Henning Excavating he would have remained at the City Council meeting to discuss it.

Mayor Stotko asked if any of the City Council members have been contacted by Kubasch Excavating. Council Member Schulenberg stated that he was contacted by an employee of Kubasch Excavating and he shared his concerns about their equipment being damaged due to the moisture in the ponds. Council Member Schulenberg stated that it was his understanding that Kubasch Excavating did not want to complete the work to decommission the ponds for this reason.

Council Member Ollig motioned to authorize Bolton and Menk, Incorporated to direct Henning Excavating to complete tasks necessary to decommission the ponds including construction of an access ramp and stockpiling of bio-solids. Council Member Fasching seconded the motion. Motion carried 5-0.

f) **Westside Skydivers, Limited Liability Company (LLC) - Operation Agreement**

Mr. Wilfahrt stated that at tonight's City Council Work Session the City Council did hear information presented by both the Attorney for Westside Skydivers, LLC and from the City's Attorney. He continued by stating that the conversation was regarding allegations that are part of an investigation in the State of Colorado involving drug trafficking, racketeering and other illegal activity.

Mr. Wilfahrt stated that there has been an indictment and some allegations; however, there has not been any convictions. If there were any convictions, it may be a violation of the Agreement that the City of Winsted has with Westside Skydivers, LLC. He continued by stating that the City's Attorney has advised that until there are convictions, Westside Skydivers, LLC are not in violation of their Agreement with the City of Winsted because no laws have been broken by the owner of Westside Skydivers, LLC and/or Westside Skydivers, LLC as a business.

Mr. Wilfahrt stated that the Attorney for Westside Skydivers, LLC indicated that ownership of the Skydiving business has been transferred to a different owner; however, the City's Attorney has advised that the Agreement is between the owner of Westside Skydiving, LLC and the City. As a result, the Agreement is not transferred to the new owner; so, it technically is not a violation of the Agreement.

Mr. Wilfahrt stated that the City's Attorney advised that the City Council direct staff to contact the Federal Aviation Administration (FAA) so they can begin an investigation regarding the indictments and wrong doings to determine if there were any violations and/or conduct that would constitute any wrong doings in the confines of the Agreement between the Westside Skydivers, LLC and the City of Winsted. He continued by stating that the City's Attorney also recommended that staff review the matter as well to determine if there is anything else that needs to be addressed.

Council Member Ollig motioned to direct City staff to contact the Federal Aviation Administration (FAA) regarding the charges against Mr. Joe Johnson and Westside Skydivers, LLC and get their opinion on whether Mr. Johnson and/or Westside Skydivers, LLC are in violation of the Agreement they have with the City of Winsted. Council Member Fasching seconded the motion. Motion carried 5-0.

6) **Department Report**

a) **City Clerk-Treasurer**

Ms. Deb Boelter, City Clerk-Treasurer, reported on the following:

- **General Election – November 4, 2014**
 - The General Election ran smoothly.
 - There were 1,246 registered voters the morning of the General Election.
 - Fifty-Nine (59) people registered as new voters that day.
 - A total of 709 people voted in the General Election.
 - Incumbents Mayor Steve Stotko, Council Member George Schulenberg and Council Member Max Fasching were again elected to office.
- **Data Practices and Records Management Training**
 - Ms. Kirchoff and Ms. Zeidler attended a *Data Practices and Records Management for City Clerks* training session.
 - The information they acquired is being used to reorganize the City's filing systems.
- **Administrative Assistant Intern – Ms. Leigha Felder**
 - Worked at City Hall from December 15, 2014 to January 30, 2015.
 - Ms. Felder learned the administrative assistant job duties and responsibilities quickly and did an excellent job.
 - As a result of Ms. Felder working as the Administrative Assistant Intern, Ms. Raquel Kirchoff and Ms. Amanda Zeidler were able to complete some reorganization of the City's filing system and record management tasks. They were able to centralize and secure all personnel data into one location.
 - Ms. Kirchoff, Ms. Zeidler and Ms. Boelter are looking forward to having Ms. Felder work again for the City over the summer months of the year 2015. It will enable Ms. Kirchoff and Ms. Zeidler to continue reviewing the City's records and bring them into compliance to the City's *Data Retention Schedule*.
- **Health and Dental Insurance Renewals**

- Mr. Wilfahrt, Ms. Boelter 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 Renewal**
 - Ms. Boelter and Ms. Kirchoff worked with the staff at Flagship Insurance Services to renew the City's Property and Casualty Insurance for the year 2015.
 - 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. Kirchoff in a timely manner.
- **Year End Reporting for the Year 2014 and Year 2015 Reporting**
 - Ms. Kirchoff completed the Internal Revenue Service (I.R.S.) Form 1099 for the City's payments to contractors in the year 2014.
 - Ms. Zeidler completed the I.R.S. Form W-2 for the City's employees' wages, benefits, payroll taxes, and etcetera paid in the year 2014.
 - Ms. Boelter submitted the required forms to the McLeod County Auditor and Minnesota State Auditor:
 - ✓ Year 2015 Final Levy Certification.
 - ✓ Year 2015 General Fund Budget and Debt Service.
 - ✓ Year 2014 *Report of Outstanding Indebtedness*.
 - ✓ Year 2015 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, 2014.
- **Year 2014 Audit**
 - Ms. Boelter, Ms. Kirchoff and Ms. Zeidler are preparing for the Year 2014 Audit.
 - The initial audit meeting with the City's Auditor, Ms. Wendy Holle of Conway, Deuth and Schmiesing was held on January 22, 2015.
 - The Year 2014 Audit will take place at City Hall the week of April 27, 2015.
- **Cable Television and Lewis Room Equipment**
 - Ms. Kirchoff and Ms. Zeidler worked with Mr. Mark Guggemos to update the City's cable television equipment that is used to manage and operate the City's cable television channel.
 - Ms. Kirchoff and Ms. Zeidler also worked with Mr. Guggemos on the installation of a screen and projector in the Lewis Room at City Hall.
- **Minnesota Municipal Clerks and Finance Officers (MCFOA) Annual Conference**
 - Ms. Kirchoff and Ms. Zeidler attended the MCFOA Annual Conference from March 17, 2015 to March 20, 2015.
 - Ms. Kirchoff and Ms. Boelter were recognized for earning the designation of Certified Municipal Clerk (CMC). This designation is awarded by the International Institute of Municipal Clerks (IIMC).
 - Ms. Zeidler was recognized for earning the designation of Minnesota Certified Municipal Clerk (MCMC). This designation is awarded by the MCFOA.
 - Ms. Kirchoff and Ms. Zeidler attended several informative training sessions and will be implementing what they learned into their jobs with the City of Winsted. The training sessions included:
 - ✓ Creative Thinking Workshop: An Enemy of the People.
 - ✓ It's Time to Take the Lead: How to Build Outstanding Internal and External Business Relationships.
 - ✓ Why Good People Become Bad Bosses and How to Work With Them.
 - ✓ Property Nuisances and Hoarder Properties.
 - ✓ No More Drama! How to Build High Engagement, High Morale and a Happier Workplace.
 - ✓ Property Taxes Made Simple.
 - ✓ How's Your Laugh Life? Humor, Health and High Productivity.
- **Tobacco and Liquor Licensing**
 - Ms. Kirchoff is working with the Winsted Police Department Chief, Mr. Justin Heldt on the Tobacco and Liquor License renewals for the year July 1, 2015 through June 30, 2016.
 - Ms. Kirchoff and Mr. Heldt will be conducting the *Annual Alcohol Licensure Forum* on Monday, April 13, 2015.
- **Blight**
 - Ms. Kirchoff and Ms. Boelter continue to address blighting properties within the City of Winsted.

- The Winsted Police Department has been instrumental in keeping Ms. Kirchoff and Ms. Boelter informed of blighting properties. They have taken pictures, posted notices and/or assisted with re-inspection of the properties cited.
- **Staff Support**
- Ms. Boelter, Ms. Kirchoff and Ms. Zeidler 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, and etcetera.

Mayor Stotko asked if the annual audit is a mandatory requirement by the State of Minnesota. Ms. Boelter stated that the City is required to conduct an audit of its financial statements annually.

Council Member Schulenberg stated Ms. Kirchoff and Ms. Zeidler informed him that the annual MCFOA Conference that they both attended recently is the best Conference they have ever been to.

Council Member Ollig stated that he is amazed at everything the City Clerk-Treasurer's office is responsible for and what the employees have to do. He continued by stating that the employees do a good job and he thanked Ms. Boelter, Ms. Kirchoff and Ms. Zeidler for the job they do as employees of the City of Winsted.

7) No Open Forum.

8) Announcements

a) Luce Line State Trail Paving

Mayor Stotko announced that the bid for paving the Luce Line State Trail was been awarded and the cost came in lower than anticipated. He continued by stating that the paving of the Trail is anticipated to begin sometime in June of the year 2015.

9) Adjournment

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

The meeting was adjourned at 6:40 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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