

City of Winsted
City Council Meeting
Council Chambers
Tuesday, May 5, 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
Mr. Tyler Bruns, Winsted Police Department 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) 471 2nd Street North – Address Recognition

Recognized the address of 471 - 2nd Street North for the business located in the lower level of the Neff Professional Building, 123 Fairlawn Avenue West, whose entrance faces 2nd Street North.

b) Separation Agreement and Release

Approved a Separation Agreement and Release with City Administrator, Mr. Clay Wilfahrt, effective May 22, 2015.

c) Resignation Notice – Part-Time Winsted Police Department Officer

Accepted the resignation of employment by Mr. Daniel Pohl as a Part-Time Winsted Police Department Officer effective May 1, 2015.

d) Claims

The City Council approved the Claims List for May 5, 2015.

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

3) No Public Hearings.

4) No Old Business.

5) **New Business**

a) **Ordinance O-15-04 – Zoning Map Amendments**

Mr. Wilfahrt noted the City Council at its last meeting approved a change to the City's zoning ordinance to reflect the addition of a second residential district. The rationale for the change was that a lot of the City's older areas have much smaller lots, with the homes constructed closer to the lot lines and oftentimes into the setbacks. The newer areas of town consist of bigger lots where the setbacks are able to be met. This change would reduce the need for variance requests from property owners located in the older sections of the City that would like to make improvements to their homes.

Mr. Wilfahrt stated as part of this change, the City Council will need to adopt an Ordinance amending the official zoning map of the City of Winsted.

Council Member Ollig motioned to adopt Ordinance O-15-04 amending the official Zoning Map of the City of Winsted, Minnesota as referenced in Chapter 15, Section 1501.004.B. of the Winsted Zoning Ordinance by rezoning property. Council Member Fasching seconded the motion. Motion carried 5-0.

b) **Assessment Resolutions R-15-12 and R-15-13 - Utility Improvements**

Mr. Wilfahrt stated this is a similar item where the City Council has already approved assessment agreements for both of these properties. In both cases, the owner of the property is paying for most or all of the cost of the project. In order to formally place the assessment on the property, the Council will need to pass a resolution to that effect.

Mr. Wilfahrt noted once the dollar amounts are finalized, new resolutions need to be sent to the County, which are before the City Council tonight, Mr. Wilfahrt stated the Remer assessment was capped at \$22,000 and the Country Acres Mobile Park assessment amount has been changed to \$35,370 to reflect engineering and legal costs incurred. Both parties are aware of the changes and are accepting of the changes.

Council Member Ollig motioned to adopt Resolution R-15-12 to adopt assessments of sewer and water utility improvements for the Remer property, Parcel Identification Description (P.I.D.) 21.003.0620. Council Member Quast seconded the motion. Motion carried 5-0.

Council Member Schulenberg motioned to adopt Resolution R-15-13 to adopt assessments of water utility improvements for the Country Acres Mobile Park property, P.I.D. 21.002.0600. Council Member Fasching seconded the motion. Motion carried 5-0.

c) **Tax Exempt City Owned Land**

Mr. Wilfahrt stated recently the City purchased two parcels of land, both of which are intended for public use and should not be taxable in the year 2015 and beyond. The first parcel consists of 3.4 acres just east of the Winsted Municipal Airport and will be used to extend the Luce Line State Trail. The remainder of the parcel will be reserved by the City because a future runway protection zone for the Winsted Municipal Airport will require purchase of this land. The second parcel consists of forty (40) acres and is directly west of the City's Wastewater Treatment Facility. The property will be developed as an industrial park.

Mr. Wilfahrt noted the City received tax bills for these properties from McLeod County for the year 2015 taxes; but, under Minnesota State Statutes it states that ~~all~~ public property

exclusively used for any public purposes is exempt.+ In addition, as it relates to the forty (40)-acre parcel, Minnesota State Statute 272.02 Subdivision thirty-nine (39) states, %the holding of property by a political subdivision of the State for later resale for economic development purposes shall be considered a public purpose in accordance with Subdivision eight (8) for a period not to exceed nine (9) years.+

Mr. Wilfahrt stated that City staff has drafted a letter to the McLeod County Assessor to certify that these are the intended uses off the properties and that both parcels should be exempt from property taxes. Mr. Wilfahrt stated that City staff can also send a copy of the letter to Winsted Township.

Council Member Ollig motioned to notify the McLeod County Assessor and Winsted Township that land at P.I.D. 14.010.0600 and P.I.D. 10.014.0700 is tax exempt. Council Member Quast seconded the motion. Motion carried 5-0.

d) Summer Hours

Mr. Wilfahrt stated last year while reviewing hours of other communities, City Staff noticed that many communities offer summer hours. The City of Winsted moved to summer hours in the year 2014 and received a number of positive comments about them. Typically summer hours are nine (9) hours Monday through Thursday and four (4) hours on Friday.

Mr. Wilfahrt stated the extended hours beyond 4:30 p.m. allows residents the opportunity to come to City Hall after work. By being open slightly before 8 a.m. and until 5 p.m., the hours are more convenient for residents. In addition, Friday afternoons at City Hall tend to be one of the slowest times for business, especially during the summer. City staff would also find the hours beneficial to their personal lives.

Mr. Wilfahrt noted the City Council discussed this at a couple of work sessions and directed staff to bring this item forward to the City Council for discussion at their next meeting. Mr. Wilfahrt indicated the summer hours would be in effect from Memorial Day weekend through Labor Day weekend, with the hours being from 7:30 a.m. to 5 p.m. Monday through Thursday, and 7:30 a.m. to 11:30 a.m. on Friday.

Council Member Quast motioned to approve summer hours of operation for Winsted City Hall from Memorial Day through Labor Day, with the hours of 7:30 a.m. – 5:00 p.m., Monday through Thursday and 7:30 a.m. – 11:30 a.m. on Friday. Council Member Schulenberg seconded the motion. Motion carried 4-1. Fasching opposed.

e) Easement Agreement and Installation of a Sewer Line and Manhole– 124 Lake Avenue East

Mr. Wilfahrt noted at the April 21, 2015 City Council meeting, the City Council directed staff to move forward with drafting an easement agreement for installation of a sewer line and manhole at 124 Lake Avenue East. In addition, staff was directed to bring forward a quote to complete the work.

Mr. Wilfahrt indicated there is currently a home being constructed on the property and the sewer line basically runs through the middle of the property. If the sewer line continues to exist where it is currently located, it would run right underneath the new home. Since construction is already commencing on the property, this item was added to tonight's agenda in order to meet the necessary timeline for the sewer work and the construction project.

Mr. Wilfahrt stated the easement would be obtained for \$1 and would grant the City the right to repair, maintain, replace or remove any sanitary sewer facility and the City would agree to return any property to its original state following the work that is to be done on the property. The map detailing the work was shown to the property owner and meets with his satisfaction.

Mr. Wilfahrt noted the motion approving the easement should be made contingent upon review by the City Attorney and any changes he feels are necessary.

Mr. Wilfahrt stated that the second document before the City Council tonight is a quote from the excavating contractor to complete the sewer work. The excavator is currently performing work on the property and will be able to complete this project quicker than another contractor. The quote received was for \$13,850. In order for the project to stay on track, the City Council should approve the documents tonight. The City Engineer feels the quote received is acceptable for the work being performed.

Council Member Schulenberg asked whether any other homes would be affected by this work.

Mr. Wilfahrt stated there are currently three (3) or four (4) homes being served by that sewer line but theoretically there should not be a disruption in service given the elevation of those homes. Mr. Wilfahrt stated the excavator would lay the new sewer line, then decommission the old sewer line, and then reconnect the homes to the new sewer line. Wilfahrt stated the time necessary for the reconnections should be relatively quick.

Council Member Fasching asked if the Millerbernd property would be connecting to the new sewer line.

Mr. Wilfahrt indicated they would not be, which is why they are not being charged for the project.

Mayor Stotko asked if the City is required to obtain three (3) bids for this project.

Mr. Wilfahrt stated the City is only required by Minnesota State Statute to go out for bids if the project is anticipated to cost over \$100,000.

Council Member Fasching motioned to approve an agreement for the City of Winsted to obtain an easement for \$1.00 from Mr. Ralph and Mrs. Janet Millerbernd to operate, inspect, repair, maintain, and replace or remove sanitary sewer facilities, pending any changes by the City Attorney. Council Member Ollig seconded the motion. Motion carried 5-0.

Council Member Quast motioned to approve a quote for installation of a sewer line and manhole over the property at 124 Lake Ave East from Jake's Excavating in the amount of \$13,850. Council Member Schulenberg seconded the motion. Motion carried 5-0.

6) Department Report

a) People Service, Incorporated

Mr. Greg Stang, Manager of People Service, Incorporated, reported on the following:

- Mr. Phil Robinson is no longer with People Service and a replacement is being sought.

- The Wastewater Treatment Facility (WWTF) is running well; but, is in need of the upgrades. Bid advertising and bid opening will occur within the next couple of weeks, with the work anticipated to commence by mid-June, 2015.
- There are approximately 7,000 yards of bio-solids left as it relates to the pond decommissioning.
- The Minnesota Pollution Control Agency (MPCA) visited the WWTF to review site conditions in order for permits to be obtained for onsite spreading of bio-solids.
- Every five (5) years or at the time of an upgrade, a permit renewal application must be filed with the MPCA. The City's Engineer has received a draft of the permit via electronic mail. There are some limit changes but nothing that was unanticipated. Mr. Stang noted that the facility is currently a Class B facility, and following the upgrades, it will be a Class A facility.
- Will need to now check for nitrogen twice a week given the upgrade to a Class A. Mr. Stang stated given the expense, it is not feasible to become certified and perform the testing onsite.
- Approximately \$2,000 under maintenance budget for the year 2015; however, approximately \$4,000 over on the chemical budget. The overage is largely related to attempts to meet the lower phosphorus limit.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

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

The meeting was adjourned at 7:15 p.m.

Steve Stotka

Steve Stotka
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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