

City of Winsted
City Council Work Session
Lewis Room
Tuesday, May 7, 2013
5:00 p.m.

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

Staff Present: Brad Martens, City Administrator
Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

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

II. Revolving Loan Fund Update

Mr. Martens stated that the City has a balance of approximately \$600,000 in a Revolving Loan Fund to be used towards economic development. Unfortunately, the regulations attached to the funds are so significant that the use of them is highly unlikely. Mr. Martens continued by stating that since July of the year 2012, the City has been working with the Minnesota Department of Employment and Economic Development (MN DEED) to find a better way to use the funds that decreases the regulations attached to them.

Mr. Martens stated that in September of the year 2012, the City was informed by MN DEED that the funds could be transferred to a Local Development Organization (LDO) and that would eliminate the regulations. The City informed MN DEED that it wished to seek approval to transfer the funds to an LDO and continues to wait for a process to be approved in order for this to take place. Recently, staff was informed by MN DEED that the process is more complex than they originally thought and they will be unable to provide guidance to cities until this summer of the year 2013; so, there is no guarantee that the City could move forward in using the Revolving Loan Fund in the year 2013.

Mr. Martens stated that this would mean that if the City wants to move forward with a Revolving Loan Fund in the short term, it will not have access to the \$600,000 in funds and will need to use a different source for the program. Mr. Martens asked the City Council to discuss their thoughts on transferring funds from the City's General Fund to the Economic Development Authority (EDA) to begin a City operated Revolving Loan Fund.

The City Council discussed Mr. Marten's option to transfer funds from the City's General Fund to the EDA to provide Winsted businesses with low interest loans. The City Council agreed that they did not want to risk taxpayer dollars by transferring funds from the City's General Fund to the EDA.

III. Downtown Vibrancy Commission Update

Mr. Martens stated that on April 19, 2013, the City Council adopted a Resolution establishing the Downtown Vibrancy Commission and directed staff to advertise and recruit individuals to be on the Commission.

Mr. Martens stated that as of April 23, 2013, the following individuals have contacted the City showing interest in being on the Commission:

- ✓ Jeff Campbell
- ✓ Glenn Weibel
- ✓ Joe Swanson
- ✓ Mary Wiemiller

- ✓ Nancy Fasching
- ✓ Ann Schulenberg
- ✓ Don (Chip) Guggemos, Junior
- ✓ Julie Guggemos

Mr. Martens stated that the action plan for the Downtown Vibrancy Commission Goal states that members should be appointed at the May 21, 2013 City Council meeting.

The City Council discussed which individuals should be appointed to the Downtown Vibrancy Commission and they agreed on the following individuals:

- Jeff Campbell
- Joe Swanson
- Nancy Fasching
- Ann Schulenberg
- Don (Chip) Guggemos, Junior

Ms. Boelter stated that the Winsted Area Chamber of Commerce recommended that Winsted residents be invited to attend the first (1st) meeting of the Downtown Vibrancy Commission to present any ideas they may have for the downtown area or submit their ideas to City staff if they are unable to attend the first (1st) meeting.

Mayor Stotko recommended that the Downtown Vibrancy Task Force members also be invited to attend the first (1st) Downtown Vibrancy Commission meeting. The City Council discussed and agreed with Mayor Stotko's recommendation.

IV. Progress Report – City Council Year 2013 Goals

Mr. Martens presented an update on the City Council's Year 2013 Goals:

- 1) Expand the Industrial Park
 - a. Complete a feasibility study by July 1, 2013.
 - i. Soil borings have been completed and a report is being drafted. The report will be reviewed at an upcoming City Council meeting in June, 2013.
 - b. Choose a preferred site by August 31, 2013.
 - c. Adopt a financing plan by September 30, 2013.
 - d. Attempt to sign a purchase agreement for property by December 31, 2013.

- 2) Appoint a Downtown Vibrancy Group to Carry Out the Goals of the Downtown Vibrancy Task Force
 - a. Discussed group at the March 19, 2013 City Council Work Session.
 - i. Done. Directed City Administrator to draft a Resolution creating a Downtown Vibrancy Commission. Resolution adopted on April 2, 2013.
 - b. Advertise and recruit members throughout April, 2013.
 - i. Advertised in Utility Billing Insert. Interested members:
 1. Jeff Campbell
 2. Glenn Weibel
 3. Joe Swanson
 4. Mary Weimiller
 5. Nancy Fasching
 6. Ann Schulenberg
 7. Don (Chip) Guggemos, Junior
 8. Julie Guggemos
 - c. Appoint members to the Downtown Vibrancy Task Force/Group/Committee May 21, 2013.
 - i. Discussing at May 7, 2013 Work Session.

- 3) Build a Lighted Skating Rink
 - a. Complete a feasibility study of Westgate Park by April 30, 2013 to include design, costs, equipment and/or maintenance plan.
 - i. Completed. Westgate Park is not an ideal location. Staff recommended a site at the Winsted Elementary School and met with Howard-Lake-Waverly-Winsted (HLWW) School District staff and they were excited about the opportunity.

- b. Park Commission review of plan and make recommendation to the City Council at a meeting in May, 2013.
 - i. Park Commission reviewed three (3) options at their April 8, 2013 meeting and recommended the City Council choose the Winsted Elementary School site as its preferred location.
 - ii. City Council reviewed same three (3) options at their April 16, 2013 and selected the Winsted Elementary School site as the preferred location and directed staff to begin design work and negotiations necessary for its completion.
 - iii. Staff is awaiting results of the May 23, 2013 HLWW School District Referendum before moving forward.
 - c. City Council to approve plan and financing at the June 18, 2013 Regular City Council meeting.
 - d. Staff to receive quotes for work to be completed by July 31, 2013.
 - e. City Council to approve contracts for work to be completed at the August 20, 2013 City Council meeting.
 - f. Construction to begin in September, 2013.
- 4) Improve Communication Between the City and Residents and/or Business Owners on City Issues
- a. Begin monthly City Update in Utility Billing inserts in March, 2013.
 - i. City Council Updates have been included in February, March, and April, 2013 bills.
 - b. Research creating a City Blog and recommend action to City Council at the April 16, 2013 meeting.
 - i. Received a quote from the Herald Journal for a City Blog.
 - ii. Staff met with the Herald Journal on April 30, 2013. This item will be reviewed at the May 21, 2013 City Council meeting.
- 5) Make Improvements to Better Utilize the Lakefront Promenade
- a. Create a trail head for parking to use the Luce Line State Trail.
 - i. Hold a Park Commission Workshop in March, 2013 to discuss possible connections from the Luce Line State Trail to downtown Winsted.
 - 1. Held on March 7, 2013.
 - ii. Sketch a draft plan for Park Commission approval.
 - 1. Completed.
 - iii. Park Commission to recommend plan to City Council at April, 2013 meeting.
 - 1. Reviewed at March 11, 2013 meeting and recommended to City Council for approval.
 - iv. City Council to review plan at May 7, 2013 meeting and direct staff how to move forward.
 - 1. Reviewed on March 19, 2013 and directed staff to begin the work necessary to develop a downtown connection from the Luce Line State Trail as recommended by the Park Commission.
 - v. Complete plan by August 1, 2013.
 - 1. Met with McLeod County Highway Department on April 8, 2013 to discuss plan.
 - 2. Awaiting action by the Minnesota State Legislature before moving forward.
 - b. Paint selected buildings facing the Lakefront Promenade.
 - i. Meet with selected building owners in April, 2013 to discuss the possibility of painting buildings facing the Lakefront Promenade.
 - 1. Met with Sharon Hecksel and Reuben Duran on April 16, 2013.
 - 2. Met with Joe Swanson on April 19, 2013 who was going to speak with Darrell Lachermeier.
 - 3. Spoke with Jeff Sterner on April 23, 2013.
 - ii. Receive approval to paint selected buildings by May 15, 2013.
 - 1. Verbal approval from Sharon Hecksel and Reuben Duran.
 - 2. Received verbal approval from Jeff Sterner.
 - iii. Solicit help from the Winsted Arts Council and the Winsted Area Chamber of Commerce in May, 2013 to schedule a painting event.
 - 1. Contacted the Winsted Arts Council; item was to be discussed at their April 23, 2013 Board meeting.

- iv. Receive City Council approval at the June 4, 2013 Regular City Council meeting, if necessary, for budget and/or agreements.
- v. Hold a painting event in July, 2013.

V. Other

a) Westgate Housing Development – Recreational Vehicle and Boat Parking

Council Member Schulenberg stated that he has been contacted by some of the residents in the Westgate Housing Development concerning the extended period of time that some recreational vehicles (RVs) and boats are parking on City streets.

The City Council directed Mr. Martens to evaluate the City's Ordinance in regards to parking RVs and boats on City streets; and to also contact other cities to determine what regulations they have in regards to parking RVs and boats on city streets.

b) Ridgeview Medical Clinic – Tax Free Bonding Conduit

Mr. Martens stated that Ridgeview Medical Clinic has contacted the City of Winsted to inquire about using the City as a conduit for tax free bonds issuance to build a clinic in Chaska, Minnesota. They are contacting cities where they currently have a Ridgeview Medical Clinic.

Council Member Ollig asked if they would be required to pay the City's one and one-half percent (1-1/2%) administrative fee. Mr. Martens stated that Ridgeview Medical Clinic indicated that they would not use the City of Winsted if they had to pay the administrative fee; however, he discussed charging Ridgeview Medical Center a fee for their services.

Council Member Ollig asked if there was any risk to the City of Winsted if they are a conduit for tax free bonds issuance for Ridgeview Medical Center. Mr. Martens stated no.

Mr. Martens stated that he would have Mr. Shannon Sweeney, David Drown Associates, Incorporated, represent the City of Winsted and negotiate with Ridgeview Medical Clinic for their use as a conduit for tax free bonds issuance.

Mr. Martens stated that Mayor Stotko recommended talking to any other local organizations and/or businesses who may be considering a project in the year 2013; so, the City does not give the entire \$10,000,000 they are allowed as a conduit for tax free bonds issuance to Ridgeview Medical Clinic. Council Member Ollig stated that Saint Mary's Care Center is discussing a future project. He recommended that Mr. Martens contact the director of Saint Mary's Care Center.

The City Council directed Mr. Martens to move forward with the proposal from Ridgeview Medical Center.

c) City Administrator Contract

Mr. Martens stated that the City Attorney, Mr. Fran Eggert, reviewed the proposed City Administrator Contract and recommended one (1) change. Mr. Martens stated the change has been made.

d) Minnesota City/County Management Association

Mr. Martens thanked the City Council for the opportunity to attend the Minnesota City/County Management Association (MCMA) Conference in May, 2013. The theme was *Leading Together* and he attended several informative training sessions that he can apply to and/or use in his position as City Administrator.

Mr. Martens gave a brief overview of the training sessions that he attended.

e) The Roadhouse Coffee Shop – Reopening on May 20, 2013

Council Member Schulenberg stated that *The Roadhouse Coffee Shop* is reopening on May 20, 2013.

f) Campbell Baseball Field Improvements

Council Member Ollig asked for an update on the proposed improvements to Campbell Baseball Field.

Mr. Martens stated that Mr. Chris Schultz will be meeting with a representative from RAM Buildings, Incorporated to prepare plans and specifications for the improvements.

g) Winsted Volunteer Fire Department – May 6, 2013 Monthly Meeting

Council Member Fasching stated that he attended the Winsted Volunteer Fire Department's (WVFD) May 6, 2013 monthly meeting and it was announced that Mr. Wayne Schumann is retiring as a firefighter. He continued by recommending that the City send a thank-you note for his years of volunteer service.

Mayor Stotko directed Mr. Martens to prepare a thank-you.

Council Member Fasching stated that the WVFD will be burning a house for training on May 17, 2013 at 6:00 p.m.

Council Member Fasching gave a brief overview of other items discussed at the WVFD monthly meeting.

VI. Adjourn

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

The meeting was adjourned at 5:50 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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