

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, May 20, 2014  
5:00 p.m.

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

Staff Present: Mr. Clay Wilfahrt, City Administrator  
Ms. Raquel Kirchoff, Deputy City Clerk-Treasurer

## **I. Call to Order**

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

## **II. Fireworks Application and Permit**

Mr. Wilfahrt stated that the City has received a request for a fireworks display to be conducted at the Winstock Country Music Festival. According to Minnesota State Statute, the City is required to issue permits to anyone wishing to conduct a fireworks display within the city. The applicant for the permit must be certified by the State Fire Marshall, and the certification must be verified by the City to ensure the safety of the spectators of the display.

Mr. Wilfahrt stated that in order to better document this process a Fireworks Application and Permit for the City has been created for review and approval on tonight's City Council Consent Agenda. Other than the informational items collected, the permit requires state certification which is statutorily mandated, and \$1.5 Million in insurance, which is the amount recommended by the State Fire Marshall. It further requires the applicant to verify that they are in compliance with State and Federal laws. Finally it requires a drawing to be reviewed by the Fire Chief as required by State Statute.

The permit will need to be signed by the applicant, the Fire Chief, and the Mayor. This will require that permit applications are approved by the City Council at a public meeting.

Council Member Ollig stated that the fireworks permit applicant on tonight's City Council Regular Business agenda is for the Toby Keith act at the 2014 Winstock Country Music Festival. He continued by stating that there may be another act that will also apply for a fireworks permit for the 2014 Winstock Country Music Festival.

Mayor Stotko asked which direction the fireworks would be shot toward during the Toby Keith act. Council Member Ollig responded that the fireworks would remain inside the stage area.

## **III. Public Works Part-Time Seasonal Maintenance Worker**

Mr. Wilfahrt stated that the Public Works Department has \$2,800 budgeted to hire a part-time seasonal worker for the summer of 2014.

He continued by stating that a job description has been drafted for the position and is on the Consent Agenda for approval. The position primarily takes care of general maintenance work including maintaining plants and landscaping, painting, cleaning parks, and filling in for full-time staff that are gone.

In the past, staff has used Matt Williams to fill this role, who is on City staff as a part-time worker. Staff recommends that the City Council approve the appointment of Mr. Williams to this position. Mr. Williams will work twenty (20) hours per week from May 26, 2014 to August 29, 2014 and will be paid \$10 per hour.

Mayor Stotko stated that the City Hall property and Promenade area should be the first priority for this part-time worker, to keep the investment of the community looking nice. Council Member Ollig stated that the intent of the Promenade area was to become the center of the community and it is important to have this area looking nice. The City Council members discussed City Hall and Promenade area.

#### **IV. Dollar General Easement Agreement**

Mr. Wilfahrt stated that as Dollar General was beginning construction, they were approached by the landowner that they purchased the property from, who requested that a sanitary sewer service be extended along the north side of the Dollar General property. A map was provided that shows the sewer line which will be 117 feet of six (6) inch sewer line and one (1) manhole. There are no immediate plans to connect anything to the new line. The cost of the project will be paid for by the developer. These plans have been reviewed and approved by the City Engineer.

Mr. Wilfahrt stated that since the sewer line will service a property not owned by Dollar General, the City Engineer recommended that an easement for the property be obtained. If there were ever a change in ownership of the Dollar General property, the City will want to make sure it has the right to maintain the sewer line as needed to ensure continuation of service for the adjacent property.

Mr. Wilfahrt stated that an easement agreement for the City to obtain an easement over the sewer line for the cost of \$1.00 has been prepared for consideration on tonight's City Council Regular Business agenda. This agreement has been reviewed by the City Attorney and the City Engineer, and both were satisfied with the agreement.

Mayor Stotko asked who will pay for the extra sewer line. Mr. Wilfahrt stated that the developer will pay the expense; the City is not responsible for this cost.

#### **V. Other**

##### **a) Hiring for the Chief of Police**

Mr. Wilfahrt provided an update on the hiring process for the Chief of Police position. He stated that there has been a delay due to a medical reasons of the person providing the background check.

##### **b) Winsted Volunteer Fire Department Fire Board**

Mr. Wilfahrt stated that the Winsted Volunteer Fire Department Board met on Monday, May 19, 2014 and reviewed what was discussed at this meeting with the City Council members.

##### **c) Luce Line State Trail**

Mr. Wilfahrt stated that the bonding bill, with funding for the Luce Line State Trail, was signed by Minnesota Governor Dayton on Monday, May 20, 2014 without striking any items.

Mr. Wilfahrt distributed a map to City Council members that provides alternative options of Trail alignment to consider in case the option that is currently being considered, north of the Winsted Municipal Airport will not work. With more options available to be considered now, it may help to prevent a delay in the process when the paving is ready to occur in the future.

The City Council members discussed the Luce Line State Trail, including the Trail through the Winsted Downtown Area.

##### **d) Northgate Park – New Playground Equipment**

Council Member Ollig stated that a few residents have approached him regarding new playground equipment needed at Northgate Park. Council Member Ollig stated that he referred the residents to the Park Commission.

**e) Water and Sewer Connection - Herald Journal Sign Building**

Council Member Ollig asked what the status was for installing water and sewer for the Herald Journal Sign Shop building. Mr. Wilfahrt stated that plans have been received for this project and the City Council will discuss this item at the June 3, 2014 City Council Work Session.

Council Member Quast asked if the Vealetzek property on Grass Lake Road could be considered for a connection at the same as the Herald Journal building, since it is a lot within the City limits. Mr. Wilfahrt stated that the City Engineer was working on information regarding this property and this will be presented to the City Council once completed.

**f) Special Assessments**

Council Member Fasching asked how a special assessment was calculated on a corner lot property. Council Member Ollig explained the method of calculation for an assessment on a corner lot property.

**g) Skate Board Park**

Mayor Stotko provided an update regarding a conversation he had with a youth skateboarder and what that youth would like to have for skate park equipment and other recreational equipment in Winsted. The City Council discussed further researching a portable skate park and a BMX bike jumping trail.

**VI. Adjourn**

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

The meeting was adjourned at 5:34 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff, CMC  
Deputy City Clerk-Treasurer  
City of Winsted

