

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

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

a) The Pledge of Allegiance was taken.

b) New Business - Agenda Amendment

Council Member Ollig motioned to amend the agenda by adding an item under New Business - Discussion of Choosing an Employee Search Firm for the City Administrator Position. Council Member Quast seconded the motion. Motion carried 5-0.

2) Consent Agenda

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

a) Minutes – City Council – Work Session – May 21, 2013

Accepted the minutes of the City Council Work Session of May 21, 2013.

b) Minutes – City Council – Regular Meeting – May 21, 2013

Accepted the minutes of the City Council Regular Meeting of May 21, 2013.

c) Winsted Holding Activities that Unite People (WHAT UP) – Farm Animals

Approved the WHAT UP organization to have farm animals at Mill Reserve Park on Friday, June 14, 2013.

d) Claims

Approved the Claims List for June 4, 2013.

3) Public Hearings

a) Public Hearing – Ordinance O-13-02 - Liquor Ordinance Amendment

Mr. Martens stated that over the past year 2012, two (2) items have been brought to the attention of the City in regards to the City's Liquor Ordinance.

1. The first (1st) item is a need to update language in the Liquor Ordinance to replace the term "non-intoxicating liquor" with "3.2 percent malt liquor".
2. The second (2nd) item is a request from Winsted bar owners to allow on-sale liquor to be sold at their licensed premises until 1:00 a.m. on Monday's for those entities having a Sunday On-Sale Liquor License.

Mr. Martens stated that the Liquor Ordinance was amended by the City Attorney, Mr. Fran Eggert to include language to accommodate both of the aforementioned proposed changes.

Mr. Martens stated that he requested an opinion from Winsted Police Department Chief, Mike Henrich in regards to extending the on-sale liquor one (1) hour on Mondays. Mr. Martens shared Chief Henrich's opinion:

"I have no Departmental concerns in regards to having our local bar closing hours change from 12:00 midnight to 1:00 a.m. on Sundays. This change would make the closing time to be the same for every other day of the week; therefore, I would not anticipate any added problems occurring because of such of change."

Mr. Martens stated that there are minimal costs associated with updating and publishing the Liquor Ordinance amendments.

Mayor Stotko asked Mr. Martens if he had received any public comments regarding the proposed amendments to the Liquor Ordinance. Mr. Martens stated that he had not received any comments after the Public Hearing Notice was published and posted. Ms. Boelter stated that she had not received any comments.

Mayor Stotko opened the Public Hearing and asked for public comment. No comments were received.

Council Member Ollig motioned to close the Public Hearing. Council Member Quast seconded the motion. Motion carried 5-0.

Council Member Ollig motioned to adopt Ordinance O-13-02 amending certain sections of the City of Winsted's Ordinance regarding intoxicating liquor to use the term 3.2 percent malt liquor, and to allow on-sale liquor to be sold at licensed premises until 1:00 a.m. on Mondays (for those entities having a Sunday on-sale license). Council Member Fasching seconded the motion. Motion carried 5-0.

4) **No Old Business.**

5) **New Business**

a) **Year 2013 Crack Filling –Bargen Incorporated**

Mr. Martens stated that each year the City budgets an amount to crack fill certain streets within the City to prevent further damage from taking place. The amount of \$13,000 was budgeted in the year 2013.

Mr. Martens stated that the City has received two (2) quotes for crack filling work to take place within the City:

Company	Quote
Bargen Incorporated	\$2.12 per pound not to exceed \$13,000
M.R. Paving and Excavating, Incorporated	\$2.40 per pound not to exceed \$13,000

Mr. Martens presented a City of Winsted map highlighting the streets to be crack filled in the year 2013:



Mr. Martens stated that selecting Borgen Incorporated for crack filling will allow the City to complete more work as the cost per pound of material is lower. He continued by stating that the lower cost of material would allow for some of the smaller street cracks to be filled as well.

Mr. Martens stated that Borgen Incorporated has been used by the City in previous years and staff is satisfied with their quality of work.

Mr. Martens stated that the year 2013 budget includes \$13,000 for crack filling. Funds are utilized out of the Public Works Department's Budget.

Council Member Quast motioned to approve the quote from Borgen Incorporated to crack fill certain streets for an amount not to exceed \$13,000. Council Member Schulenberg seconded the motion. Motion carried 5-0.

b) Year 2013 Seal Coating – Pearson Brothers, Incorporated

Mr. Martens stated that each year the City budgets an amount to seal coat certain streets within the City to prevent further damage from taking place. An amount of \$47,279 was budgeted in the year 2013.

Mr. Martens stated that the City has received two (2) quotes for seal coating work to take place within the City:

Company	Quote
Pearson Brothers, Incorporated	\$47,040.14 *
Allied Blacktop Company	\$49,977.98 **

**Includes the Public Works Department parking lot and sweeping of the seal coated streets.*

***Does not include the sweeping of the seal coated streets.*

Mr. Martens stated that the City's Pavement Plan states that any contractor that seal coats the City's streets should be responsible for sweeping the streets when the project is complete. The small rocks that remain, once the seal coating project is complete, can damage the City's street sweeping equipment and shorten the life of the equipment.

Mr. Martens presented a City of Winsted map highlighting the streets to be crack seal coated in the year 2013:



Mr. Martens stated that Pearson Brothers, Incorporated has provided the lower quote.

Mr. Martens stated that the City has worked with Pearson Brothers, Incorporated for several years and is very satisfied with the quality of their work.

Mr. Martens continued by stating that the year 2013 budget includes \$47,279 for seal coating. Funds are utilized out of the Public Works Department's Budget.

Council Member Fasching motioned to approve the quote from Pearson Brothers, Incorporated to seal coat certain streets for an amount not to exceed \$47,040.14. Council Member Quast seconded the motion. Motion carried 5-0.

c) Manhole and Blacktop Repair – Borgen Incorporated

Mr. Martens stated that the Public Works Department is requesting approval to contract manhole and blacktop repairs in thirteen (13) areas around the City of Winsted. The repair would result in removing a lip that exists when the manhole extends beyond the pavement which can cause damage to snow plows during snow removal.

Mr. Martens stated that the City has received two (2) quotes to repair blacktop around thirteen (13) manholes:

Company	Quote
Bargen Incorporated	\$200 per manhole or a total cost of \$2,600
M.R. Paving and Excavating, Incorporated	\$225 per manhole or a total cost of \$2,925

Mr. Martens stated that the year 2013 budget includes \$16,000 for street repairs which includes this type of work. No additional non-budgeted funds are required.

Mayor Stotko asked when the crack filling, seal coating and manhole repair work was going to be completed; so, that residents can be given ample notice reminding them to stay off the streets while the contractors are working. Mr. Martens stated that the contractors will be notifying the property owners of the dates that the projects will be completed.

Council Member Schulenberg motioned to approve the quote from Bargen Incorporated to provide manhole and blacktop repair services for an amount not to exceed \$2,600. Council Member Fasching seconded the motion. Motion carried 5-0.

d) Resolution R-13-08 – Building Code Compliance Extension – Tetra Pak Cheese and Powder Systems, Incorporated

Mr. Martens stated that in the year 2008, Tetra Pak Cheese and Powder Systems, Incorporated (Tetra Pak) constructed an addition to its property at 801 Kingsley Street South. The building was designed using an unlimited area provision in the year 2006 International Building Code. This provision states: *“the area of an occupancy group B, F, M or S shall not be limited when the building is equipped throughout with an automatic sprinkler system, and is surrounded and adjoined by public ways or yards not less than sixty (60) feet in width.”*

Mr. Martens stated that both the east and south sides of the building did not meet the above requirements (east did not meet the sixty (60) feet clearance, south did not meet the sixty (60) feet clearance and the smaller building furthest south was not sprinkled); however, the following conditions were approved to allow for the addition to be constructed:

- On the east side a “no build” easement was purchased from the property owner immediately to the east to accommodate a sixty (60) feet clearance necessary to avoid the construction of a two (2) hour fire wall.
- On the south, Tetra Pak agreed to meet the requirements above by either removing the smaller south building or constructing a two (2) hour fire wall within five (5) years. The five (5) year deadline is July 17, 2013.

Mr. Martens presented a map of the Tetra Pak property:



Mr. Martens stated that over the last several months, City staff has spoken to Tetra Pak on occasion in order to facilitate a discussion on how to move forward.

Mr. Martens stated that there are limited options that exist for Tetra Pak at this time and include:

1. They could construct a two (2) hour fire wall and sprinkle the building to the south.
 - ❖ This option requires a substantial investment in the property that Tetra Pak is not in favor of due to the cost of approximately \$210,000 to \$500,000.
2. Demolish the small building to the south to avoid the requirements.
 - ❖ This option results in removing an existing structure that is currently used by Tetra Pak.
3. Request an extension to the existing five (5) year deadline.
 - ❖ This option may increase the City's liability if a fire incident were to occur on the property; however, it is an open field to the south.

Mr. Martens stated that staff has received a letter requesting that the City approve an extension of the five (5) year deadline due to the costs associated with the other options. The City Council discussed this item at the May 21, 2013 City Council Work Session. At the Work Session, the City Council directed Mr. Martens to prepare information that would provide for a three (3) year extension to comply with the requirements mentioned above; or earlier if the land adjacent to their property becomes available for purchase.

Mr. Martens stated that the proposed Resolution addresses the aforementioned items and extends the term for Tetra Pak to comply with the Building Code with the following conditions:

1. The extension is for three (3) years or until July 17, 2016.
2. Should the land immediately south of the property at 801 Kingsley Street South be purchased by Tetra Pak Cheese and Powder Systems, Incorporated, the City Council shall review the extension at which time the term for compliance may be amended to an earlier date.
3. Any site plan review requested by Tetra Pak Cheese and Powder Systems, Incorporated may require a condition of amending the term for compliance with that approval process.

Mr. Martens stated that the proposed conditions were forwarded to Mr. Dan Green, Tetra Pak General Manager, and he did state that Tetra Pak did approve of the conditions.

Council Member Ollig stated that the City's Building Inspector was in attendance at May 21, 2013 City Council Work Session and he had no objection to the proposed Resolution.

Council Member Ollig motioned to adopt Resolution R-13-08 extending the term for Tetra Pak Cheese and Powder Systems, Incorporated to comply with the Building Code. Council Member Quast seconded the motion. Motion carried 5-0.

e) Resolution R-13-09 – Luce Line State Trail– Paving Project

Mr. Martens stated that in the most recent State of Minnesota Legislative Session, Bonding Bills from the State Governor as well as the House of Representatives included funds dedicated to paving the Luce Line State Trail from the McLeod County line east of Winsted, Minnesota to Hutchinson, Minnesota. At the end of the Legislative Session a small Bonding Bill was passed; however, it did not include funds for the Luce Line State Trail.

Mr. Martens stated that the upcoming Legislative Session beginning in February, 2014 will again review a package of bonding requests and the Office of Management and Budget is requesting that all applications be submitted by June 21, 2013. Cities in McLeod County have been asked to approve a Resolution showing their support of the project and it is requested the Winsted City Council approve a Resolution.

Mr. Martens stated that the paving and completion of the Luce Line State Trail would allow for multiple uses including hiking, biking, rollerblading, horseback riding, cross country skiing and snowmobiling as well as promote regional and local recreation and economic opportunities for Winsted citizens and businesses.

Council Member Quast motioned to adopt Resolution R-13-09 supporting securing state bonding to further develop and pave the Luce Line State Trail. Council Member Schulenberg seconded the motion. Motion carried 5-0.

f) **Discussion of Choosing an Employee Search Firm for the City Administrator Position**

Mr. Martens stated that he has been offered the City Administrator position with another City and he will be resigning his position as City Administrator for the City of Winsted.

Mr. Martens stated that the City Council discussed the resignation at their June 4, 2013 Work Session and agreed to authorize Mayor Stotko to approve a Search Firm to administer the process for hiring a new City Administrator.

Council Member Ollig stated that the City Council is in agreement that they would like to begin the search for a new City Administrator as quickly as possible.

Council Member Ollig motioned to authorize Mayor Stotko to approve, at his discretion, a Search Firm to administer the hiring process for a new City Administrator for the City of Winsted. Council Member Quast seconded the motion. Motion carried 5-0.

6) **Department Report**

a) **City Clerk-Treasurer**

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

➤ **Year 2012 Audit**

1. Preparation for the year 2012 Audit began in January, 2013.
2. The auditors were at City Hall from Monday, April 8, 2013 to Wednesday, April 10, 2013.
3. The remainder of the Audit was completed through electronic mail.
4. Mr. Martens and Ms. Boelter will be meeting with the auditors on Wednesday, June 5, 2013 to review the "Draft" Year 2012 Audit.
5. The final year 2012 Audit will be presented to the City Council at their June 18, 2013 Regular City Council meeting.

➤ **Annual Reporting**

In my absence, Ms. Raquel Kirchoff completed several required annual reports for the City of Winsted:

1. The Minnesota State Auditor's *Summary Budget Data Form*.
2. The McLeod County Auditor's and Minnesota State Auditor's *Report of Outstanding Indebtedness*.
3. The Minnesota Department of Revenue's *Police State Aid Form* and *Fire State Aid Form*.

Ms. Zeidler completed the following year end 2012 reports:

1. Federal and State withholding returns.
2. Employee W-2 forms.
3. Public Employee Retirement Association (PERA) Exclusion report.
4. Assist Public Works Department to complete the Minnesota Department of Natural Resources (MN DNR) annual water report. The report includes information such as: gallons of water used and sold, summer water usage, gallons of water pumped, etcetera.

Ms. Kirchoff completed the following year end 2012 report:

1. Form 1099-distributed to independent contractors.

➤ **Minnesota Clerk and Finance Officers Association (MCFOA) – Annual Conference**

Ms. Raquel Kirchoff and Ms. Amanda Zeidler attended the MCFOA's Annual Conference from Tuesday, March 19, 2013 through Friday, March 22, 2013 in St. Cloud, Minnesota. They felt the training sessions were valuable, informative and applicable to their positions with the City of Winsted. They also appreciated the networking opportunities.

Ms. Kirchoff and Ms. Zeidler attended training sessions related to:

1. Leadership.
2. Consolidated Omnibus Budget Reconciliation Act (COBRA)-continuation laws and other pertinent information.
3. Personnel files-what to keep and not keep; and what is public or private information.
4. Nuisance abatement.
5. Time management skills.
6. Supervisory skills.
7. Understanding circumstances surrounding public shootings.

8. Identity theft.
9. Memory skills.
10. Goal setting.
11. Attitude.

Ms. Kirchoff also attended an *Athenian Dialogue* on Tuesday, March 19, 2013.

Ms. Kirchoff and Ms. Zeidler facilitated the MCFOA Region Five (V) informational meeting.

➤ **Minnesota Municipal Clerk's Institute (MMCI) – Ms. Zeidler**

Ms. Zeidler attended Year Two (2) of the MMCI from Monday, April 22, 2013 through Friday, April 26, 2013. Ms. Zeidler did receive a \$200 scholarship from the MCFOA for attending the MMCI. Some of the information that she learned in Year Two (2) included:

1. Organizational communication and conflict management.
2. Ethical issues in the public sector.
3. Identifying conflicts of interest.
4. Making decisions in a morally diverse workplace.
5. Emerging public policy issues for municipalities.
6. Legislative high priority issues.
7. City legal issues.
8. Records and information management.
9. Human resource issues for municipalities.
10. Technology problems and policies.
11. Effective written communication.
12. Economic development.
13. Historical archives and preservation.
14. Insurance in municipalities.
15. Bonding and other financing options.
16. Managing change.

➤ **Minnesota Municipal Clerk's Advanced Academy (MMCA) – Ms. Boelter**

Ms. Boelter will again attend the MMCA from Thursday, September 12, 2013 through Friday, September 13, 2013 in Maple Grove, Minnesota to obtain her advanced certification as a City Clerk. Ms. Boelter did receive a \$150 scholarship from the MCFOA for attending the MMCA.

➤ **Rental Housing Permits**

The five (5) year renewals for the City's *Rental Housing Permits* are due in the year 2013. Ms. Zeidler has been working with the City's Building Inspector, Rob Beckfeld, Metro West Inspection Services, Incorporated, to review the existing *Rental Housing Permits* and complete the renewals. Ms. Zeidler stays informed of housing rental in the City of Winsted and does a great job in assisting property owners with the application process.

➤ **Blight**

Ms. Boelter and Ms. Kirchoff continue to monitor and address blight in the City of Winsted.

➤ **2013 Liquor and Tobacco Licensing**

Ms. Boelter and Ms. Kirchoff have completed the 2013 Liquor and Tobacco Licensing for the City of Winsted. Ms. Kirchoff completes the majority of the work for this process each year and she does an exceptional job.

➤ **Banyon Dog Licensing Program**

Ms. Zeidler has done a great job of utilizing the Banyon Dog Licensing Program. The Program has the capability of running reports in different formats; which is beneficial to identifying any stray dogs that the Winsted Police Department finds. The Program also provides Ms. Zeidler with the necessary information to contact dog owners to remind them to renew their dog license(s) annually. Currently, the City of Winsted has 150 licensed dogs.

➤ **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, etcetera.

➤ **Rev Trak – Credit Card Processor**

Rev Trak is the City's credit card processor for all credit card transactions through the City's utility billing and/or general payments. They updated and improved their processing services. As a result, Ms. Zeidler and Ms. Kirchoff went through extensive training to become skilled in the new system for processing credit cards.

➤ **Health Care Reform**

Ms. Boelter, Mr. Martens and Ms. Zeidler have participated in several webinars related to the Health Care Reform to better understand the impact it will have on the City of Winsted. The three (3) of us have also heard speakers discuss the Health Care Reform at different training opportunities and/or meetings. We are completing the tasks required by the Health Care Reform.

➤ **Thank You**

Ms. Boelter thanked Ms. Kirchoff, Ms. Zeidler, Mr. Martens and the City Council for their patience and support in her extended absence.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

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

The meeting was adjourned at 6:27 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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