

City of Winsted
City Council Meeting
Council Chambers
Tuesday, June 7, 2016
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Patty Fitzgerald
Council Member Tom Ollig
Council Member Bonita Quast
Council Member George Schulenberg

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Raquel Kirchoff, Deputy City Clerk
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) Open Forum

a) Blight/Parking Complaint – Northgate Circle

Mr. John Holland, 623 Northgate Circle addressed the City Council requesting that the City ordinance related to vehicle parking on residential streets be changed. Mr. Holland stated that a neighbor in Northgate Circle has numerous vehicles parked on his property and on the road in Northgate Circle. Mr. Holland stated that the vehicles on the road do not belong to people that live in Northgate Circle and inhibit his ability to access his driveway if he would need to bring a trailer into his driveway. Mr. Holland stated that one of these vehicles parked on the road is leaking transmission fluid that ends up in the City's storm sewer. Mr. Holland stated his concerns regarding retaliation of neighbors when they are reported for a blight complaint.

Mr. Tienter read from Section 1501.014.H.1.c. of the Municipal Code of the City of Winsted; "In all residential districts, no more than five (5) motor vehicles or similar devices (to include automobiles, trucks, SUVs, boats, trailers, etcetera), may be parked or stored anywhere outside a permanent building. Any such vehicle or similar device placed upon a trailer shall constitute one vehicle for purposes of this section..." Mr. Tienter stated that there is a difference between vehicles parked on a property versus a street, and that vehicles parked on a street are not included in the number of vehicles allowed on a property

Police Chief Heldt stated that the Police Department must follow what the City ordinance states regarding street parking. He continued by stating that City ordinance does not have any time limit for how long a resident or non-resident may park on a city street outside of winter parking regulations.

Mr. Tienter stated that City staff does not find the resident in question to be out of compliance of any City ordinance.

Council Member Ollig stated that the City could direct the Planning Commission to review how other cities regulate parking on residential streets and make a recommendation to the City Council on whether or not an ordinance amendment is needed. He continued by stating that this process will likely take several months.

The City Council members agreed that the Planning Commission should review this.

Mr. Tienter stated that the Planning Commission could begin to review this information to consider an ordinance amendment at their July, 2016 meeting. He also stated that it would be a process that would take several months. Mr. Tienter stated that the City has a fee established for ordinance amendment requests of \$300.

Council Member Ollig motioned to waive the fee for an Ordinance Amendment. Council Member Fitzgerald seconded the motion. Motion Carried 5-0.

b) Tree Trimming Complaint – Mr. Ron Mills, 621 Northgate Circle

Mr. Ron Mills, 621 Northgate Circle addressed the City Council requesting that tree trimming take place in the City of Winsted. He stated that he has observed throughout the city that the trees are not being trimmed and he has one near his property where there are many dead branches that could fall and cause injury or damage, especially in high wind situations.

Mr. Tienter stated that other residents have requested tree trimming and that a plan will be developed to schedule when boulevard trees will be trimmed. In the meantime, residents should contact the Public Works Department to request trimming and that Department will contact them to let them know when or if they are able to trim the tree they are concerned about. Mr. Mills stated that he has contacted the Public Works Department but the trees do not get trimmed. Mr. Mills asked when the plan to schedule trimming would be created and what a reasonable time to create that plan was.

Council Member Ollig stated that a reasonable time to develop the plan could be one year because the city has a budget to follow and trimming throughout the entire city cannot be completed unless the budget has included this expense. Council Member Ollig asked Mr. Tienter to follow up with the Public Works Department to ensure that Mr. Mills' requests were heard by the Department and discussed with him.

Mr. Mills stated that the landscaping as you enter Northgate Estates is in disrepair. Mr. Tienter stated that he would discuss this area with the Public Works Department.

3) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – January 19, 2016

Accepted the minutes of the January 19, 2016 City Council Work Session.

b) Minutes – City Council – Regular Meeting – January 19, 2016

Accepted the minutes of the January 19, 2016 City Council Regular Meeting.

c) Minutes – City Council – Work Session – February 2, 2016

Accepted the minutes of the February 2, 2016 City Council Work Session.

d) Minutes – City Council – Regular Meeting – February 2, 2016

Accepted the minutes of the February 2, 2016 City Council Regular Meeting.

e) Minutes – City Council – Work Session – May 17, 2016

Accepted the minutes of the May 17, 2016 City Council Work Session.

f) Minutes – City Council – Regular Meeting – May 17, 2016

Accepted the minutes of the May 17, 2016 City Council Regular Meeting.

g) 179 1st Street North – Address Recognition *

Recognized the new address of 179 1st Street North for the business located in the upper level of the old City Hall building; whereas the address for the business located in the lower level of the Old City Hall building will remain 181 1st Street North.

h) Resolution R-16-26 - Winsted Volunteer Fire Department Relief Association – WHAT UP Contribution

Approved Resolution R-16-26 to accept a contribution from the Winsted Volunteer Fire Department Relief Association in the amount of \$300 to be donated to the Winsted Holding Activities that Unite People (WHAT UP) organization.

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

Approved the WHAT UP organization to have farm animals at Mill Reserve Park on Saturday, June 18, 2016.

j) Buffalo Orchestra and Road Closure Request*

Approved the request to have the Buffalo Orchestra play at Mill Reserve Park on June 18, 2016 and authorized the Chief of Police to close necessary roads for the event.

k) Overnight Camping – Hainlin Park*

Authorized Boy Scout Troop #569 from Mound, Minnesota to camp overnight on Saturday, June 18, 2016 in Hainlin Park.

l) Road Closure Request – Industrial Drive – June 9 – 12, 2016*

Authorized the Chief of Police to close, as needed, Industrial Drive from Thursday, June 9 – Sunday June 12, 2016 for the Winstock Country Music Festival.

m) 2016 Winstock Agreement Amendment

Authorized the Mayor to execute an amendment to the Winstock Country Music Festival Agreement with Church of the Holy Trinity to lease land south of Industrial Drive as designated by the City Administrator in the amount of \$300.

n) Cooperative Service Agreement – United States Department of Agriculture (USDA)

Authorized the City Administrator to execute a cooperative service agreement with the USDA to conduct a short-term Wildlife Hazard Site Visit and Evaluation for the Winsted Municipal Airport.

o) Security Bank & Trust Company – Pledged Securities

Approved the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of May, 2016.

p) Claims*

Approved the claims list for June 7, 2016.

q) Winsted Volunteer Firefighter Retirement – Mr. Chad Engel*

Accepted the retirement of Mr. Chad Engel from the Winsted Volunteer Fire Department effective June 7, 2016 at 12:01 a.m.

r) Winsted Volunteer Fire Chief – Interim Position*

Appointed Mr. Brian Langenfeld as the Interim Fire Chief with a prorated Fire Chief stipend effective June 7, 2016 to fill the vacant Fire Chief position until the City Council appoints a replacement to complete the remaining term of the current Fire Chief, which expires December 31, 2017.

s) 2015 Sanitary Sewer Cured-In-Place Pipe (CIPP) Lining Payment Request No. 2*

Approved Payment Request No. 2 in the amount of \$4,609.79 to Hydro-Klean, LLC for work completed for the 2015 sanitary sewer cured-in-place pipe (CIPP) lining project.

Council Member Ollig stated that Mayor Stotko read that the Winsted Volunteer Fire Chief position expires December 31st; so if people were listening, they may interpret that to mean it expires December 31, 2016. The current term for the Winsted Volunteer Fire Chief position expires December 31, 2017.

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

3) Public Hearings

None.

4) Old Business

None.

5) New Business

a) Winsted Municipal Airport Environmental Assessment (EA)

Mr. Ron Roetzel and Ms. Melissa Underwood provided an update of the following items regarding the Environmental Assessment for the paved runway at the Winsted Municipal Airport.

- **Department of Natural Resources (DNR) Luce Line State Trail**
 - ❖ Coordinating with the DNR to acquire property for new trail alignment and removing previous alignment
 - ❖ Parcel appraisals underway
 - ❖ Land use and property transfer will require review and approval by DNR National Park Service (NPS)
 - ❖ NPS allows one year to mitigate loss of federally funded recreation property
- **Northern Natural Gas (NNG) Line –reroute**
 - ❖ Runway shifted 100 feet west to avoid relocation of east NNG line
 - ❖ Both Federal Aviation Administration (FAA) and NNG approve proposed relocation
 - ❖ Approximately relocation costs = \$891,000 +/-30%
- **Land Acquisition Required for the Project**
 - ❖ 46.22 acres
 - ❖ One business relocation –Winsted Farmers Coop Creamery
 - ❖ This does not include any realignment of Cable Avenue
- **Wildlife Hazard Site Assessment**
 - ❖ Required by the FAA
 - ❖ To be completed by the United States Department of Agriculture (USDA) –Animal and Plant Health Inspection Services
 - ❖ USDA has completed multiple assessments for airports over the last five –ten years
 - ❖ Cost is \$1,668.71 to be reimbursed through the environmental assessment grant
- **Cable Avenue –Potential Relocation**
 - ❖ Three options proposed to Winsted Township
 - ❖ Open House approaching to consider the options
 - ❖ Winsted Township to consider the options at their July 14, 2016 meeting
- **Project Funding**

- ❖ Extra 5% from Minnesota Department of Transportation (MnDOT) Aeronautics is subject to annual funding decision by MnDOT and is not guaranteed
- ❖ All project elements are eligible for state or federal funding
- ❖ Timing of funds

➤ **Next Steps**

- ❖ Complete Section 4(f) process
- ❖ Finalize wetland review
- ❖ Wildlife Hazard Site Assessment in June
- ❖ Winsted Township open house June 23, 2016
- ❖ Winsted Township Board meeting July 14, 2016
- ❖ City Council to review the final Draft EA
- ❖ Submit final Draft EA to FAA for review
- ❖ Publish final Draft EA for 30 day public comment period
- ❖ FAA to issue a finding after public comments are addressed

Council Member Ollig asked when the City Council will be considering a decision. Ms. Underwood stated that based on the Winsted Township Open House the City Council could consider the subject again in August, 2016.

Mayor Stotko asked what the proposed cost to the hangar owners for the project will be. Mr. Roetzel explained the amount that will be assessed to existing hangar owners and future hangar owners. Mayor Stotko stated that the City will carry the amount that will be assessed for future hangars until the hangars are constructed.

6) Department Report

a) Winsted Volunteer Fire Department

Interim Fire Chief, Mr. Brian Langenfeld provided the following report concerning the Winsted Volunteer Fire Department.

Department Membership:

- Currently 21 members, two of which are probationary members. A full roster is 30 members. There are three applications on hand.

Calls:

- 294 calls in 2015.
- Currently at 105 calls in 2016, compared to 137 in 2015 at this time.
- June is one of the busiest months.

Council Member Ollig asked how many of the 105 calls were medical calls? Mr. Langenfeld stated approximately 90%.

Purchases:

- Purchased a new generator for the station to be installed by CR Electric.
- Purchased new helmets for the current members.

Trucks:

- Large repair completed on the Ladder Truck totaling approximately \$11,000 that were necessary for the certification of the ladder, which needs to be done yearly.
- Held several Truck Committee meetings and will present information to the City Council soon.

Station:

- Minor repairs needed at the station; mostly painting.
- Cement heaving, even with gutters on the building. Hoping to have the gutters piped into the storm sewer system to alleviate some of the water/heaving issue.

Activities:

- In the process of preparing for Winstock.

Training:

- Continue to use the state reimbursement program for training.

Council Member Ollig and Fitzgerald thanked Mr. Langenfeld for assuming the Interim Fire Chief position on short notice.

Council Member Ollig stated that in the past the City Council has discussed the amount of paperwork required from the Fire Chief and if there are ways for City Staff to help administratively. Mr. Tienter stated that this concern was raised by Chief Engel and is hoped to be addressed by the RFP plan.

Mr. Tienter stated that the process moving forward is to open the Fire Chief position for an internal recruitment process. The position will be posted on June 13, 2016 and close on July 11, 2016, after which interviews will be conducted. Thereafter, a new Fire Chief will be appointed to serve the remainder of the existing term.

Mayor Stotko thanked Fire Chief Engel for all the hours and service he did for the Winsted Volunteer Fire Department.

7) Organization Report

a) McLeod County Historical Society

Ms. Lori Pickell-Stangel, Executive Director for the McLeod County Historical Society provided information regarding a proposal for an outreach person Historic Partnership Community Outreach Director. This position would be able to work with city governments regarding preservation advice and grant availability.

Council Member Ollig asked if the availability of grants for buildings on national registrar are still possible if the building is privately owned. Ms. Pickell-Stangel stated yes, as long as the property owner supported their building being park of the national registrar list.

Mr. Tienter stated that this meeting is the Council's only opportunity to motion for support for this position before it is presented to the McLeod County Board. He continued by stating that there is no cost to the City of Winsted for the advancement of this position. If the City were to take advantage of what this position could provide in the future, the City may be asked to cost participate for the position.

Council Member Ollig motioned for the Mayor to sign a letter of support for McLeod County funding for a McLeod County Historic Partnership Community Outreach Director position. Council Member Schulenberg seconded the motion. Motion carried 5-0.

8) No Announcements.

9) Adjournment

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

The meeting was adjourned at 7:28 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
Deputy City Clerk
City of Winsted