

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Bonnie Quast
Council Member Dave Mochinski
Council Member George Schulenberg

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

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

a) **The Pledge of Allegiance was taken.**

b) **Presentations**

1. **Resolution R-12-13 Dedicating the Winsted Municipal Airport Arrival/Departure Building in Honor of Russ Paschke**

Mayor Stotko read Resolution R-12-13 honoring Mr. Russ Paschke for his dedication and service to the City of Winsted's Municipal Airport and to the Winsted Municipal Airport Commission; and dedicating the Winsted Municipal Airport Arrival/Departure Building in honor of Mr. Paschke.

Council Member Mochinski motioned to adopt Resolution R-12-13 dedicating the Winsted Municipal Airport Arrival/Departure Building in honor of Russ Paschke. Council Member Schulenberg seconded the motion. Motion carried 5-0.

2. **Presentation of a 125th Anniversary Medallion – Dennis Scherping**

Dennis Scherping of AWI Manufacturing, Incorporated, presented the City of Winsted with a bronze 125th Anniversary Medallion honoring the 125th Anniversary of the City of Winsted as an incorporated community.

2) **Consent Agenda**

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

a) **Minutes – City Council – Work Session – June 5, 2012**

Accepted the minutes of the City Council Work Session of June 5, 2012.

b) **Minutes – City Council – Regular Meeting – June 5, 2012**

Accepted the minutes of the City Council Regular Meeting of June 5, 2012.

c) **Minutes – City Council – Special Closed Meeting – June 5, 2012**

Accepted the minutes of the City Council Special Closed Meeting of June 5, 2012.

d) **Minutes – April 9, 2012 Planning Commission Meeting**

Accepted the minutes of the April 9, 2012 Planning Commission Meeting.

e) **Minutes – April 10, 2012 Park Commission Meeting**

Accepted the minutes of the April 10, 2012 Park Commission Meeting.

f) Minutes – May 9, 2012 Winsted Municipal Airport Commission Meeting

Accepted the minutes of the May 9, 2012 Winsted Municipal Airport Commission Meeting.

g) Liquor License

Approved the Sunday Liquor License from July 1, 2012 through June 30, 2013 for the following:

The Woods Group
Keg's Bar
121 – 1st Street North

h) Resolution R-12-14 – Election Judge Appointment

Adopted Resolution R-12-14 appointing Election Judges for the City of Winsted for the 2012 State of Minnesota's Primary and General Elections.

i) Catered Event – Winsted Municipal Airport

Approved the Blue Note to cater an event with concessions and alcohol at the Winsted Municipal Airport on Saturday, July 14, 2012.

j) Lease and Hold Harmless Agreement – National Night Out

Approved a Lease and Hold Harmless Agreement between the City of Winsted and Edco of Winsted Products, Incorporated/Charles Belanger to lease land for \$1.00 the day of Thursday, August 9, 2012, for National Night Out.

k) May, 2012 Financial Report

Approved the May, 2012 Financial Report.

l) May, 2012 Building Permit Report

Approved the May, 2012 Building Permit Report.

m) Claims

Approved the Claims List for June 19, 2012.

3) No Public Hearings.

4) No Old Business.

5) New Business

a) 2011 Audit Report

Paul Harvego and Christina Wordes of Conway, Deuth and Schmiesing, presented the City of Winsted's 2011 Audit.

Council Member Ollig motioned to approve the 2011 Audit Report as presented. Council Member Schlenberg seconded the motion. Motion carried 5-0.

b) Order for Abatement of Damaged Property at 171 McLeod Avenue West

Mr. Martens stated that a house fire took place at 171 McLeod Avenue West on August 5, 2011 and since that time, staff has attempted to contact and work with the property owner to resolve the issue by setting deadlines for action needed to remediate the damaged property.

Mr. Martens continued by stating that all deadlines have passed without any action being taken by the property owner.

Mr. Martens stated that at the June 5, 2012 Regular City Council meeting, Resolution R-12-12 was approved stating that the damaged house at 171 McLeod Avenue West was in violation of the City of Winsted's Municipal Code and that a hearing be scheduled for June 19, 2012 to determine what action should be taken to remediate the damaged property.

Mr. Martens stated that the City Council shall hold a hearing for the property owner at 171 McLeod Avenue West at tonight's Regular City Council meeting and may then issue an Order for Abatement that requires the removal of the structure unless repairs to the property are approved and commenced within a set number of days as determined by the City Council after the hearing.

Mr. Fran Eggert, City Attorney stated that he has contacted the property owner and the mortgage company regarding this matter and he has not received a response from either the property owner, the mortgage company and/or any lien holders.

Council Member Ollig motioned to adopt the Order for Abatement of Damaged Property at 171 McLeod Avenue West and that the property owner make repairs and/or present a plan to the City Council within thirty (30) days. Council Member Quast seconded the motion. Motion carried 5-0.

c) Well House Improvements

Mr. Martens stated that the 2012 Water Fund Budget includes funding to install insulation and new exterior siding for two (2) of the City's well houses. One (1) of the contractors that provided the City with a quote to install the insulation and replace the exterior siding, stated that he believed that the existing siding is approximately forty (40) years old.

Mr. Martens presented the two (2) quotes the City of Winsted's Public Works Department received:

Contractor	Quote
RAM Buildings, Incorporated	\$ 7,395.00
Mid Minnesota Builders Incorporated	\$ 6,495.00

Mr. Martens stated that Mid Minnesota Builders Incorporated provided the low quote to complete aforementioned improvements to the two (2) well houses. Staff did contact RAM Buildings, Incorporated to inform them of the quotes. A representative from RAM Buildings, Incorporated responded by stating that they could lower their quote to \$6,679.00.

Mr. Martens stated that staff is recommending that the City Council approve the low quote by Mid Minnesota Builders Incorporated. He continued by stating that the improvements to the two (2) well houses of insulation and new exterior siding will be paid from line item E-601-49400-400 Repairs and Maintenance in the Water Fund.

Council Member Schulenberg asked what type of material will be used for the exterior siding. Mr. Martens stated that it will be steel siding.

Council Member Mochinski motioned to approve City Staff to contract with Mid Minnesota Builders Incorporated to re-side the well houses in the amount of \$6,495.00. Council Member Ollig seconded the motion. Motion carried 5-0.

6) No Organization Report.

7) Department Report

a) City Clerk-Treasurer

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

- **2011 Audit**

- The 2011 Audit began the week of April 9, 2012 and was completed by the end of May, 2012.
- The City of Winsted staff did a great job preparing for the 2011 Audit. Their cooperation in providing necessary documents, and meeting with the auditors in person to discuss certain items, was greatly appreciated and made the entire process run smoothly.
- **Minnesota Clerks and Finance Officers Association (MCFOA) – Annual Conference – March 20, 2012 through March 23, 2012**
 - Ms. Boelter and Ms. Kirchoff attended the MCFOA Annual Conference in Saint Cloud, Minnesota the week of March 20, 2012 through March 23, 2012.
 - On Tuesday, March 20, 2012 the Conference began with a three (3) hour and thirty (30) minute session on the 2012 Election.
 - Both Ms. Boelter and Ms. Kirchoff attended training sessions that were pertinent to the City of Winsted and their positions with the City. Networking with staff from other cities, and consultants, is always an important part of the conference.
 - At the Thursday, March 22, 2012 MCFOA Business meeting, Ms. Kirchoff was awarded her Minnesota Certified Municipal Clerk (MCMC) designation after completing the Minnesota Municipal Clerk’s Institute in the year 2011.
- **2012 Minnesota Municipal Clerk’s Institute**
 - Ms. Zeidler attended Year One (1) of the Minnesota Municipal Clerk’s Institute in April, 2012. She received one (1) scholarship to assist with the cost of the Institute.
 - Ms. Zeidler and Ms. Boelter again taught the “*Minute-Taking, Meetings, Parliamentary Procedure*” class to Year One (1) participants at the Institute.
- **McLeod For Tomorrow Leadership Program**
 - Ms. Zeidler successfully completed the McLeod For Tomorrow Leadership Program and she has stated that the training she received has been instrumental in both her personal and professional life.
- **Minnesota Clerks and Finance Officers Association (MCFOA) – Advanced Academy**
 - Ms. Boelter has received a scholarship to assist with expenses related to the MCFOA’s Advanced Academy.
 - This two (2) day training will be held in September, 2012 and offers classes to help City Clerks receive their advanced certification through the International Institute of Municipal Clerks (IIMC).
- **Sales and Use Tax Seminar for Local Governments**
 - Ms. Boelter and Ms. Zeidler attended a Sales and Use Tax Seminar for Local Governments in Saint Paul, Minnesota in May, 2012.
 - The Seminar was taught by representatives from the Minnesota Department of Revenue.
 - Ms. Boelter and Ms. Zeidler obtained important information that will be used to develop a Sales and Use Tax Plan for the City of Winsted.
- **Public Employees Retirement Association (PERA) Training**
 - Ms. Zeidler attended PERA training in Saint Cloud, Minnesota for an overview of the program and legislative updates.
- **2012 Liquor and Tobacco Licensing**
 - Ms. Boelter and Ms. Kirchoff have completed the 2012 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.
- **2012 Primary and General Elections**
 - Ms. Boelter and Ms. Kirchoff continue to prepare for the 2012 Primary and General Elections.
 - The Primary Election will be held on Tuesday, August 14, 2012.
 - The General Election will be held on Tuesday, November 6, 2012.
 - Both Elections will be held in the Vollmer Room at City Hall.
 - The Election Judges were approved at tonight’s meeting through Resolution R-12-14.
 - Election Judge training begins the third week in July, 2012.

- Staff budgeted for the purchase of new voting booths in the year, 2012. The City's current booths are in poor condition and some are unable to be repaired. Ms. Kirchoff, Ms. Boelter, Mr. Dave Meyer and Mr. Jamie Stotko did a great deal of research to identify a suitable replacement. Ms. Boelter presented the new voting booth.
- The City of Winsted will have the position of Mayor and two (2) City Council members on the 2012 General Election ballot.
- Anyone interested in filing for any of these positions can do so at City Hall from Tuesday, July 31, 2012 through Tuesday, August 14, 2012.
- **Xcel Energy – Reporting and Repairing Street Lighting Outages**
 - Ms. Zeidler continues to work with Xcel Energy to streamline the process for reporting and repairing street lighting outages.
- **Point of Sale and Credit Card Reader Equipment**
 - Ms. Zeidler is researching the possibility of obtaining equipment and software for both *Point of Sale* and a *Credit Card Reader*. Both would benefit customers by improving the process for financial transactions.
- **Blight**
 - Ms. Boelter and Ms. Kirchoff continue to monitor and address blight in the City of Winsted.
- **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), etcetera.

8) **No Open Forum.**

9) **No Announcements.**

10) **Adjournment**

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

The meeting was adjourned at 6:55 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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