

City of Winsted
City Council Work Session
Lewis Room
Tuesday, July 7, 2015
5:00 p.m.

Present: Mayor Steve Stotko . Temporary Acting City Administrator
Council Member Bonita Quast
Council Member Max Fasching
Council Member George Schulenberg

Absent: Council Member Tom Ollig

Staff Present: Ms. Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

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

II. Barrett Park – Baseball Field Improvements – Mr. Rick Baumann

Mr. Rick Baumann, Winsted Little League Baseball Association representative, was in attendance at the Work Session. Mr. Baumann gave an overview of the proposed improvements that need to be done at Barrett Park's Baseball Field. The first part of the project consists of installing some drain tile down the third base line due to issues with drainage. The second part of the project involves replacing the nets and poles due to safety concerns. Mr. Baumann indicated the weight of the nets have resulted in the poles being pulled out of their footings and that they need to be re-anchored. The majority of the nets will be able to be reused.

Mayor Stotko stated the Park Commission recommended that the City Council approve the proposed improvements to Barrett Park's Baseball Field contingent on evaluation and recommendations from the City's Engineer. Mayor Stotko provided a brief overview of the City Engineer's findings and recommendations. The City Engineer has concluded that the drain tile will not completely eliminate the water problem since there will still be runoff from the road. If the City wanted to fix the road issue, it would cost approximately \$30,000.

Mr. Baumann stated the proposed work should be able to be completed this week.

The City Council discussed the proposed improvements to Barrett Park's Baseball Field and agreed to proceed with the improvement project as presented.

III. Order of Remediation or Abatement – 121 Baker Avenue East

Mayor Stotko gave an overview of the *Order of Remediation or Abatement* for the property at 121 Baker Avenue East that will be presented at tonight's Regular City Council meeting. Pictures of the property have been taken and are included in the Council's packet. Required improvements include erecting a fence up around the machinery and boarding up the windows and doors to make it secure because teenagers and neighbors are going into the structure. The property owner will have 30 days to take

care of it or the property will be assessed for any work completed by the City or its contractors.

IV. TDS – Public Hearing

Mayor Stotko stated at the Public Hearing at tonight's Regular City Council meeting, representatives from TDS will be presenting a proposal to operate a cable system franchise in the City of Winsted.

Mayor Stotko stated following the TDS presentation, there will be no approval needed from the City Council. TDS will be submitting a formal application following the meeting that will need to be acted on by the Council at some point.

The City Council briefly discussed the cable system being proposed.

V. Housing Study

Mayor Stotko stated he will be forwarding a PDF copy of the newly completed Housing Study to the Council. Mayor Stotko indicated he met with representatives from Community Partners Outreach and that they will be presenting at the August 4 City Council Work Shop Session.

Mayor Stotko requested the Council Members read through the information prior to the August 4 Work Session.

VI. Winsted Municipal Airport Hangar Leases

Mayor Stotko stated the City does not have a clear set of rules and procedures to follow when people sign up for an airport hangar lease or transfer a lease. The City recently had an issue come up with someone who did not have credit card and Staff was not sure what to do in order to process it. Mayor Stotko stated there were insurance and credit issues in that situation.

City Clerk Boelter stated a one-page form asking for bank verification is required to be filled out and the person in this particular situation was not agreeable to that. City Clerk Boelter indicated this is the first time something like this has occurred since she has been here. The City does have policies and procedures in place regarding the purchase or construction of a hangar but the City would not be able to enter into a land lease with the person without the form being filled out.

The City Council discussed the matter. City Clerk Boelter indicated she will review the City's policies and procedures and report back to the Council.

VII. Other

a) Aerator Request by the Winsted Lake Association

Mayor Stotko stated he received an e-mail from the lady for provided the Council with an update on the Winsted Lake Association. The Association has requested that they be allowed to run the aerator for the remainder of the summer. The City would be responsible for the electricity costs. Mayor Stotko stated the City has run the aerator at times during the summer in the past.

City Clerk Boelter stated the DNR has indicated the aerator does not need to be run during the summer and that all lakes will eventually turn green at some point during the summer.

The City Council discussed the necessity of running the aerator during the summer and the condition of the lake. It was noted it would cost the City \$550 a month to run the aerator. It was the consensus of the City Council to run the aerator in July and August.

b) Winsted Airport

Council Member Quast stated she is unsure whether the issues with the gentleman leasing Kristin Merritt the hangar and the parking have been resolved.

Mayor Stotko stated Ms. Merritt would need to approach the City if she would like them to address this situation.

City Clerk Boelter noted the language states that the Winsted Airport Commission hereby establishes the following procedures to be allowed when seeking to enter into a land lease with the City of Winsted Municipal Airport to erect a hangar for the sole purpose of aeronautic activity. Said applicant shall request to the City of Winsted Clerk-Treasurer and Winsted Airport Commission their intent of acquiring a land lease to erect a hangar. City Clerk Boelter stated the language may need to be changed to say that ~~to~~ lease a hangar.+

The language goes on to say, the applicant shall complete the enclosed application completely and thoroughly, providing their full name, current address, last previous address, telephone number of residence and work name, address, and number of present employer. The applicant shall provide references to the City of Winsted Clerk-Treasurer to be used to verify employment status and/or credit application.

City Clerk Boelter stated the gentleman did not want to complete the application and as a result he would not be able to have a land lease with the City. City Clerk Boelter recommended the language ~~to~~ lease a hangar+be added as soon as possible.

The procedures also state that the proposed tenant/lessee shall not in any way allow any liens to be placed against the real estate or any improvements located on the real estate. In the event of same, the City of Winsted shall provide written notice and the tenant shall have 60 days in which to remove any such mortgage or lien against the subject premises. If the same is not removed, the City of Winsted has the right to terminate the lease and obtain, at its option, possession of any improvements located on its real estate.

The City Council discussed the matter and requested the City Attorney review the situation.

c) City Administrator Agreement

City Clerk Boelter stated yesterday Council Member Fasching, Amanda Zeidler, and herself discussed the agreement for the new City Administrator. Some changes were made to the agreement and one of those was to eliminate the language relating to the severance package. The City Attorney's Office has reviewed the agreement and is fine with the changes.

Council Member Fasching stated the majority of the changes were made to reflect the City's personnel policy. Council Member Fasching stated if an issue arises and the agreement is unclear, the City would then go back to the personnel policy to resolve the issue.

Mayor Stotko noted that would be consistent with the other employees.

City Clerk Boelter noted if the agreement were ever to be amended, it would need to be by a vote of the City Council.

City Clerk Boelter stated an item for future consideration by the Council is whether city administrators should be allowed to write their own agreements.

The City Council discussed the City's procedures for reviewing contracts. City Clerk Boelter noted language was also included that any work performed at home by the City Administrator would need to be approved by the Mayor.

d) Winsted Fire Department

Council Member Fasching reported he attended the Fire Commission meeting last night and a discussion was had regarding potential appointments to the Winsted Fire Department. Council Member Fasching noted one of the appointments is on tonight's Consent Agenda.

VIII. Adjourn

Council Member Fasching motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 4-0.

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

Steve Stotka

Steve Stotka
Mayor and Temporary Acting City Administrator
City of Winsted

ATTEST:

Deborah R. Boelter

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