

City of Winsted
City Council Work Session
Lewis Room
July 19, 2011
5:00 p.m.

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
Raquel Kirchoff, Administrative Assistant

I. Call to Order

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

II. 2010 Audit Action Plan

Martens presented the proposed Audit Action Plan in response to the Auditor's findings during the 2010 Audit.

Council Member Quast stated that with the absence of a City Administrator during portions of the previous year, it is understandable why City Staff was not able to complete certain items, like bank reconciliations, on a monthly basis.

Mayor Stotko requested that the actions within the plan be completed by the end of 2011.

III. Winsted Library Appeal Update

Martens stated that he sent a letter, dated July 12, 2011, regarding the City of Winsted's intent to appeal the decision of the Pioneerland Library System (PLS) to share a Head Librarian with another library in their system, which is the PLS policy when a retirement occurs. Winsted Head Librarian Noerenberg's retirement announcement occurred on June 14, 2011. The Pioneer Library System will be reviewing the appeal extension request on July 21, 2011.

Martens reminded the City Council that this appeal would require a financial commitment from the City to cover a portion of the Head Librarian's salary expense and also a commitment for the purchase of materials. He presented an annual pay scenario with a head librarian at 20 hours per week, with a pay rate of \$13.67 per hour, and a library assistant at 10 hours per week, with a pay rate of \$8.82 per hour. This annual salary expense would total \$20,241. Of that amount, McLeod County is already paying \$19,100 annually, so the additional salary expense for Winsted would be minimal. In addition, \$5,089 per year for materials would need to be provided by the City.

Martens stated that fundraising options are available to help the City with these costs. Council Member Mochinski questioned what would happen if the fundraising did not produce the funds needed. Martens will ask the PLS if the City has the choice to review the option of sharing a head librarian each year, to reduce the City's expense if the City was not able to support this option in the future.

The City Council directed Martens to place this item on the next work session agenda for further review.

IV. 2011 Staff Wages

Martens stated that staff wages in 2011 have been frozen due to the uncertainty of Local Government Aid (LGA) funding allocated to the City of Winsted. After announcements from the State of Minnesota that LGA payments would be made in July and December, 2011, despite the State Government shutdown, Deb Boelter, City-Clerk Treasurer, researched the costs of a three percent (3%) increase

to full-time City employees in 2011. The total cost to give this increase would be \$5,158.54. To date in 2011, staff wages are under budget due to a period of time in which the City was without the City Administrator. Additionally, each of the City staff has worked above and beyond to maintain high quality services while being understaffed.

Martens stated that unfortunately, with the current compromise to end the Minnesota State Shutdown including another cut to the 2011 LGA payment to the City of Winsted, this increase request comes at an inopportune time. Additional cuts are proposed to be \$184,000 of the current year's budget.

Mayor Stotko recommended that the decision of an increase wait until the final LGA payment amount for 2011 was known. Council Member Ollig stated that he believes the staff is the City's biggest asset and is in favor of giving the increase in spite of 2011 LGA cuts. The City Council directed Brad to propose this increase again in a future work session, after the budget is completed, for further review. If the City Council decided to approve the increase, it would be a retroactive increase, so the decision could wait until they had further information.

V. Water Bill Survey

Martens requested feedback from the City Council on whether or not they wanted to issue a Citizen Survey in 2011. All of the Council Members stated that they appreciate the value of the survey and would like a survey to be distributed. Council Member Mochinski stated that he would like the survey to be issued in order to receive results before the City Council has its goal setting retreat in August. Martens stated that there would not be enough time for this to happen. Council Member Ollig suggested that the survey be designed at the City Council retreat, and possibly develop new questions.

The Council Members discussed options of how to inform Winsted residents of specific areas that their tax dollars provide for. Mayor Stotko proposed that Martens create a newsletter, similar to the City of Victoria's, that informs residents where their tax dollars go. Stotko will bring an example of this newsletter to Martens.

VI. Public Hearing – Background Check Ordinance

Martens stated that the McLeod County Sheriff's Office has notified the City of Winsted that the City's ordinance requiring background checks meets only "minimal requirements" and does not meet the Bureau of Criminal Apprehension's (BCA) guidelines. An ordinance change to meet these guidelines will be presented at a Public Hearing that will be scheduled for the August 2, 2011 City Council Meeting.

VII. Washouts at City Hall

Martens stated that significant washouts occurred on the lakeshore bank behind City Hall on Sunday, July 10, 2011. He stated that Bolton and Menk, Incorporated has provided a letter with recommendations to address future problems. These recommendations include that, at a minimum, the area should be filled in with heavy clay, drain tile from the top, riprap at the outlet, and a permanent erosion mat and vegetative plantings be installed. The estimated cost of this option would be \$50,000.

The recommended correction would be to install drain tile along the length of the patio, and riprap to the north of the washout, with the estimated cost being \$77,000.

Martens stated that the leftover building construction funds of \$89,000 could cover the proposed expense. The City could also ask if Crow Watershed would be willing to help with the expense. The City's insurance does not cover the wash outs. Martens has received quotes for the repair.

Council Member Mochinski stated that similar repairs have been attempted in the past. The areas have not held out like they were supposed to. He would like to see the engineers make recommendations based on big wash outs, on a consistent basis, for example, for a five (5) inch rainfall per hour, since these rain amounts are becoming more consistent.

The City Council stated that they would like to see an actual simulation done, with the Fire Department pumping heavy amounts of water into the washout areas, and have the City Engineer,

City Council, and City Administrator present to understand how to fix the problem before decisions are made regarding the best option to fix the problem.

VIII. 23998 Grass Lake Road – Detachment Discussion

Martens stated that the Planning Commission reviewed the request of Bob Hoffman, who wants to purchase the property located at 23998 Grass Lake Road, and is requesting that the City of Winsted approve the use of a well and septic system on the property, and also approve a shed that exceeds the 750 square foot allowance stated within City ordinance. The Planning Commission recommended that City staff investigate the possible detachment of the property from City limits.

Martens stated that the only way to detach land that is already part of a city is with the approval of Municipal Boundary Adjustments. To qualify, the land must be adjacent to the city's boundaries, rural in character, and not developed for urban-residential, commercial or industrial purposes.

Mayor Stotko stated that he was in favor of the detachment investigation, but wanted to make sure that a portion of Grass Lake Road be researched for this detachment also. He asked Martens if there was a cost involved with the detachment process and Martens replied that it would be his time and the paperwork involved.

The City Council directed Martens to investigate the possible detachment of the property from City limits, once the state of Minnesota is open for business.

IX. Other

- a.) Martens stated that Resolution R-11-15 was added to the Consent Agenda for the July 19, 2011 City Council meeting to submit a Phosphorus Reduction Grant application to the Minnesota Public Facilities Authority (PFA) and to authorize City officials to execute a grant agreement on behalf of the City of Winsted for the Wastewater Treatment Facility improvements.
- b.) Martens stated that he has been working on 2012 Budget planning, and budgeting around LGA cuts. Council Member Ollig stated that the City had looked at the possibility of charging franchise fees to electric and natural gas companies to generate revenue. The City Council directed Martens to research this possibility.
- c.) Martens stated that he had spoken with Greg Machmehl, Ram Buildings, Incorporated, regarding the road to the south of the Ram building being too narrow for semi-trucks to turn around. He requested feedback to see if he should continue to speak with John Entinger regarding the purchase of some of his property to widen the road to line up with McLeod County Road Five (5).

Mayor Stotko questioned if the City should discuss extending County Road Five (5) all the way to County Road Nine (9) with McLeod County. The City Council directed Martens to conduct further research on the possibility of purchasing land from Entinger.

X. Adjourn

Council Member Ollig motioned to adjourn. Council Member Schulenberg seconded. Motion carried 5-0.

The meeting was adjourned at 5:55 p.m.

Steve Stotko
Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
Administrative Assistant
City of Winsted