

City of Winsted
City Council Work Session
Lewis Room
Tuesday, October 2, 2012
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
Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

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

II. Draft Commissions Ordinance

Mr. Martens stated that at the September 4, 2012 City Council Work Session, staff was directed to begin drafting a new ordinance for the Winsted Municipal Airport Commission.

Mr. Martens presented a draft Commissions Ordinance. He stated that the first section addresses items applying to all of the City's Commissions. The following sections identify specific differences between the City's Commissions.

Mr. Martens stated that he will present the proposed Commissions Ordinance to the Planning Commission and Park Commission at their meetings on Monday, October 8, 2012.

Mr. Martens asked the City Council to discuss the proposed Ordinance and make recommendations on any changes they would like to see implemented into the Ordinance.

Council Member Quast asked if the Winsted Municipal Airport Commission members must all be residents of the City of Winsted. Council Member Ollig stated that the Ordinance states that the members should include two (2) City of Winsted residents, two (2) Winsted Municipal Airport hangar owners and one (1) member at-large.

Mr. Martens stated that the proposed Commissions Ordinance would repeal all three (3) ordinances that regulate the Planning Commission, Park Commission and Airport Commission and establish a new ordinance regulating each of the City's Commissions.

Mayor Stotko asked if the City will be required to conduct a Public Hearing for consideration of the proposed Commissions Ordinance. Mr. Martens stated yes.

Council Member Quast stated that she liked the proposal to have one (1) ordinance regulating all the City's Commissions and then specific criteria for each of the three (3) Commissions – Planning, Park and Airport.

Council Member Ollig asked if the proposed Ordinance should have a minimum number of members for each Commission since it states that the maximum number of members of each Commission is seven (7).

Council Member Ollig asked if the seven (7) members would be voting members. Mr. Martens stated yes.

Council Member Ollig asked if the City Council liaisons to each of the three (3) Commissions are voting members. Mr. Martens stated no, the liaisons are ex-officio members.

The City Council discussed and agreed that the Ordinance should include a minimum number of three (3) members on each Commission.

Mr. Martens presented certain sections of the proposed Ordinance.

Council Member Quast asked about the current status of the Winsted Municipal Airport Commission. Council Member Ollig stated that the Airport Commission has not been dissolved. He continued by stating that it is his understanding that the proposed Ordinance will be presented at a future Regular City Council meeting for discussion and approval. If the Ordinance is approved, then the Winsted Municipal Airport Commission would be dissolved and applications taken for membership. The City Council discussed and agreed that this should be the process for the Airport Commission.

Mr. Martens stated that a Public Hearing to consider the proposed Commissions Ordinance would be scheduled at the October 16, 2012 Regular City Council meeting to be held at the November 7, 2012 Regular City Council meeting.

Council Member Ollig asked about the section in the current Winsted Airport Commission Ordinance that states, *"No person shall be appointed to the Winsted Municipal Airport Commission with private or personal interest likely to conflict with the general public interest. If any person appointed shall find that his private or personal interest are involved in any matter coming before the Winsted Municipal Airport Commission, he/she shall disqualify himself/herself from taking part in action on the matter, or he/she may be disqualified by the chairperson of the Winsted Municipal Airport Commission."* Council Member Ollig asked if this same language should be in the proposed Commissions Ordinance. Mr. Martens stated that this same language is included in the general regulations for all the City's Commissions.

The City Council directed Mr. Martens to prepare the proposed Commissions Ordinance for presentation and approval at a future Public Hearing.

III. Winsted Volunteer Fire Department 2013 Budget

Mr. Martens presented the draft 2013 Budget for the Winsted Volunteer Fire Department (WVFD).

Mr. Martens stated that the WVFD draft 2013 Budget is fairly similar to the 2012 Budget with the following changes:

- **Revenues:**
 - \$2,625 increase in Training Reimbursement
 - \$303 increase in Charges for Service
 - \$400 decrease in Interest Earnings
- **Expenditures:**
 - \$10,580 increase in Fire Pension Contributions
 - \$400 increase in Office Supplies
 - \$1,500 decrease in Conference and Mileage
 - \$2,500 decrease in Wellness Program
 - \$700 decrease in New Pagers
 - \$1,679 decrease in Improvements
 - \$850 increase in Dues and Subscriptions
 - \$3,000 decrease in Vehicle Repairs and/or Supplies
 - \$525 increase in Capital Improvement Plan (CIP) Transfer

Mr. Martens stated that the decrease in the Wellness Program is the result of a new reimbursement program for the firefighters who are using the America's Fitness Center (AFC) in Winsted. The firefighters will be responsible for paying for their own membership to AFC and those firefighters that visit AFC for a certain number of visits per month will be reimbursed from the City of Winsted for their individual membership fee for that month.

Council Member Quast asked if the firefighters are using their membership at the AFC. Mr. Martens stated that the majority are not.

Council Member Ollig asked Mr. Martens if the change in expenditures to the Wellness Program means that instead of the City paying AFC a lump sum of \$6,500 annually for the WVFD's memberships, the firefighters will pay for their own membership fee and if they visit AFC a certain number of times per month the City will reimburse them for their individual membership fee for that month. Mr. Martens stated that Council Member Ollig was correct.

Council Member Schulenberg stated that Mr. Marten's proposal for the Wellness Program reimbursement in the year 2013 was discussed at the Monday, October 1, 2012 WVFD's monthly meeting that he attended. He continued by stating that the proposal was well accepted by the firefighters in attendance at the meeting.

Council Member Schulenberg stated that WVFD Chief Chad Engel indicated that the firefighters would be required to visit AFC six (6) times per month. Mr. Martens stated that six (6) times per month is what he and Chief Engel discussed. Mr. Martens continued by stating that this is a defensible reimbursement program and it can be adjusted in the future if the City Council determines that six (6) visits to AFC per month is not enough.

The City Council discussed the draft 2013 Budget.

Council Member Quast asked if the WVFD has any proposed improvements for the year 2013. Mr. Martens presented the proposed improvements that the WVFD has identified. Mr. Martens stated that proposed improvements will be budgeted for under the CIP.

Council Member Schulenberg presented information that the WVFD discussed at the October 1, 2012 meeting in regards to equipment and/or other items that will be included in the WVFD's CIP.

The City Council discussed future needs and/or purchases of vehicles for the WVFD.

IV. Fiscal Year 2013 Fee Schedule

Mr. Martens presented the proposed Fiscal Year 2013 Fee Schedule and asked for input from the City Council.

Council Member Ollig stated that he would like to see the One (1) to Four (4) Day Temporary Liquor License fee and the Peddler's Permit fee be increased. He continued by stating that he believes that the One (1) to Four (4) Day Temporary Liquor License fee should be increased to seventy-five dollars (\$75) per day.

The City Council discussed the various fees.

V. Other

a) October 2, 2012 Regular City Council Meeting Agenda Amendment – Resolution R-12-27

Mr. Martens stated that the October 2, 2012 Regular City Council meeting agenda has been amended to include Resolution R-12-27 concerning abatement of 171 McLeod Avenue West. Mr. Martens stated that Resolution R-12-27 should be approved first (1st) and the quote for the contractor to abate the property should be approved second (2nd).

Mr. Martens stated that the City has been contacted by Crow River Habitat for Humanity regarding three (3) or four (4) requests that they have received for houses to be constructed in the City of Winsted. He continued by stating that Crow River Habitat for Humanity could purchase the property at 171 McLeod Avenue West from the property owner and then they would take care of the abatement of the property.

Mr. Martens stated that the City Council should continue with the process of abatement as being presented at the October 2, 2012 Regular City Council meeting and he will continue discussions with Crow River Habitat for Humanity regarding the property at 171 McLeod Avenue West. If they are able to purchase the property from the property owner, then the City would no longer be responsible for managing the abatement of the property.

Mr. Martens recommended that the City Council add to their motion accepting the quote from the contractor that, *“the abatement be authorized by the City Administrator.”* He continued by stating that his would allow him to proceed with the abatement dependent on what happens with Crow River Habitat for Humanity.

The City Council discussed and agreed that Mr. Martens should continue discussions with Crow River Habitat for Humanity regarding the purchase of the property at 171 McLeod Avenue West.

b) Ten (10) Year Service Certificate – Jamie Stotko

Mr. Martens stated that the City will be presenting Public Works Department employee, Mr. Jamie Stotko, with a certificate recognizing him for his ten (10) years of service to the City of Winsted.

c) M and N Structures, Incorporated

Mr. Martens stated that he has been contacted by Mr. Kevin Niemeier from M and N Structures, Incorporated regarding an issue that they are having with water not draining from their property. Mr. Niemeier is asking if they can redirect the water to the City's empty lot located directly south of M and N Structures, Incorporated's property.

The City Council discussed the request from Mr. Niemeier and directed Mr. Martens to inform M and N Structures, Incorporated that they can redirect the water to the City's empty lot; however, he should inform Mr. Niemeier that if they install a drainage pipe to redirect the water and it needs to be relocated and/or removed in the future, any expenses incurred to do that will be the responsibility of M and N Structures, Incorporated.

d) Winsted Police Department Officer – Dan Pohl

Mr. Martens stated that Winsted Police Department Officer, Dan Pohl responded to an emergency call involving a Winsted resident who was in an automobile accident that is believed to be the result of the resident suffering a heart attack. He continued by stating that Officer Pohl did an outstanding job with the situation and he recommended that the City Council acknowledge him for his handling of the emergency call.

e) Feral Cats

Council Member Schulenberg stated that he has discussed the issue of feral cats with four (4) residents and they would like to see the City require that cats be licensed and on a leash if they are outside.

The City Council discussed the possibility of licensing cats.

Mr. Martens shared the responses he received from other cities regarding the issue of feral cats.

The City Council agreed that the City does need to address the issue of the feral cats in the City of Winsted. They directed Mr. Martens to research options for addressing feral cats and presenting it to the City Council at a future meeting.

VI. Adjourn

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

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

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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