

City of Winsted
City Council Meeting
Council Chambers
Tuesday, October 7, 2014
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member Tom Ollig
Council Member George Schulenberg
Council Member Max Fasching

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
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) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Special Closed Meeting – September 16, 2014

Accepted the minutes of the September 16, 2014 Special Closed City Council Meeting.

b) Minutes – City Council – Work Session – September 16, 2014

Accepted the minutes of the September 16, 2014 City Council Work Session.

c) Minutes – City Council – Regular Meeting – September 16, 2014

Accepted the minutes of the September 16, 2014 City Council Regular Meeting.

d) Minutes – City Council – Special Closed Meeting – September 29, 2014

Accepted the minutes of the September 29, 2014 Special Closed City Council Meeting.

e) One Block Walk Against Bullying

Authorized Girl Scout Troop 34045 to hold a One Block Walk Against Bullying+along the Promenade and 1st Street South on Monday, October 27, 2014 at 5:30 p.m.

f) Hay Ride Permit – Winsted Holding Activities that Unite People (WHAT UP)

Granted a hay ride permit to WHAT UP for Saturday, October 18, 2014 at 1:00 pm with the designated route as submitted to the Winsted Police Department.

g) Equipment Lease for Tractor and Trailer

Approved an equipment lease that allows WHAT UP to lease a tractor and trailer for the hay ride on Saturday, October 18, 2014.

h) Tree Stump Removal

Approved a quote from Craig Brose Stump Chipping in the amount of \$3,800 for tree stump removal in Winsted City parks.

i) Public Works Part-Time Snow Plow Operator

Appointed Mr. Dennis Skorczewski as a Part-Time Snow Plow Operator at \$14 per hour.

j) Truth-in-Taxation Hearing – Public Hearing Date and Time

Scheduled a Truth-in-Taxation Public Hearing for Tuesday, December 2, 2014 at 6:00 p.m. in the City Hall Council Chambers.

k) Resolution R-14-29 – Donation for Southview Park Improvements – Winsted Little League Baseball Association

Adopted Resolution R-14-29 to accept a donation from the Winsted Little League Baseball Association to be dedicated for improvements to Southview Park.

l) Salary Step Increase – Ms. Amanda Zeidler

Authorized a salary step increase for Ms. Amanda Zeidler, Utility Billing and Payroll Clerk effective September 9, 2014.

m) Salary Step Increase – Mr. James Lammers

Authorized a salary step increase for Mr. James Lammers, Winsted Police Department Officer effective October 15, 2014.

n) Separation Agreement and Release

Approved a Separation Agreement and Release with former Winsted Police Officer Mr. Dan Pohl, effective September 26, 2014.

o) Security Bank and Trust Company - Pledged Securities

Approved the Pledged Securities that Security Bank and Trust Company has purchased for the City of Winsted for the month of September, 2014.

p) Claims

Approved the Claims List for October 7, 2014.

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

3) No Public Hearings.

4) No Old Business.

5) New Business

a) Civil Defense Siren

Mr. Wilfahrt stated that over the past few years, City staff has identified a need for a civil defense siren in the vicinity of the Winstock Country Music Festival campgrounds. The nearest siren to the site is at the Winsted Volunteer Fire Department Station, and the audible reach of the siren does not cover the entire campground. If severe weather were to come into the area during the Winstock Country Music Festival weekend, it would be critical to have adequate warning to avoid loss of life. Additionally, with the number

of businesses and employees in that area of town, and plans for business expansion, it is a good idea to ensure sufficient warning coverage.

Mr. Wilfahrt stated that at the June 3, 2014 City Council Work Session, City staff brought forward a proposal to purchase a siren and place it on property currently owned by K-Way Express. The quote indicated the total cost of the siren would be \$19,213. This would include the siren, a pole to place it on, and all installation. The quote was from Federal Signal for a 2001-130 siren, which is the same type of siren as the majority of sirens found in McLeod County. Maintenance and operation are simplified by using the same sirens throughout the Winsted Community.

Mr. Wilfahrt stated that after the June 3, 2014 City Council Work Session, City staff explored a few alternatives including placing the siren on city-owned property on the corner of McLeod County Highway Five (5) and McLeod County Highway One (1). There is a lift station at this location; so, electricity would not have to be installed to this location. Additionally, no easement is required as there would have been in the previous location. Staff has worked with McLeod County to determine that the siren and pole would be outside of any restrictions for rights of way and visibility concerns. This arrangement would still easily have enough audible reach to serve the Winstock Country Music Festival campgrounds since it is only about seventy-five feet (75') away from the initial site. City Staff recommends installing the siren on the city-owned property.

Mr. Wilfahrt stated that Winsted Police Department Chief, Mr. Justin Heldt has been working with other entities and applying for grants for this project to help offset the cost of the siren. Currently, the City has received a \$2,500 grant from Center Point Energy, a \$2,500 grant from Pioneer Seeds, and a \$5,000 commitment from the Winstock Country Music Festival Board. The City would pay the remaining \$9,213. There will be an additional cost for the installation of electricity to the pole. The funding for the remaining balance would come from the City's Capital Equipment Fund which has a balance of \$507,876.00.

Council Member Ollig stated that it is his understanding that this siren will be able to be activated independently from the other sirens located in the City of Winsted because Winstock Country Music Festival (Winstock) would like to have the ability to forewarn the 20,000 participants at Winstock as soon as severe weather conditions have been forecasted.

Council Member Ollig asked Mr. Heldt if he would prefer that the aforementioned siren have the ability to be activated independently. Mr. Heldt stated yes.

Council Member Ollig stated that the proposed siren is not solely for Winstock. He continued by stating that it will benefit the businesses located in the existing Industrial Park and also some residential properties located in Winsted Township.

Mr. Heldt stated that he has worked with Mr. Ron Otto to receive another grant from Centra Sota in the amount of \$1,500.

Mayor Stotko asked about the life expectancy of a siren. Mr. Heldt stated that he is uncertain; however, the battery back-ups do need to be evaluated on a regular basis and replaced when necessary.

Council Member Ollig asked when the siren would be installed. Mr. Wilfahrt stated that the City would like to have it installed this fall, 2014. If not, it will be installed in the spring, 2015.

Mr. Heldt stated that it will take approximately six (6) weeks to install the siren.

Council Member Ollig commended Mr. Heldt for the work he has done on planning for the siren and obtaining grant funding.

Council Member Fasching motioned to approve the quote from Federal Signal for the purchase and installation of a 2001-130 siren on a fifty (50) foot wood pole on City owned property in the amount of \$19,213. Council Member Schulenberg seconded the motion. Motion carried 5-0.

b) Flood Plain Study

Mr. Wilfahrt stated that in July of 2014, the Federal Emergency Management Association (FEMA) began enforcing new floodplain determinations. The new determinations redefined floodplains and which

properties are contained within them. Anyone with a property within the one hundred (100) year floodplain will likely be required to pay for flood insurance if they have a mortgage on their property. There are eighty-seven (87) properties in Winsted that are within the floodplain. That is approximately nine percent (9%) of the 947 households in Winsted.

Mr. Wilfahrt stated that property owners can appeal their inclusion in the floodplain. Property owners may want to do this to avoid paying flood insurance. Others who have paid off their property or who are not required to have flood insurance may have a difficult time selling their property because of the flood insurance requirement of other mortgage providers. Additionally, some property owners' property may be in the floodplain, but their structure may not be. In that case, they should not need to carry flood insurance and will need help from an engineer to articulate that fact to FEMA to avoid a flood insurance requirement.

Mr. Wilfahrt stated that City staff has been contacted by a group of homeowners on or near Pheasant Run who would like to challenge their inclusion in the floodplain. The homeowners were curious to know how much it would cost for them to challenge the process. Staff gathered information from the Department of Natural Resources (DNR), FEMA, and Bolton and Menk, Incorporated and determined that the cost for the four to five (4-5) homeowners to complete a re-study and submit paperwork to FEMA and the DNR to appeal their inclusion in the floodplain would cost approximately \$4,800 to \$5,200.

Mr. Wilfahrt stated that City staff also inquired about how much it would cost for individual property owners to appeal the process, since it is likely that other property owners will challenge the new determinations in the future. An individual property owner would pay between approximately \$600 and \$1,000 to challenge the determination.

Mr. Wilfahrt stated that City staff further asked Bolton and Menk, Incorporated how much it would cost the City to do a full study of the floodplain throughout the City and help all of the property owners who have been erroneously included in the floodplain, or who are being charged insurance despite their structures not being included in the floodplain. A full study would include modeling of the City to determine the accuracy of FEMA and the DNR's current floodplain, completing paperwork, and communicating with FEMA and the DNR. Completion of the project would take three to six (3-6) weeks, and Bolton and Menk, Incorporated indicated that the cost would be \$7,500.

Mr. Wilfahrt stated that there are large economies of scale for the City to complete the full study. If the City does a full study, modeling, communications and paperwork with FEMA and the DNR, and surveying only needs to be done once. The study conducted by the City would last until FEMA and the DNR make new determinations, which has only been done once since the year 1989. If the process is left up to individual homeowners, each of those items would have to be done for every appeal.

Mr. Wilfahrt stated that completing a new study does not guarantee that anyone will be removed from the floodplain; however, if Bolton and Menk, Incorporated begins modeling and realizes that the determinations made by FEMA and the DNR are accurate, they will stop the process and the City will not incur the full cost as estimated above.

Mr. Wilfahrt stated that if the City determines that property owners should be removed from the floodplain, or that their property; but not their structure, is bisected by the floodplain, the City would communicate with them and help them remove any requirement for flood insurance.

Council Member Fasching stated that if there are residents who have started this process on their own, they can contact the City and work with Bolton and Menk, Incorporated.

Mr. Wilfahrt stated that if anyone has started the process on their own, they should contact the City and hopefully they can stop their process and work with Bolton and Menk, Incorporated to save themselves some money.

Council Member Ollig asked Mr. Wilfahrt if he has received any comments from residents regarding this issue. Mr. Wilfahrt stated that he has heard from four (4) to five (5) residents that they were happy that the City was doing the study.

Council Member Quast motioned to authorize Bolton and Menk, Incorporated to complete a formal review of the hydraulic modeling used to establish the City's preliminary Digital Flood Insurance

Rate Map of County Ditch Ten (10) to ensure its accuracy. Council Member Ollig seconded the motion. Motion carried 5-0.

c) Winsted Volunteer Fire Department Station – Roof Replacement – REMOVED

Mayor Stotko stated that the Winsted Volunteer Fire Department (WVFD) Station's roof replacement has been removed from tonight's Agenda.

Mr. Wilfahrt stated the item was removed from the Agenda so that City staff can do some more research.

6) No Organization Reports.

7) Department Report

City Clerk-Treasurer

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

➤ **Year 2014 Primary and General Elections**

- Ms. Kirchoff obtained applications from residents who wanted to serve as Election Judges. She then schedules each Election Judge for the training that they are required to have. The training is held at the McLeod County Auditor's office.
- The Primary Election was held on Tuesday, August 12, 2014.
 - ❖ The entire day ran smoothly.
 - ❖ Mr. Vern Christenson served as the Head Election Judge for the morning shift.
 - ❖ Ms. Karla Otterness served as the Head Election Judge for the afternoon and evening shift.
 - ❖ The City had 1242 registered voters the morning of the Primary Election. 113 residents voted at the polling place and nine (9) Absentee Ballots for a total of 122 voters. For comparison purposes, in the year 2012 Primary Election we had 184 residents vote at the polling place and ten (10) Absentee Ballots for a total of 184 voters.
- Pre-General Election Review
 - ❖ Ms. Kirchoff, Ms. Zeidler and Ms. Boelter attended a Pre-General Election Review meeting in McLeod County yesterday, Monday, October 6, 2014.
 - ❖ The majority of the meeting was to discuss the processes of the Primary Election and what changes needed to be made and/or followed during the General Election.
 - ❖ The McLeod County Auditor, Ms. Cindy Schultz, did comment that the number of voters from McLeod County that voted in the Primary Election was the lowest she remembers.
- The General Election will be held on Tuesday, November 4, 2014.
 - ❖ Incumbent Mayor Stotko has filed for the Mayor's position.
 - ❖ Incumbents Council Member Schulenberg and Council Member Fasching have filed for the two (2) council member positions that will be open.
- Voting was conducted at St. Mary's Care Center during the Primary Election and will be done again during the General Election.

➤ **Winsted Volunteer Fire Department's - 125th Anniversary Celebration**

- Ms. Kirchoff, Ms. Zeidler and Ms. Boelter assisted with the planning for the Winsted Volunteer Fire Department's 125th Anniversary Celebration as needed.

➤ **Blight**

- Ms. Kirchoff and Ms. Boelter continue to address blighting properties within the City of Winsted.
- The majority of blight issues in the year 2014 have been tall grass and/or weeds.
- The Winsted Police Department has been instrumental in keeping Ms. Kirchoff and Ms. Boelter informed of blighting properties. They have taken pictures, posted notices and/or assisted with re-inspection of the properties cited.

➤ **Minnesota Clerks and Finance Officers Association (MCFOA) – Advanced Academy**

- Ms. Kirchoff and Ms. Boelter attended the MCFOA Advanced Academy.
- Ms. Boelter received a scholarship of \$150 to assist with expenses related to the MCFOA's Advanced Academy. The registration fee is \$195 and the scholarship reduces

the registration fee to \$45. Only one (1) person per City is allowed to obtain a scholarship.

- This two (2) day training was held in Rochester, Minnesota on Thursday, September 11, 2014 and Friday, September 12, 2014.
 - ❖ The Advanced Academy offers classes that provide information to assist City Administrators and/or City Clerks in their positions in the cities they work for.
 - ❖ Attendance in the two (2) day program also helps City Administrators and/or City Clerks receive their advanced certification through the MCFOA and the International Institute of Municipal Clerks (IIMC).
 - ❖ Thursday's classes included *Citizen Engagement* and *Facilitating for a Purpose: Building Consensus Across Departments and Political Boundaries*.
 - ❖ Friday's class was about *How to be Ethical in the Public Sector*.
- On Wednesday, September 10, 2014 Ms. Kirchoff and Ms. Boelter attended an Athenian Dialogue.
 - ❖ The book that was read for discussion was titled, *Breaking Trail: A Climbing Life* by Ms. Arlene Blum.
 - ❖ The book was about Ms. Arlene Blum and the role mountain climbing had in her life and the leadership skills that it taught her.
 - ❖ The group then discussed how Ms. Blum's leadership skills and techniques can be used in our roles as City Administrators and City Clerks.
 - ❖ Ms. Kirchoff and Ms. Boelter must then write a paper on the book and the discussion.
 - ❖ Both of us have submitted our papers and have received credit to be used to receive our advanced certification through the MCFOA and through the International Institute of Municipal Clerks (IIMC).

➤ **Winsted Police Department Officer Interviews**

Ms. Kirchoff, Ms. Zeidler and Ms. Boelter assisted with the Winsted Police Department's hiring process for a new Police Officer in July, 2014. We will again be assisting with the hiring process that begins with the initial interviews next Thursday, October 16, 2014.

➤ **Winsted Municipal Airport – Annual Maintenance Reimbursement**

Ms. Zeidler completed the forms for the Winsted Municipal Airport's annual maintenance reimbursement from the Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA).

- The City receives a percentage of the expenses incurred at the Airport from July 1st through June 30th of each year.
- The qualifying expenses include such things as electricity, gas, telephone, and etcetera.
- The amount received for July 1, 2013 through June 30, 2014 was \$5,893.80.

➤ **Health Insurance Renewal**

Ms. Zeidler and Ms. Boelter are working with Mr. Wilfahrt on the City employee's Health Insurance renewal.

➤ **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), Winsted Area Chamber of Commerce, Winstock Country Music Festival, etcetera.

Mayor Stotko asked Ms. Boelter to give a brief overview of a typical day of work for the City Clerk-Treasurer. Ms. Boelter gave a brief overview of the work she completed today, October 7, 2014. Ms. Boelter stated that the day included:

- ✓ Receiving a complaint about several blighted properties in the City and driving to evaluate the alleged blighted properties and taking pictures.
- ✓ Contacting the individual regarding the findings about the alleged blighted properties through telephone conversation and electronic mail (e-mail).
- ✓ The individual also had some concerns about whether a property owner had obtained a Building Permit to make improvements to their house. He also asked the City to determine if two (2) houses in his neighborhood were actually being rented out and if yes, did the property owner obtain a Rental Housing Permit. Ms. Boelter contacted the City's Building Inspector and asked him to follow-up on the aforementioned concerns.
- ✓ Preparing for tonight's City Council Work Session and Regular City Council meeting.

- ✓ Contacting business owners who agreed to donate services and/or conduct tours for the *McLeod For Tomorrow* Leadership Program being held in the Vollmer Room at City Hall on Thursday, October 23, 2014.
- ✓ Addressing a public nuisance complaint on a City property. Again, Ms. Boelter contacted the Winsted Police Department Chief, Mr. Justin Heldt and the City Building Inspector to evaluate the possibility of a public nuisance and how to proceed accordingly.

Ms. Boelter stated that a typical day includes recording invoices into the City accounts payable and issuing checks when needed. Ms. Boelter continued by stating that the financial duties and responsibilities of the City Clerk-Treasurer are a large part of her position with the City.

8) No Open Forum.

9) Announcements

a) Winsted Volunteer Fire Department – 125th Anniversary Celebration

Council Member Schulenberg thanked everyone who attended the Winsted Volunteer Fire Department's (WVFD) 125th Anniversary celebration.

Council Member Schulenberg also stated that if anyone would be interested in becoming a volunteer firefighter for the WVFD, they should contact him or WVFD Chief, Mr. Chad Engel.

b) Dollar General – Sod Installation

Council Member Fasching asked Mr. Wilfahrt to give an update on the installation of sod at Dollar General.

Mr. Wilfahrt gave an update on when the sod was going to be installed.

10) Adjournment

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

The meeting was adjourned at 6:35 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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