

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, October 15, 2013  
5:00 p.m.

Present: Mayor Steve Stotko  
Council Member Bonnie 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. Dave Meyer, Public Works Department Maintenance Supervisor

### **I. Call to Order**

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

### **II. Winsted Public Library Options**

Mr. Wilfahrt presented the two (2) remaining options for the proposed Winsted Public Library.

- Option One (1): Leave the Library as is. 1,700 square feet of space.
- Option Two (2): Expand through the north wall of the existing Library increasing the space to 2,500 square feet.

Mr. Bob Bayerl, Mr. Don Bayerl and Ms. Jane Bayerl, the owners of the building where the Winsted Public Library is currently located (the address of the Library is 180 Main Avenue West) were in attendance at the Work Session.

The Bayerls requested that the City of Winsted enter into a five (5) year lease with them for the space used by the Library in their building.

The City Council discussed the proposed options for the Library and the five (5) year lease.

The City Council directed Mr. Wilfahrt to work with the Bayerls and the City Attorney, Mr. Fran Eggert, to enter into a five (5) year lease agreement for the Winsted Public Library pursuant to option two (2); expanding through the north wall of the existing Library and increasing the space to 2,500 square feet.

### **III. Yard Waste Funding Agreement**

Mr. Wilfahrt stated that in June of 2013, McLeod County approved a Yard Waste Funding Agreement and presented it to the City of Winsted. The Agreement would continue the partnership between the City of Winsted and McLeod County to provide the residents of Winsted with a site to dispose of their yard waste with terms similar to past agreements.

Mr. Wilfahrt stated that the City is still responsible to pay twenty-five percent (25%) of the cost of the Brush Site with McLeod County paying fifty percent (50%) and Creekside Compost Facility, Hutchinson, Minnesota, paying approximately twenty-five percent (25%). The annual total cost to the City of Winsted for their Brush Site is estimated to be \$1,600.

Mr. Wilfahrt stated that the Agreement indicates that the City of Winsted will participate in the McLeod County Recycling Program; but, there was no mention of a plan to conduct a study on single sort recycling. Mr. Wilfahrt continued by stating that it is staff's understanding that there is a strong desire from Winsted residents to explore the single sort recycling option.

Mr. Wilfahrt stated that City staff and Mayor Stotko recently met with McLeod County Commissioner, Mr. Paul Wright and he indicated that McLeod County is in the process of

conducting a study on single sort recycling. Mr. Wright stated that the study should be completed sometime in November, 2013 and City staff will communicate the findings of the study to the City Council at that time.

Mr. Wilfahrt stated that the City can opt out of the Agreement at any time with thirty (30) days notice.

Mr. Wilfahrt stated that the Agreement will be on the Consent Agenda at the Regular City Council meeting for City Council approval.

The City Council discussed and agreed to approve the Yard Waste Agreement.

#### **IV. Ice Skating Rink Discussion**

Mr. Wilfahrt stated that one (1) of the goals set at the February, 2013 Goal Setting session by the City Council was to provide the community with a lighted ice skating rink. City staff has spent a substantial amount of time exploring the available options for an ice skating rink; however, due to time constraints, the City will not be able to construct a permanent, lighted and boarded rink in the year 2013.

Mr. Wilfahrt stated that despite not being able to provide a permanent ice skating rink, he met with Mayor Stotko and Mr. Dave Meyer, Public Works Department Maintenance Supervisor to discuss the possibility of creating a temporary ice skating rink near Denis M. Campbell Baseball Field where the permanent rink is expected to eventually be located.

Mr. Wilfahrt stated that in order to develop the ice skating rink, the land would need to be graded and the area would be flooded once the ground has frozen. The rink would be one hundred seventy (170) feet by seventy-two (72) feet which is approximately eighty-five percent (85%) of the size of a regulation ice skating rink. That is the largest size that would fit in the area available near Denis M. Campbell Baseball Field.

Mr. Wilfahrt stated that he visited the site located near Denis M. Campbell Baseball Field for the proposed ice skating rink with Mr. Aaron Kubasch, Kubasch Excavating, to obtain an approximate cost to grade and prepare the site. Mr. Kubasch recommended that the City complete soil borings on this site to determine that the soil is suitable for the installation of concrete.

The City Council discussed and directed Mr. Wilfahrt to contact Mr. Craig Remer, C.R. Electric, Incorporated, to determine if lighting could be installed in the parking lot adjacent to Denis M. Campbell Baseball Field and/or if the existing basketball court, located on the corner of Main Avenue West and Third (3<sup>rd</sup>) Street North, could be flooded and used for a temporary ice skating rink.

#### **V. Other**

##### **a) Public Works Department – New Snow Plow Truck**

Mr. Dave Meyer, Public Works Department Maintenance Supervisor, presented the new snow plow truck to the City Council.

##### **b) Flagship Insurance Services**

Mr. Wilfahrt presented a *Business Associate Contract* between the City of Winsted and Flagship Insurance Services.

Mr. Wilfahrt stated that in order for Flagship Insurance Services to continue to receive protected health information (PHI) from third (3<sup>rd</sup>) parties on the City's behalf while assisting us with our employee benefit needs, the Health Insurance Portability and Accountability Act (HIPAA) Privacy and Security Rules require that Flagship Insurance Services enter into a *Business Associate Contract*.

The City Council discussed and directed Mr. Wilfahrt to put the *Business Associate Contract* on the November 6, 2013 Regular City Council meeting Consent Agenda for approval.

**c) Herald Journal Building – Water and Sewer Connection**

Council Member Ollig asked for an update on the proposed water and sewer connection to the Herald Journal building.

Mayor Stotko and Mr. Wilfahrt gave a brief update.

**d) Millerbernd Manufacturing Building Addition – Fire Hydrant**

Council Member Schulenberg asked for an update on the proposed fire hydrant for the Millerbernd Manufacturing building addition.

Mr. Wilfahrt stated that he is discussing the fire hydrant with Mr. Trevor Millerbernd and the City Building Inspector.

**e) Vollmer Room Use Policy**

Council Member Fasching stated that he has been asked what non-profit organizations can use the Vollmer Room free of charge.

Ms. Boelter gave a brief overview of what organizations are allowed to use the Vollmer Room according to the current *Vollmer Room Use Policy*.

Ms. Boelter stated that City staff is currently evaluating the *Vollmer Room Use Policy* and will bring any proposed amendments to the City Council for future discussion.

**f) Copier Lease**

Ms. Boelter stated that the City's current copier lease expires in January, 2014; so, City staff is obtaining quotes for a new copier and they will be presented to the City Council at a future meeting for discussion and approval.

**VI. Adjourn**

**Council Member Quast motioned to adjourn the meeting. Council Member Schulenberg 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