

City of Winsted
City Council Work Session
Lewis Room
Tuesday, October 21, 2014
5:00 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

I. Call to Order

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

II. Personnel Policy

Mr. Wilfahrt stated that City staff has done a final review of the Personnel Policy after the previous discussion with the City Council regarding amendments to the previous Policy. Since the time that the Personnel Policy was initially presented to the City Council, there was additional language added by the City Attorney regarding wage disclosure, familial status, nursing mother, sick time use, pregnancy and parenting leave, and pregnancy accommodations. All of that language is mandatory because of state or federal law.

Mr. Wilfahrt stated that the only item that City staff added was a provision to allow staff to accrue overtime if their normal work shift is extended beyond one (1) hour due to an emergency or inclement weather. The reason for the change is that City staff who respond to inclement weather or emergencies may be required to work late into an evening, and may not be able to get overtime. For instance, if a snow storm hit on a December 23rd, currently City staff could work late into the night without accruing overtime. This situation is not anticipated to occur often, and therefore will not substantially impact the budget.

The City Council discussed and directed Mr. Wilfahrt to move forward with approval of the Employee Personnel Policy as amended.

III. Frozen Water Line Policy

Mr. Wilfahrt stated that in the winter months of the years 2013 through 2014 the State of Minnesota saw record cold temperatures and inclement weather. This weather caused a number of issues including a number of frozen water lines in several areas of the City. City Staff and the City Council worked to address these issues by meeting with property owners, talking to other communities, and holding special meetings to discuss the issue. After working through all of the aforementioned steps, City Staff received specific direction on how to handle frozen water line situations. To avoid delays in the future when frozen water lines are reported to the City, City Staff has prepared a Frozen Water Line Policy. Mr. Wilfahrt presented the proposed Policy.

Mr. Wilfahrt stated that the Policy will allow staff to act immediately when a water or sewer line is frozen. It covers the precedents and direction set by the City Council during the issues encountered in the winter months of the years 2013 through 2014 and include:

- ✓ The property owner will be responsible for the lateral water line from their property line to their building.
- ✓ The City will be responsible for the lateral water line from the property owner's property line to the water or sewer main.

- ✓ Property owners will be responsible for determining whether their lateral water line is frozen and will do so by hiring a licensed professional plumber to determine that the line is frozen beyond the property line.
- ✓ City staff can act immediately to fix a frozen water line first through thawing and then excavation. Typically unbudgeted expenditures over \$1,000 would require City Council approval; however, frozen water lines will be considered an emergency and therefore exempt from this requirement.

The City Council discussed and decided to TABLE further discussion regarding the proposed Frozen Water Line Policy to the November 3, 2014 City Council Work Session. They directed Mr. Wilfahrt to have the Public Works Department's Maintenance Supervisor, Mr. Dave Meyer, in attendance at the Work Session to answer questions that the City Council has.

The City Council directed City Staff to publish procedures for running water in the winter months to avoid frozen pipes as outlined in the *Policy and Procedures for Water/Sewer Billing Estimates and Unusually High Meter Readings* that was approved by the City Council on April 1, 2014.

IV. Year 2015 General Fund Budget Update

Mr. Wilfahrt stated that the City of Winsted recently received updated tax rate information from the McLeod County Auditor's office. The data shows that the Preliminary Levy set by the City of Winsted results in an increase of .345% to the City's tax rate.

Mr. Wilfahrt presented the effect of the aforementioned tax rate increase on residential and commercial properties.

Residential Property Taxes					
Property Value	Taxable Market Value	Tax Capacity	Year 2014 City Tax	Year 2015 City Tax	Difference
\$76,000	\$45,600	\$456.00	\$ 390.61	\$ 404.84	\$ 14.23
\$150,000	\$126,260	\$1,262.60	\$ 1,081.54	\$ 1,120.94	\$ 39.39
\$250,000	\$235,260	\$2,352.60	\$ 2,015.24	\$ 2,088.64	\$ 73.40
\$350,000	\$344,260	\$3,442.60	\$ 2,948.93	\$ 3,056.34	\$ 107.41

Commercial Property Taxes					
Property Value	Taxable Market Value	Tax Capacity	Year 2014 City Tax	Year 2015 City Tax	Difference
\$100,000	\$100,000	\$1,500.00	\$ 1,284.90	\$ 1,331.70	\$ 46.80
\$250,000	\$250,000	\$4,250.00	\$ 3,640.55	\$ 3,773.15	\$ 132.60
\$500,000	\$500,000	\$9,250.00	\$ 7,923.55	\$ 8,212.15	\$ 288.60
\$1,000,000	\$1,000,000	\$19,250.00	\$ 16,489.55	\$ 17,090.15	\$ 600.60
\$2,500,000	\$2,500,000	\$49,250.00	\$ 42,187.55	\$ 43,724.15	\$ 1,536.60
\$5,000,000	\$5,000,000	\$99,250.00	\$ 85,017.55	\$ 88,114.15	\$ 3,096.60

Mr. Wilfahrt referenced his memo that he presented to the City Council on August 5, 2014:

- Outlined the increases and decreases to the revenues and expenditures in the year 2014 General Fund Budget to the year 2015 General Budget.

The City Council discussed and directed Mr. Wilfahrt to evaluate the year 2015 Preliminary Levy and find areas to cut the General Fund Budget; so, there is a zero percent (0%) increase to property taxes and present his findings at a future City Council meeting.

Mr. Wilfahrt stated that he will be presenting the City's other Budgets for the year 2015 at a future City Council meeting in November:

- Water Fund Budget
- Sewer Fund Budget
- Winsted Municipal Airport Budget
- Etcetera

V. Other

a) Winsted Lake – Lighted Water Fountain

Council Member Ollig asked if City Staff has done any research on installing a lighted water fountain on Winsted Lake.

Mr. Wilfahrt gave an update on the research being done by City Staff in regards to the installation of a lighted water fountain on Winsted Lake.

Mr. Wilfahrt stated that he did confer with the Minnesota Department of Natural Resources (MN DNR) and they indicated that if the City would install a lighted water fountain, they would still need to run the aerator for the Lake.

VI. Adjourn

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

The meeting was adjourned at 5:30 p.m.

Steve Stotka

Steve Stotka
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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