

City of Winsted  
City Council Meeting  
Council Chambers  
November 7, 2012  
6:00 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  
Chad Engel, Winsted Volunteer Fire 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**

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

a) **Minutes – City Council – Work Session – October 16, 2012**

Accepted the minutes of the City Council Work Session of October 16, 2012.

b) **Minutes – City Council – Regular Meeting – October 16, 2012**

Accepted the minutes of the City Council Regular Meeting of October 16, 2012.

c) **Truth & Taxation Hearing – Public Hearing Date and Time**

Scheduled a Truth-in-Taxation Public Hearing for Tuesday, December 4, 2012 at 6:00 p.m. in the City Hall Council Chambers.

d) **Schedule Public Hearing – Mayor and City Council Salary Ordinance**

Scheduled a Public Hearing for Tuesday, December 4, 2012 at 6:00 p.m. in the City Hall Council Chambers to consider an amendment to the Mayor and City Council Salary Ordinance decreasing City Council compensation.

e) **2013 Assessment Agreement – McLeod County Assessor**

Approved the year 2013 Assessment Agreement between the City of Winsted and the McLeod County Assessor for \$12,023.

f) **Meeting Reschedule – City Council Work Session – January 1, 2013**

Authorized the City Council Work Session, scheduled for Tuesday, January 1, 2013, to be rescheduled to Wednesday, January 2, 2013 at 5:00 p.m., due to the New Year's Day Holiday.

g) **Meeting Reschedule – Regular City Council Meeting – January 1, 2013**

Authorized the Regular City Council Meeting, scheduled for Tuesday, January 1, 2013, to be rescheduled to Wednesday, January 2, 2013 at 6:00 p.m., due to the New Year's Day Holiday.

**h) Vollmer Room Use – Leadership Retreat**

Authorized the Howard Lake-Waverly-Winsted School District Administrative Staff to schedule the Vollmer Room for use in the month of November, 2012 for a Leadership Retreat.

**i) Canvassing Board Meeting – Thursday, November 15, 2012**

Scheduled a Winsted City Canvassing Board Meeting on Thursday, November 15, 2012 at 9:00 a.m. in the Lewis Room at City Hall to declare the results of the 2012 General Election.

**j) Flagship Bank of Winsted – Pledged Securities**

Approved the Pledged Securities that Flagship Bank of Winsted has purchased for the City of Winsted for the month of October, 2012.

**k) Claims**

Approved the Claims List for November 7, 2012.

**3) Public Hearings**

**a) Public Hearing – Ordinance O-12-08 – 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. As he looked into possible options for an Airport Commission Ordinance, it became evident that each of the City's Commission Ordinances should be updated.

Mr. Martens stated that he drafted a Commissions Ordinance which was reviewed by the City Council at their October 2, 2012 Work Session. The City Council suggested a few changes and directed Mr. Martens to bring it to the Planning Commission, Park Commission, and Airport Commission for their review.

Mr. Martens stated that he did present the proposed Ordinance to both the Planning Commission and the Park Commission on October 8, 2012. He continued by stating that both the Planning Commission and the Park Commission were in favor of the proposed Ordinance.

Mr. Martens stated that he did send an electronic mail to the current Winsted Municipal Airport Commission members regarding the proposed Commissions Ordinance and he did not receive any feedback from them.

Mr. Martens stated that on October 16, 2012 the City Council called for a Public Hearing to take place at the November 7, 2012 Regular City Council meeting to review the proposed Commissions Ordinance.

Mr. Martens gave a brief overview of the proposed Commissions Ordinance:

- The Commissions will consist of three (3) to seven (7) members.
- Commission members will be appointed by City Council.
- Any member of a Commission serves at will and may be removed with or without cause, from office, by a majority vote of the City Council.
- The Planning Commission members shall be paid the sum of \$25.00 for each meeting and other Commissions are not compensated.
- Members will have three (3) year terms.
- There will be no limits on the number of terms a Commission member can serve.
- A Chairperson and a Vice-Chairperson are required for each Commission and the position will be a one (1) year term.
- The proposed Commissions Ordinance outlines the recruitment process for Commission members.
- The City Council shall appoint one (1) of its members as an ex-officio member.
- The Chairperson from each Commission shall make a report to the City Council once a year at a Regular City Council meeting.

- Commission members will be dismissed from their Commission if they miss one-third (1/3) of the scheduled meetings.
- No Commission member may vote on a matter in which the member has a direct or indirect financial interest.
- Commission members shall refrain from bidding or entering into contracts, or other engagements with the City.

Mr. Martens recommended that the City Council adopt Ordinance O-12-08 amending Chapter Two (2) of the Municipal Code of the City of Winsted concerning the Commissions and Volunteer Fire Department.

Mayor Stotko asked for public comment. No public comment was received.

**Council Member Ollig motioned to close the Public Hearing. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

**Council Member Quast motioned to adopt Ordinance O-12-08 amending Chapter Two (2) of the Municipal Code of the City of Winsted concerning the Commissions and Winsted Volunteer Fire Department. Council Member Mochinski seconded the motion. Motion carried 5-0.**

Mr. Martens stated that there were no text changes in regards to the Winsted Volunteer Fire Department Ordinance, it was just within the Commission's Ordinance.

**4) No Old Business.**

**5) New Business**

**a) Commission Re-appointments**

Mr. Martens stated that the City Council has adopted Ordinance O-12-08 amending Chapter Two (2) of the Municipal Code of the City of Winsted concerning the Commissions and Volunteer Fire Department at their November 7, 2012 Regular City Council meeting. They will now need to re-appoint Commission Members.

Mr. Martens stated that in previous discussions, the City Council has stated they would like to re-appoint all current members of the Planning Commission and the Park Commission. The City Council has also stated, in previous discussions, it would like to hold an open application process for the Winsted Municipal Airport Commission.

Mr. Martens presented the recommended Planning Commission re-appointment list as discussed with the City Council:

<b>Planning Commission</b>	<b>Term Expires</b>
Marv Ebersperger (2012 Chairperson)	December 31, 2015
JoLynn Cafferty (2012 Vice-Chairperson)	December 31, 2015
Mike Guggemos	December 31, 2014
Max Fasching	December 31, 2014
Dan Dickhausen	December 31, 2013
Tom Ollig - Ex-Officio	
Brad Martens - Ex-Officio	

Mr. Martens presented the recommended Park Commission re-appointment list as discussed with the City Council:

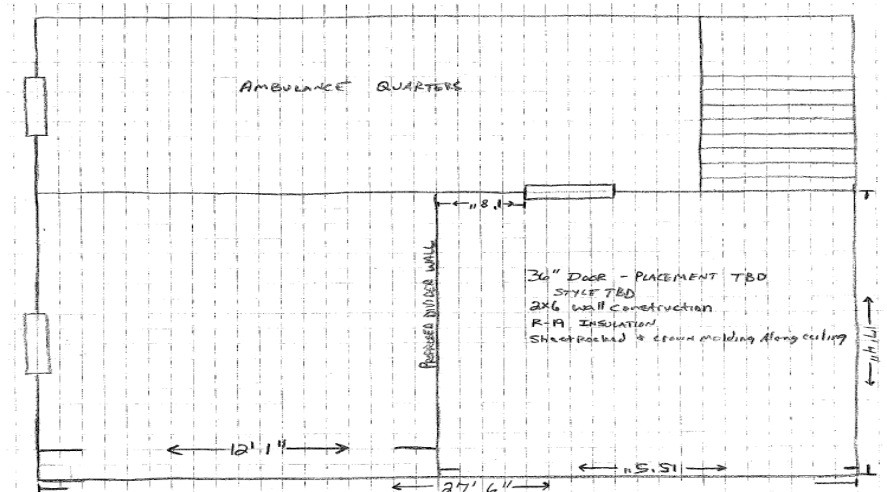
<b>Park Commission</b>	<b>Term Expires</b>
Amanda Alquire (2012 Chairperson)	December 31, 2015
Kimberly Moen (2012 Vice-Chairperson)	December 31, 2015
Steve Ebert	December 31, 2014
Petie Littfin	December 31, 2014
Vacant	December 31, 2013
Bonnie Quast - Ex-Officio	
Brad Martens - Ex-Officio	

**Council Member Ollig motioned to re-appoint Commission members to the Planning Commission and Park Commission. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

**b) Fire Station Improvement Request**

Mr. Martens stated that the Winsted Volunteer Fire Department (WVFD) Chief, Chad Engel, is requesting approval to make office improvements to the Fire Station. The improvements would result in an updated office space in which a private meeting could be held. The cost for the improvements would be less than \$2,000 and be funded out of the Fire Department's year 2012 budget under the line item titled "Improvements". No additional funds are required.

Mr. Martens presented a drawing detailing the proposed improvements.



Council Member Ollig stated that in past City Council meetings there have been discussions about installing roof gutters on the WVFD's Fire Station to help with the ice, the water and the heaving of the cement around the Fire Station. He asked if this project was also scheduled for the year 2012. Chief Engel stated that he is obtaining quotes for the installation of roof gutters. Mr. Martens stated that the roof gutters would be a project for the year 2013.

Council Member Schulenberg stated that at the last WVFD monthly meeting that he attended, they discussed the roof gutters and it would be a project for the year 2013.

**Council Member Schulenberg motioned to authorize the Winsted Volunteer Fire Department to make office improvements to the Fire Station not to exceed \$2,000. Council Member Ollig seconded the motion. Motion carried 5-0.**

**c) Resolution R-12-31 – Local Board of Appeals and Equalization Powers**

Mr. Martens stated that annually, in the month of April, the City Council holds a Local Board of Appeals and Equalization Hearing for property owners wishing to appeal the market value assigned to their property. In order for the City Council to hold this Hearing, each City Council Member must be trained on a regular basis on how to hold the hearing. Currently, the training has expired for Mayor Stotko and Council Member Mochinski. Additionally, there has been some discussion about whether the City Council would like to continue to hold the Hearing locally or transfer the board powers to the McLeod County Board of Appeal and Equalization.

Mr. Martens stated that the City Council discussed this item at the October 16, 2012 Work Session and directed staff to look into transferring the powers to McLeod County. Mr. Martens continued by stating that he contacted the McLeod County Assessor, and both the McLeod County cities, Plato and Stewart, have transferred their Local Board of Appeal and Equalization powers to McLeod County.

Mr. Martens stated that the residents in these communities are given a notice of an “open book” meeting with the McLeod County Assessor’s staff to look into any concerns they have. The items are either taken care of at that meeting or are forwarded to the McLeod County Board of Appeal and Equalization. Essentially it is the same process but takes place at the McLeod County offices instead of locally at City Hall.

The City Council discussed whether they should conduct the Local Board of Appeal and Equalization Hearing at the local level or transfer their powers to McLeod County.

Council Member Ollig and Council Member Quast stated that they believe it is important to continue the Local Board of Appeal and Equalization Hearing at the local level with the Winsted City Council.

**Mayor Stotko motioned to adopt Resolution R-12-31 transferring the City of Winsted Local Board of Appeal and Equalization powers to McLeod County. Council Member Schulenberg seconded the motion. Motion carried 3-2. Council Member Quast and Council Member Ollig opposed.**

**d) Engineering Projects – Industrial Park Feasibility Study and Pavement Management Plan Update**

At the August 7, 2012 City Council Meeting, the City Council approved the decertification of Tax Increment Financing District Number Six (TIF District #6). The action resulted in the remaining funds from the TIF District #6 being dispersed to the City of Winsted, McLeod County, and the Howard Lake-Waverly-Winsted School District. The portion allocated to the City of Winsted was in the amount of \$40,900.93.

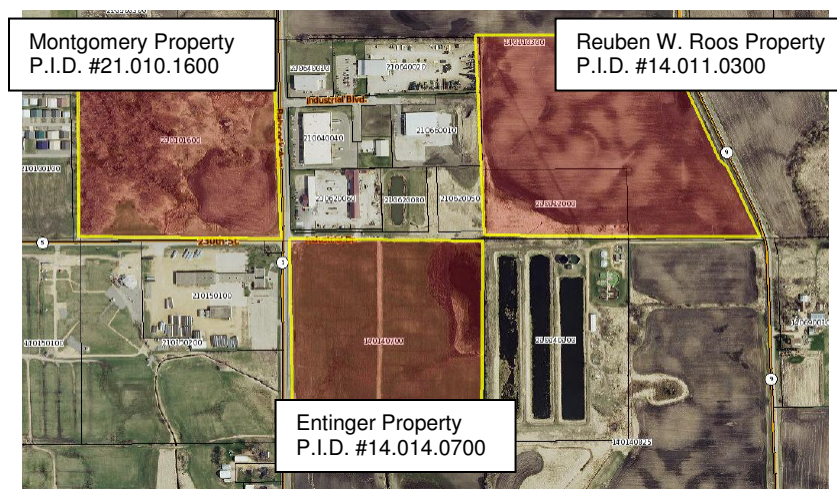
Mr. Martens stated that he asked for direction from the City Council at their September 18, 2012 City Council Work Session on how to best use the TIF District #6 decertification funds. At this meeting staff was directed to obtain a quote on completing a Feasibility Study for a future Industrial Park and for updating the City’s Pavement Management Plan.

Mr. Martens stated that the City’s engineer, Mr. Jake Saulsbury of Bolton and Menk, Incorporated, has provided the City with quotes to complete the work as requested:

- The estimated fee for completing a Feasibility Study for an Industrial Park is \$20,000 to \$25,000.
- Completing soil borings as part of this study would add \$10,000 to \$15,000, bringing the total estimated cost to \$30,000 to \$40,000.

Mr. Martens stated that the completion of this study would result in an understanding of the costs and challenges associated with developing three (3) separate sites for additional Industrial Park space.

Mr. Martens presented a map showing the proposed properties that would be considered in the Feasibility Study for development as a future Industrial Park.



The City Council discussed the properties that should be included in the Feasibility Study for a future Industrial Park.

Mr. Martens stated that the estimated fee for updating the Pavement Management Plan (PMP) is \$4,000 to \$5,000. The update would include:

- ❖ Updating the financial information in the PMP as a result of the adoption of a new Assessment Policy.
- ❖ Review of the street evaluations and/or their ratings.
- ❖ Inclusion of Industrial Boulevard and Industrial Drive which are not currently in the PMP.
- ❖ Updated maps.
- ❖ Completion of a financing and/or funding evaluation for the improvement projects listed in the PMP.

Mr. Martens stated that City staff is interested in the completion of both projects; however, due to funding limitations it is recommended that the City Council approve completion of the Industrial Park Feasibility Study including soil borings. Actual costs will be determined by the hourly billable rate so the costs to complete the Feasibility Study could be less expensive than estimated.

Mr. Martens stated that if funds exist after the Feasibility Study is completed, staff would like to also complete the update to the Pavement Management Plan.

**Council Member Ollig motioned to authorize the City Engineer to complete an Industrial Park Feasibility Study, including soil borings, on the following two (2) properties, once permission is received from the property owners. Council Member Ollig seconded the motion. Motion carried 5-0.**

**Entinger Property**

**Address Not on File – Winsted, Minnesota**

**Parcel Identification Number (P.I.D. #) 14.014.0700**

**Currently Owned by Dorothy Entinger**

**Montgomery Property**

**23121 Babcock Avenue – Winsted, Minnesota**

**Parcel Identification Number (P.I.D. #) 21.010.1600**

**Currently Owned by Sophie Lyn, LLC**

Aaron Kubasch, 179 Westgate Drive, addressed the City Council and asked if the City of Winsted is receiving inquiries from businesses that are considering locating to Winsted.

Mr. Martens stated that the City does receive inquiries from potential businesses that are interested in locating to Winsted. He continued by stating that it is important for the City to have property available in the event that a business does want to locate to Winsted.

**6) Department Report**

**a) People Service, Incorporated**

Mr. Martens introduced Mr. Greg Stang, the new Region Manager for People Service, Incorporated.

Mr. Greg Stang, People Service, Incorporated, reported on the following:

- Gave a brief overview of his work background and history.
- Has been familiarizing himself with the City of Winsted's Waste Water Treatment Facility (WWTF).
- Gave a brief overview of the mechanical and structural condition of the City's WWTF.
- Complimented Mr. Phil Robinson, People Service, Incorporated, for his management of the City's WWTF.
- The Minnesota Pollution Control Agency's (MPCA) requirements for phosphorus limits and the future changes the City Council will have to consider.

Council Member Mochinski asked for an update on the Waste Management's hauling of leachate to the WWTF. Mr. Martens stated that the City has suspended Waste Management's hauling of leachate to the WWTF. It was about to begin costing the City more money for the chemicals to treat the increased phosphorus levels, as a result of the leachate, than revenue that the City was receiving from Waste Management.

Council Member Mochinski asked if the City's WWTF will be able to accept leachate from Waste Management in the future. Mr. Martens gave a brief overview of other options that the staff is considering.

Council Member Ollig asked Mr. Stang who prepares the monthly WWTF reports the City Council receives. Mr. Stang stated that Mr. Robinson prepares the reports. The City Council gave Mr. Stang some direction on what information they would like to be included in future reports to make them more accurate and easier to understand. Mr. Stang stated that he would forward the City Council's request to Mr. Robinson.

7) **No Organization Report.**

8) **No Open Forum.**

9) **No Announcements.**

10) **Adjournment**

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

The meeting was adjourned at 6:40 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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