

City of Winsted  
City Council Meeting  
Council Chambers  
November 15, 2011  
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

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 Schulenberg seconded. Motion carried 5-0.**

a) **Minutes – City Council - Work Session – November 1, 2011**

Accepted the minutes of the City Council Work Session of November 1, 2011.

b) **Minutes – City Council – Regular Meeting – November 1, 2011**

Accepted the minutes of the City Council Regular Meeting of November 1, 2011.

c) **Minutes - September 13, 2011 Park Commission Meeting**

Accepted the minutes of the September 13, 2011 Park Commission Meeting.

d) **Minutes - September 13, 2011 Winsted Municipal Airport Commission Meeting**

Accepted the minutes of the September 13, 2011 Winsted Municipal Airport Commission Meeting.

e) **Minutes - October 6, 2011 Winsted Municipal Airport Commission Meeting**

Accepted the minutes of the October 6, 2011 Winsted Municipal Airport Commission Meeting.

f) **Minutes - October 12, 2011 Planning Commission Meeting**

Accepted the minutes of the October 12, 2011 Planning Commission Meeting.

g) **Assessment Certification of Abated Blight Properties - Resolution R-11-39**

Adopted Resolution R-11-39 Certifying the Charges for the Abatement of Blighting Conditions and Levying it as a Special Assessment to Certain Winsted Properties.

h) **Salary Step Increase – Dan Pohl, Police Officer**

Authorized a salary step increase for Dan Pohl, Police Officer, effective November 7, 2011.

**i) October, 2011 Financial Report**

Approved the October, 2011 Financial Report.

**j) October, 2011 Building Permit Report**

Approved the October, 2011 Building Permit Report.

**k) Claims**

Approved the Claims List for November 15, 2011.

**3) No Public Hearings.**

**4) No Old Business.**

**5) New Business**

**a) 2012 Pavement Improvement Projects – Westgate Neighborhood and Winsted Volunteer Fire Department Parking Lot**

Martens stated that on September 21, 2010, the City Council approved a Pavement Management Plan which outlines proposed street improvements for years 2011 – 2026. For year 2012, the plan calls for street reconstruction of Westgate Drive from Westgate Terrace to the north curve and a bituminous overlay of Westgate Drive from Main Avenue to Westgate Terrace and from the north curve to Sixth Street. The project also includes the updating of the storm sewer in this area.

The Pavement Management Plan estimates costs for the project as follows:

Street Reconstruction:	\$346,861
Overlay:	\$ 72,144
Storm Sewer:	\$114,510
<b>Total:</b>	<b>\$533,515</b>

Martens stated that of the total costs, a portion can be assessed back to the property owners based on the approved Assessment Policy. The general rule is to assess platted residential lots using the “unit” assessment basis. The “cost per unit” shall be defined as a quotient of the “assessable cost” divided by the total assessable lots or parcels benefiting from the improvement.

The estimated assessable cost for this project is \$168,231.75 and there are thirty-five (35) units. This means that the cost per unit is estimated at \$4,806.62. The assessable cost can be paid in full, interest free or pay an annual amount plus interest.

Martens stated that in addition, the Westgate Lift Station has reached its useable life and should be replaced with this project. The estimated cost for replacement is \$130,000.

In speaking with Public Works staff, there are considerable pavement issues that exist on Westgate Terrace that are not included in this plan. These issues should be discussed when moving forward in the project.

Martens stated that in addition to the 2012 project in the Pavement Management Plan, the Winsted Volunteer Fire Department has requested that the City of Winsted reconstruct the parking lot at the Fire Hall. This issue was originally brought forward in April, 2010 and continues to be an issue. Martens referred to a letter from Bolton and Menk, Incorporated describing the issue. The cost to reconstruct the Fire Hall parking lot was estimated in 2010 to be between \$199,600 - \$306,500 depending on the type of construction.

Martens stated that the next step would be for the City Council to authorize a feasibility study which is estimated to cost between \$12,000 - \$15,000 to complete.

The Pavement Improvement Plan is traditionally funded by bonding the project and paying off the debt over time. The feasibility study would determine the best method of financing the project.

Saulsbury stated that the Westgate Neighborhood Street Project was identified in the previous street evaluations done in 2006 and completed in 2007. He continued by stating that the City of Winsted's Public Works Department has some other areas of concern in Westgate that they have identified since the previous street evaluations were done. Saulsbury gave a brief overview of these areas.

Saulsbury talked about the Westgate Lift Station Project and the need to improve and upgrade the existing pumps. The pumps have decreased in their efficiency as well as their pumping capacity.

Saulsbury also discussed the recommended improvements to the Winsted Volunteer Fire Department's parking lot.

Council Member Mochinski asked how much the improvement to the Fire Department's parking lot would cost. Saulsbury stated that there are four (4) options to consider regarding improvements to the Fire Department's parking lot and it would depend on what option the City Council would decide on.

Martens stated that the feasibility study portion of the Fire Department's parking lot would be a minimal fee because some of the work has already been completed. Saulsbury stated yes due to the extensive evaluation that has already been done on the parking lot in the past.

Mayor Stotko asked where the funding would come from for the engineering costs. Martens stated that they would be part of the project costs so the City would pay for them initially and then the City would be reimbursed by the bond(s) that the City would obtain to finance the project.

Council Member Quast asked if the proposed Westgate Street Project would eliminate the water that sits on Westgate Drive and grows algae. Saulsbury stated that they would evaluate the grades along Westgate Drive and include alterations to them to alleviate the standing water. Saulsbury stated that the project would also provide residents in Westgate with sump pump connections so they can drain sump pumps into the City's storm sewer not into the street.

Council Member Ollig asked how many years the assessment would be for the affected property owners. Saulsbury stated that the Assessment Policy recommends fifteen (15) years; but, it could be a period of ten (10) to twenty (20) years.

Saulsbury stated that in an effort to reduce costs, it would be helpful to do soil borings to identify what lies underneath the streets in Westgate to determine if some of the materials can be recycled. Saulsbury stated that it will also help them to obtain more accurate costs for the project and potentially provide some savings. Saulsbury stated that the soil borings would cost approximately \$1,500.

Martens asked Saulsbury how confident he is that the cost to complete the feasibility study would be less than \$15,000. Saulsbury stated that if the scope of work to be completed is clearly defined, and he believes that the Westgate Project scope is, then the feasibility study would be in the range of \$12,000 to \$15,000 to complete.

**Council Member Ollig motioned to authorize Bolton and Menk, Incorporated to prepare a feasibility study for the 2012 Pavement Improvement Plan which includes the Westgate neighborhood and the Winsted Volunteer Fire Department's parking lot. Council Member Schulenberg seconded. Motion carried 5-0.**

**b) Winsted Municipal Airport – New Hangar Request – Joe Johnson**

Martens stated that at the August 9, 2011 Winsted Municipal Airport Commission meeting, Joe Johnson approached the Commission requesting approval to build a new hangar at the Winsted Municipal Airport. The proposed location for the hangar is next to the septic mound and tie down area. The request includes connecting to the water and sewer system for customers. An additional request was for the use of Tax Increment Financing (TIF) in the project. The City has not traditionally offered this type of assistance for airport uses.

The proposed hangar location will require the existing septic system to be moved and possibly to be resized. Johnson has indicated that he will pay for any needed improvements to the septic system.

Martens stated that the Airport Master Plan designates future development of airport hangars to the south of existing hangars. The request by Johnson would require an adjustment to the future layout of the airport.

The Commission reviewed the information at the August 9, 2011 meeting and requested that Johnson come to the September 13, 2011 Airport Commission meeting with a business plan, traffic flow and crowd control plan, parking plan, and design plan. At the September 13, 2011 meeting, the Airport Commission found that adequate information was not provided and directed that the request be reviewed at the November Airport Commission meeting if adequate information was available.

On October 14, 2011, Johnson provided City Staff with an updated plan as requested by the Airport Commission. The plan included the following information:

**Building Details**

- Eighty feet by one hundred feet (80' x 100') and constructed of new steel.
- Will be located adjacent to the new Arrival Departure (A/D) building with a ten foot (10') setback off the west wall of the building. The north end would be even with the tie-down area. The tie-down area would be expanded to the width of the new hangar.

**Parking:**

- 2,700 square feet of the parking lot would be taken up by the new hangar and be replaced in front of the new hangar on the west edge of the current driveway.
- All parking will be replaced and enhanced to what is currently there.

**Fit into Future Airport Plans:**

- The hangar will fit into the future of the Airport due to the fact that with the growth of the business and bringing on a mechanic to help defray salary costs, a maintenance facility will be opened in the same location too. This will allow on field maintenance for people already at the Airport, and from around the area, since the mechanic is a reputable mechanic for this type of business.

**Traffic Flow:**

- Clients will enter through the south entrance, leave through the loading area with their instructor, land in the current landing area, return through the west entrance and exit through the front door. All spectators will be kept in the parking lot and on the west side of the hangar to watch.

**Other Notes:**

- Johnson would also like to look into tax incentives due to the nature and scope of this permanent venture. He would like to become a fixture in the community.
- If one looks at Johnson's first year of business, he projected 1,000 tandem jumps and did 1,952. In 2011, the business will finish the year with between 4,500 to 5,000 jumps, which equates to 20,000 people coming to Winsted. Johnson calculated this number by figuring that for every one (1) tandem jump, three (3)

spectators are present to watch, on average. That is a huge economic impact to the City's local businesses.

Martens presented a letter from Bolton and Menk, Incorporated outlining recommended conditions to be included in the approval, if motioned for by the Airport Commission. Staff recommended that the Winsted Municipal Airport Commission approve Johnson's request for a new hangar with the following conditions:

1. The plan must meet all requirements recommended by the City Engineer (Bolton and Menk, Incorporated).
2. Any costs to relocate the septic system are paid for by the applicant.
3. Use of the septic system and well must be approved by the City of Winsted.
4. A new hangar lease is approved by the City Council.
5. A new agreement between Westside Skydivers and the City of Winsted is approved for the drop zone.
6. The plan does not result in a net loss of parking.

Martens stated that the Airport Commission reviewed the presented materials and had considerable discussion on how the request fit into the future design of the Airport. It was noted that allowing this hangar to be built would require a new Airport Layout Plan (ALP) and should allow for the Airport to continue to work towards a paved runway.

The Airport Commission recommended that the City Council approve Joe Johnson's hangar request with the stipulations that were drafted by the City Engineer and City Staff, and with the added stipulation that the Airport Layout Plan (ALP) must be changed, and if the change adversely affects the long-range development of the Airport, the project should not proceed.

Martens stated that the approval of the proposed hangar would require the owner to pay an access fee of \$5,200, an annual improvement fee of \$200, and an annual lease payment in the amount of \$1,440.

Martens continued by stating that expenses for the City would include the time needed to prepare and review documents for the lease agreement, Federal Aviation Administration (FAA) approval, and Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) approval. The City Attorney and City Engineer will need to be involved in these items as well.

Joe Johnson was in attendance at the meeting.

Council Member Quast asked Johnson if he has taken the safety of his clients and others visiting the airport into consideration when preparing his proposed hangar. Johnson stated to have the least amount of exposure to the Airport and its patrons; the location he is proposing to build his hangar is the best option.

Johnson stated that if you look at any other locations at the Airport there will be too many people walking and wandering around the entire airport.

Mayor Stotko asked Johnson how he was going to add more parking spots to replace the spots that will be taken up by his proposed hangar. Johnson stated that they would be adding additional parking spots to the south of his proposed hangar.

Council Member Mochinski presented another possible site for Johnson's hangar located south of the existing hangars. Council Member Mochinski stated that the alternative location was identified by a Winsted Municipal Airport Commission member. He stated that the individual and he agreed that the location they are proposing would be better for the future of the Winsted Municipal Airport's Layout Plan (ALP). Council Member Mochinski stated that if Johnson would construct his hangar on the site south of the existing hangars, it would eliminate people wandering around the Airport and it would provide Johnson with more parking area. He also stated that having his hangar and signage near McLeod County Road Five (5), would give Westside Skydivers more exposure to the public.

Johnson stated that he does not agree that it would provide him with more exposure. Most of his patrons come to Westside Skydivers from references and his information on his website.

Johnson stated that he believes that the alternative location presented by Council Member Mochinski is a hindrance to the future of the Airport because you would be giving up six (6) future hangar sites.

Council Member Mochinski stated that Johnson's proposal would eliminate some of the taxiway tie-downs. Johnson stated that they would continue to taxi behind the tie-down area so it would not be eliminating any of them.

Johnson stated that the location of his proposed hangar is not much different than the current ALP.

Mayor Stotko stated that he would like to see Johnson construct his hangar on one (1) of the sites designated in the ALP for a Fixed Base Operator (FBO). Johnson stated that if he would construct his hangar on one of the FBO sites, his drop zone would be decreased and he would have to find another area for his skydivers to land or another airport. Johnson stated that he would not like to leave the Winsted Municipal Airport.

Mayor Stotko stated that his only concern is that Johnson may be forced to find another airport to operate his skydiving business because his business has grown dramatically in two (2) years and he may outgrow the Winsted Municipal Airport.

Johnson stated that he is in negotiations with the property owner who has the land west of his existing drop zone to lease additional property to expand his drop zone.

Council Member Quast asked Johnson if he believes he will outgrow the Winsted Municipal Airport because his business has quadrupled in two (2) years. Johnson stated that he anticipates he will plateau at 6,000 jumps in the year 2012. He does not believe he will ever outgrow the Winsted Municipal Airport.

Mayor Stotko asked Johnson if he has any issues with the conditions that were presented to him regarding the construction of his proposed hangar. Johnson stated no.

Council Member Mochinski stated that he still has concerns about enough parking spaces for Airport patrons if Johnson constructs his hangar in the location he is proposing. Johnson stated that he will be constructing more parking spaces and he does not believe it will be a problem.

Council Member Ollig stated that the alternative location presented by Council Member Mochinski has not been reviewed by the Winsted Municipal Airport Commission. Johnson stated that if the City Council would like to consider the alternative location he will operate the way he is now and will determine a different plan because the alternative location is not an option for him.

**Council Member Ollig motioned to authorize the construction of a new hangar at the Winsted Municipal Airport by Joe Johnson of Westside Skydivers per the plan submitted by Joe Johnson and approved by the Winsted Municipal Airport Commission; and that prior to construction all conditions presented by Bolton and Menk, Incorporated and City staff are completed. Council Member Quast seconded. Motion carried 4-1. Council Member Mochinski opposed.**

6) **Department Report**

a) **Metro West Inspection Services, Incorporated**

Rob Beckfeld, Metro West Inspection Services, Incorporated reported on the following:

- As of November 15, 2011, seventy-nine (79) building permits have been issued in Winsted. Typically the City would have issued approximately one hundred (100) building permits by this time of year. Many of the building permits issued have been for commercial projects and include:
  - St. Mary's Care Center and the assisted living facility.
  - Trilogy Group for an addition to the Di-Max building in the Industrial Park.
  - Tetra Pak expansion.
  - Winsted Municipal Airport's Arrival/Departure (A/D) building.
- Will be conducting follow-ups on past building permits that were issued and final out those that can be. Beckfeld stated that he may issue an extension for some of the building permits.

Council Member Quast asked how the City of Winsted compares to other small communities that contract with Metro West Inspection Services, Incorporated when it comes to issuing building permits for industrial and commercial projects. Beckfeld stated the Winsted is far above other communities in the area when it comes to industrial and commercial building projects.

Beckfeld stated that all area communities similar to Winsted in size would like to see an increase in new house construction; but, unfortunately houses are not being built in many of the surrounding cities.

Mayor Stotko asked Beckfeld if the Rental Housing inspections that he was conducting in the past have been completed. Beckfeld stated that the initial inspections are done. There are a few new ones that come when the City becomes aware of a property owner that is going to be renting out their house. The initial Rental Housing inspections were completed three (3) years ago so they will have to be completed again in the near future.

Council Member Quast asked about requirements for rental property in regards to the number of entrances, exits and egress windows. Beckfeld presented the requirements according to the City's Rental Housing Ordinance. Beckfeld stated that the Ordinance is vague in the area of window requirements and he would like to discuss an amendment to the existing Ordinance to better define what size an egress window should be and what room needs an egress window.

Martens complimented Beckfeld on the work he does for the City of Winsted and on the positive comments he receives from the business owners regarding his knowledge and ability to work well with them in getting their projects completed.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

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

The meeting was adjourned at 7:02 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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