

City of Winsted
City Council Meeting
Council Chambers
Tuesday, November 18, 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
Mr. Tyler Bruns, Winsted Police Department Officer
Mr. Dave Meyer, Public Works Department Maintenance Supervisor

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 – Work Session – November 5, 2014

Accepted the minutes of the November 5, 2014 City Council Work Session.

b) Minutes – City Council – Regular Meeting – November 5, 2014

Accepted the minutes of the November 5, 2014 City Council Regular Meeting.

c) Minutes – Canvassing Board Meeting – November 13, 2014

Accepted the minutes of the November 13, 2014 Canvassing Board Meeting.

d) Winsted American Legion Auxiliary – Vollmer Room

Approved a one (1) time use of the Vollmer Room by the Winsted American Legion Auxiliary on Wednesday, December 3, 2014.

e) Road Closure Request – Lewis Avenue West – Saturday, December 6, 2014

Approved a request for road closure on Lewis Avenue West, from 3rd Street South to the west, from 8:30 a.m. - 3:30 p.m. on Saturday, December 6, 2014, for the Winsted Vintage Snowmobile Show, as approved by the Winsted Police Department.

f) Temporary On-Sale Liquor License – St. John’s Lutheran Church

Approved a one (1) to four (4) day temporary On-Sale Liquor License for St. John’s Lutheran Church on December 5, 2014 in the Fellowship Hall at St. John’s Lutheran Church, 410-1st Street North.

g) Lewis Room Meeting Equipment

Approved a quote from Dostal Electronics to install a screen and projector in the Lewis Room at City Hall for \$3,560, to be paid from the City's Cable Fund.

h) Audio/Video (AV) Equipment Upgrade

Approved a quote from Mr. Mark Guggemos to install equipment to upgrade the Audio/Video equipment for \$3,230, to be paid from the City's Cable Fund.

i) Assessment Certification of Abated Blight Properties - Resolution R-14-32

Adopted Resolution R-14-32 certifying the charges for the abatement of blighting conditions and levying it as a special assessment to certain Winsted properties.

j) Cancellation Request – Health Partners Insurance

Approved the cancellation of the City's health insurance for employees provided by Health Partners, effective January 1, 2015.

k) October, 2014 Building Permit Report

Approved the October, 2014 Building Permit Report.

l) 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 October, 2014.

m) Claims

Approved the Claims List for November 18, 2014.

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

3) No Public Hearings.

4) No Old Business.

5) New Business

a) Policies and Procedures for Frozen Water and Sewer Lines

Mr. Wilfahrt stated that the winter months of the years 2013 to 2014 brought 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 of Winsted. 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 these steps, staff received specific direction on how to handle frozen water line situations. In order to avoid the delays that accompany following the steps above, staff has put together *Policies and Procedures for Frozen Water and Sewer Lines*.

Mr. Wilfahrt stated that the *Policies and Procedures* 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 during the previous winter months and includes:

- ✓ The property owner will be responsible for the water lateral line from their stand pipe to their building.
- ✓ The City will be responsible for the water lateral line from the property owner's stand pipe to the water main.
- ✓ Property owners are responsible for the sewer lateral line from their building to the sewer main.

- ✓ Property owners will be responsible for determining that the lateral line is frozen and will do so by hiring a licensed professional plumber to determine that the line is frozen beyond the stand pipe.
- ✓ 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; but, frozen water lines will be considered an emergency and therefore exempt from this requirement.

Council Member Ollig asked if the *Policies and Procedures for Frozen Water and Sewer Lines* could be published in the City's November, 2014 or December, 2014 utility bill. Mr. Wilfahrt stated that the *Policies and Procedures for Frozen Water and Sewer Lines* will be published in the City's November, 2014 utility bill.

Council Member Quast motioned to approve the Policies and Procedures for Frozen Water and Sewer Lines for the City of Winsted, Minnesota. Council Member Ollig seconded the motion. Motion carried 5-0.

6) No Organization Reports.

7) Department Report

a) Winsted Police Department – Officer Mr. Tyler Bruns

Council Member Ollig asked Winsted Police Department Officer, Mr. Tyler Bruns how he likes his position with the City of Winsted. Mr. Bruns stated that he likes his job with the Winsted Police Department and he likes the Winsted Community.

Council Member Schulenberg stated that he understands that Mr. Bruns recently moved to the City of Winsted. Mr. Bruns stated yes and that it is nice to be living in the City.

Council Member Ollig asked Mr. Bruns to give a brief overview of his background and family. Mr. Bruns gave a brief overview of where he was born and raised; how many siblings he has; sports that he participated in while in High School; law enforcement education; work experience; and etcetera.

Council Member Schulenberg asked Mr. Bruns what he believes is the benefit of being a Police Officer. Mr. Bruns stated that he enjoys helping people in need.

Council Member Fasching asked Mr. Bruns what he likes to do for fun. Mr. Bruns stated that he hunts, likes to fish and enjoys spending time with family and friends.

The City Council welcomed Mr. Bruns to the Winsted Community and they stated that they were happy to have him as a Police Officer.

8) No Open Forum.

9) Announcements

a) Dunwoody College Corporate and Community Training Center – Open House – Winsted Facility

Council Member Fasching invited residents and/or business owners to the Dunwoody College Corporate and Community Training Center Open House on Thursday, November 20, 2014 from 5:00 p.m. to 7:30 p.m. at their Winsted facility, 150 . 2nd Street South.

b) Veteran's Day – November 11, 2014 – American Flag Placement

Mayor Stotko discussed how the Public Works Department's commitment to remove snow interfered with their ability to hang the American Flags for the Veteran's Day Holiday on November 11, 2014.

Council Member Schulenberg stated that as a Veteran living in the Winsted Community, he has always felt that his service to the armed forces is appreciated by the City of Winsted and its residents.

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 6:14 p.m.

Steve Stotka

Steve Stotka
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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