

City of Winsted
City Council Meeting
Council Chambers
Tuesday, December 17, 2013
6:00 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. Mike Henrich, Winsted Police Department Chief
Mr. Dan Pohl, Winsted Police Department Officer
Mr. Ben Jarvi, Winsted Police Department

1) Mayor Stotko called the meeting to order at 6:00 p.m.

a) The Pledge of Allegiance was taken.

b) Special Presentation

Annual City Awards

1. City of Winsted – Employee of the Year 2013

a. Mayor Stotko recognized Public Works Department Maintenance Supervisor, Mr. Dave Meyer, as the City of Winsted's year 2013 *Employee of the Year*.

2. Don C. Guggemos, Senior Community Service Awards

Mayor Stotko recognized the following individuals and organization for their service and commitment to the Winsted Community and presented them with the *Don C. Guggemos, Senior Community Service Award*.

- a. **Mr. Roman Heimerl – Youth**
- b. **Ms. Petie Littfin – Individual**
- c. **Winsted Lions Club - Organization**

2) Consent Agenda

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

a) Minutes – City Council – Work Session – December 3, 2013

Accepted the minutes of the City Council Work Session of December 3, 2013.

b) Minutes – City Council – Regular Meeting – December 3, 2013

Accepted the minutes of the City Council Regular Meeting of December 3, 2013.

c) Minutes – Park Commission Meeting – August 12, 2013

Accepted the minutes of the August 12, 2013 Park Commission Meeting.

- d) Minutes – Planning Commission Meeting – September 9, 2013**
Accepted the minutes of the September 9, 2013 Planning Commission Meeting.
- e) Solid Waste Hauler License Application – Randy’s Sanitation, Incorporated**
Approved a Solid Waste Hauler License for Randy’s Sanitation, Incorporated expiring December 31, 2014.
- f) Solid Waste Hauler License Application – Waste Management**
Approved a Solid Waste Hauler License for Waste Management expiring December 31, 2014.
- g) Solid Waste Hauler License Application – Mumford Sanitation**
Approved a Solid Waste Hauler License for Mumford Sanitation expiring December 31, 2014.
- h) 4M Funds – Notification to Broker and Certification by Broker**
Authorized RBC Global Asset Management, Incorporated to invest the City of Winsted’s 4M Fund in those investments pursuant to Minnesota State Statutes for the year 2014.
- i) 4M Funds – Notification to Broker and Certification by Broker**
Authorized RBC Wealth Management to invest the City of Winsted’s 4M Fund in those investments pursuant to Minnesota State Statutes for the year 2014.
- j) Northland Securities, Incorporated – Notification to Broker and Certification by Broker**
Authorized Northland Securities, Incorporated to invest the City of Winsted’s funds in those investments pursuant to Minnesota State Statutes for the year 2014.
- k) Northland Securities, Incorporated – Notification to Broker and Certification by Broker**
Authorized Northland Securities, Incorporated to invest the City of Winsted Economic Development Authority’s (EDA) funds in those investments pursuant to Minnesota State Statutes for the year 2014.
- l) Resolution R-13-27 – Winsted Parks Fund Donation**
Adopted Resolution R-13-27 to accept a \$47.95 donation from the Winsted Horseshoe League to be dedicated to the City of Winsted Parks Fund.
- m) Resolution R-13-28 – McLeod County All Hazard Mitigation Plan**
Adopted Resolution R-13-28 to participate in updating the McLeod County All Hazard Mitigation Plan and agree to execute the McLeod County All Hazard Mitigation Plan for the years 2014 through 2018 Memorandum of Agreement.
- n) Resolution R-13-29 – Gambling Contribution – Church of the Holy Trinity**
Adopted Resolution R-13-29 accepting a contribution from gambling proceeds from the Church of the Holy Trinity in the amount of \$2,500 to be dedicated to the City’s Park Fund.
- o) City Hall Closed – December 23, 2013**
Authorized the closing of City Hall on Monday, December 23, 2013; allowing staff required to work or not scheduled to work on this date to convert up to eight (8) hours of sick time to vacation time.
- p) Security Bank & Trust Company – Pledged Securities**

Approved the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of November, 2013.

q) November, 2013 Building Permit Report

Approved the November, 2013 Building Permit Report.

r) Claims

Approved the Claims List for December 17, 2013.

3) Public Hearings

a) Ordinance O-13-05 – Fiscal Year 2014 Fee Schedule

Mr. Wilfahrt stated that each year the City Council adopts a Fee Schedule Ordinance to set the fees charged by the City of Winsted. The Fee Schedule represents fees that are not explicitly set by other Ordinances or Resolutions.

Mr. Wilfahrt presented the changes to the year 2014 Fee Schedule in comparison with the year 2013 Fee Schedule:

- ❖ No Dog License - \$60 fee established.
- ❖ Airport Fuel Fee Per Gallon . Change from \$.60 to Market Rate.
- ❖ Impound Fee . Add veterinarian charges to the impound fees.
- ❖ One (1) to Four (4) day Temporary Consumption and Display Permit - \$25 fee established.
- ❖ Water Rate (per thousand) . \$3.18, two percent (2%) increase from the year 2013.
- ❖ Water Minimum (per month) . \$5.75, two percent (2%) increase from the year 2013.
- ❖ Sewer Rate (per thousand) - \$8.43, eight percent (8%) increase from the year 2013.
- ❖ Sewer Minimum (per month) - \$6.67, eight percent (8%) increase from the year 2013.
- ❖ Winsted Police Department Reports First Page . Eliminate \$5 fee for first page.
- ❖ Preliminary Breath Testing . Make this only available for local Winsted residents.
- ❖ Winsted Volunteer Fire Department Reports First Page . Eliminate \$5 fee for first page.
- ❖ Waste Removal Monthly Administrative Fee . Removed from Fee Schedule.

Mr. Wilfahrt stated that the proposed changes to the year 2014 Fee Schedule have been incorporated into the year 2014 budget.

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

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

Council Member Ollig motioned to approve Ordinance O-13-05 establishing the City of Winsted Fiscal Year 2014 Fee Schedule. Council Member Schulenberg seconded the motion. Motion carried 5-0.

4) No Old Business.

5) New Business

a) Year 2014 Property Tax Levy – Resolution R-13-30

Mr. Wilfahrt stated that on or before five (5) working days after December 20th, 2013 the City Council must set the Tax Levy for the next year, 2014 and send a certified copy to the McLeod County Auditor-Treasurer. The amount of the Levy is determined by adding the General Levy and the Debt Levy together. The General Levy is the additional amount needed to fund the operations of the City beyond the collections of fees, fines, and charges for services. The Debt Levy is the amount needed to pay for the debt of the City of Winsted.

Mr. Wilfahrt stated that beginning in May of the year 2013 and continuing through August of the year 2013, the City Council and staff reviewed draft budgets and levy totals and drafted a budget for the year

2014. The City Council set the year 2014 Preliminary Levy at \$1,103,432 which was the same levy amount as the year 2013, or a zero percent (0%) increase.

Mr. Wilfahrt stated that in mid-November of the year 2013, the McLeod County Auditor-Treasurer prepared and mailed parcel specific property tax notifications to property owners showing the result of the Preliminary Levy for the City of Winsted, along with adjustments to levies from McLeod County and the Howard Lake-Waverly-Winsted (HLWW) School District. In general, it was found that the majority of home owners and businesses would have slightly lower taxes in the year 2014 than in the year 2013.

Mr. Wilfahrt stated that the City of Winsted held its Truth-in-Taxation hearing on December 3, 2013. At the Hearing, the City Council directed staff to continue with a levy of \$1,103,432. The result of this change will reduce the City of Winsted's tax rate to 85.548% which is a 1.695% Tax Rate reduction from the year 2013.

Mr. Wilfahrt presented a history of the City of Winsted's past Property Tax Levies:

	Final Year 2011	Final Year 2012	Final Year 2013	Proposed Year 2014
Tax Levy	\$1,117,629	\$1,117,629	\$1,103,432	\$1,103,432
Taxable Market Value	\$135,891,300 -8% from Year 2010	\$104,889,300 -22% from Year 2011	\$101,460,400 -3% from Year 2012	\$105,195,600 +4% from Year 2013
Local Tax Capacity	\$1,504,889	\$1,223,149	\$1,230,607	\$1,333,800
Tax Rate	72.346%	88.546%	87.243%	85.548%

Council Member Fasching motioned to adopt Resolution R-13-30 certifying the 2014 Tax Levy in the amount of \$1,103,432. Council Member Quast seconded the motion. Motion carried 5-0.

b) Year 2014 Budget – Resolution R-13-31

Mr. Wilfahrt stated that each year the City Council approves a budget for the City of Winsted to meet the goals and objectives of the City. In consideration of those goals are external conditions such as Minnesota State aid and tax law changes, and internal conditions such as the Property Tax Levy. Staff has worked to present a recommended budget for the year 2014 that is believed to best balance the goals of the City of Winsted with current external and internal budget conditions.

Mr. Wilfahrt presented the recommended year 2014 Budget. He continued by giving a brief overview of the significant items changed from the adopted year 2013 Budget:

- ✓ Increase in Elections expenses.
- ✓ Increase in Employer paid insurance.
- ✓ Decrease in salaries due to lower salary for the City Administrator.
- ✓ Decrease in Gas utilities costs.
- ✓ Decrease in Janitorial Contract and Economic Development Authority (EDA) Lease Payment.
- ✓ Increase in On-Call wages for the Winsted Police Department.
- ✓ Increase in Radar Purchase and Radio and Taser replacement for the Winsted Police Department.
- ✓ Decrease in Rental Housing Permit inspection costs.
- ✓ Increase in the Public Works Department's street seal coating, gas and/or oil, and street crack filling.
- ✓ Increase in the Public Works Department's shade trees and tree removal services.
- ✓ Increase in the Winsted Public Library's rent.
- ✓ Two percent (2%) increase in water rates.

- ✓ Eight percent (8%) increase in sewer rates

Mr. Wilfahrt stated that the year 2014 Budget includes budgets for the General, Water, Sewer, Airport, Fire, Cable, Bond, and all other miscellaneous Funds of the City of Winsted. It is requested that the City Council review the recommended year 2014 budget and adopt Resolution R-13-31 approving the year 2014 Budget for the City of Winsted.

Mr. Wilfahrt stated that the proposed year 2014 Budget includes the following totals for Revenues and Expenditures:

- Year 2014 Revenue Budget: \$3,408,538.00
- Year 2014 Expenditure Budget: \$3,300,845.16

Council Member Schulenberg motioned to adopt Resolution R-13-31 approving the 2014 budget. Council Member Ollig seconded the motion. Motion carried 5-0.

c) Winsted Volunteer Fire Department Officer Selection

Mr. Wilfahrt stated that the Winsted Volunteer Fire Department (WVFD) Personnel Policy outlines the process for selecting the Fire Chief and Officers for the Department. In order to be qualified for the position of Fire Chief or an Officer of the Department, members must meet the minimum qualifications as specified in the position description for the position.

Mr. Wilfahrt stated that applications were due to the City of Winsted by October 31, 2013. Six (6) applications were received for six (6) positions. A Selection Committee was established to review the candidates per the WVFD's Personnel Policy. The members of the Selection Committee included:

- ❖ City of Winsted Mayor: Mr. Steve Stotko
- ❖ Winsted Council Member . WVFD Liaison: Mr. George Schulenberg
- ❖ Retired Member of the WVFD: Mr. Jim Condon
- ❖ Most Senior Member of the WVFD: Mr. Mike Laxen
- ❖ Winsted Police Department Officer: Mr. Justin Heldt

Mr. Wilfahrt stated that the Selection Committee held formal interviews on Tuesday, November 12, 2013. The Committee found that the applicants met the requirements for the position in which they applied for and recommended to appoint the Fire Chief and Officer positions for the WVFD as follows:

- Fire Chief: Mr. Chad Engel
- First (1st) Assistant Fire Chief: Mr. Brian Langenfeld
- Second (2nd) Assistant Fire Chief: Mr. Jon Davidson
- First (1st) Captain: Mr. Brent Mickolichuk
- Second (2nd) Captain: Mr. Shaun Bush
- Third (3rd) Captain: Mr. Troy Scherping

Mr. Wilfahrt stated that the aforementioned appointments must be approved by the Winsted City Council by a majority vote.

Mr. Wilfahrt stated that the WVFD Officers receive pay for their duties at the following rates:

- ❖ Fire Chief \$3,750.00
- ❖ First (1st) Assistant Fire Chief \$1,500.00
- ❖ Second (2nd) Assistant Fire Chief \$1,500.00
- ❖ First (1st) Captain \$1,125.00
- ❖ Second (2nd) Captain \$1,125.00
- ❖ Third (3rd) Captain \$1,125.00

Mr. Wilfahrt stated that no changes have been recommended in the payment to be received by the WVFD Officers for the year 2014.

Council Member Quast motioned to appoint a Fire Chief and Officers to the Winsted Volunteer Fire Department from January 1, 2014 to December 31, 2015 as recommended by the Selection Committee. Council Member Schulenberg seconded the motion. Motion carried 5-0.

6) Department Report

a) Winsted Police Department

Mr. Mike Henrich, Police Department Chief, reported on the following:

- On Police Officer Mr. Jim Lammers' first day as a full-time Police Officer, he was called to the area of the Winsted Post Office, 155 Main Avenue West, where a person was threatening to do harm to others. It was relayed to Mr. Lammers that the suspect may be armed. The suspect was defiant to Mr. Lammers' orders; so, he had to deploy his taser two (2) times at the suspect before he could be safely handcuffed. The suspect was then jailed and charged with Driving While Intoxicated (DWI) in the third (3rd) Degree and Terrorist Threats.
- As of November 12, 2013, Police Officer, Mr. Dan Pohl has completed six (6) years of employment as a Winsted Police Officer. This milestone is indicated by another patch displayed on the left arm of his uniform. A Police Officer earns one (1) patch for every three (3) years he has worked for the Winsted Police Department.
- The Winsted Police Department's newly hired part-time Police Officer, Mr. Ben Jarvi, has been doing a good job in his Field Officer Training (FTO) and is close to finishing phase one (1) of the training. Mr. Jarvi is proving to be a fine Police Officer.
- On October 21, 2013, the City of Winsted conducted their annual Emergency Medical Services (EMS) drill. EMS personnel were first called to a major gas spill occurring at the Winsted Farmer's Co-operative (CO-OP). Shortly after EMS arrived on the scene, a second (2nd) call came in reporting a two (2) vehicle personal injury accident occurring in the area of Harvest Circle. This drill focused on the usage of our new eight hundred (800) megahertz radios and of the Unified Command System. Overall, the drill went very well and EMS personnel found it educational and informative.
- Representatives from the Winsted Police Department went to both Holy Trinity Elementary School and the Winsted Elementary School to provide Halloween Safety instruction to the students in grades one (1) through four (4). As part of the instruction, reflective Halloween Trick-or-Treat bags were handed out to all the students.
- On December 13, 2013, Police Officer Mr. Justin Heldt successfully taught his first Drug Abuse Resistance Education (D.A.R.E.) lesson at Holy Trinity School. D.A.R.E. is taught to the sixth (6th) grade students. The D.A.R.E. classes are about one (1) hour in length, and they are conducted once a week for approximately thirteen (13) weeks.
- The City Council approved interview video equipment has been ordered and has not yet arrived for installation.
- Police Chief, Mr. Mike Henrich has visited three (3) area car dealerships (Jay Malone in Hutchinson, Minnesota; Holt Motors in Cokato, Minnesota and Waconia Ford in Waconia, Minnesota) to deliver the year 2014 sport utility vehicle (SUV) squad specifications. The three (3) dealerships have been given until December 30, 2013 to return their bids to the City of Winsted for a year 2014 SUV squad. Mr. Henrich is planning to present the winning squad bid to the City Council at their January 7, 2014 Regular City Council meeting for their approval.
- Winter Parking Enforcement: During the month of November, 2013, the Winsted Police Department has issued only warnings for illegal parking; however, they are now only issuing citations. Several citations have been issued so far. For the most part, citizens are very good about calling in and getting permission to park on the streets overnight. The City of Winsted's Winter Parking rules are printed in the local newspaper, placed on the City of Winsted's Cable Station, and a notice was sent in the City's utility billing insert.

Council Member Ollig asked if the previous issues the Police Department has had with the radio system have been resolved. Mr. Henrich stated that the radio system has been improved and for the most part, it is working well.

Council Member Schulenberg thanked Mr. Pohl for his six (6) years of service with the Winsted Police Department. He continued by welcoming Mr. Jarvi to the Police Department.

Council Member Ollig stated that the City Council is proud of the work that Mr. Henrich and the Winsted Police Department Officers do to keep the Winsted Community safe.

7) Open Forum

a) Winsted Lions Club

Mr. Paul Gatz, Winsted Lions Club President, addressed the City Council and thanked them for the Don C. Guggemos, Senior Community Service Award.

Mr. Gatz gave a brief overview of the recent events and/or activities that the Winsted Lions Club has participated in.

Mayor Stotko stated that the Winsted Lions Club has been a great addition to the Winsted Community and not only have they made a positive impact; but, they have accomplished several things in a short amount of time.

8) No Announcements.

9) Adjournment

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

The meeting was adjourned at 6:24 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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