

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, December 15, 2015  
5:00 p.m.

Present: Mayor Steve Stotko  
Council Member Tom Ollig  
Council Member Bonita Quast  
Council Member George Schulenberg  
Council Member Max Fasching

Staff Present: Mr. Dan Tienter, City Administrator  
Ms. Raquel Kirchoff, Administrative Assistant

## **I. Call to Order**

Mayor Stotko called the meeting to order at 5:05 p.m.

## **II. 2016 Fee Schedule**

Mr. Tienter stated that annually, the City Council adopts the City of Winsted Fee Schedule to establish various fees for services provided by the City Council, Planning Commission, City staff and City consultants.

Mr. Tienter stated that the majority of the Fee Schedule would remain the same as the 2015 Fee Schedule except for the following changes:

- Planning and Zoning:
  - Planned Unit Development, from \$0.00 to \$500.00;
  - Drainage and/or Utility Easement Vacation, from \$0.00 to \$400.00;
- Liquor and Tobacco:
  - Brew Pub, On-Sale, from \$0.00 to \$500.00;
  - Brew Pub, On-Sale, Sundays, from \$0.00 to \$200.00;
  - Brew Pub, Off-Sale, from \$0.00 to \$200.00;
  - Brewer, Taproom, On-Sale, from \$0.00 to \$500.00;
  - Brewer, Taproom, On-Sale, Sunday, from \$0.00 to \$200.00;
  - Brewer, Off-Sale, from \$0.00 to \$200.00;
  - Small Brewer, Off-Sale, from \$0.00 to \$200.00;
  - Small Brewer, Off-Sale, "Growlers," from \$0.00 to \$100.00;
  - Microdistilleries, On-Sale (Cocktail Room), from \$0.00 to \$500.00;
  - Microdistilleries, Off-Sale, from \$0.00 to \$200.00;
- Water and Sewer:
  - Water Rate (per thousand), from \$3.24 to \$3.30;
  - Water Minimum (per month), from \$5.87 to \$5.99;
  - Sewer Rate (per thousand), from \$9.10 to \$10.15;
  - Sewer Minimum (per month), from \$7.20 to \$8.03;
- General
  - Special Planning Commission Meeting, from \$0.00 to \$200.00;
  - Park Camping Permit, from \$0.00 to \$25.00;
  - Tax Increment Financing Application Fee, from \$0.00 to \$2,500; and
  - Tax Abatement Application Fee, from \$0.00, to \$2,500.

Mr. Tienter stated that the Recommended 2016 Fee Schedule, including the abovementioned modifications, will be considered at the January 5, 2016 Regular City Council Meeting.

**III. Other**

**a) Lawn Service**

Mr. Tienter stated that a three (3) year contract regarding the City's lawn service is included on tonight's Consent Agenda and that the provider did not change. Mr. Tienter stated that the Public Works Supervisor is satisfied with the performance of Mathews Lawn Service.

**b) Bond Payment**

Mr. Tienter stated that the City's second half bond payment for the year 2015 is included in the Claims Listing, totaling approximately \$450,000.

**c) Minnesota Department of Natural Resources Trails Grant**

Mr. Tienter stated that a resolution to decline a Minnesota Department of Natural Resources (DNR) Trails grant is included on tonight's Consent Agenda. The grant will be declined because the width of the trail plans changed and the trail is no longer eligible for the grant.

Mr. Tienter stated that the DNR will be informed that the grant was declined as a result of the public engagement process regarding the Kingsley Street Area Improvements Project.

**d) Black Dirt – Industrial Park**

Mr. Tienter stated that there is a pile of black dirt stored at the Industrial Park, which is a result of the addition that is being constructed by DiMax Corporation. Mr. Tienter stated that Ram Buildings requested permission to store this black dirt at the Industrial Park until June 1, 2016 at the latest. Mr. Tienter stated that City staff approved this request through an agreement created by the City's attorney.

**e) Deputy Clerk Position**

Mr. Tienter stated that City staff will work toward preparing the interview process for the possible promotion of qualified staff into a Deputy Clerk position. Mr. Tienter stated that the City is not adding an additional position.

**f) Goal Setting Retreat**

Mr. Tienter stated that he has tentatively scheduled a Goal Setting Retreat for the City Council on Thursday, January 28, 2016 in the Vollmer Room at City Hall.

**g) City Council Resignation – Mr. Max Fasching**

Council Member Fasching stated that he and his family have decided that he will resign from the City Council, effective at 11:59 p.m. on December 15, 2015 due to personal reasons.

Council Member Fasching stated that he appreciated the support that he has received from the City Council and has enjoyed serving on the City Council.

The City Council members, and Mr. Tienter, stated that Council Member Fasching has been an asset to the City Council, has been great to work with, has taken the role seriously, will be sorely missed.

Council Member Fasching stated that he appreciated Mayor Stotko's encouragement in the past to serve on the Planning Commission to have younger people serve the community. Council Member Fasching encouraged others to consider serving.

Mayor Stotko stated that he has appreciated a younger person's point of view on the City Council and stated that it is a need of the City for the City Council and other Commissions. He encouraged others to volunteer to serve.

Mr. Tienter stated that the City could hold a Special Election or conduct an election at the General Election in November, 2016 to elect a Council Member to serve the remainder of Mr. Fasching's term. Mr. Tienter stated that City staff recommends conducting the election at the General Election in November. Mr. Tienter stated that in the interim, the City Council can appoint an individual to serve as Council Member until December 31, 2016.

The City Council members stated that they would like to move forward with electing a new member at the General Election in November, 2016 and appoint someone to fill the vacancy in the interim. Council Member Ollig stated that he would like the City to approach some of the individuals on the City's commissions to encourage them to serve in the interim.

Mr. Tienter stated that the newly elected member at the General Election in November, 2016 would begin service on January 1, 2017 and serve for two (2) years, through December, 2018.

Mr. Tienter stated that City staff would draft a brief City Council Position Description for posting to receive applications. Mr. Tienter stated that a Special City Council meeting can be scheduled to interview interested individuals if necessary.

The City Council members stated that they would prefer to have a new Council member appointed before the City has its Goal Setting Retreat so that the new member can attend the retreat.

#### **h) Replacements for Council Member Fasching's Specific Appointments**

Mr. Tienter stated that Council Member Fasching was a member of the Personnel Committee and requested a replacement. Council Member Schulenberg volunteered to be a member of the Personnel Committee.

Mr. Tienter stated that Council Member Fasching was a member of the Design Team for the Kingsley Street Area Improvements Project. Council Member Quast volunteered to replace Council Member Fasching.

#### **IV. Adjourn**

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

The meeting was adjourned at 5:40 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff, CMC  
Administrative Assistant  
City of Winsted