

City of Winsted
City Council Meeting
Council Chambers
Tuesday, January 3, 2017
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Mike Henrich
Council Member George Schulenberg
Council Member Patty Fitzgerald
Council Member Tom Ollig

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief
Mr. Dave Meyer, Maintenance Supervisor

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

- a) The Winsted Boy Scouts, Troop #399 provided the Presentation of the Colors.**
- b) The Pledge of Allegiance was taken.**
- c) Oath of Office – Newly Elected Officials**

Ms. Kirchoff conducted the Oath of Office for:

- **Mr. Steve Stotko - Mayor**

Ms. Kirchoff and Mayor Stotko conducted the Oath of Office for the following:

- **Mr. Michael Henrich – City Council Member**
- **Mr. Tom Ollig – City Council Member**
- **Ms. Patricia Fitzgerald – City Council Member**

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – November 15, 2016

Approved the minutes of the City Council Work Session on November 15, 2016.

b) Minutes – City Council – Work Session – December 6, 2016

Approved the minutes of the City Council Work Session on December 6, 2016.

c) Ordinance O-17-01 – Government Motor Vehicle Parking

Adopted Ordinance O-17-01, amending Section Two (2) of Chapter Five (5) of the Municipal Code of the City of Winsted concerning government motor vehicle parking.

d) Solid Waste Hauler License Application – Randy’s Sanitation, Incorporated

Approved a Solid Waste Hauler License for Randy’s Sanitation, Incorporated expiring December 31, 2017.

e) Solid Waste Hauler License Application – Waste Management

Approved a Solid Waste Hauler License for Waste Management expiring December 31, 2017.

f) Solid Waste Hauler License Application – Mumford Sanitation

Approved a Solid Waste Hauler License for Mumford Sanitation expiring December 31, 2017.

g) Resolution R-17-01 – Donation – Winsted Volunteer Fire Department Relief Association

Adopted Resolution R-17-01, to accept a donation from the Winsted Volunteer Fire Department Relief Association to be dedicated toward the purchase of First Responder coats for Winsted Volunteer Fire Department members.

h) 2017 Appointments

Approved the City of Winsted's 2017 official appointments.

i) Fire Department Strategic Operations Plan

Authorized the City Administrator to execute an agreement with R. Vance Swisher for the Winsted Volunteer Fire Department (WVFD) Strategic Operations Plan, with a cost not to exceed \$6,500.

j) Schedule Public Hearing – Fee Schedule Ordinance Amendments*

Scheduled a Public Hearing for February 21, 2017 to consider amendments to the Fee Schedule in regards to liquor license fees in the City of Winsted.

k) Claims

Approved the claims list for January 3, 2017.

l) Schedule a City Council Goal Setting Session – Thursday, January 12, 2017*

Scheduled a City Council Goal Setting Session for Thursday, January 12, 2017 at 10:00 a.m. in the Vollmer Room at Winsted City Hall.

m) Minutes – City Council Regular Meeting – December 6, 2016

Approved the minutes of the City Council Regular Meeting on December 6, 2016.

Council Member Schulenberg motioned to adopt the Consent Agenda as presented. Council Member Fitzgerald seconded the motion. Council Member Ollig abstained. Motion carried 4-0.

3) Public Hearings

a) Ordinance O-17-02 – Recommended 2017 Fee Schedule

Mr. Tienter stated that City fees will be adjusted annually to better reflect the cost pressures faced by the City. Mr. Tienter stated that research has shown that there are some City fees that have not changed in over ten years. Mr. Tienter stated that a variety of fees in the recommended 2017 Fee Schedule have increased by a standard two (2) percent.

Mr. Tienter reviewed proposed fees that are either new fees or above the standard two percent increase as follow.

- Planning and Zoning:
 - Sign Permit, from \$10.00 to \$50.00;
 - Sign Impoundment Fee, from \$0.00 to \$50.00;
- Animals:
 - Keeping a kennel, expanded to a three-tier administrative citation structure;
 - Failure to clean-up pet feces, expanded to a three-tier administrative citation structure;
 - Other, not specified, from \$0.00 to impoundment;
- Liquor and Tobacco:
 - Off-sale liquor license, best practices, from \$0.00 to \$100;
 - One (1) to Four (4) day wine, per day, from \$0.00 to \$75.00;
- Equipment
 - Sand and salt, from Market Rate to Market Rate plus Hourly Maintenance;
- Water and Sewer:
 - Clean water lines, each additional hour, from \$25.00 to \$50.00;
 - Sewer rate, per 1,000 gallons, from \$10.15 to \$11.39;
 - Sewer minimum, per month, from \$8.03 to \$9.01;
- Building Inspection:
 - New residential construction landscape escrow, included in Fee Schedule per the Municipal Code;

- Police
 - Trespassing, expanded to a three-tier administrative citation structure;
 - Discharge of a deadly weapon, expanded to a three-tier administrative citation structure;
 - Violation of City parks and recreation areas rule of conduct, expanded to a three-tier administrative citation structure;
 - Loitering, from \$0.00 to a three-tier administrative citation structure;
 - Failure to remove blight, expanded to a three-tier administrative citation structure;
 - Failure to remove snow and ice from an adjoining sidewalk, expanded to a three-tier administrative citation structure;
 - Depositing leaves, rubbish or other materials onto a City street, expanded to a three-tier administrative citation structure;
 - Burning of trash, rubbish or other materials, expanded to a three-tier administrative citation structure;
 - Peddling without a license, expanded to a three-tier administrative citation structure;
 - Fireworks violation (possession or use), expanded to a three-tier administrative citation structure;
 - Other, not specified, expanded to a three-tier administrative citation structure;
- General
 - Vollmer Room rental, non-resident, eliminated per guidance from the League of Minnesota Cities;
 - City storage rental fee
 - Per month, from \$0.00 to \$10.00;
 - Per year, from \$0.00 to \$100.00;
 - Other City facility rental fee, per day, from \$0.00 to \$25.00;
 - Background investigation;
 - Basic fee, from \$10.00 to \$50.00;
 - Pawnbroker, included in Fee Schedule per the Municipal Code;
 - Precious metal dealer, included in Fee Schedule per the Municipal Code;
 - Right-of-way access;
 - Excavation and grading, from \$0.00 to \$300;
 - Non-excavation, from \$0.00 to \$150.00

Mr. Tienter stated that City staff also recommend to modify certain liquor license fees, specifically the Club Liquor License Fee, to be consistent with Minnesota State Statute 340A.408, which requires a tiered fee structure for club liquor licenses based upon the number of members. In order to modify this fee, the aforementioned statute requires a 30-day notice followed by a public hearing, which is scheduled for February 21, 2017.

Mr. Tienter noted that the ordinance that was included in the City Council packet includes a few fees that are proposed to be eliminated. These fees will be removed.

Mayor Stotko asked if there was any public comment to be heard. 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 Ollig motioned to approve Ordinance O-17-02 establishing the City of Winsted Fiscal Year 2017 Fee Schedule. Council Member Henrich seconded the motion. Motion carried 5-0.

4) No Old Business

5) New Business

a) 2016 City of Winsted Accomplishments

Mr. Tienter reviewed the following 2016 City of Winsted accomplishments.

- **2015 Audit** - successfully completed with no major findings.
- **2017 Budget and Property Tax Levy** – 2017 Budget adopted and 2017 Property Tax Levy certified in December, 2016.

- **Administrative Internship** - appointed Mr. Michael Creelman as an Administrative Intern for a summer internship in May, 2016.
- **City Clerk–Treasurer** – appointed Ms. Raquel Kirchoff as City Clerk–Treasurer in June, 2016.
- **City Facilities Rental and Storage Policy** - adopted the City Facilities Rental and Storage Policy replacing the Facilities Use Policy.
- **Denis M. Campbell Field Improvements** - approved up to \$102,000 of improvements to Denis M. Campbell Field, including, but not limited to: additional seating, a new bull pen and renovated dugouts.
- **Deputy City Clerk** – appointed Ms. Amanda Zeidler as Deputy City Clerk in June, 2016.
- **Downtown Vibrancy Commission Transition** - dissolved the Downtown Vibrancy Commission in August, 2016, replacing it with a reconstituted Economic Development Authority.
- **Economic Development Authority** - appointed two new Commissioners to the newly reconstituted Economic Development Authority in December, 2016.
- **Employee Performance Review Process** - revised and streamlined the employee performance review process with positive reviews from City staff.
- **Employee Reference Manual Revisions** - continue to revise the Employee Reference Manual to both address oversights during the most recent revision and to improve employee recruitment and retention.
- **Fire Chief** - appointed Mr. Brian Langenfeld as Fire Chief in July, 2016.
- **Health Insurance** - renewed health insurance coverage for City staff at budgeted expectations, despite steeply rising health care costs.
- **Holiday Decorations** – purchased new holiday decorations to replace the current inventory which have received considerable praise from residents.
- **Hotel Development** - continue to work with BriMark Builders, Incorporated to construct a new hotel within the City.
- **New Home Construction Program** - authorized a building permit waiver as well as a sewer and water fee deferral program to incentivize new home construction (up to five homes). Two homes took advantage of the program.
- **Industrial Park Expansion** - approved the sale of Lots No. 1 and No. 2 to America’s Best Cargo; the first sale of land in the Industrial Park Expansion.
- **Kingsley Street Area Improvements Project** - completed the Kingsley Street Area Improvements Project, which opened to public traffic in October, 2016.
- **Park System Master Plan** - throughout 2016 the Park Commission continued the Park System master planning process, which is designed to provide a 10–year vision for the City Park System.
- **Police Department Open House** - held on May 21, 2016, which invited residents and community members to tour the police station and visit with police officers.
- **City Hall Security Enhancements** - under the leadership of the Police Department, the City Council approved the installation of security cameras and shatter–resistant glass in certain areas of City Hall.
- **Wastewater Treatment Facility Improvements** - authorized construction of approximately \$6,820,000 in improvements to the Wastewater Treatment Facility, which was supported by approximately \$4,865,000 in General Obligation Waste Disposal System Bonds.
- **Well House No. 2 Improvements** - completed long–awaited improvements to Well House No. 2 to both improve access to and maintain the City’s water supply.
- **Winsted Municipal Airport Runway** - authorized the City Administrator to submit the Final Draft of the Winsted Municipal Airport Environmental Assessment to the Federal Aviation Administration for review.

6) Department Report

a) Public Works Department

Mr. Meyer, Maintenance Supervisor, reported on the following activities that have occurred since July 19, 2016 within the Public Works Department.

- Repaired the airport runway lights
- Repaired airport runway - dirt work to fill in ruts and holes
- Watered downtown flowers
- Painted parking lines and crosswalks throughout town
- Cleaned park bathrooms
- Sprayed weeds in parks and all other city owned property
- Checked garbage two to three times per week
- Tree trimming and clean-up was performed due to numerous strong storms

- Set-up and take down equipment for summer festival activities
- Repaired the grill in Mill reserve park
- Planted new trees in Hainlin Park
- Winterized all park bathrooms in late fall
- Inside of water tower was cleaned
- Posted monthly water shut off notices
- Prepared and sent water reports to the State of Minnesota
- Water meters read monthly
- Wells two and four had all new electrical controls installed
- Flushed all fire hydrants
- Shut off water to houses for repairs or non-payment
- Picked up new Christmas decorations
- Patched blacktop/streets
- Stumps chipped from trees lost in storms; filled holes with dirt and grass seed
- Performed annual sewer jetting
- Mr. Meyer attended tree school
- Swept all streets for leaves
- Pushed up brush pile at the brush sight - more brush than other years due to storms
- Put up Christmas decorations and banners
- Plowed snow and sanded streets
- Washed street sweepers and stored for the winter
- Serviced equipment
- Conducted monthly safety meetings

7) No Open Forum

8) Announcements

a) City Commission Vacancies

Mr. Tienter stated that there are vacancies on the Economic Development Authority, Park Commission and Planning Commission. Interested residents should contact the City Administrator for information.

9) Adjournment

Council Member Fitzgerald motioned to adjourn the meeting. Council Member Ollig 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:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted