

City of Winsted  
City Council Meeting  
Council Chambers  
February 17, 2009  
6:00 p.m.

Present: Mayor Steve Stotko  
Council Member Bonnie Quast  
Council Member Tom Ollig  
Council Member Tom Wiemiller  
Council Member Dave Mochinski

Staff Present: Brent Mareck, City Administrator  
Amanda Zeidler, Utility Billing & Payroll Clerk  
Fran Eggert, City Attorney

- 1) Mayor Stotko called the meeting to order at 6:00 p.m.
  - a) The Pledge of Allegiance was taken.
- 2) Consent Agenda

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

- a) Minutes - City Council Work Session – February 3, 2009  
Accepted the minutes of the City Council Work Session of February 3, 2009.
- b) Minutes – Regular City Council Meeting – February 3, 2009  
Accepted the minutes of the Regular City Council Meeting of February 3, 2009.
- c) Board of Review  
Scheduled the annual Local Board of Appeal meeting for Tuesday, April 21, 2009 at 5:00 p.m. at the Winsted City Hall Council Chambers to provide a fair and objective forum for City of Winsted property owners to appeal their valuation or classification.
- d) In-Squad Computer System – Police Department  
Authorized a lease payment of \$7,293.02 to McLeod County for in-squad computer systems.
- e) Mosquito Control – Clarke Environmental  
Authorized an agreement with Clarke Environmental for mosquito control services for \$5,040.
- f) Gambling Permit – Crow River Ducks Unlimited  
Approved a gambling permit for Crow River Ducks Unlimited, with no waiting period, to hold a raffle at The Blue Note Ballroom, 320 – 3<sup>rd</sup> Street South, on April 14, 2009.
- g) Public Notice – Winsted Municipal Airport  
Approved the publication of a notice to consider the City of Winsted's Disadvantaged Business Enterprise (DBE) overall goal of 3.30% for the Federal Fiscal Year 2009/2010 for airport improvement projects which are funded, at least in part, by a Federal Aviation Administration (FAA) grant.

- h) Building Permit Report – January, 2009  
Approved the January, 2009 Building Permit report as presented.
  - i) Financial Report – January, 2009  
Approved the January, 2009 Financial report as presented.
  - j) Police Department Report – January 2009  
Approved the January, 2009 Police Department report as presented.
  - k) Claims  
Approved the Claims List for February 17, 2009 as presented.
- 3) No Public Hearings.
- 4) No Old Business.
- 5) New Business
- a) Library Board Presentation  

A report and presentation was given by Julie Guggemos from the Winsted Library Board. She mentioned the Winsted Public Library is part of the Pioneerland Library System. Guggemos also handed out a brochure listing the Library’s programs and annual events.

Guggemos reviewed the Library Profile with the City Council. She stated that use of the library has increased due to the state of the economy. Guggemos informed the City Council that the Library’s 2009 Budget has not been affected by budget cuts from the State of Minnesota; however, 2010 may be different. She stated that the Library Board funds the Summer Reading Program and contributes money to the Library’s book budget. The Winsted Library Board has been in existence since December 1975. Ollig thanked Guggemos and the Library Board for their work. Mayor Stotko told them to “keep up the good work.”
  - b) Drainage – 470 5<sup>th</sup> Street North  

Reviewed a request for the installation of a storm drain by Mary Pawelk of 470-5<sup>th</sup> Street North. The property is located at the southwest corner of the intersection of Fairlawn Avenue and 5<sup>th</sup> Street North. In addition, a commercial lease building and the Winsted Motel border the property to the west.

The property owner contacted the city on February 10, 2009 and requested that the water in the area be pumped out by the City of Winsted Public Works Department or Winsted Volunteer Fire Department. The City acknowledged the “ponding” of the water, but denied the request because the issue was not being caused by a City storm sewer or street. The property owner questioned the City’s liability of allowing standing water; however, the condition exists on private property and is not created from any deficiency in the City’s infrastructure.

Mareck informed the City Council that the City has pumped out the area in the past, due to a concern of emergency flooding during a summer storm.

Mareck advised the City Council of two (2) options to respond to the request. The first option is to take no action. The second option is to direct the City Engineer, Jake Saulsbury of Bolton and Menk, Incorporated, to research and specify a drainage correction for the property.

Mareck stated the “ponding” on the property is not a result of an overflow problem with a storm water drain or street runoff. He also stated that the City does not usually become involved in drainage issues regarding private property. The City’s involvement in correcting this drainage concern would cause the expense of additional work and resources throughout the City on other privately owned properties with similar circumstances.

Mareck will review the Winsted Planning Commission minutes to see if there is a statement requiring the installation of a drainage system when the Car Wash building was constructed. Mareck will report back to the City Council with any findings.

c) 2009 Property and Casualty Insurance Premium

Mareck informed the City Council that the City recently received their renewal notice for their 2009 Property and Casualty insurance premium from the League of Minnesota Insurance Trust (LMCIT). As a result of market rate increases, the City’s premium has increased \$5,856 in 2009. Mareck stated that this increase is not specific to cities and/or to the LMCIT. Most commercial policy premiums have increased significantly in 2009.

Mareck stated the City of Winsted could consider increasing their deductible to reduce the 2009 premium cost. The LMCIT recommends retaining more risk when it comes to a deductible. For most cities, a deductible of at least \$1,000, \$2,500, or \$5,000 will make more sense economically. The City of Winsted’s deductible has been \$250 for many years.

Mareck presented the following breakdown of the cost to the City of Winsted with the deductible options of \$250, \$500, and \$1,000.

<b>\$250 Deductible</b>	<b>Premium Paid</b>	<b>Deductible Paid Out</b>	<b>Total Paid Out</b>
<b>2008</b>	<b>\$53,224</b>	<b>\$500</b>	<b>\$53,724</b>
<b>2007</b>	<b>\$53,558</b>	<b>\$1,250</b>	<b>\$54,808</b>
<b>2006</b>	<b>\$54,611</b>	<b>\$1,250</b>	<b>\$55,861</b>

<b>\$500 Deductible</b>	<b>Premium Paid</b>	<b>Deductible Paid Out</b>	<b>Total Paid Out</b>
<b>2008</b>	<b>\$53,224</b>	<b>\$1,000</b>	<b>\$54,224</b>
<b>2007</b>	<b>\$53,558</b>	<b>\$2,500</b>	<b>\$56,058</b>
<b>2006</b>	<b>\$54,611</b>	<b>\$2,500</b>	<b>\$57,111</b>

<b>\$1,000 Deductible</b>	<b>Premium Paid</b>	<b>Deductible Paid Out</b>	<b>Total Paid Out</b>
<b>2008</b>	<b>\$53,224</b>	<b>\$2,000</b>	<b>\$55,224</b>
<b>2007</b>	<b>\$53,558</b>	<b>\$5,000</b>	<b>\$58,558</b>
<b>2006</b>	<b>\$54,611</b>	<b>\$5,000</b>	<b>\$59,611</b>

**2009 Estimate**

<b>Deductible</b>	<b>Premium Paid</b>	<b>Deductible Paid Out (Average Four Per Year)</b>	<b>Total Paid Out</b>
<b>\$250</b>	<b>\$59,080</b>	<b>\$1,000</b>	<b>\$60,080</b>
<b>\$500</b>	<b>\$57,257</b>	<b>\$2,000</b>	<b>\$59,257</b>
<b>\$1,000</b>	<b>\$55,955</b>	<b>\$4,000</b>	<b>\$59,955</b>

Mareck stated the City has had an average of four (4) claims per year from 2006 to 2008. Calculating the premium savings with the possibility of four (4) claims in 2009, the City would have the lowest premium with the option of \$500 deductible per occurrence.

**Mochinski motioned to increase the City of Winsted's Property and Casualty insurance deductible to \$500 per occurrence. Wiemiller seconded. Motion carried 5-0.**

d) 2009 Citizen Survey Presentation

Mareck presented results of the 2009 City of Winsted Citizen Survey. He stated the results will be posted on the City's website.

Mochinski recommended the City issue a survey in January of each year. Ollig stated that the City of Winsted residents who completed the Citizen Survey should be congratulated. Stotko stated the results will be used by the City Council and staff to set goals for the City.

e) Water Main Improvement – Grass Lake Farms & Westgate

City Engineer, Jake Saulsbury made a presentation for water main improvements in the Grass Lake Farm and Westgate Additions. Saulsbury stated that the Westgate neighborhood is not looped and consists entirely of six (6) inch water mains and typically, new designs consist of an eight (8) inch minimum diameter for main lines. To the South, Grass Lake Farm has since begun to develop. This development is currently served with an eight (8) inch line that crosses Main Avenue at Westgate Drive.

Saulsbury stated the Grass Lake Farm development, south of Main Avenue and additional developments to the south and west, will ultimately be served with a ten (10) inch trunk line that connects to the ten (10) inch trunk line along County Road One (1); however, a portion of this water main has not been installed, resulting in Grass Lake Farm being an extension of the Westgate neighborhood and not being looped.

Saulsbury presented two options that would provide a looped water system. The options are as follows:

*Option A* – Extend a ten (10) inch water main from Mallard Avenue and Seventh Street to County Road One (1). This connection will loop both the Grass Lake Farm and Westgate communities and is ultimately needed to serve additional developments south and west of the Grass Lake Farm development. This construction would be open trench except for the portion under County Road One (1). The length of the water main would be approximately 400 feet. The estimated project cost is \$45,000.

*Option B* - Connect to the six (6) inch stub at the intersection of County Road One (1) and Main Avenue and install an eight (8) inch line along the south side of Main Avenue. This line would then connect to the eight (8) inch line across from Westgate Drive. The construction would all be open trench, including the portion under the east end of Main Avenue. The length of the water main would be approximately 1,000 feet. No easements are anticipated to be needed. The estimated project cost is \$70,000.

Saulsbury recommended Option A, in order for the City to address the water system deficiencies in this area. He stated that is the more cost effective solution for providing a looped system and it would allow for additional development to occur; however, an easement is necessary and is likely the reason why it was not constructed previously. Option B provides for a looped system for the Westgate neighborhood only. It would increase water flow to the south, but it still would not provide for a looped system for the Grass Lake Farm neighborhood. If Option B would be constructed, Option A would be recommended in the future before additional development occurs.

Mareck stated that typically the City would require the developer to finish the project; however, since its conception, the property has been turned back to Flagship Bank of

Winsted. He also stated that there may be a funding option available through Flagship Bank of Winsted.

**Wiemiller motioned to authorize plans and specifications for water main improvement in Grass Lake Farms and Westgate. Ollig seconded. Motion carried 5-0.**

6) Department Report

a) City Engineer

Jake Saulsbury, City Engineer, Bolton and Menk, Incorporated reported on the following:

- Winsted Municipal Airport Master Plan
- 2008 Construction Project for the Airport beacon and windcone.
- 2009 Construction Project for Airport taxi-lane reconstruction and drainage improvements.
- Water Supply Plan

Saulsbury stated that all cities with a population over 1,000 are required to have a Water Supply Plan approved by the Minnesota Department of Natural Resources (DNR).

- Grass Lake Road Utility Service
- Public Works Drainage
- Shady Creek Addition Improvements
- Economic Stimulus Funds

Saulsbury stated that the anticipated economic stimulus/recovery bill may provide a funding source for potential infrastructure projects. He informed the City Council that funding for water or wastewater improvements appears to be more likely. He recommended that the City identify a project to be placed on the Public Facilities Authority (PFA) Project Priority List (PPL).

Ollig and Mochinski asked Mareck and Saulsbury to research the potential funding and begin making preparations to apply for the funding.

7) No Open Forum.

8) No Announcements.

9) Adjourn

**Quast motioned to adjourn. Mochinski seconded. Motion carried 5-0. Meeting adjourned at 7:10 p.m.**

Respectfully submitted,

Amanda J. Zeidler  
Utility Billing & Payroll Clerk