

City of Winsted
City Council Meeting
Council Chambers
Tuesday, June 3, 2014
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonnie Quast
Council Member Tom Ollig
Council Member George Schulenberg

Absent: Council Member Max Fasching

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer

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

a) The Pledge of Allegiance was taken.

b) Years of Service Recognition –Winsted Volunteer Fire Department Members

Mayor Stotko recognized and honored the following Winsted Volunteer Fire Department (WVFD) members for their years of service as volunteer firefighters:

Mr. James Koch	Thirty (30) Years of Service
Mr. Charlie Fiecke	Twenty (20) Years of Service
Mr. Chad Stender	Fifteen (15) Years of Service
Mr. Brent Mickolichuk	Ten (10) Years of Service
Mr. Matt Williams	Five (5) Years of Service

On behalf of the City of Winsted and City Council, Mayor Stotko thanked all of the aforementioned firefighters for their many years of volunteer service to the Winsted Community.

Council Member Ollig stated the WVFD firefighters dedication and volunteerism are a good example to the youth in the Winsted Community. He continued by asking the firefighters to discuss what their role and experience as volunteer firefighters has provided them.

Mr. James Koch addressed the City Council and discussed the importance of community service and giving back to the Winsted Community that has given so much to him and its residents.

WVFD Chief, Mr. Chad Engel, addressed the City Council and gave an overview of the application process to become a firefighter, training requirements and opportunities, meeting attendance, participation in Winsted Community events and/or activities, and assistance to other area Fire Departments.

Mr. Engel stated that the aforementioned firefighters that were recognized tonight for their years of service are crucial in making the WVFD the successful and valued organization that it is.

The City Council thanked the WVFD firefighters for all they do for the Winsted Community and its residents.

2) Consent Agenda

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

a) Minutes – City Council – Work Session – May 20, 2014

Accepted the minutes of the May 20, 2014 City Council Work Session.

b) Minutes – City Council – Regular Meeting – May 20, 2014

Accepted the minutes of the May 20, 2014 City Council Regular Meeting.

c) Salary Step Increase – Ms. Raquel Kirchoff

Authorized a salary step increase for Ms. Raquel Kirchoff, Administrative Assistant, effective April 19, 2014.

d) Resolution R-14-19 - Donation – Xcel Energy

Adopted Resolution R-14-19 to accept a \$125.00 donation from Xcel Energy to be dedicated to the Winsted Police Department for the Year 2014 Bike Rodeo.

e) April, 2014 Building Permit Report

Approved the April, 2014 Building Permit Report.

f) Claims

Approved the Claims List for June 3, 2014.

g) Tree Removal – Hainlin, Mill Reserve and Barrett Parks

Approved a quote from Western Tree Service, Incorporated, in the amount of \$4,750.00 to remove forty (40) dead trees within Hainlin, Mill Reserve and Barrett Parks in the City of Winsted.

3) Public Hearings

a) Ordinance O-14-03 –Flood Plain Ordinance

Mr. Wilfahrt stated that recently, the Federal Emergency Management Agency (FEMA) updated the Flood Insurance Rate Maps (FIRM) that define flood plains. In April and May of the year 2013, FEMA published the changes in the Hutchinson, Minnesota *Leader* newspaper and received no response from anyone appealing the changes.

Mr. Wilfahrt stated that currently, residents in a floodplain can purchase insurance through the National Flood Insurance Program (NFIP). The NFIP was created to provide insurance for those living in flood plains in exchange for communities adopting ordinances that will help reduce future flooding. The City of Winsted passed a Floodplain Ordinance in the year 1994; but, currently this Ordinance does not comply with what FEMA requires.

Mr. Wilfahrt stated that the same Ordinance allows communities to be eligible for flood assistance through the Flood Disaster Protection Act of the year 1973; however, since the City of Winsted's current Floodplain Ordinance is not in compliance with FEMA's regulations, the City would not be eligible for such assistance unless an updated version is passed by July 7, 2014.

Mr. Wilfahrt presented a draft version of the new Floodplain Ordinance. Mr. Wilfahrt stated that the Ordinance was prepared from a sample Ordinance received from the Minnesota Department of Natural Resources (MN DNR). The new Floodplain Ordinance differs significantly from the City's old Ordinance; but, a majority of the language is mandatory to stay in compliance with FEMA's regulations and to maintain eligibility in the NFIP. Mr. Wilfahrt gave a brief overview of which language is mandatory and which language is optional. He continued by stating that the City's Engineer has reviewed the proposed language and recommends passing the language that was provided by the MN DNR. The MN DNR has also approved the draft version of the Floodplain Ordinance.

Mr. Wilfahrt stated that when this item was discussed at a City Council Work Session, a few concerns were raised regarding the Floodplain Maps. Staff has reviewed the Maps, and there are a number of properties that were not previously in the floodplain that will now be subject to the floodplain. The areas located near Fairlawn Avenue and Shady Creek Drive will probably see the biggest impact. However, the Maps cannot be changed unless petitioned by a landowner. Staff is working with the MN DNR to learn about the petition process to better assist residents who may want to have their property removed from the Floodplain Map.

Mr. Wilfahrt stated that the City Council will need to hold a Public Hearing at tonight's meeting to fulfill statutory requirements for an Ordinance change. The Ordinance change was properly noticed, and should the City Council adopt the new Floodplain Ordinance language, a summary of the Ordinance will be published in the *Herald Journal* newspaper.

Council Member Ollig stated that he has had some residents contact him regarding this issue and asked Mr. Wilfahrt when City staff will be contacting residents regarding the process to petition for their property to be removed from the Floodplain Map. Mr. Wilfahrt stated that the residents will be contacted within the next two (2) weeks.

Council Member Ollig asked if staff would be contacting only the residents whose property is located in the Floodplain Map. Mr. Wilfahrt stated yes.

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

Council Member Ollig motioned to close the Public Hearing. Council Member Schulenberg seconded the motion. Motion carried 4-0.

Council Member Ollig motioned to adopt Ordinance O-14-03 to replace the City of Winsted's Flood Plain Ordinances by repealing same and adding Section Eight (8) to the City of Winsted's Municipal Code. Council Member Quast seconded the motion. Motion carried 4-0.

4) No Old Business.

5) New Business

a) Year 2014 Seal Coating for City of Winsted Streets

Mr. Wilfahrt stated that each year the City of Winsted budgets an amount to seal coat certain streets located within the City to prevent further damage from taking place. An amount of \$54,150 was budgeted in the year 2014. The streets scheduled to be seal coated in the year 2014 include Third (3rd) Street and all the streets located in the Winsted on the Lake Housing Development.

Mr. Wilfahrt presented the two (2) quotes the City of Winsted received for seal coating work to take place within the City:

Pearson Brothers Incorporated	\$53,483.36
Allied Blacktop Company	\$53,799.19

Mr. Wilfahrt stated that Pearson Brothers Incorporated has provided the lower quote. The City has worked with this company for several years and is very satisfied with their work.

The 2014 budget includes \$54,150 for seal coating. Funds are utilized out of the Public Works Department Budget.

Council Member Ollig asked if notification is given to residents that will be affected by the seal coating of the certain streets. Ms. Boelter stated yes.

Council Member Ollig asked if a map showing what streets the seal coating will be taking place on could be published in the newspaper. Ms. Boelter stated that staff would investigate the printing of a map in the *Herald Journal* newspaper.

Council Member Quast motioned to approve the quote from Pearson Brothers, Incorporated to seal coat certain City of Winsted streets for an amount not to exceed \$53,483.36. Council Member Schulenberg seconded the motion. Motion carried 4-0.

6) Department Report

City Clerk-Treasurer

Ms. Deb Boelter, City Clerk-Treasurer, reported on the following:

➤ **Year 2013 Audit**

1. Preparation for the year 2013 Audit began in January, 2014.
2. The auditors were at City Hall from Monday, May 5, 2014 to Thursday, May 8, 2014.
3. The remainder of the Audit was completed through electronic mail.
4. Mr. Wilfahrt and Ms. Boelter will be meeting with the auditors to review the ~~Year~~ Draft Year 2013 Audit.
5. The final year 2013 Audit will be presented to the City Council at their June 17, 2014 Regular City Council meeting.

➤ **Annual Reporting**

The following annual reports for the City of Winsted have been completed by their deadline:

1. The Minnesota State Auditor's *Summary Budget Data Form*.
2. The McLeod County Auditor's and Minnesota State Auditor's *Report of Outstanding Indebtedness*.
3. The Minnesota Department of Revenue's *Police State Aid Form* and *Fire State Aid Form*.

Ms. Zeidler completed the following year end 2013 reports:

1. Federal and State withholding returns.
2. Employee W-2 forms.
3. Public Employee Retirement Association (PERA) Exclusion report.
4. Assist Public Works Department to complete the Minnesota Department of Natural Resources (MN DNR) annual water report. The report includes information such as: gallons of water used and sold, summer water usage, gallons of water pumped, etcetera.

Ms. Kirchoff completed the following year end 2013 report:

1. Form 1099-distributed to independent contractors.

➤ **International Institute of Municipal Clerks (IIMC) – Certified Municipal Clerk (CMC)**

Ms. Boelter and Ms. Kirchoff have received their CMC certification through the IIMC. This is an advanced certification above their certification as a Minnesota Certified Municipal Clerk (MCMC) through the Minnesota Clerk and Finance Officers Association (MCFOA).

➤ **Minnesota Clerk and Finance Officers Association (MCFOA) – Annual Conference**

Ms. Kirchoff and Ms. Boelter attended the MCFOA's Annual Conference from Tuesday, March 18, 2014 through Friday, March 21, 2014 in St. Cloud, Minnesota.

The training sessions were valuable, informative and applicable to our positions with the City of Winsted. The networking opportunities were also beneficial.

Ms. Kirchoff and Ms. Boelter attended training sessions related to:

1. Leadership.
2. Election training and recent changes in Minnesota State Statutes and rules that will affect our role as election administrators.
3. Personnel files-what to keep and not keep; and what is public or private information.
4. Property nuisances . external issues.
5. Time management skills.
6. Supervisory skills.
7. Sales and Use Tax.
8. Improving employee morale without the gimmicks.
9. The power of a positive attitude.

➤ **Banyon Data Systems – Software User Training**

1. On April 22, 2014, Ms. Boelter, Ms. Kirchoff and Ms. Zeidler attended training conducted by the City's software company, Banyon Data Systems.
2. The training provides updates to the current Fund Accounting, Payroll and Utility Billing software.

➤ **Minnesota Municipal Clerk's Institute (MMCI) – Ms. Zeidler**

Ms. Zeidler attended Year Three (3) and the final year of the MMCI from Monday, April 28, 2014 through Friday, May 2, 2014. Ms. Zeidler did receive a \$200 scholarship from the MCFOA for attending the MMCI. Some of the information that she learned in Year Three (3) included:

1. Parliamentary procedure.
2. Small group communication.
3. Public speaking and facilitation.
4. Lobbying.
5. Grants and grant writing.
6. Tax abatement.
7. Organizational styles and dynamics.
8. Municipal issues and approaches.
9. Generational communication.
10. Remaining apolitical.
11. Conducted a mock City Council meeting.

Ms. Zeidler will now apply to the MCFOA for her MCMC certification. When her application is approved, she will receive her certification at the MCFOA Annual Conference in March, 2015.

- **International Institute of Municipal Clerks (IIMC) Annual Conference – Ms. Boelter**
 1. Ms. Boelter attended the IIMC Annual Conference in Milwaukee, Wisconsin from Friday, May 16, 2014 through Friday, May 23, 2014.
 2. Ms. Boelter met and networked with City Clerks from all over the United States, Canada, England, Scotland, Israel and the Netherlands.
 3. Ms. Boelter attended sessions that included:
 - ✓ An Athenian Leadership Dialogue . *The Woman Behind the New Deal: The Life of Frances Perkins, FDR's Secretary of Labor and His Moral Conscience.*
 - ✓ Region VI Meeting . Minnesota, Wisconsin, and Iowa.
 - ✓ Leadership techniques.
 - ✓ Social media.
 - ✓ Strategies for getting things organized and completed.
 - ✓ Strategies for maximizing revenues and collections in government.
 - ✓ How to build high engagement, high morale and a happier workplace.
 - ✓ The use of technology in municipal government.
 - ✓ Leading yourself first at work, in business and in life.
 4. Toured the Milwaukee, Wisconsin City Hall.
 5. The Conference will provide Ms. Boelter with points towards her advanced certification through the IIMC.
- **Minnesota Municipal Clerk's Advanced Academy (MMCA) – Ms. Boelter and Ms. Kirchoff**

Ms. Boelter and Ms. Kirchoff will be attending the annual MMCA from Wednesday, September 10, 2014 through Friday, September 12, 2014 in Rochester, Minnesota to obtain education points towards their advanced certification as a City Clerk. Ms. Boelter did receive a \$150 scholarship from the MCFOA for attending the MMCA.
- **Rental Housing Permits**

The five (5) year renewals for the City's *Rental Housing Permits* are in the renewal process. Ms. Zeidler has been working with the City's Building Inspector, Mr. Rob Beckfeld, Metro West Inspection Services, Incorporated, to review the existing *Rental Housing Permits* and complete the renewals. Ms. Zeidler stays informed of housing rental in the City of Winsted and does a great job in assisting property owners with the application process.
- **Blight**

Ms. Boelter and Ms. Kirchoff continue to monitor and address blight in the City of Winsted with the cooperation and assistance of the Winsted Police Department and the Public Works Department.
- **Year 2014 Liquor and Tobacco Licensing**
 1. Ms. Kirchoff and Winsted Police Department's Acting Chief, Mr. Justin Heldt held the Annual Liquor License Forum on Monday, April 21, 2014.
 2. Ms. Kirchoff has completed the year 2014 Liquor and Tobacco Licensing for the City of Winsted.
 3. Ms. Kirchoff completes the work for this process each year and she does an exceptional job.
- **Banyon Dog Licensing Program**

Ms. Zeidler has done a great job of utilizing the Banyon Dog Licensing Program. The

Program has the capability of running reports in different formats; which is beneficial to identifying any stray dogs that the Winsted Police Department finds. The Program also provides Ms. Zeidler with the necessary information to contact dog owners to remind them to renew their dog license(s) annually. Currently, the City of Winsted has 136 licensed dogs.

- **Election – Year 2014**
 1. Ms. Kirchoff has been taking applications for persons to work as Election Judges for the Primary Election on August 12, 2014 and the General Election on November 4, 2014.
 2. Ms. Kirchoff has been scheduling the Election Judges for training at the McLeod County Auditor's office.
 3. The McLeod County Auditor has asked the City to test a new electronic poll book at the General Election.
- **Year 2014 Property and Liability Insurance**

Ms. Boelter and Ms. Kirchoff worked with Ms. Erin Kutz of Flagship Insurance and Financial Services to renew the City of Winsted's Property and Liability Insurance coverage through the League of Minnesota Cities Insurance Trust (LMCIT) for the year 2014.
- **Cleaning Contract**

Ms. Boelter and Ms. Kirchoff worked with Ms. Laura Kosek to become the new cleaning contractor for the City Hall, Public Works Department, Winsted Volunteer Fire Department and the Winsted Public Library buildings.
- **TDS Receptionist Tool**
 1. TDS has upgraded the receptionist tool for incoming calls to City Hall.
 2. Ms. Zeidler and Ms. Kirchoff are in the process of completing the upgrade and the necessary training.
- **Staff Support**

Ms. Boelter, Ms. Kirchoff and Ms. Zeidler continue to provide support and assistance for other City departments, Winsted Summer Festival, Winsted Holding Activities That Unite People (WHAT UP), Winsted Area Chamber of Commerce, Winstock Country Music Festival, etcetera.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

Council Member Quast motioned to adjourn the meeting. Council Member Ollig seconded the motion. Motion carried 4-0.

The meeting was adjourned at 6:35 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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