

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Dave Mochinski
Council Member George Schulenberg

Absent: Council Member Bonnie Quast

Staff Present: Brad Martens, City Administrator
Deborah R. Boelter, City Clerk-Treasurer
Dave Meyer, Public Works Maintenance Lead
Jamie Stotko, Public Works Maintenance Lead

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 – Dave Meyer – Ten (10) Years

Mayor Stotko recognized Public Works Maintenance Lead, Dave Meyer, for his ten (10) years of service to the City of Winsted.

2) Consent Agenda

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

a) Minutes – City Council - Work Session – December 20, 2011

Accepted the minutes of the City Council Work Session of December 20, 2011.

b) Salary Step Increase – Mike Henrich

Authorized a salary step increase for Police Chief, Mike Henrich, effective January 1, 2012.

c) Salary Step Increase – Dave Meyer

Authorized a salary step increase for Public Works Maintenance Lead, Dave Meyer, effective January 2, 2012.

d) Park Commission Resignation – Cheryl Sutton

Accepted the resignation of Cheryl Sutton from the Park Commission.

e) 2012 Appointments – MAYOR STOTKO MOVED TO “NEW BUSINESS”

f) Meeting Reschedule – Airport Commission – January 10, 2012

Authorized the rescheduling of the January Airport Commission meeting to Tuesday, January 10, 2012 at 6:30 p.m.at the Winsted Municipal Airport.

g) Appointment – Julie Guggemos– Temporary Administrative Assistant

Authorized the hiring and appointment of Julie Guggemos to part-time temporary Administrative Assistant at \$10 per hour.

h) Appointment – Peggy Mahlstedt– Temporary Administrative Assistant

Authorized the hiring and appointment of Peggy Mahlstedt to part-time temporary Administrative Assistant at \$10 per hour.

i) Claims

Approved the Claims List for January 3, 2012.

j) Flagship Bank of Winsted – Pledged Securities

Approved the Pledged Securities that Flagship Bank of Winsted has purchased for the City of Winsted for the month of December, 2011.

k) Winsted Municipal Airport Commission Resignation – Dave Millerbernd

Accepted the resignation of Dave Millerbernd from the Winsted Municipal Airport Commission.

3) Public Hearings

a) Ordinance O-12-01 – Fee Schedule

Martens 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.

Martens presented the changes and/or new fees in the 2012 Fee Schedule in comparison with the 2011 Fee Schedule.

Council Member Ollig asked if approval of the Fee Schedule Ordinance will still allow the City staff and Council the flexibility to increase or decrease any of the fees listed during the year, 2012. Martens stated that the fees may be increased or decreased by scheduling another Public Hearing. Martens also stated that some of the fees listed in the Ordinance may not require a Public Hearing.

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

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

Council Member Ollig motioned to approve Ordinance O-12-01 adopting the 2012 Fee Schedule for the City of Winsted. Council Member Schulenberg seconded. Motion carried 4-0.

4) Old Business

a) Schedule Public Hearing – McLeod Cooperative Power Association Electric Distribution Franchise Ordinance

Martens stated that at the December 20, 2011 City Council meeting, Public Hearings were held to repeal and replace three (3) Franchise Ordinances. The City Council unanimously approved the changes to each of the three (3) Ordinances and the next day signed copies were mailed to the utility providers. Since the approval of the Franchise Ordinances, Martens stated that he learned that there were errors in the approved McLeod Cooperative Power Association Electric Distribution Franchise Ordinance.

Martens continued by stating that the errors existed because an older version of the McLeod Cooperative Power Association Electric Distribution Franchise Ordinance was approved inadvertently. The errors that were made cannot be corrected with a simple administrative procedure. An additional Public Hearing will need to be scheduled for January 17, 2012.

Martens stated that City staff has investigated how the errors took place and found that the City Attorney had the most recent draft of the Ordinance; however, did not use that draft when formatting took place. Martens also noted that he did not take an in-depth review of the Ordinance to ensure the latest copy was used prior to City Council approval. He continued by stating that changes will be made in the future to ensure this type of error does not take place again.

Council Member Mochinski motioned to schedule a Public Hearing for January 17, 2012 at 6:00 p.m. to consider adopting amendments to the McLeod Cooperative Power Association Electric Distribution Franchise Ordinance; and to hold an additional Public Hearing to adopt separate Ordinances amending the City of Winsted's Municipal Code to establish Franchise Fees (in such amounts and payable in such manner as stated in the Franchise Agreements) for Northern States Power (NSP) doing business as (d/b/a) Xcel Energy and McLeod Cooperative Power Association; and authorizing the City Attorney and City staff to prepare the appropriate proposed Ordinances, notices and any other necessary documents in order to effectuate the same. Council Member Schulenberg seconded. Motion carried 4-0.

b) Assessment Policy Amendments

Martens stated that at the December 20, 2011 City Council meeting, the City Engineer presented recommended changes to the City of Winsted Assessment Policy to further clarify the language to reduce future conflicts or questions. The recommended changes were as follows:

1. VI.B.1 – Methods of Assessment
 - a) It is recommended to include language that “Equivalent Residential Units” can be calculated and used for assessments to commercial and/or industrial properties when these parcel types are located in a predominantly residential area. On the current project, this recommended revision would potentially impact the assessment to Casey’s General Store.
2. IX.A – New Construction
 - a) It is recommended to assess developers for utilities for the size needed to serve their developments rather than assess them for only an eight (8) inch line. This recommended revision would have no impact to the current project.
3. IX.A – Reconstruction
 - a) It is recommended to define the section of the standard local street section as 4.5 inches bituminous, 9.0 inches aggregate base, and geo-textile fabric. Consideration should also be given to adding a standard width. This recommended revision would reduce the assessments on the current project if a width narrower than forty feet (40’) is chosen.
4. IX.A – Reconstruction & Street Maintenance
 - a) It is recommended to include reclamation projects with reconstruction projects rather than street maintenance projects. The life expectancies of reclamation projects have been found to be closer to those of reconstructions. Also, utility improvements and storm sewer and/or drain tile additions can still be completed with a reclamation project, unlike an overlay project. This change would allow for the City to levy assessments on a reclamation project. This recommended revision may have an impact on the current project depending on the recommended scope of work that is yet to be determined.
5. IX.A – Storm Sewer - *optional recommendation*
 - a) To further lessen the impact of the assessments on the residents, storm sewer on reconstruction projects could be modified to be a non-assessable cost. This would make the assessment policy more equitable as the amount of storm sewer and the

size of pipes vary greatly from neighborhood to neighborhood. For example, the assessments on the Fairlawn Circle project would have been reduced by approximately \$400 per lot if this were in effect, which is approximately a ten percent (10%) decrease. This recommended revision would have an impact to the current project.

Martens stated that the recommended changes were reviewed by the City Council at the December 20, 2011 meeting and City staff was directed to amend the Assessment Policy in order to bring back to the City Council for final approval.

Martens stated that the changes made to the Assessment Policy will have minimal effects on assessable projects. In the short term, the changes will require Casey's General Store to contribute a larger amount to the Westgate Pavement project which would reduce the assessment to other property owners in the affected area.

Council Member Mochinski stated that Martens indicated that the tile line would be sized as needed. Council Member Mochinski recommended that the language in the Assessment Policy specifically state that the tile line should be no less than eight inches (8").

Martens stated that it may be more appropriate to specify the eight inch (8") tile line in the plans and specifications for a particular project and not in the Assessment Policy. Martens continued by stating that if the language Council Member Mochinski is recommending would be used, it would not change a project because the Policy only addresses the assessment of the project.

Council Member Schulenberg motioned to amend the City of Winsted Assessment Policy. Council Member Mochinski seconded. Motion carried 4-0.

c) Memorandum of Understanding – Darrin Mason

Martens stated that at the December 20, 2011 Regular City Council meeting, the City Council approved an agreement with Darrin Mason for flight instruction services at the Winsted Municipal Airport. Since that approval, Mr. Mason has requested additional time to review the insurance and liability language.

Martens recommended that the City Council extend Mr. Mason's current Memorandum of Understanding until Tuesday, February 7, 2012.

Council Member Ollig motioned to extend a Memorandum of Understanding with Darrin Mason for flight instruction services at the Winsted Municipal Airport through February 7, 2012. Council Member Schulenberg seconded. Motion carried 4-0.

5) New Business

a) Minutes – City Council – Regular Meeting – December 20, 2011

City staff has found that a typing error existed in the agenda for the December, 20, 2011 City Council meeting. The error existed in item "C" under Public Hearings. As written on the agenda, the Ordinance was amended "through repeal and replacement of Section **403** of the City Code". The agenda item should have read "through repeal and replacement of Section **403.020** of the City Code".

Ordinance O-11-12 had the correct language. The typing error was made only on the agenda.

Council Member Schulenberg motioned to approve the minutes of the December 20, 2011 City Council meeting with an amendment to the motion for item "c" under Public Hearings to read "adopt Ordinance O-11-12 amending the City's Gas Energy Franchise Ordinance through repeal and replacement of Section 403.020 of the City Code." Council Member Ollig seconded. Motion carried 4-0.

b) 2012 Work Plan

Martens stated that a Work Plan for 2012 has been created for City Council review. The purpose of the Work Plan is to provide direction to staff from the City Council on what priorities

exist for their work areas. The goal is to keep the document current and update it from time to time as priorities change. At a minimum, the City Council will be made aware of the progress at the end of each quarter.

Martens stated that items to be completed as described in the 2012 Work Plan are included in the 2012 budget.

Martens presented the goals listed in the 2012 Work Plan.

Mayor Stotko asked if the goals identified came from the 2011 City Council and Staff Goal Setting retreat. Martens stated that most of the goals were identified in the October, 2011 Goal Setting retreat and some were identified by City staff.

Council Member Ollig motioned to adopt the 2012 Work Plan. Council Member Schulenberg seconded. Motion carried 4-0.

c) 2012 Appointments

Martens presented the 2012 Appointments for the City of Winsted.

Martens stated that upon the recommendation of the City Council, Joe Johnson, will be appointed to the Winsted Municipal Airport Commission as a “hangar owner” and not as an “at-large” member.

Martens stated that the 2012 Appointments are designated by the City of Winsted’s Mayor and presented to the City Council for approval.

Council Member Mochinski motioned to approve the 2012 Appointments amending the Winsted Municipal Airport Commission appointee, Joe Johnson, as a “hangar owner” and the “at-large” position being vacant. Council Member Schulenberg seconded. Motion carried 3-1. Council Member Ollig abstained.

6) Department Report

a) Public Works Department

Jamie Stotko, Public Works Maintenance Lead, reported on the following:

- Complete monthly water shut offs for non-payment of utility bills.
- Read water meters monthly.
- Post water shut off notices monthly.
- Installing radio read water meters. There are approximately seventy-five (75) houses left to install water meters in.
- Annual sewer jetting.
- Monitored the construction of the Kingsley Lift Station improvements.
- Had a new box installed on the L9000 plow truck.
- Removed all furniture and other items from the old Arrival/Departure (A/D) building at the Winsted Municipal Airport.
- Picked up several fallen tree branches throughout the City.
- Watered the trees in the Lakefront Promenade.
- Swept the streets several times to remove fallen leaves.
- Attended the construction meetings for the new A/D building at the Winsted Municipal Airport and monitored the construction progress.
- Winterized all City park bathrooms.
- Removed all park picnic tables to winter storage.
- Removed park bleachers to winter storage.
- Removed and painted rusted areas on the light poles on McLeod County Road One (1).
- Replaced two (2) trees behind City Hall.
- Serviced all Public Works’ vehicles in preparation for snow plowing.
- Removed seven (7) dead trees throughout the City.
- Installed and removed Christmas decorations and banners.
- Cleaned up the brush in the brush site.
- Cleaned and opened the warming house in Mill Reserve Park.

- Assisted the Winsted Police Department in moving squad cars to specified locations.

Council Member Ollig asked what percentage of Winsted houses have the radio read water meters. Stotko, Jamie stated that they have installed radio read water meters in approximately eighty percent (80%) to ninety percent (90%) of the houses in Winsted.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

Council Member Mochinski motioned to adjourn. Council Member Schulenberg seconded. Motion carried 4-0.

The meeting was adjourned at 6:27 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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