

City of Winsted
City Council Meeting
Council Chambers
Tuesday, January 6, 2015
6:00 p.m.

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

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief
Mr. Dave Meyer, Public Works Department Maintenance Supervisor

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

a) The Pledge of Allegiance was taken.

b) Oath of Office – Newly Elected Officials

Ms. Boelter conducted the Oath of Office for the following:

- **Mr. Steve Stotko – Mayor**
- **Mr. George Schulenberg – City Council Member**
- **Mr. Max Fasching – City Council Member**

c) Strategic Planning Retreat Goals Presentation – Mr. Shannon Sweeney, David Drown and Associates

Mr. Shannon Sweeney, David Drown and Associates gave a brief overview of the December 4, 2014 *City of Winsted Year 2014 Goal Setting Session Report*.

Mr. Sweeney stated that on December 4, 2014 the Winsted City Council and members of the City staff held a Work Session for the purpose of discussing and prioritizing organizational goals, and to develop a work plan to address goals that were identified as priorities.

Mr. Sweeney stated that the Work Session began with a review of the results of the year 2014 Winsted Citizens Survey; presentations by each of the City's Department Heads regarding strengths, weaknesses, and opportunities within their respective Departments; and a review of the goals previously established by the City Council in the year 2013.

Mr. Sweeney stated that following the presentations by City staff, the capital goals that were submitted by the City Council Members and City staff for discussion purposes were discussed in some detail. Following the discussion, City Council and staff identified their top three (3) capital goals. Capital investment goals that were determined to be of higher priority included the following:

1. Wastewater Treatment Facility Improvement Project.
2. Kingsley Street Area Improvement Project.
3. Capital Equipment Replacement Plan.
4. New Industrial Park.
5. The Relining of Sewer Lines.

Mr. Sweeney stated that the City Council and staff then discussed each of these goals in additional detail for the purpose of developing a work plan.

Mr. Sweeney stated that following discussion on Capital Goals, City Council and staff discussed all of the organizational goals that had been submitted for discussion. Once again the City Council and staff identified their top three (3) organizational goals. Organizational Goals that were determined to be of higher priority included the following:

1. Improving communication with residents.
2. Attracting a hotel development in the City.
3. Providing supervisory training for promoted employees and fireman.
4. Park improvement plan.
5. Review of employee health insurance benefits.
6. Improve the City of Winsted's website.

Mr. Sweeney stated that following the identification of these priorities, City Council and staff then discussed specific work plans for each goal.

Mr. Sweeney stated that the *Report* is designed to use as a guide and tool for the City Council and City staff to review and monitor the goals established; and to develop work plans timelines for accomplishing each goal.

Mr. Sweeney asked the City Council if they had any questions about the *City of Winsted Year 2014 Goal Setting Session Report* and/or if they had any amendments to the *Report*. The City Council Members did not have any questions and/or amendments.

Council Member Quast commented that the Strategic Planning Retreat was a successful day and complimented Mr. Sweeney for his facilitation.

Council Member Ollig stated that it is important for the City Council and staff to have Strategic Planning Retreats on a regular basis to establish goals that benefit the quality of life for residents in the City of Winsted. He continued by complimenting Mr. Sweeney on his facilitation of the Retreat.

Mayor Stotko stated that he appreciated having Mr. Sweeney identify the cost of some the projects discussed. It assisted in prioritizing the projects.

Mr. Wilfahrt stated that the Retreat was a success and because Winsted is such a progressive Community, the goals established will be accomplished over the next few years. He continued by stating that the goals will be presented to the City Council at a future Regular City Council meeting for approval and adoption of the work plan to accomplish the goals.

Mr. Sweeney stated that it was also identified at the Retreat that the City Council and staff will need to conduct additional Work Sessions to discuss some of the major projects that need to be completed.

Council Member Fasching stated that it was helpful and invaluable to have the City's Department Heads at the Retreat to obtain their insight and ideas.

2) Consent Agenda

Council Member Ollig motioned to amend the agenda to add approval of both an Easement Agreement and a Utility Agreement under *New Business: item b) Easement Agreement – Grass Lake Road Development Property*. Council Member Quast seconded the motion. Motion carried 5-0.

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – December 16, 2014

Accepted the minutes of the December 16, 2014 City Council Work Session.

b) Minutes – City Council – Regular Meeting – December 16, 2014

Accepted the minutes of the December 16, 2014 City Council Regular Meeting.

c) Minutes – Planning Commission Meeting – October 13, 2014

Accepted the minutes of the October 13, 2014 Planning Commission Meeting.

d) Minutes – Downtown Vibrancy Commission Meeting – October 14, 2014

Accepted the minutes of the October 14, 2014 Downtown Vibrancy Commission Meeting.

e) Resolution R-15-01– Gambling Contribution – Holy Trinity

Adopted Resolution R-15-01 accepting a contribution from gambling proceeds from the Church of the Holy Trinity in the amount of \$2,500 to be dedicated to the City's Park Fund.

f) Resolution R-15-02 - Winsted Volunteer Fire Department Relief Association – Gambling Contribution

Adopted Resolution R-15-02 to accept a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in the amount of \$10,000 to be dedicated toward the Winsted Volunteer Fire Department's Capital Improvement Plan.

g) Resolution R-15-03 – Winsted Volunteer Fire Department Water Rescue Suits

Approved Resolution R-15-03 to donate the specified Winsted Volunteer Fire Department's water rescue suits to the Silver Lake, Minnesota Volunteer Fire Department.

h) Year 2015 Appointments

Approved the City of Winsted's year 2015 official appointments.

i) Winsted Volunteer Fire Department's Fire Board Resignation – Mr. Vince Laxen

Accepted the resignation of Mr. Vince Laxen as a City of Winsted representative from the Winsted Volunteer Fire Department's Fire Board.

j) Winsted Volunteer Fire Department's Fire Board Appointment – Mr. Tom Wiemiller

Appointed Mr. Tom Wiemiller as a City of Winsted representative to the Winsted Volunteer Fire Department's Fire Board.

k) Professional Engineering Services – Year 2015 Fee Schedule

Approved the year 2015 City of Winsted Fee Schedule for professional engineering services provided by Bolton and Menk, Incorporated.

l) Claims

Approved the Claims List for January 6, 2015.

Council Member Schulenberg motioned to adopt the Consent Agenda as presented. Council Member Fasching seconded the motion. Motion carried 5-0.

3) Public Hearings

a) Ordinance O-15-01 – Fiscal Year 2015 Fee Schedule

Mr. Wilfahrt 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 Ordinance represents fees that are not explicitly set by other ordinances and/or resolutions.

Mr. Wilfahrt presented the changes from the year 2014 Fee Schedule Ordinance in comparison to the proposed year 2015 Fee Schedule Ordinance:

- **Water Rate (per thousand gallons)** . \$3.24, two percent (2%) increase from the year 2014.
- **Water Minimum (per month)** . \$5.87, two percent (2%) increase from the year 2014.
- **Sewer Rate (per thousand gallons)** - \$9.10, eight percent (8%) increase from the year 2014.
- **Sewer Minimum (per month)** - \$7.20, eight percent (8%) increase from the year 2014.
- **Rental Housing Permit Transfer** - \$25 for a one dwelling unit and \$50 for a multi-dwelling unit.
- **Election Equipment Rental** - \$250 for use of each of the M100 and the AutoMark machines, \$200 for use of the Ballot Box, and \$150 for use of the Electronic Poll Book. This was included because other entities borrow this equipment and currently do not pay for its use. Effectively the City is providing election equipment to those entities free of charge. City staff believes that entities using the equipment on a regular basis should bear the cost of the equipment. The cost was determined by dividing the cost of the equipment by the number of uses expected in its lifespan.
- **Fireworks Permit Fee** - \$25 established to offset administrative costs of permitting.
- **Hangar Swap Fee** - \$50 established to offset administrative and legal costs of hangar swaps.
- **Hangar Lease Initiation Fee** - \$25 established to cover the administrative and legal fees for hangar leases.

Mr. Wilfahrt stated that the Fee Schedule Ordinance changes have been incorporated into the City's year 2015 Budget.

Mayor Stotko asked for public comment. There was no public comment received.

Council Member Fasching motioned to close the Public Hearing. Council Member Quast seconded the motion. Motion carried 5-0.

Council Member Quast motioned to approve Ordinance O-15-01 Establishing the City of Winsted Fiscal Year 2015 Fee Schedule. Council Member Schulenberg seconded the motion. Motion carried 5-0.

b) Ordinance O-15-02 – Liquor Ordinance Amendments

Mr. Wilfahrt stated that earlier in the year 2014, when the Winsted Police Department conducted Liquor License compliance checks, there was some confusion about what the punishment is for a violation of selling alcohol to a minor. The City's Liquor Ordinance reads that the first (1st) violation will result in a liquor establishment losing its License for one (1) day on the same day of the week that the violation occurred; however, the City Council has decided in the past to allow the establishments to choose a day to close within a reasonable period of time after the violation occurs.

Mr. Wilfahrt stated that allowing businesses to choose their own date to be closed has led to confusion among the businesses and inconsistency in enforcement of the Ordinance. City staff's preference is to have a consistent set of guidelines to enforce violations to the Liquor Ordinance.

Mr. Wilfahrt stated that City staff reached out to all of the City's liquor establishments selling liquor to discuss this issue and staff also considered the existing Ordinance; as well as, the precedent the City Council has set in the past few violations. Since the City Council has decided on a number of occasions to allow the businesses to choose the date to close following a first (1st) violation, staff determined that the best day to have a businesses' License suspended after a first (1st) violation is on a Monday unless that is not a day the business is regularly open; in which case, the business would have its License suspended on a Tuesday. For the second (2nd) and third (3rd) suspension, the Liquor License would be suspended starting on a Thursday. This language was agreeable to all of the establishments that have Liquor Licenses.

Mr. Wilfahrt stated that additionally, the language of the Liquor Ordinance is arbitrary in that it states "the license" is suspended or revoked for these offenses. There are separate Licenses for on and off-sale

liquor, and City staff believes the intent of the Ordinance is to suspend or revoke all Liquor Licenses in the event of a violation. For instance, City staff does not believe that the City Council would desire to continue to allow an establishment to sell on-sale liquor if that establishment has sold off-sale liquor to a minor four (4) times in a three (3) year period. The language in the proposed Ordinance amendments has been changed to reflect that all Liquor Licenses will be suspended in the event of a violation to clarify the aforementioned point.

Council Member Ollig asked if all of the City's Liquor Licensees were contacted regarding the proposed amendments to the Liquor Ordinance. Mr. Wilfahrt stated yes.

Council Member Ollig asked if there was any opposition to the proposed amendments to the Liquor Ordinance. Mr. Heldt and Mr. Wilfahrt both stated no.

Mayor Stotko asked for public comment. There was no public comment received.

Council Member Ollig motioned to close the Public Hearing. Council Member Quast seconded the motion. Motion carried 5-0.

Council Member Ollig motioned to adopt Ordinance O-15-02 amending the Liquor Ordinance. Council Member Fasching seconded the motion.

Mayor Stotko stated that he will not vote in favor of the Liquor Ordinance amendments. He continued by stating that he does not agree with the amendments in regards to the suspension terms of when a liquor establishment will be closed if they violate the Liquor Ordinance. He stated that the suspension terms should have remained the way they were because the liquor establishments should be held accountable when they violate the Liquor Ordinance by selling alcohol to minors.

Motion carried 4-1. Mayor Stotko was opposed.

4) No Old Business.

5) New Business

a) Winsted Volunteer Fire Department Roof Replacement

Mr. Wilfahrt stated that the Winsted Volunteer Fire Department (WVFD) Fire Station needs new roof shingles. A number of the existing roof shingles are curling up, cracked, and broken. In order to prevent additional damage, the roof should be replaced. The WVFD Chief, Mr. Chad Engel, has contacted the original contractor who installed the current shingles and he indicated that the shingles were under warranty from the shingle company; however, there is no record of the shingle company on file.

Mr. Wilfahrt stated that the Fire Station roof has been through two (2) sets of shingles in its sixteen (16) year life. The short life of shingles led the WVFD Fire Board to discuss the possibility of a metal roof at its last meeting. Mr. Engel obtained two (2) quotes for the cost of installing a metal roof.

Mr. Wilfahrt stated that at the October 7, 2014 City Council Work Session, the City Council reviewed several quotes from RAM Buildings Incorporated and Vos Construction. RAM Buildings Incorporated provided three (3) options for the proposed roof:

1. Option one (1) would be for Purlin Bearing Rib (PBR).
2. The second (2nd) option is for Vertical Seam.
3. The third (3rd) option is for UC7 Standing Seam Panels.

Mr. Wilfahrt stated that Vos Construction gave one (1) quote, for UC7 Standing Seam Panels. The Vos Construction quote also includes the installation of gutters on the north and south sides of the building above the overhead doors.

Mr. Wilfahrt presented the following quotes for UC7 Standing Seam Panels:

	Without Gutters or Snow Guard	With Gutters and Snow Guard
RAM Construction	\$91,351	Not Applicable.
VOS Construction	\$85,992	\$99,750

Mr. Wilfahrt stated that on Wednesday September 24, 2014 the WVFD Fire Board voted to move forward with the UC7 Standing Seam Panels quote from Vos Construction assuming that they would warranty the gutters. Vos Construction has indicated that there is a warranty on the gutters.

Mr. Wilfahrt stated that the WVFD Fire Board indicated that they did not desire to install snow guards if they were just to protect the gutters; however, after City staff spoke with Vos Construction, they said that the pitch of the roof and the metal on the roof would cause large amounts of snow and ice to slide off the roof without the guards and could potentially damage property or injure someone.

Mr. Wilfahrt stated that since the October 7, 2014 City Council Work Session, staff has worked with Vos Construction to explore the possibility of putting stone coated steel on the roof. The Decra Shingle XD stone coated steel looks more similar to buildings in the Winsted area, will not have snow and ice sliding issues, and will deaden sounds. The roof material comes with a fifty (50) year warranty. Vos Construction provided a quote for the stone coated steel with gutters for a total cost of \$91,687.

The WVFD's Capital Improvement Fund currently has \$564,831. With the purchase of the Decra Shingle XD roof from Vos Construction, the Fund would have a remaining balance of \$473,144.

Mr. Wilfahrt stated that since the Stone Coated steel offers additional benefits, and it is less expensive than the original quotes, City staff recommends moving forward with the proposal from Vos Construction.

Council Member Fasching motioned to approve a quote from Vos Construction for replacement of the Winsted Volunteer Fire Department Station roof, at 431 6th Street South, in the amount of \$91,687. Council Member Schulenberg seconded the motion. Motion carried 5-0.

b) Easement Agreement and Utility Agreement – Grass Lake Road Development Property

Mr. Wilfahrt stated that the City Council has discussed water and sewer services to a Grass Lake Road property on a number of occasions; and at their November 5th, 2014 Work Session, the City Council agreed to have staff move forward by drafting an agreement that would have the City pay for the costs of the street reparations and the property owners pay for the rest of the costs.

Mr. Wilfahrt stated that the City had an opportunity to run the water and sewer services to Grass Lake Road when the street and utility improvements were being done in the Westgate Housing Development. The Grass Lake Road property owners approached City staff requesting a connection to the City's water and sewer service; however, it was not formally considered by the City Council. As a result, the City Council agreed in a previous Work Session that the City would be willing to pay for the cost of the street reparations and charge the property owner with the same costs to connect the City's water and sewer service as they would have at the time the Westgate Housing Development improvements were being done.

Mr. Wilfahrt stated that a Utility Agreement has been drafted by the City's Attorney to require that the Grass Lake Road property owner pay \$22,000 to run City water and sewer service to their property. The rest of the cost will be incurred by the City of Winsted.

Mr. Wilfahrt stated that the Agreement states that the City will pay the aforementioned amount in the event that a building permit is filed with the City and construction begins on a new house on the Grass Lake Road property.

Mr. Wilfahrt stated that in addition to the Utility Agreement there is an Easement Agreement with Six Acres Semi Ind Program Incorporated; which owns the land that the water and sewer utilities would run through. The Easement Agreement states that, *the City would obtain a public utilities easement on the property for the installation, construction, maintenance and use of: water lines, sanitary sewer lines, and any other public utility under, in and across the lands* +as described in Exhibit A of the Easement Agreement.

Mr. Wilfahrt stated that the Easement Agreement has not been formally approved by Six Acres Semi Ind Program Incorporated or their Mortgage. There may be some minor modifications made to both Agreements as items are finalized; however, since this process has taken longer than originally anticipated, City staff would like the City Council to approve both Agreements. The City Council can

approve the Agreements contingent on review and approval of the City Attorney and City Administrator. By approving with the contingency, the City Attorney and City Administrator can approve minor changes to the Agreements to move the project forward without waiting until a future City Council meeting.

Mr. Wilfahrt stated that the estimated cost of the connection will be approximately \$35,000 and the City will pay the amount above \$22,000. This money will come from the Water and Sewer Reserve Funds.

Council Member Fasching motioned to approve an Easement Agreement between the City of Winsted and Six Acres Semi Ind Program Incorporated contingent upon review and approval of the City Attorney and the City Administrator. Council Member Ollig seconded the motion. Motion carried 5-0.

Council Member Fasching motioned to approve a Utility Agreement to service the described Grass Lake Road property with City water and City sewer between the City of Winsted and Mr. Larry and Mrs. Tammra Vealeczek. Council Member Ollig seconded the motion. Motion carried 5-0.

c) Conditional Offer of Employment – Winsted Police Department Officer

Mr. Wilfahrt stated that staff has conducted two (2) rounds of interviews for the Winsted Police Department's Patrol Officer position. The first (1st) round of interviews included four (4) candidates interviewed by six (6) panelists, including two (2) City Council Members, retired Winsted Police Department Chief, Mr. Michael Henrich, the McLeod County Sheriff's Chief Deputy, Winsted Public Works Department's Maintenance Supervisor, and the City's Administrative Assistant. Following that round of interviews, three (3) candidates were offered a second (2nd) interview. The three (3) candidates were interviewed by the Mayor, City Administrator, and the current Winsted Police Department Chief, Mr. Justin Heldt. The final interview panel unanimously recommended Mr. Christopher Hirsch to the City Council.

Mr. Wilfahrt stated that the next step in this process will be for the City Council to extend a contingent offer to Mr. Hirsch. Mr. Wilfahrt presented a copy of the contingent offer. The contingencies will be that Mr. Hirsch passes a background check, psychological evaluation, and a drug and alcohol test. This process is expected to take four to six (4-6) weeks. Given the aforementioned timeline, Mr. Hirsch should be able to start training with the Winsted Police Department in February of the year 2015.

Mr. Wilfahrt stated that Mr. Hirsch will also have to obtain his Emergency Medical Technician (EMT) certification within one (1) year of his hire.

Mr. Wilfahrt indicated that the *Contingent Offer of Employment* states that Mr. Hirsch will start at Step One (1) of the pay scale for the Winsted Police Department's Patrol Officer position.

Council Member Ollig asked Mr. Heldt if he approves of the recommendation. Mr. Heldt stated yes.

Council Member Ollig motioned to approve a conditional offer of employment to Mr. Christopher Hirsch for the position of Winsted Police Department Officer based on the successful completion of a background check. Council Member Quast seconded the motion. Motion carried 5-0.

d) Downtown Beautification Forgivable Loan Program Guidelines

Mr. Wilfahrt stated that the City Council has budgeted \$10,000 to fund the Downtown Vibrancy Commission's efforts to spur investment in the downtown area of Winsted. The Downtown Vibrancy Commission has developed a plan for a *Downtown Beautification Forgivable Loan Program* for downtown buildings. The goal of the program is to use public funding to induce private spending.

Mr. Wilfahrt stated that the Downtown Vibrancy Commission discussed the *Program* at its August 12, 2014 meeting and requested the following provision be included in the *Downtown Beautification Forgivable Loan Program Guidelines*:

- ✓ The dollars would be loaned on a one (1) to one (1) matching basis.
- ✓ The dollars are forgiven 1/7th annually meaning that after seven (7) years, the business will not have any principal or interest owed. If the business leaves or changes ownership, it will owe the principal and interest amount remaining.
- ✓ There is a maximum loan of \$5,000.

- ✓ The Downtown Vibrancy Commission must approve the loan for it to proceed.

Mr. Wilfahrt stated that he has sent the *Downtown Beautification Forgivable Loan Program Guidelines* to the City Attorney and the City's Financial Consultant for their review. The Financial Consultant, Mr. Shannon Sweeney, recommended that the City not charge interest, and that it eliminate as much administration as possible to make the program simpler.

Mr. Wilfahrt presented a copy of the proposed *Downtown Beautification Forgivable Loan Program Guidelines*. The result is a much shorter application and/or process with fewer requirements. Mr. Sweeney has used similar versions for Small Cities Development Grant programs.

Mr. Wilfahrt stated that the Downtown Vibrancy Commission recommended that the Economic Development Authority (EDA) and City Council approve of the proposed *Guidelines*. The EDA recommended City Council approval of the *Guidelines* at its December 18, 2014 meeting.

Mr. Wilfahrt stated that if the City Council approves the *Downtown Beautification Forgivable Loan Program Guidelines*, staff would like to begin accepting applications on January 9, 2015. The initial review of the applications will take place on March 10, 2015 at the regularly scheduled Downtown Vibrancy Commission meeting.

Mr. Wilfahrt stated that initially, staff plans to market the *Program* in the City's monthly utility bill, the local newspaper, social media, cable channel, website, Winsted Area Chamber of Commerce's newsletter, and any other mediums recommended by the Downtown Vibrancy Commission, EDA, or City Council.

Mr. Wilfahrt stated that \$10,000 is budgeted for this program.

Council Member Quast asked if there is a deadline on how long the offer of this *Program* will be available. Mr. Wilfahrt stated that there is not a formal deadline. Mr. Wilfahrt stated that the *Program* will be offered on an on-going basis until the funds budgeted for the project are exhausted. Mr. Wilfahrt stated that all applications will be reviewed at the March 10, 2015 Downtown Vibrancy Commission meeting and if all the funds are not used at that time, the City will continue to accept applications.

Council Member Quast motioned to approve the Downtown Beautification Forgivable Loan Program Guidelines. Council Member Fasching seconded the motion. Motion carried 5-0.

6) Department Report

a) Winsted Public Works Department

Mr. Dave Meyer, Winsted Public Works Department Maintenance Supervisor, reported on the following:

- Installed and removed the American Flags in the City of Winsted for the various holidays.
- Picked up numerous tree branches.
- Removed the dead trees in some of the City's parks:
 - Removed remaining debris.
 - Filled tree stump holes with dirt.
 - Applied grass seed on the dirt.
- Submitted the water reports and water testing results to the State of Minnesota.
- Moved dirt at the Wastewater Treatment Facility (WWTF) to build four (4) ramps into the sewer ponds.
- Completed the annual sewer line jetting.
- Re-painted all the square crosswalks and downtown parking lines on the streets.
- Delivered monthly water shut-off notices.
- Swept the leaves from all City streets.
- Winterized the City's park bathrooms.
- Turned water off to applicable houses and/or businesses for non-payment of their water and sewer utility bill.
- Turned water off for replacement of shut-off valves that were no longer working.
- Flushed all fire hydrants.
- Met with the Minnesota Pollution Control Agency (MPCA) for an inspection at the Winsted Municipal Airport:
 - The City will need to have a licensed person to sell gas at the Airport.

- Mr. Meyer took the test needed to obtain a license to sell gas at the Airport and he passed the test.
- Assisted with the set-up and take down of the voting booths for the General Election.
- Removed a light pole that was damaged on McLeod County Road One (1) by a vehicle:
 - Re-poured the cement base for the light pole.
- Repaired a water main break on Pheasant Run.
- Serviced all the Public Works Department vehicles and prepared them for snow plowing season.
- Installed the City's Christmas decorations.
- Hired a contractor to remove tree roots that were plugging a City sewer line between Baker Avenue and Arthur Avenue.
- Picked up salt/sand from the McLeod County storage facility located in Hutchinson, Minnesota to help in snow removal.
- Have plowed snow on several occasions.
- Changed the oil on the Winsted Police Department vehicles.

Council Member Ollig stated that the light pole by the Winsted Post Office is not working. Mr. Meyer stated that he has been working with CR Electric, Incorporated to repair the light pole. He continued by stating that the staff from CR Electric, Incorporated have determined that the electrical wires that service the light pole are damaged underground. CR Electric, Incorporated is trying to obtain permission from the Winsted Post Office to run temporary power to the light pole. Mr. Meyer stated that when the frost is thawed in the spring of year 2015, the City will need to have a contractor dig up the sidewalk to get to the underground wires to repair them.

Council Member Ollig asked if there are other light poles in the City of Winsted that do not work. Mr. Meyer stated yes.

Council Member Quast asked if the City would have to reimburse the Winsted Post Office for the portion of electricity that is used to service the light pole. Mr. Meyer stated that CR Electric, Incorporated would likely have to install a separate meter that will monitor the electricity being used for the light pole.

Council Member Fasching stated that there are several Christmas decoration lanterns that are out. Mr. Meyer stated that the wind causes the cord to disconnect from the light pole and because the Public Works Department's Payloader has not been working, they have been unable to re-plug the cord into the light pole.

Council Member Schulenberg relayed some positive comments that he received from Winsted residents on the latest snow that the Winsted Public Works Department removed from the streets in the downtown area.

Mr. Meyer stated that he has met with a Payloader salesperson regarding the purchase of a new Payloader and he will be attending a future City Council Work Session to present the information he received from the salesperson.

Mayor Stotko asked Mr. Meyer to give a brief overview of the jobs and duties that they are required to do on a daily basis. Mr. Meyer gave a brief overview of the jobs and duties that the Public Works Department is responsible for completing on a daily basis:

- ✓ Check the well houses seven (7) days a week, 365 days per year.
 - Check the level of the chemicals being distributed into the water.
 - Check the amount of water being run through the well.
 - Try to check the well houses at the same time every day, including Saturday and Sunday.

Mayor Stotko stated that the recent Citizen's Survey that was completed had comments regarding the Public Works Department employees driving around the City in their vehicles too much. He asked Mr. Meyer to give a brief overview of what the Public Works Department has to do to read the water meters for utility billing purposes. Mr. Meyer gave a brief overview of how the Public Works Department has to drive on a majority of the City's streets to read the water meters through a lap top computer that is located in their vehicle.

Mr. Meyer stated that there are other job related items that require them to do a lot of driving around:

- To check for downed tree branches after a strong wind occurrence.
- To check the streets to determine if they need to be snow plowed and/or to apply salt/sand.

Mayor Stotko asked Mr. Meyer to explain what happens when a Public Works Department employee is on-call. Mr. Meyer gave a brief overview of what it means to be on-call for the Public Works Department:

- ✓ There are three (3) full-time Public Works Department employees who rotate being on-call.
- ✓ A schedule is developed for a six (6) month period.
- ✓ Each employee is on-call every three (3) weeks.
- ✓ The on-call week starts at 3:30 p.m. on a Friday night and includes all day Saturday and Sunday. Then the on-call status continues from Sunday evening to 7:00 a.m. on Monday morning. During the week, the on-call responsibility continues from 3:30 p.m. to 7:00 a.m. the next morning for the days of Monday, Tuesday, Wednesday and Thursday to 7:00 a.m. on Friday morning.
- ✓ The next employee then takes over on-call at 3:30 p.m. on Friday again.
- ✓ Check the well houses on Saturday and Sunday.
- ✓ Watching the weather for a snow event that will need to have the City streets plowed.
- ✓ Address any emergency calls that come in to the Public Works Department-water main breaks, tree branches blocking City streets, and etcetera.
- ✓ The employee is required to respond by telephone communication to any emergency call from the McLeod County Sheriff's office within thirty (30) minutes.
- ✓ The employee is required to respond to any emergency calls in person within one (1) hour.
- ✓ Typically respond to any emergency calls within fifteen (15) minutes.
- ✓ There is a no alcohol tolerance policy when an employee is on-call.
- ✓ Employees that are on-call must be able to respond to emergency calls in a timely fashion. If an employee has to leave the City for a short period of time, they will ask another Public Works Department employee to be on-call until they return.

Mayor Stotko asked Mr. Meyer how much a Public Works Department employee is paid for being on-call. Mr. Meyer stated that they are paid \$160 for being on-call for one (1) week.

Mayor Stotko stated that there is approximately a total of 125-1/2 total hours of on-call time and at \$160 per week for being on-call; it equates to approximately \$1.28 per hour.

Council Member Fasching stated that sometimes residents ask why we contract with other companies to do certain jobs in the City and he continued by commenting that it is not fiscally feasible for the City to purchase certain pieces of equipment and/or to have our Public Works Department employees spend time doing certain jobs.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

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

The meeting was adjourned at 6:50 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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