

City of Winsted
City Council Work Session
Lewis Room
January 17, 2012
5:00 p.m.

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

Staff Present: Brad Martens, City Administrator
Deb Boelter, City Clerk-Treasurer

I. Call to Order

Mayor Stotko called the meeting to order at 5:00 p.m.

II. Signage Plan for Local Businesses

Mr. Martens stated that Council Member Quast asked that a proposal for signage to help bring attention to the downtown businesses and other Winsted businesses be on the Work Session agenda for City Council discussion.

Council Member Quast stated that she would like some type of signage to direct people to the Winsted businesses. Council Member Quast stated that she discussed the signage proposal with some of the business owners in the Industrial Park and they thought it was a good idea. She continued by stating that she believes that this type of signage would benefit the downtown businesses.

Council Member Mochinski asked Council Member Quast if she was recommending a sign be placed on McLeod County Road One (1) (CR 1). Council Member Quast stated yes.

Council Member Schulenberg stated that he does not see an advantage to having this type of sign on McLeod CR 1. He continued by stating that he believes this type of sign would be more beneficial to Winsted businesses if it was located on State Highway Seven (7).

The City Council discussed and stated that if a sign was going to be located on State Highway Seven (7), someone would have to contact the State of Minnesota and present the proposal.

Council Member Quast stated the sign proposal should be brought to the Winsted Area Chamber of Commerce (WACC) for discussion.

Council Member Ollig stated that the downtown businesses owners would have to agree to help pay for this type of sign or the City of Winsted will incur the expense of installing and maintaining the sign.

Mayor Stotko stated that signage for the downtown businesses may be discussed and formulated by the Downtown Vibrancy Task Force. He continued by stating that he believes that there are more issues and/or work that need to be addressed and done regarding the downtown area before signage is considered. Mayor Stotko stated that a solid base needs to be created and then work towards a vision that everyone wants.

Mayor Stotko stated that the WACC is also working to identify ways to get people and/or businesses into the downtown area.

Council Member Schulenberg stated that he is bringing ten (10) of his friends, who are business owners in other communities, to tour some of the businesses in Winsted and offer some suggestions.

Council Member Ollig stated that the City Council and staff have to be careful about the perception we create when they refer to the downtown area as being "dead". He continued by stating that this type of terminology should not be used.

III. Rewriting the Rural Narrative

Mr. Martens gave a presentation on information on population trends in rural communities from Ben Winchester, Research Fellow for the University of Minnesota Extension Center for Community Vitality. Mr. Martens stated that Mr. Winchester presented the information as part of the McLeod For Tomorrow Leadership program.

IV. City Council Salary

Mr. Martens stated that Council Member Schulenberg has asked to discuss the City Council salaries.

Council Member Schulenberg asked the City Council to consider volunteering their time for the Work Sessions and not getting paid for attending them. He stated that Mr. Martens calculated how much it would save the City of Winsted if the City Council members did not get paid for attending the Work Sessions, and it would save approximately \$6,000 per year.

Mr. Martens stated that he did discuss Council Member Schulenberg's request with the City Attorney, Fran Eggert. Mr. Eggert stated that the City's Ordinance requires that City Council members get paid; so, they would have to donate the money they receive for their attendance at Work Sessions to the City of Winsted.

Council Member Ollig stated that there is merit in what Council Member Schulenberg is asking; but, it should be discussed during the 2013 budgeting process. Council Member Ollig stated that he would like the City staff to conduct a survey of other area communities to determine what type of salaries and/or compensation their Mayors and City Council Members are receiving. The City Council discussed and agreed that they would like a survey completed.

Mayor Stotko stated that he wants to make it clear that the Winsted Mayor and City Council are not requesting an increase in salaries.

The City Council directed Mr. Martens to complete a survey on the Mayor and City Council salaries and/or compensation of area cities.

V. 2013 Budget

Mr. Martens stated that at the December 6, 2012 Regular City Council meeting, Council Member Ollig stated that he would like to establish a Task Force to review the 2012 Budget and assist in the preparation of the 2013 Budget.

Council Member Ollig stated that he believes that it would be beneficial to the taxpayers in the City of Winsted to establish a Budget Task Force consisting of two (2) City Council members, the City's department heads and two (2) local business owners to review the City of Winsted's budget and creatively identify areas where the City could reduce spending.

Council Member Schulenberg stated that he believes having a Budget Task Force would make the City's budgeting process more open to the public.

Council Member Ollig volunteered to be on the Budget Task Force.

Council Member Quast also volunteered to be on the Budget Task Force.

Council Member Ollig stated that he would like to establish the Task Force and begin reviewing the City of Winsted's budget within the next thirty (30) days.

Mayor Stotko asked if someone from the Budget Task Force would then give reports to the City Council on their findings. Council Member Ollig stated yes.

Mr. Martens stated he will prepare a Resolution that establishes the Budget Task Force and present it at a future City Council meeting for approval.

Council Member Ollig stated that he has identified some business owners that he believes would be beneficial on the Budget Task Force and he will contact them and ask them to be on the Task Force.

VI. Other

a) Pavement Improvement Plan

Mr. Martens stated that the proposed Public Hearing for the Pavement Improvement Plan's Westgate improvements is listed for approval on the Regular City Council meeting agenda for Monday, February 6, 2012. Mr. Martens stated that the City's Engineer, Jake Saulsbury, Bolton and Menk, Incorporated, cannot attend the City Council meeting on that date; so, if the City Council decides to approve the scheduling of a Public Hearing for the Westgate improvements, they should schedule it for Tuesday, February 21, 2012.

b) Winsted Municipal Airport – Arrival/Departure (A/D) Building

Mr. Martens stated that substantial completion of the Winsted Municipal Airport's A/D building was achieved on Monday, January 9, 2012.

Mr. Martens stated that the Contractor is providing documentation on why they were unable to complete the project by the date required. If the Contractor is unable to provide documentation, they will be required to reimburse the City of Winsted for each day they were late in finishing the construction of the new A/D building.

Mr. Martens stated that a "Punch List" of items to be completed was prepared and given to the Contractor. He continued by stating that the Contractor has agreed to have all of the items, except those that can only be done in the spring of 2012, done by Friday, January 20, 2012.

Mr. Martens gave a brief overview of what items still need to be completed and/or purchased for the new A/D building.

Mr. Martens stated that it is unlikely that the Contractor will pay the City of Winsted the penalty for not completing the project by the required deadline.

Council Member Ollig stated that it would not be cost effective to pursue the payment of the penalty; because, the City would incur legal fees exceeding the penalty amount owed. Mr. Martens stated that Council Member Ollig was correct.

Mr. Martens stated that he is currently dealing with the Contractor to avoid additional expenses for the City of Winsted in the area of engineering and legal fees.

The City Council discussed and agreed to wait until Friday, January 20, 2012 and if there continues to be issues that need to be resolved, Mr. Martens can present them to the City Council at their next meeting and they will decide how Mr. Martens should proceed.

Mr. Martens stated that there is a contingency fund of approximately \$11,000 that is dictated in the contract with the A/D building's Contractor. This money is held from the Contractor to pay for any items that have not been completed to the specifications of the contract. Mr. Martens stated that the contingency fund is held until all items are completed in the spring of 2012.

c) City of Winsted Commission Vacancies

Mr. Martens stated that there is a vacancy on the Winsted Municipal Airport's Commission and the Park Commission.

The City Council discussed and directed Mr. Martens to place an advertisement for the Commission openings in the January, 2012 utility bill.

d) Establish A Park Commission

Mr. Martens stated that the City's Ordinance abolished the Park Board in the year 1988 and the Ordinance should be amended to establish a Park Commission and include by-laws and other regulatory information.

The City Council discussed and directed Mr. Martens to prepare amendments to the Ordinance to establish a Park Commission, create by-laws and other regulatory information.

Council Member Mochinski asked if the City of Winsted really needs a Park Commission.

Mayor Stotko stated that it was identified during the Minnesota Design Team's "Spotlight On Winsted" program that it was important to develop the City's future leaders by involvement in the different Commissions.

Council Member Mochinski stated that he understands the Minnesota Design Team's recommendation; but, there seems to be an issue with finding residents who are interested in serving on the Commissions.

Council Member Quast asked if the City can establish some guidelines that require participants to attend a certain number of meetings to remain a member of the Commission. Mr. Martens stated that the by-laws can regulate attendance requirements and other important items.

Council Member Ollig reminded the City Council that if a Commission is eliminated, the work they were doing shifts to the City staff.

Council Member Mochinski stated that general guidelines and/or requirements of the Commission members should be similar in the Ordinances and by-laws.

e) Waste Water Treatment Plant (WWTP) – Waste Management's Leachate Dumping

Mr. Martens stated that the leachate dumping by Waste Management at the City's WWTP is going well.

Mr. Martens stated that the agreement between the City of Winsted and Waste Management has to be amended to charge them by the number of gallons they are dumping and not by the load size, as stated in the current agreement. Due to weight restrictions on certain roads, Waste Management is not always able to bring a full load of leachate for dumping.

VII. Adjourn

Council Member Ollig motioned to adjourn. Council Member Schulenberg seconded. Motion carried 5-0.

The meeting was adjourned at 5:50 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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