

City of Winsted  
City Council Meeting  
Council Chambers  
February 1, 2011  
6:00 p.m.

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

Staff Present: Andrew Elbert, City Administrator  
Deborah R. Boelter, City Clerk-Treasurer  
Fran Eggert, City Attorney  
Dan Pohl, Police Officer

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. Schulenberg seconded. Motion carried 5-0.**

a) **Minutes - City Council Work Session – January 18, 2011**

Accepted the minutes of the City Council Work Session of January 18, 2011.

b) **Minutes – City Council Special Closed Work Session – January 18, 2011**

Accepted the minutes of the City Council Special Closed Work Session of January 18, 2011.

c) **Minutes – City Council Regular Meeting – January 18, 2011**

Accepted the minutes of the City Council Regular Meeting of January 18, 2011.

d) **Annual Local Board of Appeal – April 19, 2011**

Scheduled the annual Local Board of Appeal meeting for Tuesday, April 19, 2011 at 5:00 p.m. in the Winsted City Hall Council Chambers to provide a fair and objective forum for the City of Winsted property owners to appeal their valuation or classification.

e) **2011 City Council Goal-Setting Session – February 9, 2011**

Scheduled the City of Winsted's Council Goal-Setting Session for the date of Wednesday, February 9, 2011 from 9:00 a.m. to 5:00 p.m. and advertise the presence of a City Council quorum for the session.

f) **Meeting Reschedule – City Council Work Session – April 19, 2011**

Authorized that the City Council Work Session, scheduled for Tuesday, April 19, 2011 at 5:00 p.m. be rescheduled for Tuesday, April 19, 2011 at 4:30 p.m. due to the Annual Local Board of Appeal meeting.

g) **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 January, 2011.

**h) Claims**

Approved the Claims List for February 1, 2011.

**3) No Public Hearings.**

**4) Department Report**

**a) City Clerk-Treasurer**

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

➤ **2010 Audit**

The 2010 audit has been scheduled to begin on April 11, 2011. The pre-audit meeting was held on Friday, January 28, 2011.

➤ **Tax Form 1099**

Administrative Assistant, Raquel Kirchoff, has prepared and sent the tax form 1099 to all independent contractors that did work for the City of Winsted in 2010.

➤ **Tax Form W-2**

Utility Billing and Payroll Clerk, Amanda Zeidler prepared the 2010 tax form W-2 for all City of Winsted employees. They were sent to all City of Winsted employees on Monday, January 31, 2011.

➤ **2010 General Election**

The General Election was held at City Hall on Tuesday, November 2, 2010 and everything went smoothly. Before we return all items to the McLeod County Auditor in Glencoe, Minnesota at the end of the night, the Election Judges have to do an audit of the number of ballots processed and match it to the number of voters who signed the roster to vote. All of the totals balanced. The City of Winsted is fortunate to have a very capable, experienced and hard-working group of Election Judges.

➤ **Minnesota Municipal Clerks and Finance Officers Association (MCFOA) – Region V Training**

On Thursday, December 16, 2010, Raquel Kirchoff and I sponsored a MCFOA-Region V training in the Vollmer Room at City Hall. The class was on **Peripheral Component Interconnect (PCI) Data Security Standards** for online payments. In spite of the unfavorable weather conditions that day, we had a large group of participants from several area cities. Mark Gebhard from RevTrak, provided information on how cities are facing growing data security risks in physical, network, and banking realms. He discussed how cities can avoid the high cost of a data security breach through PCI-Data Security Standards (PCI-DSS) when automating any city fees, forms, registrations, and purchases; including utility billing, license and permit sales, recreation registrations, swim lessons, donations and facility reservations. Attendees were also taught how to determine if a website is secure or not.

Mark Gebhard and class participants were appreciative of the City's meeting facility and amenities.

➤ **Dog Licenses**

Residents with a dog are required to renew their dog license with the City in January of each year. Utility Billing and Payroll Clerk, Amanda Zeidler, has been busy taking renewals. She also takes great effort to inform residents that they are required to register their dogs with the City, and if they are already registered, they need to renew the license each January.

➤ **City Policies and Personnel Related Policies**

Kirchoff, Zeidler, and I have decided to start reviewing all of the City of Winsted's policies, including personnel related policies. Some need to be updated and some may even need to be eliminated. If we notice that there are some amendments that need to be made, we will bring them to you for discussion at a future work session.

- **Water and Sewer Ordinance**  
Zeidler and I have worked with the Public Works Department to prepare a new Water and Sewer Ordinance. Many policies and procedures listed in the existing ordinance are outdated and obsolete. We will be bringing the proposed new ordinance to you for discussion in the near future.
- **Minnesota Municipal Clerks and Finance Officers Association (MCFOA) – Annual Conference**  
Kirchoff and I will be out of the office from Tuesday, March 15, 2011 to Friday, March 18, 2011 at the MCFOA Annual Conference.
- **Raquel Kirchoff – Year Three (3) – Clerk’s Institute**  
Kirchoff will be attending year three (3), the final year of the Clerk’s Institute in July, 2011. She has again applied for scholarships to help pay for some of the expense of the class.
- **Deb Boelter - International Institute of Municipal Clerks (IIMC) – Advanced Certification**  
I am in the process of taking classes to receive my advanced certification as a Municipal Clerk through IIMC. Since I am a Board member for the MCFOA, much of my training has been paid for by the MCFOA. With previous work and educational experience, I should be eligible for the advanced certification soon.

5) **No Old Business.**

6) **New Business**

a) **Lori Pickell-Stangel, Executive Director, McLeod County Historical Society**

Pickell- Stangel addressed the City Council and provided information on the McLeod County Historical Museum.

Pickell- Stangel invited the City Council to conduct a City Council meeting at the museum and/or schedule a group tour of the museum.

Pickell- Stangel presented the McLeod County Historical Society’s “Preservation Program” that they provide to cities, townships and McLeod County residents on how to properly preserve historical documents and other important items.

Pickell- Stangel also presented some of the different programs and classes that they offer at the museum.

Ollig asked if the Society plans to get their documents on the internet for public access. Pickell- Stangel stated that getting their information available online is part of the Society’s five (5) year plan. Pickell- Stangel stated that they have obtained a grant to fund installation of their documents on the Society’s website.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

**Quast motioned to adjourn. Mochinski seconded. Motion carried 5-0.**

Respectfully submitted,

Deborah R. Boelter  
City Clerk-Treasurer