

City of Winsted
City Council Work Session
Lewis Room
February 21, 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. 2012 Pavement Improvement Plan

Mr. Martens gave a brief overview of the information that was going to be presented at the Regular City Council meeting regarding the proposed 2012 Pavement Improvement Plan project of improvements to Westgate Drive, Westgate Terrace, Westgate Circle, Westgate Lift Station, and the Winsted Volunteer Fire Department's parking lot.

Mr. Martens reviewed what options the City Council would have if they are presented with a petition signed by the residents in the Westgate neighborhood who do not want to be assessed for the aforementioned improvements.

Mayor Stotko asked Mr. Martens to give a brief overview of how the Public Hearing will be conducted. Mr. Martens presented the proposed agenda of the Public Hearing and what information the City Council will need to consider and possibly make a decision on.

Mr. Martens presented the costs associated with the project and the financing options that will be presented to the City Council for consideration.

Mr. Martens recommended that the City Council approve the proposed financing as it is presented for the 2012 Pavement Improvement Plan project.

Mr. Martens stated that he feels very strongly that the scope of the projects for the Westgate street improvements and the Westgate lift station improvements is a good one.

Mayor Stotko asked if the City Council would decide to approve the Westgate street improvements and the Westgate lift station improvements, would it include the improvements to the Winsted Volunteer Fire Department's (WVFD) parking lot.

Council Member Ollig stated that the City Council will be considering three (3) separate projects; the Westgate street improvements, the Westgate lift station improvements and improvements to the WVFD's parking lot.

The City Council discussed the improvements to the WVFD's parking lot.

Mr. Martens reviewed the proposed motion for the Resolution that will be presented at the Regular City Council meeting that orders the preparation and planning for the 2012 Pavement Improvement Plan. Mr. Martens stated that a City Council member can give a motion listing exactly what improvements they would like to be completed in the Plan.

Council Member Mochinski asked if the WVFD's parking lot's improvements will be detailed by Mr. Martens in his presentation at the Public Hearing. Mr. Martens stated yes.

Mr. Martens stated that the City Council may want to ask the City's Engineer, Jake Saulsbury, Bolton and Menk, Incorporated, if the scope of the aforementioned project can be amended at a future City Council meeting in regards to the WVFD's parking lot improvements.

Mayor Stotko stated that at the Public Hearing, he will ask the City Council to comment on the Westgate street improvements first, then the Westgate lift station improvements and the WVFD's parking lot improvements last. Mayor Stotko stated that following this direction will keep everyone on task and keep the discussion focused on one (1) improvement at a time.

Mr. Martens stated that he does not want individual residents to address Mr. Saulsbury at the Public Hearing. He recommended that the City Council listen to all comments at the Public Hearing and then ask Mr. Saulsbury any questions they may have.

III. Holy Trinity Agreement – Winstock Country Music Festival

Mr. Martens presented a proposed agreement between the City of Winsted and the Church of the Holy Trinity for services related to the Winstock Country Music Festival.

Mr. Martens presented the approximate costs to the City of Winsted for the services and/or equipment that is provided to the Winstock Country Music Festival.

Mr. Martens clarified that the revenue that the WVFD receives from the Spaghetti fund raiser at the Winstock Country Music Festival is not deposited into the WVFD's Fund that is maintained by the City of Winsted and surrounding Townships; but, goes to the WVFD's Relief Association.

Mr. Martens presented information on how the Winstock Country Music Festival benefits the Winsted Community.

Mr. Martens recommended that the City of Winsted enter into an agreement with the Church of the Holy Trinity for the Winstock Country Music Festival and include in the agreement the cost of overtime that the City of Winsted pays for the Winsted Police Department's Chief of Police, Mike Henrich, during the Winstock Country Music Festival and the \$500 for the services provided by the WVFD.

Council Member Quast asked why the City of Winsted is paying for Chief Henrich's overtime when he is a Winstock Country Music Festival Committee member.

Council Member Ollig stated that the City of Winsted pays for the time Chief Henrich spends working at the Winstock Country Music Festival for the Winsted Police Department.

Mr. Martens stated that when Chief Henrich is at the Winstock Country Music Festival with his uniform, badge and gun, he is working as a Winsted Police Department officer and his wages are being paid by the City of Winsted. He continued by stating that the City of Winsted does not pay for Chief Henrich's time that he spends as a volunteer on the Winstock Country Music Festival's committee.

Council Member Ollig asked if the proposal for the agreement was to include \$863.40 for Chief Henrich's overtime paid by the City of Winsted during the Winstock Country Music Festival.

Mr. Martens stated that he is recommending that the agreement continue to require a payment of \$500 to the WVFD and an additional \$863.40 for Chief Henrich's overtime.

Mr. Martens stated that he will be asking for City Council approval of the agreement at a future City Council meeting.

The City Council discussed the agreement and what costs to the City of Winsted the Church of Holy Trinity should be responsible for reimbursing in regards to services and/or equipment provided by the City to the Winstock Country Music Festival.

The City Council discussed the use of the City of Winsted's services and/or equipment for other Community organizations and groups.

Mr. Martens stated that the City Council can enter into an agreement that does not follow the Fee Schedule Ordinance.

Council Member Ollig shared his concerns about “losing the sense of Community” if the City starts charging the different organizations and groups for services and/or equipment they provide.

The City Council directed Mr. Martens to prepare the 2012 agreement between the Church of the Holy Trinity and the City of Winsted for the Winstock Country Music Festival with the amounts of \$500 for the WVFD and \$863.40 for Chief Henrich’s overtime.

Mr. Martens stated that he will add a clause in the agreement that requires the Winstock Country Music Festival to reimburse the City of Winsted for any equipment that may be damaged. The City Council discussed and agreed that reimbursement for damaged equipment should be included in the agreement.

IV. Building Permit Fee Schedule

Mr. Martens presented a proposal to increase the fees on the City of Winsted’s Building Permit Fee Schedule.

Mr. Martens stated that at their February 8, 2012 meeting, the Planning Commission discussed increasing fees on the City’s Building Permit Fee Schedule.

Mr. Martens stated that the current Building Permit Fee Schedule uses fees adopted in the year 1979. He continued by stating that the City of Winsted’s building permit fees are lower than most of the area communities. Mr. Martens stated that the current fees are not paying for the City staff’s time to process building permits.

Council Member Ollig stated that discussion at the February 8, 2012 Planning Commission meeting was in regard to increasing the fees not to generate more revenue; but, to cover the cost of staff time and the Building Inspector’s time.

The City Council discussed and agreed that the Building Permit Fee Schedule should amended by increasing the fees.

Mr. Martens stated that the proposed increase would bring the Building Permit Fee Schedule to the year 1985 Fees. He continued by stating that if the City would increase the Building Permit Fee Schedule to the current rates, the fees would be astronomical.

Council Member Mochinski asked if the proposed amended increase will recoup the costs to the City of Winsted for processing building permits. Mr. Martens and Council Member Ollig stated yes.

V. Other

a) Winsted Municipal Airport – 2011 Pavement Rehabilitation Project - Change Order

Mr. Martens stated that the Change Order to formally postpone the Winsted Municipal Airport’s 2011 Pavement Rehabilitation Project from the fall of 2011 to the spring of 2012 will be on the Consent Agenda at the Regular City Council meeting.

b) Winsted Police Department – Resignation – Part-Time Police Officer Adam Hastings

Mr. Martens stated that the resignation of part-time Police Officer Adam Hastings will be on the Consent Agenda at the Regular City Council meeting.

c) City of Winsted – Budget Task Force

Council Member Ollig gave a brief overview of the first (1st) meeting of the newly formed City of Winsted Budget Task Force.

Council Member Ollig stated that the Budget Task Force will be presenting future updates to the City Council and possibly recommendations.

d) Winsted Volunteer Fire Department Budget – Wellness Program

Mr. Martens stated that Council Member Mochinski has asked that staff research how many members of the WVFD are using the fitness center in Winsted and how often they are using it.

Council Member Mochinski stated that to be good stewards of the City's budget, the City Council should be evaluating this type of budget item to insure that it is being used.

e) Bond Refinancing – February 22, 2012

Mr. Martens stated that the bond refinancing is scheduled to take place on Wednesday, February 22, 2012. He continued by stating that the savings may be more than anticipated.

f) Minnesota Legislature - House File 2389 – Luce Line State Trail

Mr. Martens stated that House File 2389 has been introduced to the Minnesota Legislature for a \$2.5 million bonding recommendation to fund the paving of the Luce Line State Trail.

g) Downtown Vibrancy Task Force – Meeting Update

Council Member Schulenberg gave a brief overview of the Downtown Vibrancy Task Force meeting.

He continued by stating that he has visited several of the downtown businesses in person.

Mayor Stotko stated that they have provided the Task Force with a checklist and asked each member to do an inventory of the downtown buildings using the checklist provided.

Mayor Stotko stated that the Task Force will review the information from the inventories and the next step is to involve the Community in some form.

VI. Adjourn

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

The meeting was adjourned at 5:45 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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