

City of Winsted  
City Council Meeting  
Council Chambers  
Wednesday, March 2, 2016  
6:00 p.m.

Present: Mayor Steve Stotko  
Council Member Tom Ollig  
Council Member Bonita Quast  
Council Member George Schulenberg  
Council Member Patty Fitzgerald

Staff Present: Mr. Dan Tienter, City Administrator  
Ms. Deborah R. Boelter, City Clerk-Treasurer  
Mr. Dylan Reiner, Winsted Police Department

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

**a) The Pledge of Allegiance was taken.**

**2) Consent Agenda**

Mayor Stotko read the Consent Agenda.

**a) Minutes – City Council – Special Work Session – May 28, 2015**

Accepted the minutes of the May 28, 2015 Special City Council Work Session.

**b) Minutes – City Council – Work Session – June 2, 2015**

Accepted the minutes of the June 2, 2015 City Council Work Session.

**c) Minutes – City Council – Regular Meeting – June 2, 2015**

Accepted the minutes of the June 2, 2015 City Council Regular Meeting.

**d) Minutes – City Council – Work Session – June 16, 2015**

Accepted the minutes of the June 16, 2015 City Council Work Session.

**e) Minutes – City Council – Regular Meeting – June 16, 2015**

Accepted the minutes of the June 16, 2015 City Council Regular Meeting.

**f) Minutes – City Council – Work Session – July 7, 2015**

Accepted the minutes of the July 7, 2015 City Council Work Session.

**g) Minutes – City Council – Regular Meeting – July 7, 2015**

Accepted the minutes of the July 7, 2015 City Council Regular Meeting.

**h) Minutes – City Council – Special Meeting – July 9, 2015**

Accepted the minutes of the July 9, 2015 Special City Council Meeting.

**i) Minutes – City Council – Work Session – July 21, 2015**

Accepted the minutes of the July 21, 2015 City Council Work Session.

**j) Minutes – City Council – Regular Meeting – July 21, 2015**

Accepted the minutes of the July 21, 2015 City Council Regular Meeting.

**k) Minutes – City Council – Work Session – August 4, 2015**

Accepted the minutes of the August 4, 2015 City Council Work Session.

**l) Minutes – City Council – Regular Meeting – August 4, 2015**

Accepted the minutes of the August 4, 2015 City Council Regular Meeting.

**m) Minutes – City Council – Work Session – August 18, 2015**

Accepted the minutes of the August 18, 2015 City Council Work Session.

**n) Minutes – City Council – Regular Meeting – August 18, 2015**

Accepted the minutes of the August 18, 2015 City Council Regular Meeting.

**o) Minutes – City Council – Work Session – September 1, 2015**

Accepted the minutes of the September 1, 2015 City Council Work Session.

**p) Minutes – City Council – Regular Meeting – September 1, 2015**

Accepted the minutes of the September 1, 2015 City Council Regular Meeting.

**q) Minutes – City Council – Special Meeting – September 25, 2015**

Accepted the minutes of the September 25, 2015 Special City Council Meeting.

**r) Minutes – City Council – Work Session – October 6, 2015**

Accepted the minutes of the October 6, 2015 City Council Work Session.

**s) Minutes – City Council – Regular Meeting – October 6, 2015**

Accepted the minutes of the October 6, 2015 City Council Regular Meeting.

**t) Minutes – City Council – Work Session – October 20, 2015**

Accepted the minutes of the October 20, 2015 City Council Work Session.

**u) Minutes – City Council – Regular Meeting – October 20, 2015**

Accepted the minutes of the October 20, 2015 City Council Regular Meeting.

**v) DiMax Address – 1109 Industrial Lane**

Approved the address of 1109 Industrial Lane for the building addition constructed by DiMax Corporation, 1107 Industrial Lane, on the separate lot north of DiMax Construction.

**w) Dance Permit**

Approved a Dance Permit for the Blue Note Ballroom, 320 . 3<sup>rd</sup> Street South, for Saturday, May 21, 2016.

**x) City Hall Closed – March 25, 2016**

Authorized the closing of City Hall on Friday, March 25, 2016 at 12:00 noon.

**y) Claims**

Approved the Claims List for March 2, 2016.

**Council Member Ollig motioned to adopt the Consent Agenda as presented. Council Member Quast seconded the motion. Motion carried 5-0.**

**3) Public Hearings**

None.

**4) Old Business**

None.

**5) New Business**

**a) Resolution R-16-15 - Kingsley Street Area Improvements Project**

Mr. Tienter stated that the City Council is being asked to approve the advertisement for bids for the Kingsley Street Area Improvements Project (Project).

Mr. Saulsbury was in attendance at the Regular City Council meeting and stated that he is requesting approval of the plans and specifications and to receive authorization to advertise for bids for the Kingsley Street Area Improvements Project (Project). Final plans will be submitted to City Hall prior to the Council meeting and are also available for review upon request.

Mr. Saulsbury stated that three (3) items have been changed from the scope of the original Feasibility Study that was completed on the Kingsley Street Area improvements. They include:

1. Storm water treatment aspect has been greatly reduced.
2. The bituminous trail has been narrowed.
3. A shoreline stabilization component was added.

Mr. Saulsbury stated that some minor changes were implemented after interaction with the property owners at the two (2) Project Open Houses.

Mr. Saulsbury stated that the Project contains the following components:

- ❖ Street reconstruction of Kingsley Street from Baker Avenue to McLeod Avenue.
- ❖ Sanitary sewer forcemain replacement.
- ❖ Sanitary sewer manhole rehabilitation.
- ❖ Watermain replacement including all fire hydrants.
- ❖ Storm sewer improvements.
- ❖ Constructions of a new bituminous trail.
- ❖ Other miscellaneous items.

Mr. Saulsbury stated that if the City Council authorizes Bolton and Menk, Incorporated to proceed with advertisement for bids, the Project schedule has the bid opening on Wednesday, March 29, 2016 and the City Council could then consider awarding the Project at their Tuesday, April 5, 2016 Regular City Council meeting.

Council Member Ollig stated that the City has had two (2) Open Houses for the residents and property owners on Kingsley Street. The plans and specifications have been amended due to conversations with the participants at the Open Houses; however, not everyone may be happy with the final results. He continued by stating that he does believe that residents and property owners were appreciative and respected the City for the opportunity to express their concerns.

Council Member Schulenberg complimented Mr. Saulsbury and Mr. Tienter for the great job they did in addressing residents and property owners at the Open Houses.

**Council Member Quast motioned to adopt Resolution R-16-15 approving plans and specifications and ordering advertisement for bids for the Kingsley Street Area Improvements Project. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

**b) Resolution R-16-16 – Non-Compliant Conditions - 161 McLeod Avenue West**

Mr. Tienter stated that on February 19, 2008, the City Council (Council) adopted an ordinance (Ordinance Number O. 08. 03) establishing minimum standards for rental dwelling units (Rental Ordinance) located within the City of Winsted (City). Generally, the Rental Ordinance: 1) protects the character and stability of residential areas by preventing slums and blight; 2) ensures the safety and general welfare of the renting public; and 3) preserves the value of land and buildings. In order to accomplish these objectives, the City conducts regular inspections of all rental housing and issues permits to any qualified properties.

Mr. Tienter stated that on October 6, 2014, following a property inspection initiated by a rental permit application, the Building Inspector notified both the landlord and tenant of 161 McLeod Avenue West of several Rental Ordinance violations and directed all necessary improvements and repairs to be completed within thirty (30) days or the City would not issue a rental housing permit. Neither the landlord nor tenant corrected the deficiencies noted by the Building Inspector in the allotted time.

Mr. Tienter stated that on February 3, 2015, the Building Inspector sent a second, certified letter reminding the landlord and tenant of their responsibilities under the Rental Ordinance. The Building Inspector again directed that failure to comply with the inspection report would prevent the City from issuing a rental permit and force the current tenants to vacate the property. Despite communication with the current tenant, the issues outlined in the inspection report were not corrected.

Mr. Tienter stated that the City continued to direct necessary improvement to the property and sent two (2) more certified letters on September 8, 2015 and September 26, 2015 ordering abatement of all Rental Ordinance violations. In the most recent letter, the City ordered compliance or to provide evidence of pending compliance within seven (7) days. Again, neither the landlord nor tenant corrected the deficiencies noted by the Building Inspector or contacted the City to discuss other options; such as, a deadline extension.

Mr. Tienter stated that given the considerable notice provided by the City to abate the Rental Ordinance violations outlined in the initial inspection report, City staff recommend the Council order compliance within thirty (30) days. If the property remains in noncompliance thereafter, City staff also recommend the Council authorize the City Attorney to enter a motion for summary enforcement in district court, which would effectively evict the current tenants and prevent the landlord from leasing or renting the property in the future. If the property were brought into compliance at a later date, the landlord could reapply for a rental housing permit.

Council Member Ollig asked if the inspection of the house was triggered when the City was notified that the property was being rented by someone other than the property owner. Mr. Tienter stated that the City's Rental Ordinance requires anyone that rents their property to obtain a rental housing permit. The inspection was done when the property owner applied for a rental housing permit.

Council Member Ollig stated that he wants all Winsted residents to understand that the City's Building Inspector does not inspect private houses. If a resident and/or property owner applies for a rental housing permit or a building permit to make improvements to their house, then the Building Inspector will complete an inspection of the house.

Mr. Tienter stated that he wants to reiterate that the City's Building Inspector will not be randomly sent to do inspections of private houses.

Council Member Schulenberg asked what recourse the City has if the house is vacated and the property deteriorates. Mr. Tienter stated that the City will deal with the property through the Blight Ordinance and/or Public Nuisance Ordinance.

**Council Member Schulenberg motioned to adopt Resolution R-16-16 declaring non-compliant conditions at a residence located at 161 McLeod Avenue West, Winsted, Minnesota, and ordering the conditions abated, and occupants be vacated from the premises until an appropriate permit for rental is obtained from the City of Winsted. Council Member Fitzgerald seconded the motion. Motion carried 5-0.**

## 6) Organization Report

### a) City Clerk-Treasurer

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

- **Primary and General Elections**
  - The Primary Election will be held at City Hall on Tuesday, August 9, 2016.
  - The General Election will be held at City Hall on Tuesday, November 8, 2016.
  - Ms. Kirchoff will begin advertising for Election Judges.
- **Data Practices and Records Management Training**
  - Ms. Kirchoff and Ms. Zeidler continue to review the City's records and bring them into compliance with the City's *Data Retention Schedule*.
- **Health and Dental Insurance Renewals**
  - Mr. Tienter, Ms. Boelter and Ms. Zeidler worked with the staff at Flagship Insurance Services to renew the Health and Dental Insurance for the City's employees.
- **Property and Casualty Insurance Renewal**
  - Ms. Boelter and Ms. Kirchoff worked with the staff at Flagship Insurance Services to renew the City's Property and Casualty Insurance for the year 2016.
  - The renewal requires the cooperation and assistance of staff from the various departments of the City. Fellow staff members were very helpful and returned their information to Ms. Kirchoff in a timely manner.
- **Year End Reporting for the Year 2015**
  - Ms. Kirchoff completed the Internal Revenue Service (I.R.S.) Form 1099 for the City's payments to contractors in the year 2015.
  - Ms. Zeidler completed the I.R.S. Form W-2 for the City's employees' wages, benefits, payroll taxes, and etcetera paid in the year 2015.
  - Ms. Boelter submitted the required forms to the McLeod County Auditor and Minnesota State Auditor:
    - ✓ Year 2016 Final Levy Certification.
    - ✓ Year 2016 General Fund Budget and Debt Service.
    - ✓ Year 2015 *Report of Outstanding Indebtedness*.
    - ✓ Year 2016 State Aid for the Winsted Police Department and Winsted Volunteer Fire Department.
  - Ms. Zeidler completed the Utility Billing and Payroll reports for the year ending December 31, 2015.
- **Year 2015 Audit**
  - Ms. Boelter, Ms. Kirchoff and Ms. Zeidler are preparing for the Year 2015 Audit.
  - The initial audit meeting with the City's Auditor, Ms. Wendy Holle of Conway, Deuth and Schmiesing was held on Wednesday, January 13, 2016.
  - The Year 2015 Audit will take place at City Hall the week of May 2, 2016.
- **Minnesota Municipal Clerks and Finance Officers (MCFOA) Annual Conference**
  - Ms. Boelter and Ms. Kirchoff will attend the MCFOA Annual Conference from March 15, 2016 to March 18, 2016 in St. Cloud, Minnesota.
  - Ms. Boelter and Ms. Kirchoff have registered for the following break-out sessions:
    - i. Year 2016 Election . Providing Services to Exceed Voter Expectations.
    - ii. Food Trucks and Mobile Food Vendors.
    - iii. A Deep Dive into Liquor Licensing Old and New.
    - iv. Dealing with Difficult People.
    - v. Creating a Culture of Wellbeing.
    - vi. De-Escalating Potentially Violent Situations and Handling Conflict.
    - vii. Taming Speech Anxiety: Public Speaking Skills.
    - viii. The Drama of Complaints.
- **MCFOA Training**
  - Ms. Boelter, Ms. Zeidler and Ms. Kirchoff attended a MCFOA Region V training in Belview, Minnesota on September 18, 2015.
  - The training topics included:
    - i. Minnesota Building Codes . Nuisance Homes.
    - ii. Pay Equity.
  - Ms. Boelter and Ms. Kirchoff attended a MCFOA Region IV training in Delano, Minnesota on December 2, 2015.
  - The training topics included:

- i. Breweries/Distilleries/Wineries.
  - ii. Zoning Issues . Breweries, Mobile Food Trucks and Etcetera.
  - iii. Mobile Food Trucks . Minnesota Department of Health.
- Ms. Boelter, Ms. Kirchoff and Ms. Zeidler attended an Athenian Dialogue at Plymouth, Minnesota City Hall on Friday, February 5, 2016.
- The book that participants read and discussed was titled, *Century of Struggle*.
- Participation in the Dialogue earns points toward advanced certification through the MCFOA and the International Institute of Municipal Clerks (IIMC).
- To obtain points, an assessment must be written and submitted it to the Dialogue facilitator, Ms. Susan Frost. Ms. Frost is an educator at the University of Wisconsin Green Bay.
- **Tobacco and Liquor Licensing**
  - In April, 2016, Ms. Kirchoff will begin working on the Tobacco and Liquor Licensing renewals.
  - Ms. Kirchoff and Mr. Heldt will be conducting the *Annual Alcohol Licensure Forum* sometime in April, 2016.
- **Kingsley Street Area Improvements and Federal Emergency Management Agency (FEMA) Flood Map Revision Open Houses**
  - Ms. Zeidler, Ms. Kirchoff and Ms. Boelter assisted with open houses for the Kingsley Street Area Improvements and the FEMA Flood Map Revision.
- **Policy Updates**
  - Mr. Tienter, Ms. Boelter, Ms. Zeidler and Ms. Kirchoff have been meeting to update and revise the City's Personnel Policy.
  - Ms. Kirchoff and Ms. Zeidler are doing an inventory of all City policies to determine if they require any updating and/or revisions.
- **Employee Hiring**
  - Ms. Zeidler, Ms. Kirchoff and Ms. Boelter have assisted and participated in the interviewing and hiring processes for the Winsted Volunteer Fire Department (WVFD) and Winsted Police Department.
  - Ms. Boelter conducted the hiring process for the Deputy City Clerk position. Ms. Kirchoff was promoted to Deputy City Clerk.
  - Ms. Boelter is accepting applications until Monday, March 21, 2016 for the permanent, part-time Administrative Assistant position.
- **Annual Mandatory Safety Training**
  - Ms. Kirchoff and Ms. Zeidler prepared the Vollmer Room for the annual mandatory safety training on November 18, 2015.
  - All City employees are required to attend the training.
  - Other attendees included employees from the City of Lester Prairie, Minnesota and Glencoe, Minnesota.
- **DiMax Expansion**
  - Ms. Zeidler and Ms. Kirchoff assisted Mr. Tienter with the DiMax expansion.
- **Projects Ms. Zeidler is Working On**
  - Working with the Winsted Police Department on social media and creating plans for providing information to residents and business owners.
  - Participating in the League of Minnesota Cities (LMC) advisory committee for the annual *Survey and Benefits Survey*.
  - Prepared and submitted the annual water report to the Minnesota Department of Natural Resources (MN DNR).
  - Working with the City's Building Inspector to renew rental housing permits in the year 2016.
  - Issuing year 2016 dog licenses and building permits.
  - Researching time card software and equipment.
- **Storage Room Renovation**
  - Ms. Zeidler and Ms. Kirchoff have assisted in the renovation of the City Hall storage room.
  - Ms. Zeidler and Ms. Kirchoff are currently working with Mayor Stotko to develop a plan for the layout of the shelving, storage cabinets and file cabinets.
- **Staff Support**
  - Ms. Boelter, Ms. Kirchoff and Ms. Zeidler continue to provide support and assistance for other City departments, Winsted Summer Festival, Winsted Holding Activities That Unite

People (WHAT UP), Winsted Area Chamber of Commerce, Winstock Country Music Festival, and etcetera.

7) **Open Forum**

None.

8) **Announcements**

None.

9) **Adjournment**

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

The meeting was adjourned at 6:25 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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