

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, April 2, 2013  
5:00 p.m.

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

Staff Present: Brad Martens, City Administrator  
Raquel Kirchoff, Administrative Assistant

**I. Call to Order**

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

**II. Downtown Vibrancy Commission**

Mr. Martens stated that he would like to review the language in the resolution to establish a Downtown Vibrancy Commission that will be considered at tonight's City Council Meeting. The City Council did not recommend any changes to the language of the resolution.

The City Council Members discussed the possibility that the City may not receive enough volunteers to serve on the Downtown Vibrancy Commission.

**III. Addendum Number One (1) to Work Order Number Two (2) – 2011 Pavement Improvements, Winsted Municipal Airport**

Mr. Martens stated that there was an addendum to the work order for the slurry seal project at the Winsted Municipal Airport. He continued by stating that the slurry seal had issues with the first product that was used. Mr. Martens stated that the City's engineer, Bolton and Menk, Incorporated, represented the City to meet with the pavement contractors, Struck and Irwin, and to work with the Federal Aviation Administration (FAA) to resurface the problems areas. Because of this, there were additional engineering costs for the 2011 Pavement Improvements project totaling \$2,250.00.

Mr. Martens stated that he spoke with Bolton and Menk, Incorporated because the bill for additional engineering costs arrived several months after Bolton and Menk, Incorporated worked with the contractors. He explained to Bolton and Menk, Incorporated that the additional engineering costs were not budgeted for. Bolton and Menk, Incorporated worked with the FAA and determined that the costs totaling \$2,250 were covered under the FAA's grant with the City, where 95% would be paid by the FAA. Mr. Martens stated that the City's portion, 5% of the additional engineering costs, is \$112.50.

Mr. Martens asked the City Council Members if they had any questions on the item. No questions or comments were received.

**IV. Review of Legislation that Would Establish Municipal Street Improvement Districts**

Mr. Martens stated that there is a resolution that will be considered at tonight's City Council Meeting that would support legislation allowing for the establishment of municipal street improvement districts.

Mr. Martens stated that when the City was in the process of the Westgate Improvement project, a Westgate resident questioned why the City did not charge a monthly street improvement fee to Winsted residents rather than assessing Westgate residents for the project.

Mr. Martens stated that the League of Minnesota Cities has advocated for this process for several years and has asked that cities pass a resolution in support of it. If the legislation is approved, it does not automatically establish a street improvement district for Winsted. The City would have to hold public hearings and adopt a new ordinance establishing the district, allowing for public input on the process.

The City Council Members discussed; the process of how a monthly fee would be determined, if established; the growing fees on other bills received by Winsted residents, in addition to the City's utility bill; how residents would react to a street improvement fee; and the possibility that the fee would have to be raised over the years, if established.

Mayor Stotko stated that if a fee is established, it will be very important for the City to have a road improvement plan in place so that residents will know when their roads will be improved. He continued by stating that the plan has to be clearly communicated to the residents.

Mr. Martens stated that the City does not have to establish street improvement districts. He continued by stating that if legislation is passed, it is another tool that the City could consider using to acquire funds for street improvements.

The City Council Members stated that communication and education to the residents is very important and stated that they liked when information is included in the City's utility bill insert, like the information provided by Mr. Martens regarding the City's water tower. The City Council Members recommended that information regarding how street improvements are completed and funded should be included in the utility bill insert in the future.

Mr. Martens stated that it has been the City's initiative to tell its story and the start to this is including information in the utility bill inserts. In the future, a blog may be used to tell the information in real time. Council Member Ollig stated that some of the administrative leaders at businesses in the City do not see the utility billing insert and suggested that an insert be mailed directly to them. Council Member Ollig also suggested that the Winsted Area Chamber of Commerce could possibly post the insert on its website.

## **V. Other**

### **a. League of Minnesota Cities Annual Conference**

Mr. Martens stated that he would be attending the League of Minnesota Cities 2013 Annual Conference and invited any Council Members that wanted to attend to let him know.

### **b. City of Winsted Dump Truck Purchase**

Mr. Martens stated that the state contracts provided for the dump truck purchase were expired contracts. The State of Minnesota currently has no approved contracts; they are still working on them. If there are changes to the new contract, the item may be brought to the City Council for further review and approval.

### **c. Vollmer Room Policy Amendment**

Mr. Martens stated that tonight's City Council agenda includes an amendment to the Vollmer Room Use Policy to include the Winsted Cemetery Board as users of the room at no cost.

### **d. Winsted Volunteer Fire Department Meeting**

Council Member Quast stated that she attended the Winsted Volunteer Fire Department Meeting on Monday, April 1, 2013 and reviewed some of the information from the meeting. She stated that Winsted Volunteer Fire Department will be celebrating its 125<sup>th</sup> anniversary soon. Council Member Quast stated that the Fire Department would like a large map of the City, and suggested that the City could possibly provide this map as a gift for their anniversary.

Mr. Martens stated that the City's engineers have informed the City about Geographic Information Systems (GIS) software that is available that could fulfill the need that the Winsted Volunteer Fire Department for a map. The City Council Members liked this idea for a gift for the Department.

Council Member Quast stated that the Winsted Volunteer Fire Department would be participating in a mock crash scenario on May 1, 2013 at the Howard Lake-Waverly-Winsted High School Football Field. The crash scene will be recorded to use for educational purposes. Council Member Ollig stated that there will also be a mock disaster scenario conducted at the Winstock Country Music Festival grounds in July, 2013.

The City Council Members and Mr. Martens stated that the Winsted Volunteer Fire Department is doing a great job. Mr. Martens stated that Fire Chief Chad Engel and First Assistant Chief Brian Langenfeld have attended training sessions and have implemented what they have learned.

**e. City of Winsted Dump Truck Purchase**

Council Member Fasching stated that he met with Maintenance Supervisor Dave Meyer to understand the details of the purchase of the dump truck that the City will make because he received a great deal of feedback regarding the \$196,000 purchase. Council Member Fasching recommended that information regarding this truck be distributed by the City. Mr. Martens stated that this would be a good article for the April utility bill insert.

**f. Winsted Summer Festival Fireworks**

Council Member Ollig stated that fireworks for the Winsted Summer Festival may be held on Friday, August 9, 2013, over Winsted Lake, after the Brat Busters event. He continued by stating the Winsted Area Chamber of Commerce wants to ensure that the fireworks will be an event of the Winsted Summer Festival so that they will be covered by the City's insurance because the Winsted Area Chamber of Commerce does not have insurance for this type of event.

**g. Sign Ordinance**

Mayor Stotko asked if the City would place an electronic sign in the future on the City Hall's property, 201-1<sup>st</sup> Street North, would it be in violation of the Sign Ordinance that the City is currently working on. Mr. Martens stated that he would review the language of the ordinance to ensure that this sign for the City would not be in violation of City code.

Council Member Ollig stated that certain businesses will have signs placed today that will be in violation of the proposed ordinance. He continued by stating that these businesses should be notified that these signs will be in violation rather than passing the proposed ordinance and then visiting the businesses to notify them that the signs have to be removed.

Mr. Martens stated that he is trying to get feedback from businesses on the proposed Sign Ordinance and is not receiving it. He continued by stating that he agrees with Council Member Ollig that the City should visit businesses individually and let them know how the ordinance will affect their signs.

Council Member Fasching stated that Mr. Martens' presentation to the Planning Commission was fabulous where pictures of real signs at Winsted businesses were used and explained what was in compliance or what was in violation. He suggested that this presentation be used to explain to the proposed Sign Ordinance to the businesses.

**VI. Adjourn**

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

The meeting was adjourned at 5:55 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff  
Administrative Assistant  
City of Winsted