

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, May 5, 2015  
5:00 p.m.

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

Staff Present: Mr. Clay Wilfahrt, City Administrator  
Ms. Deborah R. Boelter, City Clerk-Treasurer

**I. Call to Order**

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

**II. City Council Salary – Work Sessions**

Mr. Wilfahrt stated that there has been some discussion between City Council Members and City staff regarding pay for City Council work sessions. There has been some interest in resuming payment for work sessions.

Mr. Wilfahrt stated that in December of the year 2012, the City Council decided to discontinue payment for work sessions because they took place immediately prior to their City Council regular meetings. That change reduced expenses for the City by approximately \$3,000.

Mr. Wilfahrt stated that if the City Council would like to begin compensating for City Council work sessions, City staff would prepare an ordinance amendment that would require a public hearing. The City Council was previously compensated \$25 per work session, and the cost of compensating the City Council \$25 per work session would be approximately \$3,000.

Council Member Quast noted this change would not affect her since she is not running for office again. Council Member Quast stated at the time the City Council took the reduction, it was to show the citizens that the City Council was actively interested in reducing costs. Council Member Quast noted city council members in other cities receive compensation and that everyone's time is worth something,

Council Member Ollig suggested City staff look at City Council wages for other comparable cities, such as Lester Prairie, Minnesota; Cokato, Minnesota; Howard Lake, Minnesota; Watertown, Minnesota and Silver Lake, Minnesota.

The City Council directed City staff to conduct a survey of other comparable cities in regards to their wages for City Council work sessions and regular city council meetings.

**III. Tax Exempt City Owned Land**

Mr. Wilfahrt stated recently the City received a bill for taxes payable for the land recently purchased from the Entinger Family. Mr. Wilfahrt stated the City should not have to pay taxes on the land because some of it is to be used for the Luce Line State Trail and the Winsted Municipal Airport, which is a public purpose and exempt from property tax indefinitely. In addition, some of the land is to be used for industrial development which is considered a public use and makes the land exempt for nine (9) years. The specific parcels consist of a 3.4 acre parcel just east of the Winsted Municipal Airport and a 40-acre parcel directly west of the City's Waste Water Treatment Facility.

Mr. Wilfahrt presented the letter that City staff drafted to explain this to the McLeod County Assessor; so, they can reflect the changes in their records. Mr. Wilfahrt stated the City purchased the land on a contract for deed.

Mr. Wilfahrt stated that City staff would like the City Council to review the aforementioned letter and direct staff to send the letter to the McLeod County Assessor's Office, with a copy to Winsted Township.

The City Council briefly discussed the matter and directed City staff to send the attached letter to the McLeod County Assessor's Office regarding a tax exemption piece of land owned by the City, with a copy to Winsted Township.

#### **IV. Temporary Acting City Administrator**

Mr. Wilfahrt noted he has recently submitted his resignation, effective May 22, 2015, and that there is expected to be a period of time when the City will be without a City Administrator. The new City Administrator is expected to start in late July of the year 2015.

Staff would recommend that the City Council discuss appointing a Temporary Acting City Administrator. During the last period of absence of a City Administrator, Mayor Stotko stepped in and filled the position. Mr. Wilfahrt stated it is his understanding that Mayor Stotko would be willing to do it again.

Mr. Wilfahrt presented a draft Agreement for a Temporary Acting City Administrator for City Council review and direction.

Ms. Boelter stated Mayor Stotko was a big help the last time, and given the amount of activity going on in the City at the present time, City staff would appreciate his help again.

Mayor Stotko stated he is willing to help out again; however, he will not be able to put in as many hours as last time.

It was the consensus of the City Council to appoint Mayor Stotko as Temporary Acting City Administrator.

#### **V. Other**

##### **a) Administrative Assistant – Temporary Part-Time**

Mr. Wilfahrt stated it has been brought to his attention by a couple of the City's administrative part-time people that the pay makes it difficult for them to justify driving to work at the City of Winsted for a few hours. Winsted currently pays its temporary part-time administrative staff \$10 per hour. The City's other temporary part-time employees receive \$14 to \$14.50 an hour.

Mr. Wilfahrt stated that City staff would recommend that the pay for the temporary part-time administrative assistants be raised to \$14.50 to be comparable with the Public Works Department's temporary part-time staff. The Winsted Police Department's part-time staff is currently at \$15.50.

Mayor Stotko asked how many hours would be involved.

Mr. Wilfahrt indicated it would be between 200 to 300 hours per year. Mr. Wilfahrt stated the increase would amount to an estimated \$1,000 to \$1,200.

Ms. Boelter stated the increase would also enable the City to attract more qualified candidates for the position.

Council Member Ollig indicated he is not in favor of the increase and that there are likely qualified people living in Winsted that could fill the positions rather than having to drive a long distance.

Council Member Quast stated a \$4.50 per hour increase is quite a bit and that perhaps there is a median in between the two amounts that could be considered.

Ms. Boelter noted there have been people in Winsted who have expressed interest in the position; but, that they are not willing to do it for \$10 an hour. Ms. Boelter continued by stating that City staff was trying to keep the pay rate consistent among the temporary part-time employees, which was the reason for the suggested pay increase.

Council Member Quast suggested a raise be given to the temporary part-time employees who have been working for the City for over a year; but, not to any new hires.

Council Member Fasching stated he would like the City to take a look at equalizing the pay for temporary part-time employees but that a forty-five percent (45%) pay increase is tough to swallow.

The City Council directed City staff to conduct a survey of other comparable cities in regards to their wages for temporary part-time administrative staff.

**b) Westside Skydivers**

Mr. Wilfahrt noted he sent out the Skydiving Agreements to the City Council for their review.

Mr. Wilfahrt indicated he did receive communication from Ms. Merritt and that Westside Skydiving is willing to change their flight pattern further to the north in an effort to address the concerns of the two (2) neighbors located near the Winsted Municipal Airport.

Mayor Stotko noted in the third (3<sup>rd</sup>), fourth (4<sup>th</sup>) and sixth (6<sup>th</sup>) paragraphs under Item XII there are references to he or his, which should read she or hers. Mayor Stotko noted the same correction would need to be made under Section XIV.

The City Council briefly discussed this matter. Mr. Wilfahrt noted Westside Skydiving does not have a deadline for signing the Agreement; but, that he would like the matter taken care of by the May 19, 2015 Regular City Council meeting if possible before he leaves his position. It was noted the Agreement is only effective for the rest of the year 2015 and that the City Council will have the opportunity to review the Agreement and any complaints received later in the year 2015.

It was the consensus of the City Council to request the Agreement be signed by Westside Skydivers within ten (10) days.

**c) Winsted Volunteer Fire Department (WVFD) – Monthly Meeting**

Council Member Schulenberg gave an overview of the May 4, 2015, monthly meeting of the Winsted Volunteer Fire Department (WVFD). Council Member Schulenberg stated five (5) WVFD captains traveled to Eagan, Minnesota and were able to view the new ladder truck they are interested in purchasing.

Council Member Schulenberg stated there was also a discussion about the personnel shortage currently being experienced in the WVFD.

The City Council discussed methods for increasing the number of volunteer firefighters. Options included training the younger firemen as medics, the firefighters receiving pay per call, and/or paying bonuses at the end of the year.

Council Member Ollig suggested the area Fire Chiefs hold a meeting to discuss this matter rather than the City Council.

**VI. Purchase or Sale of Real or Personal Property**

**Council Member Quast motioned to close the City Council Work Session pursuant to Minnesota State Statute 13D.05 to discuss the purchase or sale of real or personal property for Property Identification Description (P.I.D.) 14.011.0300. Council Member Fasching seconded the motion. Motion carried 5-0.**

Mr. Wilfahrt presented information regarding Property Identification Description (P.I.D.) 14.011.0300.

The City Council discussed and directed Mr. Wilfahrt to proceed with negotiations.

**Council Member Ollig Quast motioned to adjourn the Special Closed Work Session. Council Member seconded the motion. Motion carried 5-0.**

**VII. Adjourn**

**Council Member Fasching motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. 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, CMC  
City Clerk-Treasurer  
City of Winsted