

City of Winsted
City Council Meeting
Council Chambers
Tuesday, June 2, 2015
6:00 p.m.

Present: Mayor Steve Stotko . *Temporary Acting City Administrator*
Council Member Bonita Quast
Council Member Tom Ollig
Council Member Max Fasching
Council Member George Schulenberg

Staff Present: Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Tyler Bruns, Winsted Police Department Officer
Mr. Chad Engel, Winsted Volunteer Fire Department Chief

- 1) **Mayor Stotko called the meeting to order at 6:00 p.m.**
 - a) **The Pledge of Allegiance was taken.**
 - b) **Council Member Fasching motioned to amend the Agenda to remove item a) Public Hearing – Ordinance O-15-05. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

2) **Consent Agenda**

Mayor Stotko read the Consent Agenda.

- a) **Winsted Volunteer Fire Department Member Leave of Absence – Ms. Rose Heimerl**

Approved a leave of absence as needed for Winsted Volunteer Fire Department Member, Rose Heimerl from May 15, 2015 until doctor approval to return to duty.
- b) **Greater Minnesota Public Infrastructure Program**

Approved the preparation of a Greater Minnesota Public Infrastructure Program grant application by David Drown Associates, Incorporated for the cost not to exceed \$2,500, with the fee contingent upon a grant award being made by the Minnesota Department of Employment and Economic Development (DEED).
- c) **Resolution R-15-20 – Donation – Winsted Area Chamber of Commerce**

Adopted Resolution R-15-20 to accept a donation from the Winsted Area Chamber of Commerce in the amount of \$300 to be dedicated to the Winsted Holding Activities that Unite People (WHAT UP) organization.
- d) **Year 2015 Crack Filling –Bargen, Incorporated**

Approved the quote from Bargen, Incorporated to crack fill certain streets for an amount of \$2.20 per pound of sealant installed, not to exceed \$14,000.

e) Year 2015 Seal Coating – Pearson Brothers, Incorporated

Approved the quote from Pearson Brothers, Incorporated to seal coat certain streets for an amount not to exceed \$48,487.56.

f) Schedule Public Hearing – Tuesday, July 7, 2015

Scheduled a public hearing for July 7, 2015 at 6:00 pm to consider applications for the grant of a franchise to operate a cable system and/or provide cable services in the City of Winsted.

g) Notice of Intent to Consider an Application for a Franchise

Approved a Notice (Amended) by the City of Winsted, Minnesota of its intent to consider an application for a franchise for the purpose of operating a cable communications system to serve the City of Winsted, Minnesota.

h) Request for Proposals Official Application Form

Approved a Request for Proposals Official Application Form for a cable communications franchise.

i) Saint Mary's Craft Beer Festival - Large Assembly Permit

Approved the McLeod County Large Assembly Permit for Saint Mary's Craft Beer Festival for Saturday, September 12, 2015 at the Winstock Country Music Festival Grounds.

j) Saint Mary's Craft Beer Festival - Liquor License

Approved a One (1) to Four (4) Day Temporary On-Sale Liquor License for Saint Mary's Care Center for the Craft Beer Festival on Saturday, September 12, 2015 at the Winstock Country Music Festival Grounds.

k) On-Call Time – Winsted Police Department Officer Mr. Christopher Hirsch

Authorized Winsted Police Department Officer Mr. Christopher Hirsch to reside in a city other than Winsted but require that he remains in the City of Winsted during regularly scheduled On-Call hours.

l) Resolution R-15-21 - Holy Trinity – Winstock Country Music Festival Gambling Application

Adopted Resolution R-15-21 to approve an application to conduct off-site gambling (pull-tabs) at Holy Trinity's Winstock Country Music Festival for June 11th, 12th and 13th, 2015.

m) Claims

Approved the Claims List for June 2, 2015.

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

3) Public Hearings

- a) **Public Hearing – Ordinance O-15-05 – REMOVED**
- b) **Public Hearing – Resolution R-15-22 Proposed Property Tax Abatement – Millerbernd Manufacturing Company**

Mayor Stotko opened the Public Hearing.

Mayor Stotko stated the Council has previously initiated action on this project by calling for a public hearing for the purpose of receiving public comment regarding the proposed business subsidy (tax abatement) that is being requested by Millerbernd Manufacturing Company.

The proposed terms for the provision of the subsidy include the following:

The City will agree to the following:

1. The City will agree to abate (reimburse) the City property taxes generated by the Millerbernd Manufacturing Company's office expansion in an annual amount not-to-exceed \$11,209 per year for a term of up to 15 years. The abatements shall commence in 2017, and in any year of the abatement term, the abatement amount shall not exceed the City property taxes actually paid for the project.

Millerbernd Manufacturing Company will agree to the following:

1. Make all property tax and public utility payments on time and in full.
2. Create at least 11 full-time jobs paying an average of not less than \$16.00 per hour not including benefits. Said jobs shall be retained by Millerbernd for the entire term of the abatement.
3. If Millerbernd Manufacturing Company ceases operations or relocates within five years of the abatement agreement execution, Millerbernd must repay all tax abatement assistance provided with interest at a rate of four (4) percent. If Millerbernd ceases operations or relocates after five years, the abatement payments will be discontinued.

If the terms and conditions for the tax abatement agreement are acceptable, following the public hearing, the Council will be asked to adopt the enclosed tax abatement resolution that also provides for the execution of the attached tax abatement agreement.

Mayor Stotko noted Staff has not received any comments regarding this matter.

Mayor Stotko asked for public comment.

There were no public comments.

Council Member Fasching noted the abatement is for the new addition only.

Council Member Ollig motioned to close the Public Hearing on Resolution No. R-15-22. Council Member Fasching seconded the motion. Motion carried 5-0.

Mayor Stotko stated to the best of his knowledge this is the first time Millerbernd Manufacturing has ever requested something like this. Mayor Stotko stated the City attempts to do whatever it can for Winsted's local businesses.

Council Member Ollig commented it will help create a number of new jobs.

Council Member Ollig motioned to adopt Resolution R-15-22 approving property tax abatement for certain property located in the City of Winsted, Minnesota, owned by Millerbernd Manufacturing Company. Council Member Schulenberg seconded the motion. Motion carried 5-0.

4) No Old Business.

5) New Business

a) Winsted Municipal Airport – Minimum Standards Policy

Mayor Stotko noted the City Council initially started discussing this matter back in 2013, and that when the City first started going through this process, a meeting with the Minnesota Department of Transportation, Aeronautical Division, was held. MNDOT then provided the City with a rough draft of a minimum standards policy that has since been finalized and is now before the City Council for adoption.

Through the process of creating the policy, Staff shared the draft with the Public Works Department, the City Council, and the hangar owners in order to gain their input. A couple of comments were received and the draft was changed to include two recommendations.

Mayor Stotko stated the City of Winsted currently operates a Municipal Airport. The airport is managed by the Maintenance Supervisor and the City Administrator. Oftentimes there have been questions or concerns raised that require City Staff attention. Since there is not an Airport Policy, Staff addresses issues on a case-by-case basis, which can result in inefficiency and inconsistency in enforcement of rules.

In 2014, Staff began development of an Airport Minimum Standards Policy. The proposed version of the policy has been provided to the City Council for their approval. The policy is intended to address common issues at the airport and future issues that are anticipated. Staff has developed and reviewed the policy with the help of the City Engineer and the Minnesota Department of Transportation.

Staff has also sent this policy to the hangar owners and there were two recommendations since then.

First, a concern was raised that freelance flight instructors are not required to have insurance. Staff has changed the language so that freelance flight instructors need to have the same insurance as a flight school.

Second, Staff heard a concern about businesses being allowed to conduct business at the Airport if they did not own a hangar at the Airport. Since hangar owners are going to be paying a substantial portion of the cost of improving the runway, it seems to make sense to restrict the runways use for business operations to those who are sharing in the cost.

As a result, Staff added the following language: ~~in~~ order to conduct business operations at the Winsted Municipal Airport, a business must either rent or own a hangar at the Winsted Municipal Airport.+

The Council can either approve the Minimum Standards Policy for the Winsted Municipal Airport or deny.

Council Member Ollig noted within the policy on some of the headings the letter W is missing.

Mayor Stotko stated there was a problem with the copier and that the official document will not have that. Mayor Stotko noted this is a policy, and like all City policies, this will be able to be reviewed periodically. Mayor Stotko stated what typically triggers a review is when there are one or more occurrences of the same thing or an issue that was not included, and are covered by the following language: "Activities with no minimum standard established in this document will be addressed by the City of Winsted on a case-by-case basis in the commercial operator's lease or agreement."

Council Member Quast motioned to adopt a Minimum Standards Policy for the Winsted Municipal Airport. Council Member Fasching seconded the motion. Motion carried.

6) Department Report

a) Winsted Volunteer Fire Department

Mr. Chad Engel, Winsted Volunteer Fire Department Chief, reported on the following:

- The Fire Department has received 130 calls to date, with 108 calls being received last year at this time.
- The Fire Department is preparing for Winstock and will be holding a spaghetti fundraiser on June 11.
- Firefighter Captain Brent Mickolichuk has resigned. Engel stated he will be reviewing the policies with Staff to see how that officer vacancy should be addressed.
- Received one application in mailbox today and have been informed about two other people who are showing interest in becoming a volunteer firefighter. Engel noted the Fire Department is currently down to 22 people, with the full roster being 30. Engel stated if the low numbers start becoming a problem, he may need to speak to Lester Prairie about having their firefighters on call as well.
- The generator at the station was started up last night and there were some issues with some lights not operating or flickering. The generator may need to be replaced or repaired. Engel noted the generator is old and was donated by the DNR.

Council Member Quast asked if anything is being done with the cement outside the station.

Mayor Stotko stated not at this time.

Council Member Ollig asked about the roof.

Mr. Engel stated the roof looks great and that the water leak was caused from a piece of flashing that was incorrectly installed. That issue has since been repaired.

Council Member Schulenberg asked if there is any update on the new ladder truck.

Mr. Engel indicated he did speak with the company in Eagan today and was informed that the demo truck they were initially looking at did not meet their specifications and so

they are now going to look at a truck off the assembly line. Engel stated it may be around six months or so before the truck is ready.

Mayor Stotko asked if the truck is included in the CIP.

Mr. Engel stated to his understanding it is and that the Department is on board for going forward with the purchase.

Mayor Stotko asked if there has been any discussion about pursuing different options for providing coverage with the lower volunteer level, such as allowing other volunteer firefighters who work in Winsted but live outside of Winsted being allowed to be on call during their work hours.

Mr. Engel stated it would involve training time on the equipment but that it has not been ruled out.

Mayor Stotko stated the fire department could also get together with the other area fire departments to discuss this issue.

Mr. Engel stated there are quarterly chief meetings where issues are discussed and that there will be a meeting in August. Engel stated they are not experiencing a problem during the day but that he has a concern with the weekends and the evenings.

Mayor Stotko encouraged Mr. Engel to explore all options for increasing the number of volunteer firefighters.

Mr. Engel stated a number of other area fire departments have gone to paying their firefighters.

Mayor Stotko suggested Mr. Engel meet with the new City Administrator once he comes on board to discuss this issue.

7) Open Forum

None.

8) Announcements

None.

9) Adjournment

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

The meeting was adjourned at 6:35 p.m.

Steve Stotko

Steve Stotko
Mayor and Temporary Acting City Administrator
City of Winsted

ATTEST:

Deborah R. Boelter

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