

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, July 1, 2014  
5:30 p.m.

Present: Mayor Steve Stotko  
Council Member Tom Ollig  
Council Member Bonnie Quast  
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 5:30 p.m.

**II. Rental Housing License – Ordinance Change**

Mr. Wilfahrt stated that recently, one of the rental properties within the City of Winsted changed ownership. The property had its Rental Housing License renewed in March of the year 2014 and the License is in effect for five (5) years. Due to the current requirements of the City's Rental Housing Ordinance, the new owner was required to apply for a new Rental Housing License and pay the required \$400 fee. Mr. Wilfahrt continued by stating that the fee is paid to offset administrative costs, as well as, the cost for an inspection of the rental property. Since the License was recently renewed for this rental property in March of the year 2014, Mr. Wilfahrt stated that he does not see any reason to charge the full fee and require a new application.

Mr. Wilfahrt stated that he spoke with the City's Building Inspector, Mr. Rob Beckfeld, who did not see a need to do additional inspections if the new property owner was not going to be making any structural changes to the existing rental property. Mr. Wilfahrt continued by stating that Mr. Beckfeld indicated that if a new landlord wanted to complete improvements to their newly acquired rental property, they would be required to get a building permit and that would trigger an inspection anyway.

Mr. Wilfahrt stated that he reviewed how other cities have resolved this same issue, and found a number of them that allow for Rental Housing License transfers. The new rental property owner would be required to apply for the transfer and then this would allow City staff to have updated contact information without requiring an additional inspection.

Mr. Wilfahrt stated that when he discussed the proposal to change the City's Ordinance to allow for the transfer of the Rental Housing License to the new property owner without an inspection with the Building Inspector, Mr. Beckfeld indicated that he would be in agreement with a system where the City does Rental Housing License transfers.

Mr. Wilfahrt recommended that the City Council hold a Public Hearing for August 19, 2014 to consider a revision to the City's Rental Housing Ordinance. Staff would write the language to allow for a transfer of the Rental Housing License upon sale of the rental property. The transferred License would have the same terms and expiration date as the original License. The applicant would complete a form with their contact information and submit a \$25 administrative fee to cover the costs associated with the new License.

The City Council discussed and directed Mr. Wilfahrt to contact the League of Minnesota Cities Insurance Trust (LMCIT) to determine if the City has any liability issues if we do not require an inspection of rental housing when it is transferred to another property owner.

The City Council also directed Mr. Wilfahrt to contact Mr. Beckfeld to determine the actual cost to the City of Winsted when he completes a rental housing inspection and what exactly he looks at when conducting the inspection.

### **III. Flood Plain Map Update – Resident Concerns**

Mayor Stotko asked Mr. Wilfahrt to give a brief update on the Flood Plain Map Ordinance amendments and any concerns he has received from residents who are affected by the amendments.

Mr. Wilfahrt stated that City staff sent approximately sixty (60) letters to Winsted residents who have property that intersects with the new Flood Plain Map. Mr. Wilfahrt stated that he has been contacted by approximately thirty (30) residents who have property in the Flood Plain Map and also by some local insurance agents obtaining information for their clients who have inquired about their insurance requirements since their property intersects with the Flood Plain Map.

Mr. Wilfahrt stated that the following information is what he has been discussing with the property owners and insurance agents:

- Whether or not their property and/or certain structures on their property are located in the Flood Plain Map.
- Who the residents need to contact if they would like to have the Flood Plain Map amended so that their property and/or structures on their property are not located in the flood plain.

Mr. Wilfahrt stated that overall, his interaction with the residents in regards to the letters that were sent to them from the City, has been positive.

### **IV. Other**

#### **a) Winsted Police Department – Fourth Police Officer Initial Interviews**

Mr. Wilfahrt asked for two (2) City Council members to participate in the initial interviews for the Winsted Police Department's Fourth (4<sup>th</sup>) Officer on Tuesday, July 22, 2014.

Council Member Schulenberg and Council Member Quast agreed to participate in the initial interviews.

#### **b) Winsted Summer Festival – Fireworks**

Council Member Ollig stated that the Winsted Area Chamber of Commerce is asking local businesses to donate money to fund the fireworks display for the August, 2014 Winsted Summer Festival. He continued by asking the City of Winsted to consider donating \$500.

Mr. Wilfahrt stated that he did contact the League of Minnesota Cities (LMC) and it would be a justifiable expense that the City would be allowed to donate to.

The City Council discussed and agreed to donate \$500 for the August, 2014 Winsted Summer Festival fireworks display.

Council Member Schulenberg recommended that Council Member Ollig also contact the Winsted Lions and inquire about a donation from them.

#### **c) Hainlin Park – Dead Trees**

Council Member Fasching asked about the removal of the dead trees in Hainlin Park.

Mr. Wilfahrt stated that the City has a contractor hired to remove the trees; however, the ground in Hainlin Park is too saturated with water due to recent heavy rain fall and would be severely damaged if the heavy trucks drove on the ground during the removal process. The trees will be removed once the ground in Hainlin Park is able to support the large trucks.

**V. Adjourn**

**Council Member Quast motioned to adjourn the meeting. Council Member Fasching 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:

*Deborah R. Boelter*

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