

City of Winsted
City Council Work Session
Lewis Room
Tuesday, September 18, 2012
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Bonnie Quast
Council Member Dave Mochinski
Council Member George Schulenberg

Staff Present: Brad Martens, City Administrator
Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

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

II. Herald Journal Water and Sewer Service

Mr. Martens stated that Mr. Chris Schultz, Herald Journal Publishing, Incorporated (Herald Journal), has submitted a letter to the City of Winsted which includes a request to “address the process of completing utilities to our western commercial lot – sanitary sewer and water lines. Currently, there is no fire hydrant available in the vicinity to serve this lot and others.”

Mr. Martens stated that City staff met with representatives from Herald Journal Publishing, Incorporated, on Friday, September 14, 2012 and were provided with background information on the aforementioned issue. There are many unanswered questions that exist regarding the reason why there is not sanitary sewer and water connection lines in the area of the Herald Journal building located west of their main building at 120 – 6th Street North.

Mr. Martens stated that the City’s Engineer estimates the cost of the project to install connecting sanitary sewer and water lines to be \$125,000; of which \$15,000 is work from the street right-of-way to the Herald Journal building. He continued by stating that completing this project would allow for additional development in the area and allow for future looping to the west.

Mr. Schultz was in attendance at the Work Session and presented his request to install sanitary sewer and water lines to the Herald Journal Publishing, Incorporated’s western commercial lot. He continued by giving a brief overview on what he knew as far as the history of why there are no sanitary sewer and water lines to the Herald Journal building.

Council Member Quast asked about installing a fire hydrant near the Herald Journal properties.

Mr. Martens stated that he is working with the Winsted Volunteer Fire Department’s (WVFD) Chief, Chad Engel, to evaluate the need for a fire hydrant on the Herald Journal property.

Mr. Martens asked the City Council members if they remember the history of why there are no sanitary sewer and water lines to the aforementioned Herald Journal building. The City Council members that were aware of the issue presented what information they remembered.

Mr. Schultz stated that the Herald Journal would like to have the sanitary sewer and water lines available in the event that they would like to expand their business in the future.

Council Member Mochinski stated that he would like the City staff to evaluate the request to determine the best option for connecting the sanitary sewer and water lines; so, that it has a positive effect on the houses and/or businesses located in the area of the Herald Journal building.

Mr. Schultz recommended that City staff look at past City Council meeting minutes regarding any assessments and/or other information that pertains to the sanitary sewer and water lines in the area of the Herald Journal buildings.

Mr. Martens stated that if there was an assessment, McLeod County should have some information regarding the sanitary sewer and water lines in the area of the Herald Journal building.

Mr. Schultz stated that the Herald Journal would be willing to participate in funding some of the costs associated with bringing the sanitary sewer and water lines to the Herald Journal building.

Council Member Mochinski asked if the Herald Journal could tap into the sanitary sewer and water lines that service their building located at 120 – 6th Street North. He continued by stating that it may be a fast and inexpensive way of fixing the issue.

The City Council discussed Mr. Schultz's request and directed Mr. Martens to continue investigating the possibility of installing sanitary sewer and water lines, and a fire hydrant, to the Herald Journal property.

III. Public Works Job Description

Mr. Martens stated that at the July 17, 2012 City Council Work Session, the City Council directed staff to begin the process to reorganize the Public Works Department. The first (1st) formal step in the process was to review updated Job Descriptions for the positions. The next step would be to pass a Resolution reorganizing the Public Works Department and approving the selection process.

Mr. Martens stated that the proposed Job Descriptions are updated with feedback from the Public Works Department. He continued by presenting the new Public Works Department Job Descriptions.

Mr. Martens stated that there are very few modifications other than the Maintenance Lead position has been changed to Maintenance Supervisor. If the City Council is in favor of the Job Descriptions, staff will ask for formal approval at the October 2, 2012 City Council Meeting.

Mr. Martens presented the following draft timeline for the process to reorganize the Public Works Department:

- October 2, 2012 Regular City Council Meeting
The Reorganization Plan will be presented to the City Council for discussion and approval.
- October 3, 2012
The open Public Works Department Maintenance Supervisor position will be posted internally for applications.
- October 12, 2012
The applications for the Maintenance Supervisor position are due.
- The week of October 22-26, 2012
Interviews for the Maintenance Supervisor position will be conducted.
- November 7, 2012 Regular City Council Meeting
The City Council will be given a recommendation on the candidate for the Maintenance Supervisor position for discussion and approval.

Council Member Ollig asked if the Public Works Department employees approved the proposed changes to the Job Descriptions. Mr. Martens stated that he reviewed the proposed Job Descriptions with all three (3) Public Works Department employees and they approved of the amended Job Descriptions.

The City Council directed Mr. Martens to continue with the process to reorganize the Public Works Department as presented.

IV. Use of Tax Increment Financing (TIF) Funds

Mr. Martens stated that at the August 7, 2012 City Council Meeting, the City Council approved the decertification of Tax Increment (TIF) District Number Six (#6). The action resulted in the remaining funds from the TIF District #6 being dispersed to the City of Winsted, McLeod County, and the Howard Lake-Waverly-Winsted School District. The portion allocated to the City of Winsted was in the amount of \$40,900.93.

Mr. Martens asked the City Council for direction on the use of the TIF District #6 funds. He continued by stating that in past discussions, the City Council has spoken about the opportunity to complete a Feasibility Study for an additional Industrial Park in the City of Winsted. In addition, staff is also interested in using the funds to update the City's Pavement Management Plan.

The City Council discussed the use of the TIF District #6 funds and directed Mr. Martens to obtain a quote on completing a Feasibility Study for a future Industrial Park and for updating the City's Pavement Management Plan.

V. Feral Cats

Mr. Martens stated that at the September 4, 2012 City Council Work Session, the City Council directed staff to contact the Animal Humane Society about possible options for addressing the feral cat issue in the City of Winsted.

Mr. Martens stated that he did contact the Animal Humane Society who recommended working with Minnesota Spay and/or Neuter Project. He continued by stating that according to the Minnesota Spay and/or Neuter Project, the best way of addressing the issue is to catch or trap the cats and then vaccinate and spay and/or neuter the animals before release.

Mr. Martens presented a document from the Animal Humane Society that states that simply removing the animals does not address the issue.

Mr. Martens stated that the cost of working with the Minnesota Spay and/or Neuter Project is \$50 per animal. In addition to the cost, there would be a significant amount of information to be gathered prior to the implementation of the program in order to better understand the issue.

Mr. Martens stated that currently no funding exists for a trapping and/or neutering program for feral cats in the City of Winsted. If the City Council would like to implement a program, funding would need to be allocated in the year 2013 budget. He continued by stating that one (1) possible way to fund a program would be through increasing animal license fees or by implementing a new cat license fee which could be difficult to enforce.

The City Council discussed and directed Mr. Martens to research other options for rectifying the feral cat issue.

VI. Winsted Municipal Airport – Capital Improvement Plan

Mr. Martens stated that the Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) is requesting the City of Winsted's annual Airport Capital Improvement Plan (CIP) for years of 2014 through 2018 be updated by October 30, 2012. He continued by stating that in the past, the City has continued down the path of paving the runway at the Winsted Municipal Airport in the future; however, that discussion has changed recently.

Mr. Martens presented two (2) possible CIP scenarios for the City Council to consider:

1. The first (1st) continues down the paved runway plan.
2. The second (2nd) is to "maintain" a style plan which rehabilitates the turf runway instead of paving it.

The City Council discussed and directed Mr. Martens to update the CIP with the option to rehabilitate the turf runway.

The City Council discussed whether Mr. Joe Johnson, Westside Skydivers, should be more financially responsible for the maintenance of the existing turf runway.

VII. Other

a) Addition to the Consent Agenda at the Regular City Council Meeting

Mr. Martens stated that he has amended the Consent Agenda for the September 18, 2012 Regular City Council to order all flags at Winsted City Hall to be lowered to

half-mast in honor of former Mayor Don Guggemos until 8:00 a.m., Monday, September 24, 2012.

VIII. Adjourn

Council Member Ollig motioned to adjourn the meeting. Council Member Mochinski 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, MCMC
City Clerk-Treasurer
City of Winsted