

City of Winsted  
City Council Meeting  
Council Chambers  
October 5, 2010  
6:00 p.m.

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

Staff Present: Andrew Elbert, City Administrator  
Deborah R. Boelter, City Clerk-Treasurer  
Fran Eggert, City Attorney  
Dan Pohl, Police Officer

**1) Mayor Stotko called the meeting to order at 6:00 p.m.**

**a) The Pledge of Allegiance was taken.**

**2) Consent Agenda**

**Quast motioned to adopt the Consent Agenda as presented. Mochinski seconded. Motion carried 5-0.**

**a) Minutes - City Council Work Session – September 21, 2010**

Accepted the minutes of the City Council Work Session of September 21, 2010.

**b) Minutes – City Council Regular Meeting – September 21, 2010**

Accepted the minutes of the City Council Regular Meeting of September 21, 2010.

**c) Salary Step Increase – Jamie Stotko, Public Works Maintenance Lead**

Authorized a salary step increase for Jamie Stotko, Public Works Maintenance Lead effective October 1, 2010.

**d) Preliminary Plat Extension – Winsted West Industrial Park**

Reviewed and approved the extension of the Preliminary Plat for the Winsted West Industrial Park until September 1, 2011 as approved by the City of Winsted Planning Commission.

**e) Winsted Volunteer Fire Department Building Door Replacement**

Authorized the Winsted Volunteer Fire Department Chief to replace three (3) metal doors due to interior rusting at the Fire Department Building from Russell's Security at a price of \$3,227.37.

**f) Truth in Taxation Hearing – Public Hearing Date and Time**

Scheduled a Truth-in-Taxation Public Hearing for Tuesday, December 7, 2010 at 6:00 p.m. in the City Hall Council Chambers.

**g) Flagship Bank of Winsted – Pledged Securities**

Approved the Pledged Securities that Flagship Bank of Winsted has purchased for the City of Winsted for the month of September, 2010.

**h) Claims**

Approved the Claims List for October 5, 2010.

**3) Public Hearings**

**4) Department Report**

**a) City Clerk-Treasurer**

Deb Boelter, City Clerk-Treasurer, reported on the following:

➤ **2009 Audit**

The 2009 audit was completed and the report given to the City Council at their August 17, 2010 regular City Council meeting. The City Clerk-Treasurer and City Administrator are preparing an Action Plan to address items presented by the auditor.

➤ **Raquel Kirchoff – Year Two (2) of the Clerk’s Institute**

Administrative Assistant, Raquel Kirchoff, successfully completed Year Two (2) of the Clerk’s Institute the second week in July, 2010. She again received a scholarship in the amount of \$250 from the Minnesota Municipal Clerks and Finance Officers Association (MCFOA) to assist with the cost of the program. She will complete the entire program in 2011.

➤ **Blight Issues**

Our Department continued to address blight issues in the City throughout the spring and summer months, 2010. There are a few properties that Kirchoff and I evaluated the week of September 27, 2010 and they have been addressed in accordance with the City’s ordinance.

➤ **2010 Elections**

Kirchoff should be commended for her hard work and thoroughness in preparing for the 2010 Elections. She accepted applications for election judges and scheduled their training at the office of the McLeod County Auditor in Glencoe. She also assisted the McLeod County Auditor in scheduling and conducting absentee voting at Saint Mary’s Care Center for the Primary Election. She has done the same for the General Election and they will also be conducting absentee voting at Linden Wood Apartments.

Kirchoff was completely in charge of the Primary Election that took place on August 10, 2010 and everything went well. There was an issue with the ballot box not working properly but it was taken to the McLeod County Auditor’s office for maintenance and is ready for use at the General Election.

Kirchoff and I attended a *Post Election Follow-Up* meeting at the McLeod County Auditor’s office on September 30, 2010.

The General Election will be held at City Hall on Tuesday, November 2, 2010.

➤ **McLeod For Tomorrow Leadership Program**

Kirchoff and the City Administrator, Andrew Elbert, are attending the *McLeod For Tomorrow* Leadership Program. The sessions will be monthly and are held in different cities in McLeod County. The City of Winsted will be hosting a session in the Vollmer Room on Thursday, October 28, 2010.

Kirchoff applied for and received a \$50 scholarship for the program enrollment fee.

➤ **Regional Safety Group**

Area cities are exploring the possibility of a Regional Safety Group. Utility Billing and Payroll Clerk, Amanda Zeidler, attended an informational meeting on Regional Safety Groups held by the League of Minnesota Cities (LMC) in Watertown, Minnesota.

The purpose of this type of group is to consolidate cities to provide a comprehensive safety program and share in the cost of providing Occupational Safety and Health Administration (OSHA) compliant training for city employees.

- **Utility Billing Account Updates**  
Zeidler has implemented a new Utility Billing Application for new residents who apply for a water and sewer account, and the application will also be going to existing customers, so the City can better utilize the free Minnesota Department of Revenue Recapture program. To collect past due balances, the Minnesota Department of Revenue Recapture program requires certain information to track the individual. The new application will provide the City with that information.
- **McLeod County Road 116 Turnback Project**  
Kirchoff, Zeidler and I are working closely with Art Taylor, Bolton and Menk, Incorporated, to maintain customer relations with the residents and businesses affected by the McLeod County Road 116 Turnback Project.
- **Preparation for the New City Administrator**  
Kirchoff, Zeidler and I worked together to provide information, forms and other pertinent items necessary to make the introduction and transition for the new City Administrator, Andrew Elbert, into the City of Winsted a smooth one.

Zeidler was instrumental in arranging individual meetings between Elbert and City officials, contractors and local organization leaders to welcome him and introduce themselves.

- **2011 Budgeting**  
Elbert and I will be reviewing the proposed 2011 General Fund budget to identify any areas that may be reduced. We will begin preparing the 2011 budgets for the Enterprise Funds (Water, Sewer, Cable, etcetera) in the month of October. They will be presented to the City Council at future meetings for review and approval.
- **November 2, 2010 City Council Work Session and Regular Meeting Rescheduled**  
Due to the General Election, the November 2, 2010 City Council work session and regular meeting have been rescheduled to Wednesday, November 3, 2010. Please mark you calendars.

5) **No Old Business.**

6) **New Business**

a) **Capital Improvement Plan – Winsted Airport**

Marcus Watson, Bolton and Menk, Incorporated, presented the draft Preliminary 2011 Capital Improvement Plan (CIP) for the Winsted Municipal Airport. Watson stated that on September 22, 2010, Elbert and Watson met with officials from the Federal Aviation Administration (FAA) and Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) to review the upcoming Airport Capital Improvement Program (CIP) update for the Winsted Municipal Airport.

Watson stated that the MN DOT/OA staff indicated that all State Fiscal Year (FY) 2012 funding needs must be shown on this CIP update for grant eligibility. FAA staff highlighted that the Airport will have a Federal Entitlement balance of \$581,484, pending Congressional approval of FY 2011 funds, to use on eligible projects. Of that available amount, \$131,484 must be spent by Winsted or lent to another airport in Federal FY 2011. Proposed CIP projects and the Airport Master Plan were discussed.

Watson reviewed the proposed CIP for the Winsted Municipal Airport with the City Council. He stated that the approval of the CIP is not a commitment to fund or complete the listed projects; it identifies projects for potential future funding. Watson presented the City Council with the following options for consideration for use of the FY 2011 Federal Entitlement dollars:

1. Airport Environmental Assessment (EA)

- This project provides an environmental review of the proposed Runway 9-27 Airport development, land acquisition, and Luce Line State Trail realignment. This step is necessary to move forward with development plans in the Master Plan.
2. Terminal Area Fencing and Controlled Access Gates
    - This project would install fencing around the terminal area to control vehicular and pedestrian traffic. The project would enhance safe operations between aircraft and other traffic.
  3. Private Hangar Site Expansion (North / South Hangar Site Taxilane Extension, Hangar Site Preparation)
    - This project would extend the hangar site taxilane approximately 500 feet south to provide aircraft access to fourteen (14) future hangar sites. Site preparation of rough grading would be included in the project.
  4. Lend Federal Entitlement Dollars to Another Minnesota Airport
    - A total of \$131,484 in Federal Entitlement dollars will be lost if not spent or lent by the Winsted Municipal Airport. The money is returned to the Federal Government to spend as Federal Discretionary funds for Airports nationally. An option would be to lend Federal Entitlements to another Minnesota Airport with a commitment from that Airport Sponsor to return that amount at a determined future date.

Mochinski asked Watson if he is aware of any Minnesota airports that may want to borrow some of the Winsted Municipal Airport's Federal Entitlement dollars. Watson stated yes and that the benefit to the City of Winsted is that they do not lose the money if they do not use it for a project. The money would be borrowed to another airport and paid back to the City of Winsted in the future. Mochinski asked if there is a possibility that the City would not receive their loan payments from another City and/or municipal airport. Watson stated that there is that possibility if the FAA would discontinue the Entitlement funding because then the airport that borrowed the City of Winsted's entitlement funding would not have a source of revenue to repay the loan.

Mochinski asked Watson if the FAA will discontinue giving the Winsted Municipal Airport Entitlement funding if the City does not use it. Watson stated that he has not seen an airport that has been approved to receive Entitlement funding lose it when they do not use it.

Quast asked if any of the Winsted Municipal Airport Commission members have any items they would like to have identified on the 2011 CIP. Watson stated that the CIP was initially developed with the assistance of the Airport Commission.

**Mochinski motioned to approve the 2011 Winsted Municipal Airport Capital Improvement Plan (CIP). Quast seconded. Motion carried 5-0.**

**b) Outdoor Ice Skating Rink Discussion**

Elbert presented the proposed agreement between the City of Winsted and the Herald Journal Properties, Limited Liability Company (LLC), to construct an ice skating rink on the property adjacent to the Herald Journal building.

Mochinski asked if there has been any discussion regarding the snow banks that will need to be created around the rink and how high they will be. Elbert stated that he has discussed it with the Public Works Department and they will use excess snow to build the banks at a height commonly recommended for an ice skating rink.

Quast thanked the Herald Journal for their generous donation to have the ice rink on their property.

Wiemiller asked about a warming house. Elbert stated that there may be some type of facility. Elbert stated that the first year the ice skating rink is operating, the City will consider options but noted that it should be viewed as a temporary operation and budget constraints will be considered in all decisions for the operation of the rink.

**Ollig motioned to enter into an agreement with Herald Journal Properties, Limited Liability Company (LLC) to construct an ice skating rink on the property adjacent to the Herald Journal building. Wiemiller seconded. Motion carried 5-0.**

**c) Well House Water System Control Panel Price Quotes/Bids**

Elbert presented the proposed quotes for the well house controller replacement.

Elbert stated that a portion of the project will be covered by the City's insurance per conversations with Ron Traeger, League of Minnesota Cities Insurance Trust (LMCIT) adjuster. Traeger told Dave Meyer, Public Works Maintenance Lead, that a representative from Quality Control and Integration, Incorporated evaluated the damage and stated that it was due to a power surge or a lightning strike; therefore, it would be covered by insurance.

**Ollig motioned to accept the quote from Quality Control and Integration, Incorporated to replace the well house controller at a cost not to exceed \$18,600. Quast seconded. Motion carried 5-0.**

**7) No Open Forum.**

**8) Announcements**

**a) McLeod County Road 116 Turnback Project**

Elbert gave an update on the McLeod County Road 116 Turnback Project and encouraged residents to visit the City's website for updates.

**9) Adjournment**

**Quast motioned to adjourn. Ollig seconded. Motion carried 5-0.**

Respectfully submitted,

Deborah R. Boelter  
City Clerk-Treasurer