

City of Winsted
Special City Council Work Session
Vollmer Room and Lewis Room
Tuesday, December 8, 2015
4:30 p.m.

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

Absent: Council Member George Schulenberg

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Raquel Kirchoff, Administrative Assistant
Mr. Justin Heldt, Winsted Police Department Chief

I. Call to Order

Mayor Stotko called the Work Session to order at 4:30 p.m. in the Vollmer Room.

II. Kingsley Street Area Improvements

Mr. Tienter stated that the City Council requested more opportunities to comment on the Kingsley Street Area Improvements project after the City held an Open House regarding the project on September 22, 2015. Mr. Tienter stated that Mr. Jake Saulsbury, Bolton and Menk, Incorporated, would review some options regarding the project and that some larger maps were available for the City Council to review the area of improvement.

Mr. Saulsbury stated that the trail cost has increased since the Feasibility Study for the project. The Feasibility Study included a ten (10) foot trail, but the Department of Natural Resources (DNR) increased the trail to twelve (12) feet, which is the requirement for the grant provided by the DNR. Mr. Saulsbury stated that the total estimated cost of a twelve (12) foot trail is approximately \$164,000. The City's estimated cost would be \$74,000.

Mr. Saulsbury stated that if the City switched to a six (6) foot trail, the grant option would be removed and the trail would cost approximately \$14,000 more to install the trail.

Mr. Saulsbury reviewed the following options for the project.

Option 1A = 32 foot Street and 12 foot Trail:

Cost Impact = \$0

Pros:

- Wider street section
- Wider trail section
- Parking remains on west side
- Able to utilize trail grant funds

Cons:

- Greatest impact to front yards
- Approximately thirty (30) trees to be removed
- Property encroachment from Rosalie Avenue to Lewis Avenue
- Property encroachment at McLeod Avenue
- Second highest cost

Option 1B = 27 foot Street and 12 foot Trail:

Cost Impact = -\$150,000

Pros:

- 5 feet less impact to front yards
- Wider trail section
- Able to utilize trail grant funds
- Approximately sixteen (16) trees to be removed (savings of fourteen (14) trees from Option 1A)
- No property encroachment from Rosalie Avenue to Lewis Avenue
- Likely no property encroachment at McLeod Avenue
- Lowest cost

Cons:

- Narrower street with no parking on west side

Option 2A = 32 foot Street and 6 foot Trail:

Cost Impact = +\$14,000

Pros:

- Wider street section
- Six (6) feet less impact to front yards
- Parking remains on west side
- Approximately sixteen (16) trees to be removed (savings of fourteen (14) trees from Option 1A)
- No property encroachment from Rosalie Avenue to Lewis Avenue

Cons:

- Narrower trail section
- Not able to utilize grant funds
- Property encroachment at McLeod Avenue
- Highest cost

Option 2B = 27 foot Street and 6 foot Trail:

Cost Impact = -\$136,000

Pros:

- Eleven (11) feet less impact to front yards
- Approximately eight (8) trees to be removed (savings of twenty-two (22) trees from Option 1A)
- No property encroachments
- Second lowest cost

Cons:

- Narrower street with no parking on west side

- Narrower trail section
- Not able to utilize grant funds

Scope of Work Decisions for the City Council:

1. Street & trail width
2. Roadway lighting or striping
3. Tree replacement (1:1 or 2:1 ratio)
4. Right-of-way / easement acquisition needs
5. Stormwater treatment approach
6. Shoreline stabilization
7. No changes to utility work
8. Parking by Southview Park
9. Council Member design team representative(s)

The City Council members discussed the options provided with City Engineers, Mr. Jake Saulsbury and Mr. Joshua Eckstein, Bolton and Menk, Incorporated, Mr. Heldt and Mr. Tienter, and reviewed the maps provided. They directed Mr. Saulsbury to prepare a design for a version of Option 2A that includes a thirty-two (32) foot wide street, with the removal of the existing sidewalk on Kingsley Street, and to include a six (6) foot trail along Winsted Lake to widen to an eight (8) foot trail at the south end of Kingsley Street.

Mr. Saulsbury stated there would be an Open House scheduled in the future for the public to review the design directed at tonight's Work Session.

The City Council recessed the Work Session at 5:50 p.m. to move to the Lewis Room to continue the Work Session regarding the 2016 Budget.

The City Council reconvened the Work Session at 5:56 p.m. in the Lewis Room.

III. 2016 Budget

Mr. Tienter stated that he would like to finalize the 2016 Budget at this Work Session and place the Final Levy and 2016 Budget on the December 15, 2015 City Council meeting for approval; however, if the City Council cannot agree on the budget at this Work Session, the City has until December 28, 2015 to adopt a Final Levy for 2016.

Mr. Tienter reviewed information regarding:

- The Recommended 2016 Budget Summary
- The Recommended Budget Items over \$1,000
- General Fund Budget Assumptions and Considerations
- General Property Tax Trends
- General Fund Budget and Property Tax Levy History
- 2016 Preliminary Property Tax Levy
- Property Tax Capacity and Levy History
- Area Preliminary 2016 Property Tax Levy Changes
- Estimated Property Taxes Payable
- Annual Property Tax Levy versus Inflation
- Recommended Final 2016 Property Tax Levy
- Annual Cost Estimate Calculation
- Other Budget Considerations
 - Annual increase in employee salary and benefits
 - Annual increase in Fire Department %Per Unit+Fee
 - Streets Capital Improvement Plan
 - Police Department and Public Works Department Capital Equipment Plan
 - Parks Capital Improvement Plan

- Other Projects
 - Campbell Field Cost Participation Increase
 - Lift Station Upgrades
 - Street Light Replacement and Repair
 - Utility Extensions
 - Water Tower Recoating
 - Well House Renovations

Mayor Stotko asked if the presented information included a one percent (1%) cost of living increase to employee salaries. Mr. Tienter stated no.

Mr. Tienter continued by sharing Council Member Schulenberg's support of the 2016 Compensation Plan, the step increase effective January 1, 2016 and the across the board increase of one percent (1%) to the Plan. Mr. Tienter stated that Council Member Schulenberg would like the City Council to also pursue a Variable Pay Structure Plan in addition to the 2016 Compensation Plan in the future.

Mr. Tienter stated that a Variable Pay Structure Plan is for employees that are at the top of their pay scale and provides them an opportunity for an increase in salary, based on performance and merit.

The City Council members discussed the proposed increases to employee salaries through the 2016 Compensation Plan. Council Member Ollig, Council Member Quast and Council Member Fasching stated that they were in favor of a step increase according to the 2016 Compensation Plan, but not a one percent (1%) across the board increase.

Council Member Fasching stated that he is also in favor of the addition of a Variable Pay Structure Plan in the future.

Mr. Tienter stated that he would proceed with the budget as presented at this Work Session regarding employee salaries, which includes the Compensation Plan's recommended increase, plus a step increase effective January 1, 2016, and a zero percent (0%) across the board increase.

The City Council members discussed the dollar amount difference between the eliminated Deputy Clerk position and the added Part Time Administrative Assistant position.

The City Council members discussed the budget information provided by Mr. Tienter and what the Final Property Tax Levy amount should be. Council Member Ollig, Council Member Quast and Council Member Fasching were in favor of reducing the Final Property Tax Levy from what was adopted in the Preliminary Levy, adopted in September, 2015. Mayor Stotko was not in favor of reducing the Final Levy from the Preliminary Levy. Mayor Stotko listed expenditures that the increase could be used for; such as, the Winsted Municipal Airport, the City's Debt Levy, unforeseen changes to Local Government Aid, drainage issues at different areas in the City, and the Wastewater Treatment Facility Improvement project.

The City Council directed Mr. Tienter to reduce the Final Property Tax Levy increase amount from 3.89% percent that was recommended in the Preliminary Levy adopted on September 25, 2015 to a 2.98% increase.

IV. Adjourn

Council Member Quast motioned to adjourn the meeting. Council Member Fasching seconded the motion. Motion carried 4-0.

The meeting was adjourned at 7:10 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
Administrative Assistant
City of Winsted

as a result of the eliminated Deputy Clerk employee position recommended by City Staff decided not to contribute this entire amount to the General Fund balance to be allocated toward other expenditures.

Mayor Stotko recommended that the levy stay at a 3.89% increase and for the salary and benefit expenditures that were proposed for a new position to stay in the General Fund for unforeseen expenditures.

These changes included the elimination of a position recommended by City staff, which ultimately reduced the property tax needs of the City. As a result, the Council directed the property tax levy increase reduced from 3.89% to 2.98%, a reduction of \$10,178 or 0.91%, for a total Final 2016 Property Tax Levy of \$1,156,154. The City budgets all property tax revenue in the General Fund.

after he had prepared
Shoreline Stabilization is \$600 per foot.

*Paved trail section is two (2) feet wider than if Feasibility Study phase per design conversations with the MN DNR

Mr. Saulsbury stated that four options were provided which are a variation of two options. four options including;

that City Staff has been contacted by its past part-time temporary Administrative Assistant, Ms. Leigha Felder, and she has expressed interest in working at City Hall during her winter break from college. Ms. Felder would be available from December 18, 2015, through January 1, 2016. Staff recommends Ms. Felder's temporary employment be approved. She would assist Staff with front desk work and filing and record retention, which would free up other Staff members to work on other projects.

Mr. Tienter stated if the City Council is in agreement, it will be added to the Consent Agenda for approval at the November 3, 2015 Regular City Council meeting.

Mayor Stotko asked how many employees typically take vacation during that time.

Mr. Tienter indicated there are employees that take time off during the holidays and the temporary employment of Ms. Felder would help the City cover some of those shifts. Mr. Tienter Noted there is money available in the Administration Budget and the Water and Sewer Fund Budgets to pay her anticipated salary of \$640.

The City Council discussed and directed Staff to move forward with hiring Ms. Felder to work from December 18, 2015, to January 1, 2016.

6' Trail Cost = +\$82,000, DNR Grant = \$0, Compliance Items = +\$6,000 City Cost = +\$88,000
27' wide street results in a savings of approximately \$150,000 from a 32' wide street

III. 2016 Budget

III. Other

a) TDS Telecom and Mediacom Public Hearings – October 20, 2015 Regular City Council Meeting

Mr. Tienter gave an update on the TDS Telecom and Mediacom Public Hearings that are going to be conducted during tonight's Regular City Council Meeting. Mr. Tienter noted the public hearing is scheduled for October 20, 2015. The agreement was provided to TDS and Mediacom for their review early last week. TDS did provide comments and some minor revisions were made to the agreement. Mediacom also replied saying that they had some questions and issues that they would like to have resolved. Mediacom has requested the process be delayed until those issues are worked out with the City.

In addition, TDS would like to launch service on November 1, 2015. After consultation with representatives from TDS, Mediacom, and the City Attorney's office, City Staff would be recommending that a temporary ordinance with TDS be approved that will expire on May 1, 2016. That ordinance will include language that says TDS will agree to whatever the City negotiates with Mediacom. The public hearing would then be extended to November 17, which would give the City a little over a month to work out the issues raised by Mediacom. The final ordinance could then be adopted on November 17.

Mr. Tienter stated the temporary ordinance would be on tonight's Council agenda as well as a request from Staff to continue the public hearing to November 17.

The City Council discussed this matter and directed Staff to proceed with the temporary ordinance.

b) Cell Phone Tower Leases – T-Mobile and AT and T

Mr. Tienter noted City Staff is in the process of negotiating the Cell Phone Tower Leases between the City of Winsted and T-Mobile and AT&T. The City Attorney will be in contact with representatives from those organizations to discuss some questions raised by Staff. Mr. Tienter indicated this item will be brought back before the Council at a future work session.

Mr. Tienter stated currently the City receives monthly cell phone tower lease payments and the term of the agreement is for five years. Bolton and Menk has also reviewed the agreement and provided comments. A majority of the recommendations have been included in the revised lease agreements.

c) Proposed Winsted Volunteer Fire Department and Public Works Department Signage

Mr. Tienter presented drawings of the proposed Winsted Volunteer Fire Department and Public Works Department signage. Millerbernd has provided a quote for the two different types of signage. Mr. Tienter indicated the Council does have the ability to change the color or add language. The sign with the blue border would cost \$3,565 and the sign without the blue border would be \$3,510.

Mayor Stotko asked whether this sign would be visible from the south side of the road if the hotel is constructed.

Mr. Tienter stated the City has not received final renderings for the hotel, but to his understanding there would be a drive up to the front entrance of the building and it is likely someone could see through that and notice the sign.

Mayor Stotko stated in the future he would like to consider the same type of signage for the Winsted Municipal Airport and the Wastewater Treatment Facility (WWTF).

Mr. Tienter asked the City Council to review the proposed signage drawings and contact him with any questions and/or changes they would like to be considered.

d) Bolton and Menk, Incorporated - FEMA Informational Meeting

Mr. Tienter noted at the last Work Session the Council directed that an informational meeting be held to discuss the FEMA process with the affected property owners. Bolton and Menk has made some adjustments to their quote and it has now been reduced to \$2,750. One item that was removed was the training for Staff and the other item involved research on the history of the floodplain.

If the City Council would like to proceed forward with the informational meeting, Staff would prepare a letter, send it out to all the affected property owners advising them of the date and time, and then be present at the meeting.

Mayor Stotko requested the meeting be recorded and noticed as a public hearing since more than two Council Members will be present.

The City Council directed Staff to proceed forward with the informational meeting.

e) 2015 Winsted Volunteer Fire Department Fire Board Meeting – November 3, 2015

Mr. Tienter noted a meeting of the Winsted Volunteer Fire Department Board has been scheduled for November 3 at 7 p.m., in the Council Chambers immediately following the City Council meeting. Mr. Tienter indicated he has a meeting scheduled with the Fire Chief this Thursday to discuss the agenda and that he will provide the Council with a written update of the items that will be discussed on November 3.

f) November 3, 2015, City Council Meeting

Council Member Ollig stated he will not be able to attend the November 3 Council meeting.

g) Security at City Hall

Council Member Schulenberg stated last night after the drill they discussed some security issues at City Hall.

City Clerk Boelter stated Staff did a walk-through of the building this morning and they are in the process of compiling some recommendations for improved security.

Mr. Tienter reported he spoke with Police Chief Heldt about potential security issues and that Staff will be looking into the possible installation of panic buttons in different locations, installation of security cameras, locking various access points, preparation of a Continuity of Operations Plan, and a review of safety protocol.

The City Council briefly discussed security measures at City Hall. Mr. Tienter noted that regular fire drills and other security exercises will be conducted to make sure that Staff is knowledgeable about what to do in an emergency situation.