

City of Winsted
City Council Meeting
Council Chambers
Tuesday, January 5, 2016
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Bonita Quast
Council Member George Schulenberg

Staff Present: Mr. Dan Tienter, City Administer
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief
Mr. James Lammers, Winsted Police Department Police Officer
Mr. Tyler Bruns, Winsted Police Department Police Officer
Mr. Dylan Reiner, Winsted Police Department Police Officer
Mr. Dave Meyer, Public Works Department Maintenance Supervisor

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

a) The Pledge of Allegiance was taken.

b) Special Presentation

Annual City Awards – Year 2015

1. City of Winsted – Employee of the Year 2015

a. Mayor Stotko recognized Winsted Police Department Employee, Mr. Jim Lammers, as the City of Winsted's year 2015 *Employee of the Year*.

2. Don C. Guggemos, Senior Community Service Awards

Mayor Stotko recognized the following individuals and organization for their service and commitment to the Winsted Community and presented them with the *Don C. Guggemos Senior Community Service Award*.

a. **Ms. Emily Darsow – Youth**

b. **Mr. George Schulenberg – Individual**

c. **Millerbernd Systems - Organization**

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Minutes – City Council – Work Session – May 5, 2015

Accepted the minutes of the May 5, 2015 City Council Work Session.

b) Minutes – City Council – Regular Meeting – May 5, 2015

Accepted the minutes of the May 5, 2015 City Council Regular Meeting.

c) Winsted Volunteer Firefighter Resignation – Mr. Shaun Bush

Accepted the resignation of Mr. Shaun Bush from the Winsted Volunteer Fire Department effective January 4, 2016.

d) Solid Waste Hauler License Application – Randy’s Sanitation, Incorporated

Approved a Solid Waste Hauler License for Randy’s Sanitation, Incorporated expiring December 31, 2016.

e) Solid Waste Hauler License Application – Waste Management

Approved a Solid Waste Hauler License for Waste Management expiring December 31, 2016.

f) Solid Waste Hauler License Application – Mumford Sanitation

Approved a Solid Waste Hauler License for Mumford Sanitation expiring December 31, 2016.

g) Resignation – Mr. Fred Blaser – Part Time Winsted Police Department Officer

Accepted the resignation of employment by Mr. Fred Blaser as a Part Time Winsted Police Department Officer, effective January 1, 2016.

h) Winsted Summer Festival Contract - DiamondBack

Approved a Contract for Performance between the Winsted Summer Festival and the performer “DiamondBack” to perform at the Winsted Summer Festival on August 13, 2016.

i) 2016 Appointments

Approved the City of Winsted’s year 2016 official appointments.

j) Claims

Approved the Claims List for January 5, 2016.

k) Agreement – Purchase of Federal Property

Authorized the Police Chief to execute an agreement with the State of Minnesota for the opportunity to purchase excess federal equipment/property.

l) Safe Routes to School

Authorized the Mayor to send a letter of support for a “Safe Routes to School” planning grant application.

Council Member Ollig motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 4-0.

3) Public Hearings

a) Ordinance O-16-01 Cable Franchise Ordinance – Fiscal Year 2016 Fee Schedule

Mayor Stotko opened the Public Hearing.

Mr. Tienter stated annually the City Council adopts the City of Winsted Fee Schedule Ordinance. The Ordinance establishes the various fees for services provided by the Council, Planning Commission, City staff and City consultants. The Ordinance provides for fees and costs that are not captured through other laws or regulations, such as State of Minnesota statutes.

Based on direction from the Council, guidance from the City's Financial Advisor and comparisons with other municipalities, City staff made several modifications for the Recommended 2016 Fee Schedule (Attachment A). They are summarized below:

- **Planning and Zoning:**
 - Planned Unit Development, from \$0.00 to \$500.00;
 - Drainage and/or Utility Easement Vacation, from \$0.00 to \$400.00;
- **Liquor and Tobacco:**
 - Brew Pub, On–Sale, from \$0.00 to \$500.00;
 - Brew Pub, On–Sale, Sundays, from \$0.00 to \$200.00;
 - Brew Pub, Off–Sale, from \$0.00 to \$200.00;
 - Brewer, Taproom, On–Sale, from \$0.00 to \$500.00;
 - Brewer, Taproom, On–Sale, Sunday, from \$0.00 to \$200.00;
 - Brewer, Off–Sale, from \$0.00 to \$200.00;
 - Small Brewer, Off–Sale, from \$0.00 to \$200.00;
 - Small Brewer, Off–Sale, “Growlers,” from \$0.00 to \$100.00;
 - Microdistilleries, On–Sale (Cocktail Room), from \$0.00 to \$500.00;
 - Microdistilleries, Off–Sale, from \$0.00 to \$200.00;
- **Water and Sewer:**
 - Water Rate (per thousand), from \$3.24 to \$3.30;
 - Water Minimum (per month), from \$5.87 to \$5.99;
 - Sewer Rate (per thousand), from \$9.10 to \$10.15;
 - Sewer Minimum (per month), from \$7.20 to \$8.03;
- **General:**
 - Special Planning Commission Meeting, from \$0.00 to \$200.00;
 - Park Camping Permit, from \$0.00 to \$25.00;
 - Tax Increment Financing Application Fee, from \$0.00 to \$2,500; and
 - Tax Abatement Application Fee, from \$0.00, to \$2,500.

City staff recommends the adoption of the Recommended 2016 Fee Schedule.

Mr. Tienter noted the Recommended 2016 Fee Schedule, including the proposed modifications and additions, are accounted for in the Adopted 2016 Budget. Additionally, the increase in the Sewer Rate and Sewer Minimum will support anticipated expenditures for the pending Wastewater Treatment Facility Improvement Project.

Mayor Stotko asked for public comment. There was no public comment received.

Council Member Quast motioned to close the Public Hearing. Council Member Ollig seconded the motion. Motion carried 4-0.

Council Member Ollig motioned to adopt Ordinance O-16-01 establishing the City of Winsted Fiscal Year 2016 Fee Schedule. Council Member Schulenberg seconded the motion. Motion carried 4-0.

4) No Old Business.

5) New Business

a) Year 2015 City of Winsted Accomplishments

Mr. Tienter stated the City of Winsted Council (Council) and City staff continued to make significant progress or completed several projects in 2015. Included below are some of the more significant accomplishments from the past year:

- **2014 Audit**, City staff successfully completed the 2014 Audit with no major findings.
- **Cable Television Franchise Agreements**, the Council adopted Cable Television Franchise agreements with Mediacom, LLC, and TDS Telecom until 2030.
- **City Administrator**, the Council hired a new City Administrator in July, 2015.
- **Controlled Burn**, the Winsted Volunteer Fire Department (Fire Department) conducted a controlled burn of 340 McLeod Avenue West as a training exercise with several area fire agencies.
- **Fire Department Call Volume**, the Fire Department responded to a record of more than 280 calls for assistance.
- **Floodplain Revisions**, the Council conducted a public meeting to finalize involvement with and revision of floodplain maps created by the Federal Emergency Management Agency (FEMA), which effectively reduced the size of the floodplain within the City.
- **Fourth Police Officer**, the City hired Officer Dylan Reiner to fill a vacant Police Officer position in July, 2015.
- **Health Insurance**, the Council renewed health insurance coverage for City staff at costs lower than budgeted expectations, saving the City at least \$3,000 in annual premiums despite rising health care costs.
- **Hotel Development**, the Mayor and City staff continue to work with BriMark Builders, Incorporated to construct a hotel within the City.
- **Housing Study**, the Council accepted a housing study for the City of Winsted, which will be used to inform future discussion regarding housing development.
- **Industrial Park Tax Increment Financing (TIF) District**, the Council established an Economic Development TIF District for the newly acquired industrial park and other areas of the City.
- **Job Classification and Compensation Study**, the Council adopted the 2016 Compensation Plan, which implemented compensation recommendation as the result of a year-long study conducted by Flaherty and Hood, P.A.
- **Kingsley Street Area Improvements Project**, the Council conducted an open house and public hearing regarding the Kingsley Street Area Improvements Project to receive public comment and input and ordered improvements, which began the final design phase of the project.
- **Luce Line State Trail**, the Council celebrated the paving of the Luce Line State Trail in September, 2015 at Southview Park.
- **Part-Time Public Works**, the Council approved the hiring of additional temporary staff to help with summer maintenance duties.
- **Police Department Training**, several Police Officers added professional certifications, including Emergency Medical Technician, Firearms Instructor, Field Training Officer and Emergency Management Manager.

- **Sewer Lining Project**, the Council awarded a bid of approximately \$97,500 to Hydro-Klean, Incorporated to install cured-in-place pipe (CIPP) in several sanitary sewer segments throughout the south side of the city.
- **Wastewater Treatment Facility Improvements**, the Council awarded a bid of approximately \$6,820,000 for the Wastewater Treatment Facility Improvement Project to Di-Mar Construction, Incorporated.
- **Winsted Municipal Airport Runway**, the Council continued to advance the Environmental Assessment examining the possible paving of the airport runway by authorizing up to \$9,500 of local expenditures.

6) Department Report

a) Public Works Department

Mr. Dave Meyer, Public Works Department Maintenance Supervisor, reported on the following activities that have occurred since July:

- Read water meters monthly;
- Tree trimming was performed and checks were made for Emerald Ash borer;
- Seal coating and crack filling was performed;
- Hauled in extra sand for the volleyball courts and raised the nets;
- Hauled in bigger rock along the beach;
- Painted all the crosswalks and parking stalls;
- Repaired and painted 29 picnic tables;
- Prepared for the summer festival;
- Received the new street sweeper and payloader and get them ready for use;
- Filled in potholes around town;
- Installed new street signs on the south side of town;
- Turned a number of residents' water on and off for repairs and nonpayment;
- Hung the flags and banners for the various festivals;
- Jetted the sewer lines;
- Repaired five storm sewers that had broken pipes;
- Replaced broken and burned out lights on the airport runway;
- Winterized the parks and swept leaves off the roads;
- Flushed all the fire hydrants;
- Pushed the brush pile twice weekly;
- Filled in potholes at the airport;
- Serviced all the City's trucks and equipment;
- Plowed snow twice;
- Picked up and delivered Christmas trees to brush pile;

Mayor Stotko asked what the plan is for replacing the trees that were removed.

Mr. Meyer stated the majority of those trees were located too close to the curb or were scrub trees. Possibly two or three trees will be replaced in the spring.

Mr. Tienter stated during the most recent work session regarding Kingsley Street, there was some discussion regarding clearing the bank. During that discussion it was determined it would be too cost prohibitive to perform any major removal or renovation to the lake bank. There will be some conversations in the future about what City staff can do to maintain that area and improve the view. No major projects are planned at this time.

Council Member Ollig asked if anything will be done along the promenade.

Mr. Tienter indicated that is a similar situation to the lake bank, with some of the dead trees and shrubs being removed and other trees being trimmed. Mr. Tienter noted City staff has not had an opportunity to discuss that in further detail.

Council Member Ollig asked whether there are any plans to start up the aerator.

Mr. Meyer stated that Mr. Dale Maus called him recently and indicated they plan on installing the aerator on Saturday.

7) No Open Forum.

8) No Announcements.

9) Adjournment

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

The meeting was adjourned at 6:25 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

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