

City of Winsted
City Council Meeting
Council Chambers
March 17, 2009
6:00 p.m.

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

Absent: Council Member Tom Wiemiller

Staff Present: Brent Mareck, City Administrator
Deb Boelter, City Clerk-Treasurer
Fran Eggert, City Attorney

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 4-0.

a) Minutes - City Council Work Session – March 3, 2009

Accepted the minutes of the City Council Work Session of March 3, 2009.

b) Minutes – Regular City Council Meeting – March 3, 2009

Accepted the minutes of the Regular City Council Meeting of March 3, 2009.

c) Parcel Mapping Agreement – McLeod County

Authorized the execution of an agreement with McLeod County allowing the County Geographic Information Systems (GIS) Department to do parcel mapping for the City of Winsted (no cost to the city).

d) Information Security Policy

Approved the Information Security Policy verifying that City of Winsted employees will secure sensitive information given to the City by its customers.

e) Winsted Volunteer Fire Department Relief Association – Gambling Contribution

Accepted a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in the amount of \$2,500 to be dedicated to the City of Winsted's Park Fund for 2008.

f) Building Permit Report – February, 2009

Approved the February, 2009 Building Permit report as presented.

g) Financial Report – February, 2009

Approved the February, 2009 Financial report as presented.

h) Claims

Approved the Claims List for March 17, 2009 in the amount of \$ 92,744.54, check numbers 731E-742E, 7788-7799, 500255E, and 15156-15213.

- 3) No Public Hearings.
- 4) No Old Business.
- 5) New Business

a) Sign Ordinance

Mareck stated that over the last several months, the Planning Commission has reviewed possible changes to the City's Sign Ordinance. Specifically, the Planning Commission addressed amendments to temporary/portable signs and the placement of signs in the right of way and on City property. Mareck presented the proposed amendments.

Mareck stated that the draft Sign Ordinance was revised and presented to the Planning Commission at their March 11th, 2009 meeting where they unanimously recommended approval of the ordinance.

Mareck stated that the proposed Sign Ordinance amendments will be available on the City's website for public comment and will also be presented to the Winsted Area Chamber of Commerce.

Quast motioned to establish a Public Hearing for April 7, 2009 at 6:00 p.m. to consider amending the Sign Ordinance. Ollig seconded. Motion carried 4-0.

b) 2009 Innovation Schedule

Mareck presented the 2009 Innovation Schedule detailing areas of the 2009 budget that the City Council and staff have identified to reduce spending.

Boelter presented information on the utility billing process. Boelter stated that in a continuing effort to identify ways to save money, the City has investigated ways for a more cost effective system for printing and distributing utility bills.

Currently, the City purchases the utility billing forms, prints the bills, and takes them to the Herald Journal for folding and mailing. This process costs the City approximately \$648 per month.

The new process will involve the City transferring an electronic data file to the Herald Journal. The Herald Journal will then prepare the utility bills for distribution. Customers will be given the option to retrieve their bill from the City's website and anyone who does not choose this option will be mailed a hard copy of their bill. This option will cost the City approximately \$598 per month, an estimated savings of \$600 per year.

Monthly Utility Billing Savings

	Current Process	Proposed Process	Estimated Yearly Savings
Approximate Monthly Cost for an Average of 900 Utility Bills	\$648	\$598	\$600

c) Greystone Construction Company – Lake Bank Erosion At Storm Sewer Outlet

Mareck presented a letter of proposal from Greystone Construction Company to repair the lake bank erosion at the storm sewer outlet.

The City's engineer, Jake Saulsbury, Bolton and Menk, Incorporated, was in attendance at the City Council meeting and presented Greystone Construction Company's proposal to repair the lake bank erosion at the storm sewer outlet.

Saulsbury stated that he believes that Greystone Construction Company's proposal will solve the erosion problem.

Mochinski asked if the City would be able to hold Greystone Construction Company responsible if their erosion repair proposal would fail in the future. Saulsbury stated that with the terms of the proposal it is unlikely that they would come back and repair the lake bank erosion again. The proposal states that upon final inspection and approval by the City, the City of Winsted would indemnify Greystone Construction Company of any future responsibilities and/or costs related to the lake bank erosion. Saulsbury stated that the City will have to perform some maintenance at the site to avoid future problems.

Mochinski stated that Greystone Construction Company did not follow the original plans and specifications for the lake bank storm sewer outlet and as a result they should be responsible for repairing it.

The City Council discussed Greystone Construction Company's proposal for repairing the lake bank erosion and the other option of installing a manhole system.

Mareck asked Saulsbury what he would recommend for repairing the lake bank erosion. Saulsbury stated that he would recommend installing the manhole system.

Ollig motioned to authorize the City Hall Construction Committee to review the options to repair the lake bank storm sewer outlet with the City Engineer and if required, due to the site conditions, to make an immediate decision to remedy the problem. Quast seconded. Motion carried 4-0.

Mareck asked Saulsbury to evaluate the other lake bank erosion sites and present a recommendation to the City Council at a future meeting.

6) Department Report

a) Waste Management

Darrell Hoekstra, Waste Management, reported on the following:

- In January, 2009 Waste Management did an organizational restructuring.
- Ken Radtke remains the main driver for Winsted and he has been with Waste Management for twenty-three (23) years.
- Waste Management has been impacted by the recycling market and the decrease in recycling by residents.
- Waste Management has signed a three (3) year contract with Winstock Country Music Festival.
- Waste Management will be working with the City of Winsted to schedule a Spring clean up date and information will be forwarded to the residents.

7) No Open Forum.

8) No Announcements.

9) Adjournment

Quast motioned to adjourn. Mochinski seconded. Motion carried 4-0.

Respectfully submitted,

Deborah R. Boelter
City Clerk-Treasurer