

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

Staff Present: Brent Mareck, City Administrator
Raquel Kirchoff, Administrative Assistant
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

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

a) Minutes - City Council – Work Session – November 17, 2009

Accepted the minutes of the City Council Work Session of November 17, 2009.

b) Minutes – Regular City Council Meeting – November 17, 2009

Accepted the minutes of the Regular City Council Meeting of November 17, 2009.

c) Reschedule City Council Meeting – Monday, December 14, 2009

Rescheduled the City Council meeting for Tuesday, December 15, 2009 to Monday, December 14, 2009 at 6:00 p.m.

d) Salary Step Increase – Dan Pohl

Authorized a salary step increase for Dan Pohl.

e) Claims

Approved the Claims List for December 1, 2009, in the amount of \$76,901.56, check numbers 877E-881E, 7979-7988, 500409E, 500432E and 15986-16016.

3) Public Hearings

a) Truth-In-Taxation – 2010 Tax Levy

Mareck presented the proposed 2010 budget and tax levy for the City of Winsted.

Aaron Kubasch, 179 Westgate Drive, questioned when and where the Local Board of Appeal and Equalization meeting in the spring of 2010 was. Mareck stated that the meeting is held at City Hall and the McLeod County Assessor is present for questions and concerns. He also stated that notices would be published in the paper.

Mayor Stotko asked for public comment on the proposed 2010 budget and tax levy for the City of Winsted. No public comment was received.

Ollig motioned to close the public hearing. Wiemiller seconded. Motion carried 5-0.

4) No Old Business

5) New Business.

a) Public Nuisance – 404 Westgate Drive

Mareck stated that letters had been sent to Cody Krause, the owner of 404 Westgate Drive, regarding a possible “public nuisance” at 404 Westgate Drive. Rob Beckfeld, Metro West Inspection Services, inspected the house and reviewed his findings with the Council which included:

- The interior stairway, including the entryway landing, needs to be replaced.
- 75% - 100% of the floor system including sub flooring, floor joists and support beams need to be replaced.
- The entire plumbing system other than maybe the underground plumbing needs to be replaced.
- The HVAC system needs replacing, including the furnace and all the duct work.
- The entire electrical system needs to be replaced.
- There are many interior partition walls in the basement that will need to be replaced.
- All the drywall needs to be removed and the framing that has sustained smoke damage must be treated.
- Re-insulate foundation, exterior walls and ceiling.
- Replace all windows.
- Install interior finishes including drywall, trim work, floor coverings and possibly cabinets.

The market value of the home, from the McLeod County Website, is \$96,500 and the cost of the repairs needed will be greater than 50% of this value, which by ordinance makes the home a public nuisance.

Mareck has spoken with Krause about the findings, which Krause did not contest. Krause has forwarded all correspondence sent from the City onto his attorney and Mareck has not received any response from that attorney. Quast recommended that Mareck contact Krause and/or his attorney again. In the meantime, Mareck will also contact Krause to get all windows and doors boarded, so that no one can enter the house.

b) Tattoo Business Moratorium – Ordinance O-09-10

Mareck stated that tattoo businesses are often regulated by cities to ensure that basic health and safety precautions are being followed. Unregulated tattoo and/or piercing businesses, if operated in unsanitary conditions, can lead to the spread of disease and infections. The City of Winsted does not have an ordinance that regulates the operation of a tattoo business in the community.

A moratorium has been drafted by the City Attorney for the Council’s review, which would restrict the establishment of a tattoo business for six (6) months, to allow the City time to research and study a tattoo ordinance in Winsted. The Council agreed on the moratorium as it was written.

Quast motioned to adopt an interim ordinance, Ordinance O-09-10, imposing a moratorium on the establishment, development, location, or relocation of a tattoo business or service in the City of Winsted and directing that a study be conducted. Ollig seconded. Motion carried 5-0.

6) Department Report

a) City Engineer

Jake Saulsbury, Bolten & Menk, Inc., reported on the following:

Airport Improvements:

Several items related to the airport have been completed or are underway. To follow is a summary of these items:

- Capital Improvement Plan
 - Approved by City Council on October 6, submitted to MnDOT Aeronautics on October 7.
 - 2010 Projects:
 - Environmental Assessment for Paved Runway 9/27 (Runway Shift, Pavement, Lighting, Land Acquisition, and Trail Alignment).
 - Reimbursement for 2007 Turf Runway Rehabilitation Engineering.
- Airport Master Plan & Airport Layout Plan:
 - The City Council has selected Option 2 for the ultimate layout of the airport (runway shifted to the north, 3,200' x 75' paved runway, 500' non-precision primary surface).
 - Draft Master Plan was presented at June 9th Airport Commission meeting.
 - Airport Layout Plan (ALP) currently being completed based on Option 2 alignment, expected completion December 2009.
 - Airport Master Plan and ALP to be submitted concurrently to Mn/DOT Aeronautics and FAA for review and approval.
- 2009 Construction Project for Taxilane Reconstruction / Drainage Improvements:
 - Construction start was pushed back due to a funding delay with the FAA. Construction commenced in late July and was substantially completed in August.
 - Punchlist and miscellaneous repair work was recently completed.
 - Final payment and project close-out items are underway.

Pavement Management Plan:

The purpose of a PMP is to maintain serviceable street and utility infrastructure capable of meeting the needs of the citizens of Winsted in a reliable and cost effective manner. To follow is what has been completed to date:

- Obtained infrastructure information and background information.
- Evaluated the existing street and utility systems.
- Calculated the present cost of recommended street and utility work.
- Created a draft assessment policy.

Wastewater System Facility Plan:

The primary goal in developing the Wastewater System Facility Plan is to develop a working plan for meeting the current and future wastewater conveyance and treatment needs for the City of Winsted. To follow is what has been completed to date:

- Obtained and reviewed the past five years of wastewater flow and loading data.
- Obtained and reviewed projected growth data, operating revenues/expenses, existing debt service, and existing utility rates.
- Reviewed the draft NPDES permit and have evaluated options related to phosphorus removal.
- Evaluated the existing wastewater treatment facility and summarized the problems or concerns with the treatment facility.
- Calculated projected flow and loading data and have requested effluent permit limits from the MPCA.

Misc. Items:

- Responded to the DNR's Water Supply Plan comments and have requested approval of the plan.
- Prepared a scope of work and a cost estimate for the extension of Industrial Blvd.
- Recommended improvements to Fairlawn Circle and obtained pavement/soil data.
- Evaluated improvements to C.R. 116 (Third Street, Albert Avenue, & Fourth Street) and met with McLeod County about a potential turnback project.

Construction Projects Closed-out in 2009:

- 2008 Airport Improvements
- Grass Lake Road Utilities
- Public Works Drainage
- City Hall Storm Sewer
- Grass Lake Farm Watermain Extension

- 7) **Open Forum.**
- 8) **No Announcements.**
- 9) **Adjournment**

Quast motioned to adjourn. Wiemiller seconded. Motion carried 5-0.

Respectfully submitted,

Raquel Kirchoff
Administrative Assistant