

**Minutes of the Regular Meeting of the Council of the City of Winger  
Monday, March 12, 2018 – 7:00 PM  
Community Center Building - Winger, MN**

**Council Members Present:**

The Honorable Mayor Darrell Olson

Members: Dan Kindall, Steve Massmann, Debra Matson

**Council Members Absent:** Member Nick Geray

**Guests Present:** Gordon Dale, CPA (City Auditor), Brian Hiles (Ulteig-City Engineer)

**Maintenance Personnel Present:** Ron Locken, (PW)

**Interim City Clerk/Treasurer Present:** Tina Murn

PURSUANT DUE TO CALL and notice thereof the Winger City Council held its regular monthly meeting in the Community Center Building on Monday, March 12, 2018. Honorable Mayor Olson called the meeting to order at 7:00 PM. The Pledge of Allegiance was recited.

**Additions to the Agenda:** The following items were added to the agenda under Claims for Approval: 1) CHS billing for snow removal @ Lift station \$30, 2) Ulteig billing Project R16.00058-Invoice 72107-\$34,680.75 and 3) Request to purchase from OSP-Ada a 3-drawer lateral file cabinet for city office - \$125-under Financial Report.

**Open Forum** – No citizen's in attendance, meeting continued.

**Guests:** Gordon Dale presented the 2017 FY Audit report to the Council; highlighted several areas in the audit.

Page 46-Schedule of Findings-includes Internal Controls, Segregation of Duties, and Preparation of Financial statements. Not unusual for cities similar to size of Winger to these conditions occur, important for the City's management to be constantly aware of responsibilities to ensure adequate controls. Page 14, Exhibit 2 shows Statement of Activities for all city funds. Page 15, Exhibit 3-Restricted versus Unrestricted funds, with current unrestricted funds City could operate 2-3/4 years. Page 17, Exhibit 5-Statement of Changes in Fund Balances up \$45,292. Page 21, Exhibit 9-Enterprise Funds cash flows showing negative \$9321, due to extra costs; such as televising of city lines, approx. \$15,000 more spent over previous year. Page 39-PERA Net Pension Liability. Dale presented additional sheets for trends 2013-2017, as well as area City comparisons. The Water System Improvement project is being carried as a work in progress. Debt is low; City is in good financial shape, any additional questions to contact Gordon Dale.

Brian Hiles, Ulteig presented information on the WSIP 2018 application to be submitted to the PFA before the end March. Have majority of information for submission, a few minor items needed which can be updated. Hiles will meet with Ron Locken about the plans (new set presented-full copy in City office), Council to adopt resolution for the Drinking Water Revolving Fund, need a \$1,400 check to send with application. Water Tower design presented as blue with white band, Winger in blue wording located across band on Spheroid shaped tower (drawing of Tower is available for viewing in City office), Motion by Kindall, second by Matson to approve the design and color of the new water tower, carried. Member Steve Massmann introduced the following resolution and moved its adoption:

**LOCAL GOVERNMENT RESOLUTION 2018-2  
RESOLUTION TO APPROVE APPLYING FOR A LOAN THROUGH THE  
MINNESOTA PUBLIC FINANCE AUTHORITY FOR THE  
CITY OF WINGER WATER SUPPLY IMPROVEMENT PROJECT**

RESOLUTION OF APPLICATION

BE IT RESOLVED that the City of Winger is hereby applying to the Minnesota Public Facilities Authority for a loan from the Clean Water Revolving Fund/Drinking Revolving fund for improvements to its drinking water system/municipal wastewater treatment system as described in the loan application.

BE IT FURTHER RESOLVED that the City of Winger estimates the loan amount to be \$1,864,750.00 or the as-bid cost of the project.

BE IT FURTHER RESOLVED that the city of Winger has the legal authority to apply for the loan, and the financial, technical, and managerial capacity to repay the loan and ensure proper construction, operation and maintenance of the project for its design life.

BE IT FURTHER RESOLVED that the City of Winger hereby expresses its official intent to use proceeds of this loan to reimburse construction expenditures made prior to the issuance of its general obligation bond to the Public Facilities Authority.

Member Dan Kindall seconded the foregoing resolution and upon a vote taken thereon the resolution was duly adopted this 12th day of March 2018. I CERTIFY THAT the above resolution was adopted by the Winger City Council.

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ATTEST: Tina M. Murn, Interim City Clerk/Treasurer

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SIGNED: Darrell Olson, Mayor

Old Tower-Hiles presented additional information on old water tower; the City may have to address an issue on whether the old tower can be removed depending if meets historical value or not. If is determined it is of historical value it may have to remain standing. Hiles will research further on who can do assessment for the City on old water tower to determine its historical value. Tabled for more information.

**Minutes of the February 12, 2108 meeting:** Motion by Massmann, second by Kindall to approve the minutes of the February 12, 2018 regular council meeting, carried.

**Maintenance Report:** Locken reported most of the snow has melted, the Storm drains are thawing. Will be reading water meters over next (2) weeks and plan to install more new meters, approx. 30 left to install. Presented a bill from CHS Elevator for \$30, had them push snow from Lift station.

**Financial Report:** Interim Clerk Murn presented CTAS reports for Claims Lists for Approval for 2/12-2/28, 3/1-3/9 & 2/12-3/9/18, includes January payroll and taxes, & copy of current Ultima account balances. Explanation: the claim forms will help in the process of paying bills, one document to sign each month—back page of Claims for Approval, invoices still presented at meeting for review. With completion of the 2017 FY audit, the CTAS (City/Town Accounting System-State Accounting program) deposits and outstanding checks will be cleared and the year-end processed to prepare the program for the 2018FY. Using CTAS to reconcile accounts, sample sheet. Motion by Kindall, second by Massmann to approve the 2/12-3/9/18 claims in the amount of \$39,961.19 with additions of CHS \$30, Ulteig -\$34,680.75, MN DOH-\$1,400 for a expenditure total of \$76,071.94, and the 2017 FY audit as presented by Gordon Dale, CPA, carried. Approved to use check to E-file payroll taxes, will attach to claim as part of documentation for tax payment. CTAS has been set up for processing payrolls; reports will help with filing and submitting to accountant for quarterly reporting. File Cabinet-motion by Massmann, second by Kindall to approve the purchase of the 3-drawer lateral file cabinet at cost of \$125 for city office records.

**Fire Dept. Report:** None (MN Dept. of Revenue – the Pay18 FA-1 form for Winger Fire Dept. was received 2/7/18).

**Old Business:**

- 1) Water Improvement Project – items addressed with Engineer – see above section in Minutes.
- 2) Release of Declaration of Covenants – Adopt resolution – Wayne Swanson, Attorney

Member Steve Massmann introduced the following resolution and moved its adoption to release the Declarations on Block 12, Original Townsite as follows:

**RESOLUTION 2018 – 3  
RESOLUTION FOR RELEASE OF DECLARATION OF COVENANTS, CONDITIONS AND  
RESTRICTIONS OF PARCEL 94.00108.00 (BLOCK 12 OF ORIGINAL TOWNSITE,  
WINGER, MINNESOTA**

WHEREAS, The City Council of the City of Winger, Minnesota adopted a Declaration of Covenants, Conditions and Restrictions of Parcel 94.00108.00, being Block 12, Original Townsite of Winger, Minnesota, which declaration established conditions and restrictions on the use of all parcels in said Block 12 for residential purposes; and

WHEREAS, said Declaration was adopted by the City Council on May 14, 2014, and was recorded on May 16, 2014 as Document Number A000689416 in the Office of the County Recorder in and for the County of Polk, State of Minnesota; and

WHEREAS, The City Council of Winger, Minnesota has determined that it is no longer in the best interests of the City and its residents to use Said Block 12 for residential development;

NOW, THEREFORE, said Block 12 is hereby released from the provisions of said Declaration of Covenants, Conditions and Restrictions and said Declaration is hereby declared to be null and void.

Member Debra Matson seconded the forgoing resolution and upon a vote taken thereon the foregoing resolution was unanimously adopted this 12th day of March 2018.

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ATTEST: Tina M. Murn, Interim City Clerk/Treasurer

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SIGNED: Darrell Olson, Mayor

**New Business:**

- 1) 2017 Fiscal year Audit – Gordon Dale, Auditor – Audit was presented earlier in meeting – see above.

**Farm Lease Agreement:** The agreement was returned to the City office by Russell Gunufson, the land has been sold to Peterson Farms and he is not interested in leasing the land. Rate is at \$55 per acre. The new owner will be contacted to see if interested in leasing, -tabled till April meeting.

**Clerk/Treasurer Applications:** three (3) Resumes were received, special meeting set-up for Monday, March 19 @ 5 PM to review applications, to determine who and how many to interview.

**Polk County Notices:**

- a). Expiration of Redemption of Taxes Payable in 2014-1 parcel in Winger – No.94.00120.00, amount delinquent is \$ 2,154.15. City not interested in obtaining the parcel, if not paid will go up for sale to State of MN.
- b). Special Assessment report – 1 parcel for the amount of \$ 240.86, believed to be assessed delinquent utility billings that City had certified on Parcel No. 94.00132.00, listed owner Andrey & Faina Snegireff.

**Lindfors Agency:** Letter from Agency to review city property for adequate coverage, will contact Theresa Voxland at Lindfors to meet with Council on renewal.

**Correspondence:** 1) Airborne Spraying –Letter explaining the services they offer and contact information if City

would like a free consultation. 2) Midwest Assistance Program-Rural Community Needs Survey 2018, seeking information on our Community's needs, Survey online. 3) LMC-Ludwig Awards material-opportunity to showcase a city's excellent work and submit for these awards by 4/30/18. Adjournment @ 8:33 PM, subject to recall by chair. Special 3/19/18 @ 5PM-Review of Applications will be posted.

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ATTEST: Tina M. Murn, Interim City Clerk/Treasurer

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SIGNED: Darrell Olson, Mayor

**SPECIAL MEETING – WINGER COUNCIL  
COMMUNITY CENTER – MONDAY, MARCH 19, 2018 – 5:00 PM**

Members Present: The Honorable Mayor Darrell Olson

Council Members: Steve Massmann, Debra Matson, Nick Geray

Absent: Dan Kindall

Others Present: Tina Murn, Interim Clerk

PURSUANT DUE TO CALL and notice thereof the Wigner City Council held a special meeting in the Community Center Building on Monday, March 19, 2018. Mayor Olson called the meeting to order at 5:03 PM. Purpose of the meeting was to review the (3) resumes/applications received for the Clerk/Treasurer position. After review of the resumes, Massmann moved to contact two prospects to come and interview with the Council for the Clerk Treasurer position. Discussed as to whether the applicants were aware that it was a PT position-ad was not specific, approx. 27 hours week. Mayor Olson will contact the applicants to meet on Monday, 3/26 @ 5 PM for interviews. Discussion: wage to offer @ \$15/hour, benefits include PERA and vacation after one year of employment, possible 6 mos. evaluation for new person. Adjournment @ 5:42 PM, subject to recall by chair.

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ATTEST: Tina M. Murn, Interim City Clerk/Treasurer

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SIGNED: Darrell Olson, Mayor

**SPECIAL MEETING-CANDIDATE INTERVIEW – WINGER COUNCIL  
COMMUNITY CENTER – TUESDAY, MARCH 27, 2018 – 5:00 PM**

Members Present: The Honorable Mayor Darrell Olson

Council Members: Steve Massmann, Debra Matson, Nick Geray, Dan Kindall

Others Present: Luke Welle (applicant), Tina Murn, Interim Clerk

PURSUANT DUE TO CALL and notice thereof the Wigner City Council held a special meeting in the Community Center Building on Tuesday, March 27, 2018. Mayor Olson called the meeting to order at 5:05 PM. Explained to the Members that the other candidate was looking for a FT position, so withdrew application. The interview date & time was reposted to Tuesday due to Mr. Welle not able to meet on 3/26. Mayor Olson briefly explained that Council would ask questions and if Mr. Welle would be able to ask any he had. Welle explained his background and discussed with the Council his work experience. Murn explained the person is responsible for all aspects of the Clerk/Treasurer position for the day-to-day operations, explained CTAS accounting and person is the liaison for the City. Members stated searching for a long-term employee, long-term projects that City is working on and needing someone to see it through and forward. Able to start within month if chosen, \$15/hour + PERA match; City will check on Life insurance policy if City benefit or not. Welle was thanked for taking time to interview.

After further discussion, Members felt they would like to continue the search for someone to fill the position. Members discussed the possibility of looking into the sharing of a City Clerk with another local City-no action taken at this time. Motion by Matson, second by Kindall to not offer the Clerk/Treasurer position to any of the candidates who applied due to reason that they felt they did not meet the City's needs and to re-advertise the Clerk/Treasurer position, specifying that it is PT and number of hours. Adjournment @ 6:03 PM.

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ATTEST: Tina M. Murn, Interim City Clerk/Treasurer

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SIGNED: Darrell Olson, Mayor