

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday September 4, 2018  
6:00 p.m.

Present: Mayor Steve Stotko  
Council Member Mike Henrich  
Council Member Tom Ollig  
Council Member George Schulenberg

Staff Present: Ms. Patty Fitzgerald, Interim City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer  
Mr. Justin Heldt, Winsted Police Department Chief

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

**a) The Pledge of Allegiance was taken.**

**2) Consent Agenda**

Mayor Stotko read the Consent Agenda.

**a) Approval of Minutes**

Approved the minutes of the following:

- City Council Regular Meeting – June 19, 2018
- City Council Work Session – July 3, 2018
- City Council Regular Meeting – July 3, 2018

**b) Telecommunications Service Agreements and Addendums – TDS Telecom**

Authorized the Mayor to execute Telecommunications Service Agreements and Addendums with TDS Telecom for telecommunications services at Winsted City Hall, Public Works Building, Well House, Winsted Public Library and Winsted Municipal Airport.

**c) Resolution R-18-29 – Winsted American Legion Post #407 Contributions**

Adopted Resolution R-18-29 accepting contributions from the Winsted American Legion Post #407 in the amount of \$123,500.00 to be dedicated toward the construction and maintenance of the Winsted Veterans Memorial in Hainlin Park.

**d) Resolution R-18-30 – Winsted Summer Festival Contributions**

Adopted Resolution R-18-30 accepting contributions in the amount of \$425.00 to be dedicated toward the fund for the Winsted Summer Festival.

**e) Resolution R-18-31 – Winsted Area Chamber of Commerce Contribution**

Adopted Resolution R-18-31 accepting a contribution from the Winsted Area Chamber of Commerce in the amount of \$6,000.00 to be dedicated toward the Winsted Summer Festival fund for the 9/11 Never Forget Mobile Exhibit.

**f) Resignation – Winsted Volunteer Fire Department**

Accepted the voluntary resignation of Mr. Roman Heimerl from the Winsted Volunteer Fire Department, effective August 6, 2018.

**g) Resignation – Winsted Police Department**

Accepted the voluntary resignation of Mr. Dylan Reiner from the Winsted Police Department, effective September 12, 2018.

**h) Claims**

Approved the claims list for September 4, 2018.

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

- 3) No Public Hearings**
- 4) No Old Business**
- 5) No New Business**
- 6) Department and Organization Reports**

**a) City Clerk-Treasurer**

Ms. Raquel Kirchoff, City Clerk-Treasurer, reported on the following:

- **2017 Audit**
  - There were four auditors from Conway, Deuth and Schmiesing at City Hall for three days on April 9-11, 2018. The process went well.
  - Ms. Kirchoff and Ms. Zeidler work closely with the auditors during this time and also during the year. The Audit report was presented to the City Council on June 19, 2018.
- **Payroll Electronic Timecard**
  - This Banyon Data Systems program has been installed to use as part of the Payroll function for the City. The Police Department has been trained and is using the software. Banyon is working on additional programming to meet all timecard needs before all full time employees use this program.
- **Winsted Municipal Airport**
  - The City Clerk-Treasurer's department supports the Winsted Municipal Airport with the following:
    - Creating invoices annually in April to send to hangar owners at the airport for the lease term of May 1 through April 30. There are 36 invoices sent for 42 hangars.
    - Assisting with lease requirements during new hangar construction or transfer of hangar ownership
    - Submitting grant reimbursement requests for the maintenance and operations of the airport and for airport improvement projects
    - Preparation of agenda packets for the Airport Commission Meetings.
    - Recording the official minutes for the Winsted Municipal Airport Commission
- **City Administrator Vacancy**

The City Clerk-Treasurer's department has been working together to assist with as much as possible during the vacancy of the City Administrator.

There are many items that are infrequent or new to staff other than the City Administrator. All of City staff has worked together to communicate and keep items moving. Some examples include:

- The removal of personal property at 121 Baker Avenue East
- Several fence inquiries/administrative permits/concerns
- Different items for the Winsted Summer Festival regarding the location change and the 9/11 Memorial exhibit in the city.

Different agreements needed to be executed that required meetings with all City Departments, the Winsted Summer Festival Committee, Flagship Insurance and the City Attorney to complete.

- City staff has appreciated the work that Ms. Patty Fitzgerald, Temporary Acting City Administrator, has done. Ms. Fitzgerald works hard to understand the budget, follows back with residents quickly, and has handled many concerns.

- Ms. Kirchoff and Ms. Zeidler have been providing as much support as possible to assist with the 2019 budget process.

➤ **Ordinance Violations**

- The City Clerk-Treasurer's department assists the Police Department and the City Administrator by creating letters to enforce ordinance violations that include blight, public nuisance, and zoning violations.

➤ **Planning Commission**

- The City Clerk-Treasurer's department supports the Planning Commission with the following:
  - Preparation of agenda packets for the Planning Commission and publication of public hearing notices. Recently the Planning Commission revised a large section of Municipal Code in the Zoning Ordinance.
  - Coordinating the process for the annual Winsted Pride Awards, which includes preparation of the nomination forms, publication, notification to nominees, scheduling of judging, scoring sheets for Planning Commission Members, notification to winners, scheduling award pictures, preparation of plaques and recognition at the City Council Meeting.

2018 Winsted Pride Award Winners are 424 Lake Court and Salon 210 (210 Main Avenue West).

- Recording the official minutes for the Planning Commission

➤ **Website Redevelopment**

- Mayor Stotko, Council Member Fitzgerald, and Ms. Zeidler are working with GovOffice to develop a new website. They will meet again soon to review the design provided by GovOffice and then the process to launch the website may begin.

➤ **Computer Replacements**

- Two computers were replaced in the City Clerk-Treasurer's Department. The replaced computers were then placed in the Part-time Permanent Administrative Assistant work area and the empty work area next to the City Administrator's office.
- The Police Department had their office area computers replaced.
- The Fire Department also had two computers replaced.

There were challenges with this process. Patience and determination by City staff to overcome the challenges is appreciated.

- Ms. Zeidler provided support to City staff and CIT, the City's information technology consultant, during this transition, which is much appreciated by City staff.

➤ **Primary Election – Tuesday, August 14, 2018**

- Ms. Kirchoff and Ms. Zeidler have attended numerous meetings/trainings at McLeod County to include; an Election Administration Meeting, four different Election Judge Training Sessions (Head Election, Election, Healthcare and Electronic Pollbooks), two Public Accuracy sessions, once before the Primary Election and once before the General Election to run test ballots through Election equipment to ensure that everything is working correctly.
- Ms. Zeidler coordinates the election activities to include the recruiting and scheduling of election judges and working with them to schedule their election judge training at McLeod County, and assisting voters at St. Mary's Care Center with absentee voting.
- The layout in the Vollmer Room was changed to better accommodate the electronic pollbooks. Election judges were excited to use them and the process went well.

- There were 1,234 registered voters. 190 voters visited the Winsted City Hall polling place on the Primary Election.
- The General Election is Tuesday, November 6, 2018. The Regular City Council Meeting has been rescheduled to Wednesday, November 7, 2018 due to this election.
- New equipment will be purchased in the future to include a new ballot counting machine and a new AutoMark machine.
- City staff appreciates the work of the City's election judges.

➤ **Winsted Summer Festival**

- The City Clerk-Treasurer's department supports the Winsted Summer Festival with the following:
  - Receipting donations from the Winsted Summer Festival.
  - Payment of expenses on behalf of the Winsted Summer Festival.
  - Meeting with the fireworks provider to ensure all requirements are complete to issue a fireworks permit.

➤ **Training Opportunities**

- Ms. Zeidler attended the annual Municipal Clerks and Finance Officer Association (MCFOA) conference in March, 2018.
- Mr. Hammes attended the League of Minnesota Cities (LMC) Annual Conference in June, 2018. Mr. Hammes' conference fee was waived for his willingness to attend a post conference session to provide feedback regarding the conference.
- Mr. Hammes, Ms. Kirchoff, and Ms. Zeidler attended Disaster Training coordinated by McLeod County.

➤ **Staff and Commission Support**

- The City Clerk-Treasurer's Department continues to provide support and assistance for other City departments, City Commissions, the Winsted Summer Festival, Winsted Holding Activities That Unite People (WHAT UP), Winstock Country Music Festival, et cetera.

Ms. Kirchoff thanked Mr. Hammes, Ms. Wolff and Ms. Zeidler for the flexibility and dependability they provide. Ms. Kirchoff stated that the department communicates well and is willing to work to provide the best customer service possible to the residents and different departments that it assists.

Council Member Henrich asked what the commitment was to serve as an election judge. Ms. Kirchoff stated that an election judge must complete a two hour election judge training session. In addition to this, if a person wants to be a head election judge, a healthcare judge, or a pollbook judge, they must complete an additional hour of training for each type of judge.

Ms. Kirchoff stated that the City of Winsted splits the Election Day into two shifts. An election judge may choose to work the morning or afternoon/evening shift.

The City Council thanked the City Clerk-Treasurer's Department for their work.

Ms. Fitzgerald thanked all of City staff for their work and stated that the staff works well together.

**7) No Open Forum**

**8) Interim City Administrator Updates and Announcements**

**a) City Administrator Interviews – September 19, 2018**

Ms. Fitzgerald stated that four candidates for the City Administrator position would be interviewed during a City Council Meeting, in the City Council Chambers, on September 19, 2018, beginning at 1:30 p.m.

9) **Adjournment**

**Council Member Schulenberg motioned to adjourn the meeting. Council Member Henrich seconded the motion. Motion carried 4-0.**

The meeting was adjourned at 6:20 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff  
City Clerk-Treasurer  
City of Winsted