

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, October 2, 2018  
6:00 p.m.

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

Absent: Council Member Tom Ollig

Staff Present: Ms. Patricia Fitzgerald, Temporary Acting City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer  
Mr. Justin Heldt, Police Chief  
Ms. Amanda Zeidler, Deputy City Clerk  
Mr. Tyler Bruns, Police Officer  
Mr. Jim Lammers, Police Officer

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

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

**b) Oath of Office – Winsted Police Officer, Ms. Paige Vick**

Mayor Stotko administered the *Oath of Office* to Ms. Paige Vick as she agreed to become a full-time Winsted Police Department Officer.

**2) Consent Agenda**

Mayor Stotko read the Consent Agenda.

**a) Approval of Minutes**

Approved the minutes of the following:

- City Council Work Session – July 17, 2018
- City Council Regular Meeting – July 17, 2018

**b) City Administrator Employment Agreement**

Authorized the Interim City Administrator and City HR Attorney to finalize the City Administrator Employment Agreement. Authorized the Mayor and City Clerk-Treasurer to execute a City Administrator Employment Agreement between the City of Winsted and Mr. Adam Birkholz.

**c) Winsted Municipal Airport Land Lease Agreement Termination – Hangar Number Seventeen (17)**

Terminated the Land Lease Agreement between the City of Winsted and Mr. Bradley Borrell for hangar number seventeen (17) at the Winsted Municipal Airport.

**d) Winsted Municipal Airport Land Lease Agreement – Hangar Number Seventeen (17)**

Approved the Land Lease Agreement between the City of Winsted and the Bradley J. Borrell Trust Agreement/Rebecca Ann Borrell, Trustee, for hangar number seventeen (17) at the Winsted Municipal Airport based upon the successful submission of all required documents and fees to the City of Winsted.

**e) Winsted Municipal Airport Land Lease Agreement Termination – Hangar Number Seventeen (17)**

Terminated the Land Lease Agreement between the City of Winsted and the Bradley J. Borrell Trust Agreement/Rebecca Ann Borrell, Trustee, for hangar number seventeen (17) at the Winsted Municipal Airport.

**f) Winsted Municipal Airport Land Lease Agreement – Hangar Number Seventeen (17)**

Approved the Land Lease Agreement between the City of Winsted and Mr. Paul A. Peterson for hangar number seventeen (17) at the Winsted Municipal Airport based upon the successful submission of all required documents and fees to the City of Winsted.

**g) Schedule Public Hearing – Winsted Police Department Body-Worn Cameras**

Scheduled a public hearing for Wednesday, November 7, 2018 at 6:00 p.m. in the City Council Chambers at Winsted City Hall to consider the purchase and implementation of Body-Worn Cameras for the Winsted Police Department.

**h) Claims**

Approved the claims list for October 2, 2018.

**i) Winsted Volunteer Firefighter Resignation – Mr. Brady Tormanen**

Accepted the resignation of Mr. Brady Tormanen from the Winsted Volunteer Fire Department effective October 1, 2018.

**Council Member Schulenberg motioned to adopt the Consent Agenda as presented. Council Member Henrich seconded the motion. Motion carried 3-0.**

**3) Public Hearings**

**a) Public Hearing – Ordinance O-18-08 – Utilities Ordinance Amendment**

Ms. Amanda Zeidler, Deputy City Clerk, stated that the Minnesota Department of Natural Resources (MN DNR) requires an update to the City's Water Supply Plan every 10 years.

Ms. Zeidler stated that there are three parts to the Water Supply Plan; 1) the Water Supply Plan Description and Evaluation, 2) the Emergency Response Procedures, and 3) Water Conservation Planning. Ms. Zeidler stated that the recommended ordinance amendment covers both the second and third part of that Water Supply Plan, and is required for final plan approval this year.

Ms. Zeidler stated that the language for the ordinance amendment was originally drafted by the League of Minnesota Cities and the Minnesota Rural Water Association. The City Attorney has reviewed the language and formatted it to fit the City's format.

Ms. Zeidler stated that Minnesota Statute requires cities to adopt and enforce conservation restrictions when the Governor declares a water deficiency. The proposed ordinance amendment is specific to those declarations by the Governor only. It will not enforce any other restrictions at this time for any other kind of watering or watering deficiencies that could take place in the City of Winsted.

Ms. Zeidler stated that the City has not received any spoken or written comments regarding the ordinance amendment.

Mayor Stotko opened the Public Hearing.

Mayor Stotko asked for comments. No comments were received.

**Council Member Henrich motioned to close the Public Hearing. Council Member Fitzgerald seconded the Motion. Motion carried 3-0.**

Council Member Henrich asked about the fines for violation of the ordinance. Ms. Zeidler stated that the City's Fee Schedule would list the fine for the violation. The first time this violation fine will be listed would be on the 2019 Fee Schedule.

**Council Member Henrich motioned to adopt Ordinance O-18-08 to amend Section 9, Chapter 3 of the Municipal Code of the City of Winsted regulating the non-essential water usage upon critical water usages and authorized by Minnesota Statute 103g.291 Subdivision 1 and 2. Council Member Schulenberg seconded the motion. Motion carried 3-0.**

**4) No Old Business.**

**5) New Business**

**a) City of Winsted Engineering Projects Update**

Mayor Stotko provided an update regarding the Waste Water Treatment Facility Improvements project, the Lift Station Improvements project, and the Water Tower Rehabilitation project.

**6) Department Report**

**a) Building Inspector**

Mr. Pat Skeie and Mr. Jack Weizel, Metro West Inspections, provided a report regarding building inspection to include the following:

- 65 permits applied for in the year 2018, to include 19 re-roofs, three basement finishings, four decks, one new salt shed construction, and miscellaneous of windows, mechanical, furnace replacements, plumbing, etcetera.
- Two permits remain open from 2016 for the Waste Water Treatment Facility.

The City Council Members stated the need for housing and senior housing in Winsted and requested that Metro West Inspections pass that information onto developers that they work with.

**7) No Open Forum**

**8) City Administrator Updates and Announcements**

**a) Planning Commission Vacancy**

Ms. Fitzgerald stated there is a vacancy on the Planning Commission. Interested residents should contact City Hall for further information.

**b) Winter Parking**

Mr. Justin Heldt, Police Chief, stated that winter parking begins in November. Vehicles are not able to park on the street between 2:00 a.m. – 6:00 a.m. during the months of November through March.

**9) Adjournment**

**Council Member Schulenberg motioned to adjourn the meeting. Council Member Henrich seconded the motion. Motion carried 3-0.**

The meeting was adjourned at 6:30 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff  
City Clerk-Treasurer  
City of Winsted

