

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, September 6, 2016  
6:00 p.m.

Present: Mayor Steve Stotko  
Council Member Bonita Quast  
Council Member George Schulenberg  
Council Member Patty Fitzgerald  
Council Member Tom Ollig

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

Also Present: Mr. Jake Saulsbury, Bolton and Menk, Incorporated

**1) Mayor Stotko called the meeting to order at 6:07 p.m.**

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

**b) Winsted Pride Awards**

**1. The Garden House – 300 Fairlawn Avenue West**

Mayor Stotko presented the 2016 Commercial Winsted Pride Award to the Garden House and recognized them for enhancing the aesthetic quality of their property and contributing to the overall enhancement of the City of Winsted's image.

**2. Martin & Kathleen Hertzog – 280 Westgate Drive**

Mayor Stotko presented the 2016 Residential Winsted Pride Award to Martin & Kathleen Hertzog, 280 Westgate Drive and recognized them for enhancing the aesthetic quality of their property and contributing to the overall enhancement of the City of Winsted's image.

**2) Consent Agenda**

Mayor Stotko read the Consent Agenda.

**a) Minutes – City Council Work Session – August 2, 2016**

Approved the minutes of the City Council Work Session on August 2, 2016.

**b) Minutes – Special Closed City Council Meeting – August 16, 2016**

Approved the minutes of the Special Closed City Council Meeting on August 16, 2016.

**c) Minutes – City Council Work Session – August 16, 2016**

Approved the minutes of the City Council Work Session on August 16, 2016.

**d) Minutes – Special City Council Meeting – August 23, 2016**

Approved the minutes of the Special City Council Meeting on August 23, 2016.

**e) Winstock Country Music Festival – Agreement Waiver**

Authorized the City Administrator to waive item number ten (10) of the Agreement between the City of Winsted and the Church of the Holy Trinity for the Winstock Country Music Festival, June 9th, 10th, and 11th, 2016.

**f) Winsted Ambassadors Agreement**

Authorized the Mayor to execute an agreement between the City of Winsted and the Winsted Ambassadors to pay an annual sum to the Ambassadors, not to exceed \$2,000.

**g) Resolution R-16-41 – Donation – Nozzles and Hoses for the 2016 Rescue Pumper Fire Truck**

Adopted Resolution R-16-41 to accept donations in memory of Darril Telecky to be used for the purchase of nozzles and hoses for the 2016 Winsted Volunteer Fire Department Rescue Pumper Fire Truck.

**h) Resolution R-16-42 – Winsted Volunteer Fire Department Relief Association – Gambling Contribution**

Adopted Resolution R-16-42 to accept a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in the amount of \$3,620.76 to be dedicated toward the purchase of First Responder coats for the Winsted Volunteer Fire Department members.

**i) Winsted Volunteer Fire Department – Volunteer Fire Assistance Grant Agreement – Minnesota Department of Natural Resources, Division of Forestry**

Authorized the Mayor and City Administrator to execute a grant contract between the Minnesota Department of Natural Resources (DNR), Division of Forestry and the Winsted Volunteer Fire Department for the procurement of fire suppression equipment and training in techniques of fire control, not to exceed \$1,200.00.

**j) Winsted Volunteer Fire Department – Grant Award – Allina Health**

Accepted a grant award from Allina Health for the purchase of an Automated External Defibrillator (AED), and approved the purchase of an AED with a cost not to exceed \$800.

**k) Claims**

Approved the claims list for September 6, 2016.

**l) Emergency Purchasing Authority - Storm Damage Tree Removal**

Per the City's Purchasing Policy, accepted the report of the City Administrator for the emergency purchase of storm clean-up services in an amount not to exceed \$10,000, related to the severe thunderstorm in Winsted on Thursday, August 4, 2016.

**Council Member Fitzgerald motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

**3) No Public Hearings**

**4) No Old Business**

**5) New Business**

**a) Denis M. Campbell Field Improvements**

Mr. Tienter stated that the City Council requested that the Winsted Park Commission and the Winsted Baseball Association consider a revised improvement project for Denis M. Campbell Field. Since that request, the Park Commission has held a Special Work Session and Park Commission meeting to consider revised improvements to Campbell Field as recommended by the Baseball Association. According to representatives of the Baseball Association, these improvements will allow Campbell Field to comply with both amateur and high school tournament hosting requirements.

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, displayed an aerial photograph of Denis M. Campbell Field and described the revised improvement project. Some items of the improvement include:

- construction of additional seating and shading
- installation of additional drain tile
- installation of a cement pad, sidewalks and retaining wall
- some improvement work to the existing dugout
- replace/improve some of the fencing and batting
- stain both dugouts and the storage shed
- new bull pen along the third base side of the field

Ms. Fitzgerald asked if the new drain tile would solve the flooding problems that have occurred at the field. Mr. Saulsbury stated that it would not solve the flooding in the field; it would help with the drainage that is currently causing the dugout to move.

Council Member Quast stated that the field flooding issue will not be repaired until the Main Avenue Improvement project is completed, which is years into the future. If the City waits for that improvement project, she fears that the City will not have a baseball team.

Mr. Saulsbury stated that he spoke with the architect that had worked on the design for the improvement to Denis M. Campbell Field regarding splitting the revised improvement project into several contracts in order to minimize the bidding time and to accelerate the process because the Winsted Baseball Association wants to complete the project this Fall, 2016. Mr. Saulsbury stated that he feels that a lot of work could be completed this fall.

Mr. Tienter stated that the total cost of the previously discussed improvement project, that included a drainage improvement that was less than the engineering standard, was approximately \$265,000. The revised project now for consideration has changed significantly since and has a cost of approximately \$101,500, with the same cost participation percentages carrying forward that the City has agreed to in the past.

Mr. Tienter stated that the current Park Fund balance cannot support the cost of this project and will require an \$81,000 interfund transfer from the General Fund to be repaid back to the General Fund over time.

**Council Member Quast motioned to authorize the City Administrator to 1) amend the Denis M. Campbell Field Improvement Agreement authorizing a project not to exceed \$102,000 in construction costs; 2) negotiate a revised cost participation arrangement and 3) release the Campbell Field Improvement project for quotes. Council member Fitzgerald seconded the motion. Motion carried 5-0.**

## 6) Department Report

### a) City Clerk-Treasurer

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

#### ➤ Position Changes within the City Clerk-Treasurer Department

- Ms. Sandy Fleishman was hired as a permanent Part-Time Administrative Assistant effective April 18, 2016.
- Ms. Deb Boelter resigned as City Clerk-Treasurer effective May 26, 2016.
- Ms. Raquel Kirchoff was appointed as the City Clerk-Treasurer for the City of Winsted effective June 21, 2016.
- Ms. Amanda Zeidler was appointed as the Deputy City Clerk for the City of Winsted effective June 21, 2016.
- The Administration Department will be working to fill the vacant Utility Billing and Payroll Clerk position soon. In the meantime, Ms. Ethel Wolff will be working to help with Utility Billing processing for the city.

#### ➤ Year 2015 Audit

- The year 2015 Audit was conducted at Winsted City Hall the week of April 18, 2016.
- There were four (4) auditors from Conway, Deuth and Schmiesing at City Hall for three (3) days.
- Everything went smoothly and was completed in a timely manner.

#### ➤ Administrative Assistant Intern – Ms. Leigha Felder

- Ms. Felder was an Administrative Assistant intern during the summer months of the year 2016.
- Having Ms. Felder and Ms. Fleishman available to support all City staff and departments during the transition of Ms. Kirchoff and Ms. Zeidler was very helpful.
- Ms. Felder helped with Utility Billing functions, helping to free time for Ms. Zeidler to take on additional job duties as Deputy City Clerk.

➤ **Part Time Administrative Assistant and Administrative Intern Interviews**

- Ms. Boelter administered and Ms. Kirchoff assisted with the hiring process for one Part Time Administrative Assistant.
- Ms. Boelter and Ms. Zeidler assisted with the hiring process for one Administrative Intern.

➤ **Winsted Municipal Airport**

• **Annual Maintenance Reimbursement**

Ms. Zeidler completed the forms for the Winsted Municipal Airport's annual maintenance reimbursement from the Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA).

- The City receives a percentage of the expenses incurred at the Winsted Municipal Airport from July 1<sup>st</sup> through June 30<sup>th</sup> of each year.
- The qualifying expenses include such things as electricity, gas, telephone, and et cetera. The City is only allowed to receive a percentage and typically receives approximately \$5,800.

➤ **Blight and/or Public Nuisances**

- The Winsted Police Department acquired the Blight Notification and Enforcement process as a responsibility of their department.
- This has helped make the process more efficient since the Police Officers are the staff that are posting notices or taking pictures regarding blight, and are the staff best equipped to handle any concern regarding blight.
- Ms. Zeidler and Ms. Fleishman prepare the blight notification letters for the Police Department.

➤ **Personnel Policy Updates**

- Mr. Tienter, Ms. Kirchoff and Ms. Zeidler have been meeting to work on amendments to the City's Personnel Policy for the City Council to consider in the upcoming months of 2016.

➤ **Rental Housing**

- Ms. Zeidler works with the City's Building Inspector, Mr. Rob Beckfeld of Metro West Inspection Services, to ensure that all rental housing properties in the City of Winsted have a valid rental housing permit.

➤ **Year 2016 Primary and General Elections**

- Ms. Zeidler obtained applications from residents who wanted to serve as Election Judges. She then scheduled each Election Judge for required training that is held at the McLeod County Auditor's office.
- The Primary Election was held on Tuesday, August 9, 2016. Ms. Zeidler managed the election.
  - The entire day ran smoothly.
  - Mr. George Schulenberg and Mr. Vern Christenson served as the Head Election Judges for the morning shift.
  - Ms. Karla Otterness served as the Head Election Judge for the afternoon and evening shift.
  - 42 residents voted at the polling place. For comparison purposes, at the year 2014 Primary Election, 113 residents voted at the polling place.
- The General Election will be held on Tuesday, November 8, 2016.
  - Incumbent Mayor Stotko has filed for the Mayor's position.
  - Incumbent Council Members Ollig and Fitzgerald have filed for the two council member positions that have a four year term.

- Mr. Mike Henrich has filed for the council member position that has a two year term.
- Ms. Zeidler managed healthcare voting that was conducted at St. Mary's Care Center during the Primary Election. Healthcare voting will also occur during the General Election.

➤ **Staff Support**

Ms. Kirchoff, Ms. Zeidler, and Ms. Fleishman continue to provide support and assistance for other City departments, Winsted Summer Festival, Winsted Holding Activities That Unite People (WHAT UP), Winsted Area Chamber of Commerce, Winstock Country Music Festival, et cetera.

7) **No Open Forum**

8) **No Announcements**

9) **Adjournment**

**Council Member Quast motioned to adjourn the meeting. Council Member Ollig seconded the motion. Motion carried 5-0.**

The meeting was adjourned at 6:38p.m.

*Steve Stotko*

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted