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

a) The Pledge of Allegiance was taken.

b) Oath of Office – Mr. Robert Cripps, Part-Time Police Officer

Mr. Justin Heldt, Police Chief, administered the Oath of Office to Mr. Robert Cripps to become a part-time Winsted Police Department Officer.

c) Years of Service Recognition – Ms. Amanda Zeidler, Deputy City Clerk

Mayor Stotko recognized Ms. Amanda Zeidler, Deputy City Clerk, for ten (10) Years of Service.

2) Consent Agenda

a) Approval of Minutes

Approved the minutes of the following:

- City Council Regular Meeting – February 5, 2019
- City Council Work Session – February 19, 2019
- City Council Regular Meeting – February 19, 2019
- City Council Work Session – March 5, 2019
- Airport Commission Meeting – January 28, 2019
- Economic Development Authority Meeting – March 21, 2019

b) Resolution R-19-14 – Winsted Municipal Airport Maintenance and Operation Grant Contract

Adopted Resolution R-19-14, authorizing the Mayor and City Clerk-Treasurer to execute the Airport Maintenance and Operation Grant Contract, Number 1033570, with the Minnesota Department of Transportation Office of Aeronautics, for maintenance and operation activities at the Winsted Municipal Airport for State Fiscal Year 2020 and State Fiscal Year 2021.

c) Pipeline Easement Agreements – Northern Natural Gas Company

Authorized the Mayor and City Clerk-Treasurer to execute Pipeline Easement Agreements with Northern Natural Gas Company (NNG) for Line A (westerly) and Line B (easterly) for the NNG pipeline relocation at the Winsted Municipal Airport.

d) Winsted Municipal Airport Land Lease Agreement Termination – Hangar Number Nineteen (19)

Terminated the Land Lease Agreement between the City of Winsted and Mr. Mark Winslow for hangar number nineteen (19) at the Winsted Municipal Airport.

e) Winsted Municipal Airport Land Lease Agreement – Hangar Number Nineteen (19)

Approved the Land Lease Agreement between the City of Winsted and Mr. Randy M. Stodola and Mr. David Carmein, for hangar number nineteen (19) at the Winsted Municipal Airport, based upon the successful submission of all required documents and fees to the City of Winsted.
f) **Winsted Municipal Airport Land Lease Agreement Termination – Hangar Number Twenty-Four (24)**

Terminated the Land Lease Agreement between the City of Winsted and Mr. David Millerbernd for hangar number twenty-four (24) at the Winsted Municipal Airport.

g) **Winsted Municipal Airport Land Lease Agreement – Hangar Number Nineteen (24)**

Approved the Land Lease Agreement between the City of Winsted and Mr. Vincent K. Burnhart, for hangar number twenty-four (24) at the Winsted Municipal Airport, based upon the successful submission of all required documents and fees to the City of Winsted.

h) **One (1) to Four (4) Day Temporary On-Sale Liquor License – Adult Training and Habilitation Center**

Approved a one (1) to four (4) day temporary On-Sale Liquor License for Adult Training and Habilitation Center for the Winsted Beer Festival event on Saturday, September 14, 2019 at the Winstock Country Music Festival Grounds, 230th Street, Winsted, Minnesota.

i) **Resolution R-19-15 – Winsted American Legion Post #407 Contribution**

Adopted Resolution R-19-15 accepting a contribution from the Winsted American Legion Post #407 in the amount of $20,000.00 to be dedicated toward the construction of the Winsted Veterans Memorial in Hainlin Park.

j) **Resolution R-19-16 – Winsted Holding Activities That Unite People (WHAT UP) Contribution**

Adopted Resolution R-19-16 accepting a contribution from the Winsted Area Chamber of Commerce in the amount of $300.00 to be dedicated toward the Winsted Holding Activities that Unite People (WHAT UP) organization.

k) **Resolution R-19-17 – Winsted Volunteer Fire Department Relief Association Contribution**

Adopted Resolution R-19-17 accepting a contribution from the Winsted Volunteer Fire Department Relief Association in the amount of $241.90 to be dedicated toward the Winsted Volunteer Fire Department’s Operations Fund.

l) **Resolution R-19-18 – Winsted Volunteer Fire Department Relief Association Contribution**

Adopted Resolution R-19-18 accepting a contribution from the Winsted Volunteer Fire Department Relief Association in the amount of $4,197.65 to be dedicated toward the Winsted Volunteer Fire Department’s Operations Fund.

m) **Claims**

Approved the claims list for May 7, 2019.

Council Member Ollig motioned to adopt the Consent Agenda as presented. Council Member Quast seconded the motion. Council Member Ollig abstained from voting on Item h. “One (1) to Four (4) Day Temporary On-Sale Liquor License – Adult Training and Habilitation Center”. Motion carried 4-0.

3) **No Public Hearings**

4) **No Old Business**

5) **New Business**

a) **Business Beautification Forgivable Loan Program**

Mr. Adam Birkholz, City Administrator stated that the Economic Development Authority (EDA) reviewed a previously administered Forgivable Loan Program, implemented in 2011. The purpose of the program is to stimulate private sector investment for the exterior improvement of structures in Winsted. Previously, this program was specific to the downtown area. The EDA recommends to expand the program for commercial structures, but to exclude manufacturing type businesses. Under the program’s guidelines, the property may be eligible for grant money up to $5,000 in forgivable loan dollars for approved exterior improvements. The program will continue as long as funds are available.
At this point, the EDA is recommending allocating $15,000 in funds from the EDA 407 Fund to support the program.

Council Member Henrich asked if the program was only for a structure or for the grounds also. Council Member Ollig stated for improvement outside of a structure; anything on the façade that would enhance the property.

**Council Member Quast motioned to approve the Business Beautification Forgivable Loan Program and authorize the City Administrator to begin accepting applications on June 3, 2019.** Council Member Henrich seconded the motion. **Motion carried 4-0.**

**b) Commercial Operator Fee and Agreement – Skydive Twin Cities West, LLC**

Mr. Birkholz stated that Skydive Twin Cities West, LLC is a commercial fixed base operator that has provided skydiving services at the Winsted Municipal Airport in the past. Their previous agreement with the City expired on December 31, 2018. Since that time, Skydive Twin Cities West, LLC has proposed some modifications to the previously administered agreement.

Mr. Birkholz stated that the first request was to review the Commercial Operator Fee. The Commercial Operator Fee is established through the methodology as approved by Resolution R-13-02. Its purpose is to recoup the City costs for servicing a commercial enterprise. Mr. Birkholz stated that City staff reviewed the fee based on City staff time associated with skydive operations and based on the anticipated timeline of their operation for the 2019 season because of the Airport construction project.

Mr. Birkholz stated that Skydive Twin Cities West, LLC also requested review of the Drop Zone Landing Lease Fee. City staff reviewed and adjusted that fee based on the anticipated availability of the drop zone.

Mr. Birkholz stated that the 2019 proposed fee is $3,991, which is less than the 2019 budget revenue for this operation.

Mr. Birkholz stated that Skydive Twin Cities West, LLC must execute the agreement and provide all the appropriate documentation listed in the agreement before they may operate at the airport.

**Council Member Henrich motioned to authorize the City Administrator to execute a Commercial Operation Agreement with Skydive Twin Cities West, LLC to operate a skydiving business and related activities at the Winsted Municipal Airport.** Council Member Quast seconded the motion. **Motion carried 4-0.**

**c) Resolution R-19-19 – Winsted Summer Festival**

Mr. Birkholz stated that the Winsted Summer Festival was established as an annual community event in 2004. This event provides entertainment, encourages community involvement and promotes community pride in the Winsted area. The Winsted Summer Festival Committee Members are appointed by the Winsted City Council and act under the direction and control of the City Council. In early 2019, representatives of the Winsted Area Chamber of Commerce (Chamber) approached City staff with a request to take control of the Winsted Summer Festival in 2019 and make it a Chamber sponsored event.

Mr. Birkholz stated that in order to recognize the Winsted Summer Festival as a Chamber sponsored event, the City Council must act to dissolve the Winsted Summer Festival Committee, end its fund by resolution, and direct City Staff to transfer any remaining fund balance to the Chamber for the purpose of funding the Winsted Summer Festival activities. An agreement has been drafted between the City of Winsted and Chamber for certain considerations regarding the Winsted Summer Festival.

Council Member Ollig asked if when the funds are transferred from the City to the Chamber, will the Chamber have a separate account for the Winsted Summer Festival. Mr. Jeff Campbell, Chamber Representative, stated yes; an account has been established. Mr. Campbell stated that the agreement includes a fee of $220 to pay for City staff time associated with the Winsted Summer Festival, and requested that fee to be waived for the first year to minimize fees.
Council Member Ollig asked if an organization could pay the fee for the Chamber. Mr. Campbell stated yes, as long as the fee payment did not reduce sponsorship money the organization may have provided.

Mr. Campbell stated that the Chamber is excited to administer the festival. It will be a two (2) day festival, Friday and Saturday, with the parade taking place on Saturday instead of Sunday as in the past. The Winsted Volunteer Fire Department (WVFD) pancake breakfast will still occur on Sunday morning.

Mr. Birkholz stated that similar to previous years, the City will provide, insure and pay for the Fireworks Display, but the Chamber will be responsible for raising the funds for the fireworks.

Council Member Quast motioned to adopt Resolution R-19-19, recognizing the Winsted Summer Festival as an event sponsored by the Winsted Area Chamber of Commerce; and authorize the Mayor and City Clerk-Treasurer to execute an agreement between the City of Winsted and the Winsted Area Chamber of Commerce for the use of city property, services and equipment provided for the 2019 Winsted Summer Festival. Council Member Ollig seconded the motion. Motion carried 4-0.

6) Department Report
   a) PeopleService, Incorporated

       Mr. Lee Ortloff, and Mr. Brent Mickolichek, PeopleService, Incorporated, provided information regarding the Waste Water Treatment Facility (WWTF) and the improvements to the facility and the lift stations.

7) No Open Forum

8) City Administrator Update and Announcements
   a) Winsted Public Library - Request for book funds

       Mr. Birkholz stated that the 2019 Budget includes $1,000 for books for the Winsted Public Library, which will be paid to Pioneerland Library System for the Winsted Library in the near future.

   b) Spring Clean Up Day – May 11, 2019

       Mr. Birkholz stated that a Spring Clean Up Day will occur on Saturday, May 11, 2019 from 8:00 a.m. – 12:00 p.m. at the Public Works Building. City of Winsted residents may dispose of certain unwanted items during this time.

9) Adjourn

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

       The meeting was adjourned at 6:42 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted