

City of Winsted
City Council Meeting
Council Chambers
Tuesday, January 3, 2023
6:00 p.m.

Present: Council Member Jeff Albers
Council Member Jesse Cafferty
Council Member Tom Ollig
Council Member Steve Stotko
Mr. Steve Ebert

Staff Present: Mr. Adam Birkholz, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer

1) Council Member Stotko called the meeting to order at 6:00 p.m.

- a) **The Pledge of Allegiance was recited.**
- b) **Special Presentation – Recognition of Service – POSTPONED DUE TO WEATHER**
 - Mr. George Schulenberg, Mayor
 - Mr. Mike Henrich, Council Member
 - Ms. Bonnie Quast, Council Member

Council Member Stotko stated that this recognition is postponed to January 18, 2023, due to the weather.

c) Oath of Office – Newly Elected Officials

Ms. Raquel Kirchoff, City Clerk-Treasurer, conducted the Oath of Office for:

- Mr. Steve Stotko, Mayor
- Mr. Jeff Albers, Council Member
- Mr. Jesse Cafferty, Council Member

2) Consent Agenda

a) 2023 Appointments

Approved the City of Winsted's 2023 official appointments.

b) Resolution R-23-01 – Declaration of a City Council Vacancy

Adopted Resolution R-23-01, declaring the vacancy of a City Council Member seat, effective January 3, 2023, with a term that expires December 31, 2024.

c) Resolution R-23-02 – Winsted Volunteer Fire Department Relief Association –Contribution

Adopted Resolution R-23-02, accepting a contribution from the Winsted Volunteer Fire Department Relief Association in the amount of \$80,000.00, to be dedicated to the Winsted Volunteer Fire Department's Capital Improvement Plan.

d) Resolution R-23-03 – Advisory Commission Compensation

Adopted Resolution R-23-03, amending compensation for City of Winsted advisory commissions.

e) Account Authorization – Financial Institutions

Authorized updated Signature Cards/Account Agreements and authorized Mr. Steve Stotko, Mayor, access and authority to City of Winsted accounts at the following financial institutions, effective January 4, 2023:

- 4M Fund
- International City/County Management Association (ICMA)
- Northland Securities

- Security Bank & Trust Company

f) **Claims**

Approved the claims list for January 3, 2023.

Council Member Ollig motioned to adopt the Consent Agenda. Council Member Albers seconded the motion. Council Member Ollig abstained from voting on item “e) Account Authorization – Financial Institutions”. Motion carried 4-0.

3) **Public Hearings**

a) **Ordinance O-23-01 – Recommended 2023 Fee Schedule**

Mr. Adam Birkholz, City Administrator, stated that annually, the City Council adopts the City of Winsted Fee Schedule in the form of an Ordinance. The Ordinance establishes a variety of charges for services regularly provided by the City as well as the various fines for violations of the City’s Municipal Code. It is important to note that while some fees and fines are set at the discretion of the Council (e.g., Fence Permits), others are determined through the Municipal Code (e.g., Dance Permits) and Minnesota State Statute (e.g., Liquor Licenses). City staff regularly examines these sources to ensure the Fee Schedule remains consistent with all applicable guidance and regulations.

City staff made some modifications to City fees included in the Recommended 2023 Fee Schedule. The major changes are summarized below:

- Administration:
 - Special Event Permit Review, per hour, from \$0 to \$30.00
- Facilities
 - Cleaning Fee, per hour, from \$75.00 to \$100.00
 - Vollmer Room Damage Deposit, from \$80.00 to \$100.00
 - Vollmer Room Rental, per hour, from \$50.00 to \$75.00
 - Vollmer Room Rental, per day, from \$159.00 to \$225.00
- Water and Sewer:
 - Water Rate, Per 1,000 Gallons, from \$4.63 to \$4.79
 - Water Rate, Minimum, Per Month, from \$8.39 to \$8.68
 - Sewer Rate, Per 1,000 Gallons, from \$17.81 to 18.43
 - Sewer Rate, Minimum, Per Month, from \$13.84 to \$14.33
 - Water Shut-Off Valve Cap, from \$0 to Market Rate
- Parks and Recreation:
 - Park Capital Improvement Fee, Per Month, from \$2.01 to \$2.11

Mayor Stotko opened the Public Hearing. No comments were received during the Public Hearing.

Council Member Ollig motioned to close the Public Hearing. Council Member Cafferty seconded the motion. Motion carried 4-0.

Mayor Stotko stated that the original goal for the 2023 Levy was a zero percent (0%) increase over the 2022 Levy; but after reviewing the repercussions of no increase through the budget process, this was not recommended. He continued by stating that with the effect of inflation on everyone, he feels strongly about freezing the increase to water and sewer rates for 2023, plus the increase to the Park Capital Improvement Fee.

Mr. Birkholz stated that if the water and sewer rates are not approved as recommended, the City will be budgeting at a deficit in both the water and sewer fund. He continued by stating that the cost of the rate increase per home is approximately \$40.00 per year for a user of 6,000 gallons per month.

Council Member Ollig stated that he understood the Mayor’s comments; however, if the City does not raise the rates, they will need to increased even more in the future.

Council Member Ollig motioned to adopt Ordinance No. O-23-01 establishing the 2023 Fee Schedule for the City of Winsted. Council Member Albers seconded the motion. Motion carried 3-0. Mayor Stotko opposed.

4) No Old Business

5) New Business

a) City Council Appointment and Oath of Office – Mr. Steve Ebert

Mr. Birkholz stated that as part of the Consent Agenda, the vacancy of Council Member Stotko's position was recognized due to Mr. Stotko's election as Mayor. Minnesota State Statute allows the City Council to appoint a City Council Member for a term that is less than two (2) years.

Mr. Steve Ebert has been a Planning and Park Commission Member for numerous years and was a candidate for City Council Member in the 2022 General Election; therefore, it is recommended that Mr. Ebert fill the vacancy. Mayor Stotko added that the previous and newly elected Council Members were all in agreement with the recommendation.

Council Member Albers motioned to appoint Mr. Steve Ebert, an eligible City of Winsted resident, to fill a vacant City Council seat with a term expiring December 31, 2024, and authorized the City Clerk-Treasurer to conduct the Oath of Office for Mr. Ebert. Council Member Cafferty seconded the motion. Motion carried 4-0.

Ms. Kirchoff conducted the Oath of Office for Mr. Ebert, City Council Member.

b) 2022 City Council Priorities, Fourth (4th) Quarter Update

Mr. Birkholz provided a 2022 City Council Priorities, fourth (4th) quarter update.

c) City of Winsted – Water System Study – POSTPONED DUE TO WEATHER

Mayor Stotko stated that Mr. Jake Saulsbury, Bolton and Menk, Incorporated was going to present information about a water system study; however, he did not attend due to the snowstorm.

Mr. Birkholz stated that the water system study is related to a City Council priority of establishing another city well. The study will help to determine what aquifer the well can be in, where it will be located, what the water quality will be, and if the City Council approves the establishment of a new well.

Mr. Birkholz stated that Mr. Saulsbury would review the subject of a new well and the study at the City Council Goal Setting Session on January 11, 2023.

6) Department Report

a) Public Works – POSTPONED DUE TO WEATHER

7) No Open Forum

8) City Council Member Updates

Mayor Stotko welcomed the new City Council Members, who stated the Commissions they are appointed to as liaisons.

9) City Administrator and Announcements

Mr. Birkholz made the following announcements.

- Park and Planning Commission meetings are scheduled for January 9, 2023; however, may be cancelled due to lack of business.
- Vacancies exist on the Park, Planning and Airport Commissions. Interested residents should contact City Hall for more information on how to become a Commission Member.

- The City Council will hold a special meeting on January 23, 2023 to determine finalists for the City Administrator position. The Hiring Committee will work with David Drown Associates to determine the final interview process and schedule.

9) Adjourn

Council Member Ebert motioned to adjourn the meeting. Council Member Albers seconded the motion. Motion carried 5-0.

The meeting 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