

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, January 4, 2022  
6:00 p.m.

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

Absent: Council Member Tom Ollig

Staff Present: Mr. Adam Birkholz, City Administrator  
Ms. Amanda Zeidler, Deputy City Clerk  
Mr. Justin Heldt, Police Chief  
Mr. Chris Bahr, Public Works Maintenance Supervisor  
Mr. Dave Meyer, Retired Public Works Maintenance Supervisor

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

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

**b) Years of Service and Retirement Recognition – Mr. Dave Meyer**

Mayor Schulenberg and the Council Members presented a retirement plaque to Mr. Dave Meyer, Public Works Maintenance Lead, for twenty (20) years of service and his retirement from the City of Winsted.

**2) Consent Agenda**

**a) 2022 Appointments**

Approved the City of Winsted's 2022 official appointments.

**b) City Council Work Session and Meeting Reschedule – February 1, 2022**

Rescheduled the City Council Work Session and City Council Meeting, scheduled for Tuesday, February 1, 2022, to Wednesday, February 2, 2022 at 5:00 p.m. and 6:00 p.m. due to the Precinct Caucus Meetings scheduled on February 1, 2022.

**c) Pay Equity Implementation Report**

Authorized the Mayor and City staff to submit the Pay Equity Implementation Report for the City of Winsted to the State of Minnesota.

**d) Claims**

Approved the claims list for January 4, 2022.

**e) Resolution R-22-01 – Winsted Volunteer Fire Department Relief Association**

Adopt Resolution R-22-01, accepting a contribution from the Winsted Volunteer Fire Department Relief Association in the amount of \$100,000.00, to be dedicated to the Winsted Volunteer Fire Department's Capital Improvement Plan.

**Council Member Mike Henrich motioned to approve the Consent Agenda. Council Member Bonnie Quast seconded the motion. Motion carried 4-0.**

**3) Public Hearings**

**a) Ordinance O-22-01 – Recommended 2022 Fee Schedule**

Mr. Birkholz 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 2022 Fee Schedule (Attachment A). The major changes are summarized below:

- Water and Sewer:
  - Water Rate, Per 1,000 Gallons, from \$4.24 to \$4.63;
  - Water Rate, Minimum, Per Month, from \$7.69 to \$8.39;
  - Sewer Rate, Per 1,000 Gallons, from \$16.96 to \$17.81;
  - Sewer Rate, Minimum, Per Month, from \$13.19 to \$13.84;
  - Park Capital Improvement Fee, Per Month, from \$1.91 to \$2.01;
- Building Inspection:
  - Rental Housing Permit, Per Dwelling, per Five-Year Permit, from \$100.00 per unit to \$125.00;
  - Rental Housing Permit-Transfer, One-Dwelling Unit, from \$27.00 to \$50.00;
  - Rental Housing Permit-Transfer, Multi-Dwelling Unit, from \$53.00 to \$100.00

The City Council reviewed the Recommended 2022 Fee Schedule at their December 21, 2021 Work Session and provided guidance to advance it for adoption at the January 4, 2022 Regular Meeting.

Mayor Schulenberg opened the Public Hearing and asked for public comment.

Mr. Birkholz stated that City staff had not received any comments, written or otherwise, related to this public hearing. There were no comments received from the audience.

**Council Member Steve Stotko motioned to close the Public Hearing. Council Member Quast seconded the motion. Motion carried 4-0.**

**Council Member Quast motioned to adopt Ordinance No. O-22-01 establishing the 2022 Fee Schedule for the City of Winsted. Council Member Henrich seconded the motion. Motion carried 4.0.**

**4) No Old Business.**

**5) New Business**

**a) Investment Portfolio Review**

Mr. Birkholz stated that periodically, the City's investment policy requires staff to report on the status of investments to the City Council and provide potential investment opportunities.

Mr. Birkholz stated that generally, the investment policy provides three (3) objectives with respect to portfolio management, including safety and diversification; liquidity; and yield. The City maintains three (3) different types of liquidity, including short, medium, and long-term investments, which are ladder over time to ensure appropriate liquidity. He stated that generally, portfolio holdings balance the risk and liquidity objectives to maximize the return on investment.

Mr. Birkholz reviewed the various internal controls that are required by the investment policy and noted that the policy also requires any uninsured investments to pledge or purchase collateral at 110% of the uninsured amount.

Mr. Birkholz reviewed the current investment portfolio:

<b>Investment Portfolio Summary October 31, 2021 (Unaudited)</b>		
<b>Duration</b>	<b>Net Present Value</b>	<b>2021 Interest</b>
Short	\$2,904,341	\$578
Medium	\$1,371,353	\$354
Long	\$613,026	\$318
<b>Total</b>	<b>\$4,888,720</b>	<b>\$1,250</b>

Mr. Birkholz stated that currently, the City of Winsted has a larger amount of funds available, which reflects the low interest rates in the medium and long-term present values. He noted that the City has some uninvested funds in Northland Securities of around \$400,000. Mr. Birkholz stated that City staff is monitoring the rates and timing for some investment opportunities. The City also has a substantial balance in checking and City staff is waiting to see how some potential street improvement projects develop and finance options.

Mr. Birkholz reviewed the City's current maturity schedule for investments, as of October 31, 2021:

<b>City of Winsted, Investment Portfolio Ladder Summary, October 31, 2021 (Unaudited)</b>			
<b>Maturity Year</b>	<b>Investment Description</b>	<b>Book Value</b>	<b>Yield</b>
2022	Dallas Center-Grimes Community School District, General Obligation Bond	\$215,000.00	1.00%
2024	Columbus, MN General Obligation Bond	\$145,000.00	3.00%
2026	Sallie Mae, Certificate of Deposit	\$120,000.00	1.10%
2027	Federal Farm Credit Bank, U.S. Government Bonds	\$250,000.00	1.20%

Council Member Stotko asked Mr. Birkholz to explain to everyone why the City has this dollar amount on hand. Mr. Birkholz stated that over fifty percent (50%) of the cash on hand is in the City's utility funds. He noted that the City's auditors dictate that the City needs to have between six (6) and nine (9) months of liquidity available in case the City's Local Government Aid (LGA) funding is cut and also for emergencies. Mr. Birkholz stated that it also helps with the City's bond rating that there is that amount of cash available.

## 6) Department Report

### a) Public Works Department

Mr. Dave Meyer, Retired Public Works Maintenance Supervisor, addressed the City Council and staff, stating that working for the City of Winsted has been great and thanked everyone for the great work relationships. He commended the current Public Works staff and the new Maintenance Supervisor.

Mr. Chris Bahr, Public Works Maintenance Supervisor, reported on the following:

- Since his hire date in December, 2021, his onboarding process has been great, as well as the other Public Works staff.
- Since December, 2021 the Department has plowed snow three (3) times, and cleanup a few more times.
- The staff is doing a lot of water meter installations to replace current radio read meters with cellular endpoints.
- The staff is getting tree trimming quotes and sewer jetting quotes for 2022.

Mr. Birkholz asked Mr. Bahr how he is coming along with operations at the Winsted Municipal Airport. Mr. Bahr stated that it has been going well and he is comfortable with plowing

operations. Mr. Bahr noted that they are still waiting for frost to get in the ground. Mr. Bahr also provided an update regarding the Airport fueling station.

Council Member Stotko encouraged Mr. Bahr to talk with the Public Works staff to see if there are any issues that may have come up or planning areas, so he can report accordingly to the City Council and let them know if they should be allocating funding in a different direction at the 2022 Goal Setting Retreat.

Mayor Schulenberg stated that the City Council is very receptive to discuss items with Mr. Bahr and looks forward to working with him.

**7) No Open Forum.**

**8) City Administrator Update and Announcements**


**a) Public Hearing – January 18, 2022**

Mr. Birkholz reminded the City Council and public that a Public Hearing is scheduled for the January 18, 2022 City Council Meeting to discuss short-term rental ordinance amendments and accept public comment.


**9) Adjournment**

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

The meeting adjourned at 6:25 p.m.

  
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George Schulenberg  
Mayor  
City of Winsted

ATTEST:

  
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Amanda Zeidler, MCMC  
Deputy City Clerk  
City of Winsted