

City of Winsted  
City Council Work Session  
Vollmer Room  
Tuesday, March 1, 2022  
5:00 p.m.

Present: Council Member Mike Henrich  
Council Member Tom Ollig  
Council Member Bonnie Quast  
Council Member Steve Stotko

Absent: Mayor George Schulenberg

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

#### **I. Call to Order**

Deputy Mayor Stotko called the Work Session to order at 5:00 p.m.

#### **II. Client Agreement – Environmental Mosquito Management Program**

Mr. Adam Birkholz, City Administrator, stated that the proposed agreement from Clarke Environmental Mosquito Management, Incorporated is approximately five percent (5%) higher than the previous agreement; however, the increase is within the 2023 budget for this service. The 2023 budget would allow for the eight (8) biweekly treatments, plus one (1) or two (2) additional treatments if necessary.

The City Council discussed and directed the option of entering into a three (3) year agreement for the service from Clarke.

#### **III. Public Works Building – Lighting Conversion**

Mr. Birkholz stated that the lighting in the Public Works building was discussed at a previous City Council Work Session. Since then, updated pricing was obtained, and the Public Works Department recommends replacement of fixtures, versus ballast replacement, due to the increased lighting new fixtures will provide. The Consent Agenda for March 1, 2022 includes a motion for the City Administrator to complete an agreement with CR Electric for either option. The City Council approved of moving forward with Option one (1), replacement of existing fixtures with new Light Emitting Diode (LED) bay lights.

Mr. Birkholz stated that the option of rebates from Xcel Energy will be reviewed, which if available, will reduce the price.

Council Member Stotko asked if there are options to re-use the current fixtures somewhere else. Mr. Birkholz stated that City staff would review this. He continued by stating that the price for recycling or disposal of the current fixtures would also be obtained and a decision to re-use, sell, or dispose of the current fixtures may be made in the future.

#### **IV. Coronavirus Local Fiscal Recovery Fund**

Mr. Birkholz stated that City staff discussed the American Rescue Plan Act (ARPA) funds that the City has and will receive with the City's auditor, Mr. Justin McGraw, Conway, Deuth, and Schmiesing. The federal government has recently issued the final rule on the expending of the funds, which includes a designation of up to \$10 million as lost revenue that may be used for any general government expense. Mr. McGraw recommends this option which allows for less burdensome reporting and expenditure tracking to the United States Treasury.

The March 1, 2022 Consent Agenda includes a resolution to complete this. If the City decides to use the funds toward a utility project in the future, the funds may be transferred from the general fund at that time.

**V. County State Aid Highway (CSAH) 5 Update**

Mr. Birkholz stated that a meeting occurred with property owners regarding site acquisition associated with the CSAH 5 extension project. He continued by stating that a portion of the March 15, 2022 City Council Work Session will be closed to discuss this land negotiation.

**VI. Other**

**a) Water Testing**

Mr. Birkholz stated that the City of Winsted received a notification from the Minnesota Department of Health (MDH) that the City missed a deadline on one of the water testing requirements during a period in 2021. The test was clean; there were no issues from the sample; however, it was received by MDH outside of the required timeline. The City will provide the required notice communicated by MDH regarding this.

**b) Housing Development**

Mr. Birkholz stated that he has upcoming meetings scheduled regarding housing development and is hopeful that the City Council will review more information regarding development in the near future.

**c) Farmer's Market**

Mr. Birkholz stated that the individuals that coordinate the farmer's market would like to hold the event in the 2021 location, Hainlin Park, in 2022. The City Council Members had no objections.

Mr. Birkholz stated that a future Consent Agenda would include approval for the use of Hainlin Park.

**d) Holiday Banners**

Council Member Quast asked why the holiday banners along McLeod County Road 1 (CR 1)/6<sup>th</sup> Street were not removed at the same time the flags were displayed for President's Day. Mr. Birkholz stated that he would review this with City staff.

**VII. Adjourn**

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

The Work Session adjourned at 5:31 p.m.

*Steve Stotko*

---

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

---

Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted