

City of Winsted  
City Council Meeting  
Council Chambers  
Wednesday, March 6, 2024  
6:00 p.m.

Present: Council Member Jeff Albers  
Council Member Steve Ebert  
Council Member Tom Ollig

Absent: Mayor Steve Stotko  
Council Member Jesse Cafferty

Staff Present: Mr. Neil Schlagel, City Administrator  
Ms. Amanda Zeidler, Deputy City Clerk  
Mr. Justin Heldt, Police Chief

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

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

**2) Consent Agenda**

**a) Approval of Minutes**

Approved the minutes of the following:

- City Council Work Session – January 16, 2024
- City Council Regular Meeting – January 16, 2024
- City Council Work Session – February 6, 2024
- City Council Regular Meeting – February 6, 2024
- City Council Work Session – February 20, 2024
- City Council Regular Meeting – February 20, 2024

**b) Maintenance Agreement – Dulcet Fountains**

Authorized the City Administrator to execute a Maintenance Agreement, Option No. One (1) with Dulcet Fountains for the Winsted Lake Fountain for an amount not to exceed \$3,153.00.

**c) Winsted Police Department – Surplus Vehicle**

Declared a 2016 Ford Interceptor Sport Utility Vehicle (SUV) as surplus equipment and eligible for sale, as recommended by the Police Department, and authorized the City Administrator to determine the process and best method for sale of the equipment.

**d) Application for Exempt Permit – Winsted Baseball Association, Inc.**

Approved an Application for Exempt Permit, submitted by the Winsted Baseball Association, Incorporated, to conduct a raffle on July 21, 2024, at Denis M. Campbell Field, 535 Andy Avenue West, Winsted, Minnesota, contingent upon the organization providing all necessary documentation to the State of Minnesota Gambling Control Board.

**e) Resolution R-24-05 – Winsted Holding Activities That Unite People (WHAT UP) Donation**

Adopted Resolution R-24-05 accepting a donation from the Winsted Volunteer Fire Department Relief Association in the amount of \$300.00 to be dedicated toward the Winsted Holding Activities that Unite People (WHAT UP) organization.

**f) Claims**

Approved the claims list for March 6, 2024.

**Council Member Albers motioned to adopt the Consent Agenda as presented. Council Member Ebert seconded the motion. Motion carried 3-0.**

**3) No Public Hearings**

**4) No Old Business**

**5) New Business**

**a) Well No. 5**

Mr. Neil Schlagel, City Administrator, reviewed information related to the proposed Well No. 5 project. He stated that the items requested for approval are requirements of the loan application process through the Minnesota Public Facilities Authority (PFA).

**i. Resolution R-24-06 –Application to the Minnesota Public Facilities Authority (PFA)**

**Council Member Ebert motioned to adopt Resolution No. R-24-06, authorizing the submission of a loan application to the Minnesota Public Facilities Authority (PFA) Drinking Water Revolving Fund for improvements to the municipal drinking water system in the City of Winsted. Council Member Albers seconded the motion. Motion carried 3-0.**

**ii. Certification No. 1 – Compliance Certification as to General Federal and State Laws, Rules, and Regulations**

**Council Member Albers motioned to authorize the City Administrator to execute Certification No. 1 in conjunction with an application to the Minnesota Public Facilities Authority (PFA) Drinking Water Revolving Fund for improvements to the municipal drinking water system in the City of Winsted. Council Member Ebert seconded the motion. Motion carried 3-0.**

**iii. Certification No. 2 – Compliance Certification as to Disadvantaged Business Enterprise (DBE) Required Procurement and Contract Conditions**

**Council Member Ebert motioned to authorize the City Administrator to execute Certification No. 2 in conjunction with an application to the Minnesota Public Facilities Authority (PFA) Drinking Water Revolving Fund for improvements to the municipal drinking water system in the City of Winsted. Council Member Albers seconded the motion. Motion carried 3-0.**

**6) Department Report**

**a) People Service, Incorporated**

Mr. Greg Stang, Region Manager, People Service, Incorporated, provided a report to the City Council, which included the following:

- Thanked the City Council for the opportunity to present. Noted that Lee Ortloff and Jerry Stranlund were attending the MN Rural Water Conference, so they could not be present.
- The Wastewater Treatment Facility (WWTF) is running quite well overall.
- The biological removal of phosphorus is going well. It is part of the requirements of the WWTF permit. Chemical additive is required during certain months to meet the requirements of the phosphorus levels.
- The Ultraviolet (UV) lights used for disinfection are nearing the 10,000-hour threshold. The lights will all be replaced at the same time. Quotes for this project will be presented at a future City Council meeting.
- There was premature failure of the sludge pump. This pump will need to be replaced in 2024.
- One of the digester tanks is leaking. People Service staff is going to explore once the tank is empty to see where the leak is coming from. The leak is expected to be repairable. The digester tanks are generally hauled every couple of years because Winsted does have a considerable amount of sludge storage capacity.
- Briefly reviewed the process and procedures for Preventative Maintenance (PM) evaluations of the WWTF and corresponding equipment.
- People Service staff is in the process of reviewing the permits related to the WWTF and their expiration dates.

The City Council thanked Mr. Stang for the report and information provided.

**7) No Open Forum**

**8) City Administrator Updates and Announcements**

Mr. Schlagel commented on the following items:

- The Presidential Nomination Primary Election took place March 5, 2024 at Winsted City Hall for City of Winsted residents. There were 1,390 people registered at the beginning of the day and there were 190 votes cast, for a voter turnout of approximately 14%.
- The Winsted Area Chamber of Commerce is hosting the annual Women's Expo on Saturday, March 16, 2024 at The Blue Note.
- The Holy Trinity Knights of Columbus Fish Fry will be held at The Blue Note on Friday, March 8, 2024.

**9) Adjournment**

**Council Member Albers motioned to adjourn the meeting. Council Member Ebert seconded the motion. Motion carried 3-0.**

The meeting adjourned at 6:19 p.m.



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Tom Ollig  
Deputy Mayor  
City of Winsted

ATTEST:



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Amanda Zeidler, MCMC  
Deputy City Clerk-Treasurer  
City of Winsted/