

City of Winsted
City Council Meeting
Council Chambers
Tuesday, March 15, 2022
6:00 p.m.

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

Absent: Council Member Tom Ollig

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

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

a) The Pledge of Allegiance was recited.

b) Presentation of Awards: Don C. Guggemos Sr. Community Service Awards

Mayor Schulenberg recognized the following recipients of the 2021 Don C. Guggemos Sr. Community Service Awards.

Becky Eberhard – Individual
K-Way Express, Incorporated – Business
Winsted Knights of Columbus, Holy Trinity Council #8253 - Organization

2) Consent Agenda

a) Approval of Minutes

- City Council Work Session – February 15, 2022
- City Council Regular Meeting – February 15, 2022
- City Council Work Session – March 1, 2022
- City Council Regular Meeting – March 1, 2022

b) Annual Tree Trimming Plan Approval and Agreement

Authorized the City Administrator to execute an agreement with Solberg's Tree Service for tree trimming and brush removal in the City of Winsted, for an amount not to exceed \$3,950.00.

c) Winstock Police Department Interview/Evidence Room Camera System Replacement

Authorized the City Administrator to execute a quote from Security & Sound Co. for the purchase and installation of an Interview Room and Evidence Room DVR system for an amount not to exceed \$3,000.00.

d) City Hall – Air Flow Measuring Conversion

Authorized the City Administrator to execute a quote from Northern Air Corporation to conduct air flow measuring conversion services at Winsted City Hall, for an amount not to exceed \$1,399.00.

e) Purchase Authorization – Winsted Volunteer Fire Department Gear

Authorized the City Administrator to approve a quote from MARSARS Water Rescue Systems, Incorporated for the purchase of Ice Commander gear for the Winsted Volunteer Fire Department, for an amount not to exceed \$4,500.00.

- f) **Resolution R-22-09 – Donation – Winsted Volunteer Fire Department Relief Association**
Adopted Resolution R-22-09 to accept a donation from the Winsted Volunteer Fire Department Relief Association in the amount of \$4,500.00 to be dedicated toward the Winsted Volunteer Fire Department's Capital Improvement Plan.
 - g) **Winsted Farmer's Market – Hainlin Park**
Authorized the Winsted Farmers Market organization to conduct events at Hainlin Park in 2022 and waive any applicable permits or fees for the use of the park.
 - h) **Job Description – Emergency Medical Responder (EMR)**
Approved an Emergency Medical Responder (EMR) job description, as presented and authorized the City Administrator to advertise for five (5) EMR positions.
 - i) **Security Bank & Trust Company – Pledged Securities**
Approved the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of February, 2022.
 - j) **Building Permit Report – February, 2022**
Approved the Building Permit Report for the month of February, 2022.
 - k) **Financial Report – January, 2022**
Approved the financial report for the month of January, 2022.
 - l) **Claims**
Approved the claims list for March 15, 2022.
- Council Member Stotko motioned to adopt the Consent Agenda as presented. Council Member Quast seconded the motion. Motion carried 4-0.**

- 3) **No Public Hearings**
- 4) **No Old Business**
- 5) **New Business**

- a) **Winsted Fire Hall – Door Access Control System Replacement**
Mr. Adam Birkholz, City Administrator, stated that the Winsted Fire Hall contains specialized software and coordinating equipment to provide door access controls throughout the building for security and effective access control for walk-in doors.

Over recent years, the Winsted Volunteer Fire Department (WVFD) has experienced several issues related to the door access controls and software. Currently, only two (2) of the five (5) doors are operational. In addition, the software to regulate the door access control system is outdated and there is limited support available for the system and the hardware. The current system is limited to the existing equipment and cannot be expanded. The aforementioned items create a potential security risk and these issues interfere with the day-to-day operations of the WVFD and cause delays when trying to attend to emergencies and calls.

In recent months, the WVFD and City staff secured quotes from Heartland Security and Security & Sound Co. for the installation of new door access controls and updated software to control and maintain the system. Quotes were also secured for the Public Works building, and additional door controls for the Winsted Police Department; however, at this time, the door access control system purchase is only recommended for the Winsted Fire Hall. The results of the quotes follow in the tables below.

Figure No. 1: Door Locking Project Quotes (Option 1)			
	Fire Department	Public Works	Police
Heartland Security	\$ 13,490	\$ 9,245	\$ 11,020
CR Electric	\$ 7,250	\$ 3,875	\$ 2,430
Door Handles	\$ 2,000		
Sub Total	\$ 22,740	\$ 13,120	\$ 13,450
Total Public Safety Project Cost			\$ 36,190

Figure No. 2: Door Locking Project Quotes (Option 2)			
	Fire Department	Public Works	Police
Security & Sound Co.	\$ 15,316		\$ 12,828
Software Update	\$ -		\$ 3,660
Door Handles	\$ 2,000		
Sub Total	\$ 17,316	\$ -	\$ 16,488
Total Public Safety Project Cost			\$ 33,804

The quote from Heartland Security includes the installation of door controls and an additional quote for wiring by CR Electric. This equipment would tie into the existing system at Winsted City Hall. Heartland Security is able to offer support for the equipment based on time and actual cost; however, they do not have an option to contract for routine support services.

The WVFD recommends the quote from Security & Sound Co., which is considered a stand-alone quote for the Winsted Fire Hall and the system would be controlled and accessed at the Fire Hall, separate from the system installed at City Hall. Security & Sound would provide routine support services for this equipment.

Mr. Birkholz stated that the hardware, software, and installation costs for the proposed project were not allocated as part of the 2022 budget; however, there is sufficient funding available in the WVFD Capital Improvement Plan (CIP) to cover this expenditure.

Council Member Quast motioned to authorize the City Administrator to execute an estimate with Security & Sound Co. and Sta-Safe Locksmiths for the purchase and installation of equipment and related software for the door access control system at the Winsted Fire Hall, for an amount not to exceed \$17,316.00. Council Member Henrich seconded the motion. Motion carried 4-0.

b) Winsted Police Department Vehicle Purchase – 2022 Ford Interceptor Sport Utility Vehicle (SUV)

Mr. Justin Heldt, Police Chief, stated that the Winsted Police Department requires city-owned vehicles to perform regular duties and maintain expected service levels. Before 2009, the department maintained two (2) vehicles, which were replaced on a four (4) -year rotation, or 100,000 miles. In 2009, the City Council authorized the department to purchase another vehicle to allow the department to:

1. Regularly ensure that two (2) vehicles are available for any event requiring two (2) or more Police Officers: and
2. Provide on-call Police Officers a vehicle at their personal residence to improve response times.

Per this rationale and replacement schedule, City staff recommends replacing the 2016 Ford Interceptor Sport Utility Vehicle (SUV) with a 2022 Ford Interceptor SUV.

Per the State of Minnesota Cooperative Purchasing Venture (CPV), City staff contacted a representative of Tenvoorde Ford, which maintains the contract for Ford emergency service

vehicles. Based on the CPV, City staff estimates the cost of the 2022 Ford Interceptor SUV at approximately \$36,285.38, which does not include an auction or trade-in value for the current vehicle.

In addition to the vehicle itself, the department must also purchase a variety of equipment for everyday activities (e.g., camera, light bar). Based on quotes from several vendors, this additional equipment will cost approximately \$20,435.06. The City will also pay various vehicle registration fees to bring the estimated total cost of the vehicle to \$56,745.44.

The 2022–2026 Capital Equipment Plan budgets \$63,400.00 for these expenditures.

Council Member Henrich motioned to authorize the City Administrator to purchase a 2022 Ford Interceptor SUV and corresponding vehicle equipment in an amount not to exceed \$60,000. Council Member Stotko seconded the motion. Motion carried 4-0.

c) Winsted Municipal Airport (10D) – New Taxilane Construction – Bid Results and Award Recommendation

Mr. Birkholz stated that at the February 15, 2022 City Council Meeting, the City Council approved the plans and specifications presented by Bolton and Menk, Incorporated for the taxilane expansion project and authorized for the advertisement for bids. The bid close date was March 11, 2022 and provided four (4) bids; the low bid from Ashwill Companies of \$ 159,049.85 and the high bid of \$206,420.34 from R&R Excavating.

The engineer's estimate for the project was \$172,476.50, so the low bid is approximately \$13,500 lower than this estimate. After bid analysis, it is the opinion of Bolton and Menk, Incorporated that all bids included the necessary documentation and therefore should be considered full responsive bids.

If the City moves forward with approval of the low bid, the project would be funded 90% through the Federal Aviation Association (FAA), 5% through the Minnesota Department of Transportation (MNDot), and 5% through the local share, which equates to approximately \$7,950.

Mr. Birkholz stated that the reason the project is proposed is to expand the operations at the airport. Substantial funds were invested at the airport over recent years to redevelop the runway; the goal now is to attract more use, generate revenue, and increase the construction of new hangars at the airport.

Mr. Birkholz stated that the bid approval would be contingent upon final grant execution, and the project is estimated to begin in the fall of 2022.

Council Member Stotko motioned to approve the bid from Ashwill Companies for the New Taxilane Construction Project in the amount of \$159,049.85, contingent upon final execution of Federal Aviation Administration (FAA) and Minnesota Department of Transportation (MnDOT) grant funding documents. Council Member Henrich seconded the motion. Motion carried 4-0.

6) Organizational Report

a) Winsted Lake Watershed Association

Mr. Birkholz read information provided by the Winsted Lake Watershed Association as a representative was not able to attend.

- The aeration system has worked well; however, even with aeration, fish kill is anticipated in 2022 because oxygen readings were low going into the winter of 2021-2022.
- The association applied for and received a grant of approximately \$3,000 for the treatment of curly leaf pondweed.

- The City of Winsted is part of a group of governments within the Crow River Watershed area that is drafting a One Watershed/ One Plan document with a grant received by McLeod County to create the plan. Once established, the plan will lead to more grant opportunities.
- McLeod County applied for a second grant specific to the ditch system that leads to the north side of Winsted Lake to limit the amount of sediment inflow to the lake. The grant application allocates \$50,000 for a sediment pond north of lake, which is significantly less than anticipated. The City will work with the Lake Association to pursue this basin.

7) No Open Forum.

8) City Administrator Updates and Announcements


Mr. Birkholz made the following announcements.

- The bid opening for the 2022 Street Improvements Project is scheduled for March 16, 2022 at 10:00 a.m. The City Council will consider awarding the project and bond issuance for the project on April 5, 2022. At that same meeting, the City Council will also consider sewer cleaning projects and seal coating/crack filling.
- The March Economic Development Authority (EDA) meeting will be rescheduled to April 7, 2022.

9) Adjournment


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

The meeting adjourned at 6:40 p.m.



George Schulenberg
Mayor
City of Winsted

ATTEST:



Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted