

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, May 3, 2022  
6:00 p.m.

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

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) Winsted Police Department – Minnesota Board of Peace Officer Standards and Training (POST Board) Compliance Review**

Mr. Adam Birkholz, City Administrator, stated that the POST Board completed an audit of the Winsted Police Department with no compliance issues reported. He thanked Mr. Justin Heldt, Police Chief, for his efforts to ensure that Police Department policies and duties are updated to stay in compliance.

**2) Consent Agenda**

**a) Approval of Minutes**

Approved the minutes of the following:

- City Council Work Session – April 19, 2022
- City Council Regular Meeting – April 19, 2022

**b) Winsted Arts Council – Mill Reserve Park**

Authorized the Winsted Arts Council organization to conduct four (4) events and have food trucks available at Mill Reserve Park on July 7, 14, 21, and 28, 2022 and waived any applicable permits or fees for the use of the park on those dates.

**c) Liquor Licenses**

Approved the Off Sale, On Sale, and Sunday Liquor Licenses from July 1, 2022 through June 30, 2023 for the following:

- J & N Schlagel Enterprises II / The Blue Note, 320-3<sup>rd</sup> Street North
- The Corner Bar & Grill of Winsted, 111-1<sup>st</sup> Street North
- Apehanger, LLC / Keg's Bar, 121-1<sup>st</sup> Street North
- Hussong's Liquor, 132-6<sup>th</sup> Street North – Off Sale Only

Approved the Liquor, Wine, Club or 3.2% License from July 1, 2022 through June 30, 2023 and waived the fee for said license for the following:

- Winsted Baseball Club, Incorporated at Denis M. Campbell Field

Approved the 3.2% Off Sale Liquor License from July 1, 2022 through June 30, 2023 for the following:

- Casey's General Store #1673, 240-6<sup>th</sup> Street North

**d) Winsted Public Works Department – Surplus Equipment**

Declared a portable generator, backhoe, and roots dresser as surplus equipment and eligible for sale, as recommended by the Public Works Department, and authorized the City Administrator to determine the process and best method for sale of the equipment.

**e) Claims**

Approved the claims list for May 3, 2022.

**Council Member Ollig motioned to adopt the Consent Agenda. Council Member Stotko seconded the motion. Motion carried 5-0.**

**3) No Public Hearings**

**4) No Old Business**

**5) New Business**

**a) Year 2021 Audit Report**

Mr. Justin McGraw, Conway Deuth and Schmiesing, PLLP presented the year 2021 Audit Report.

**Council Member Ollig motioned to accept the Year 2021 Audit Report as presented. Council Member Stotko seconded the motion. Motion carried 5-0.**

**b) 2022 Street Maintenance Project**

Mr. Birkholz stated that the Winsted Pavement Management Plan includes certain improvement methods, including street maintenance in the form of both crack sealing and seal coating. In 2022, certain northern streets in the city are planned to have crack filling completed of approximately 14,000 pounds for approximately \$38,500.00. Patching is also planned for certain northern streets. Certain southern streets in the city are planned for seal coating; approximately 66,276 square yards for an estimated cost of \$94,775.00. Mr. Birkholz displayed the planned streets for the work, stating that the total project cost is estimated at \$188,275.00. The Streets Maintenance Fund, with a balance of approximately \$191,000.00, will fund the project.

Mr. Birkholz stated that the crack filling is planned for June, 2022, with the seal coating planned for July, 2022. City staff will work with the contractors to schedule around the Winstock Country Music Festival and the Winsted Summer Festival.

Mr. Birkholz stated that presently and going forward, City staff recommend completing maintenance on large sections of the city every five (5) to seven (7) years, versus the past practice of completing various sections of the city annually.

i) Council Member Quast motioned to authorize the City Administrator to approve a quote from Barga, Incorporated, for the purpose of conducting asphalt rubber crack repair and placing sealant material on various streets in the City of Winsted in 2022, for an amount not to exceed \$38,500.00. Council Member Henrich seconded the motion. Motion carried 5-0.

ii) Council Member Henrich motioned to authorize the City Administrator to approve a quote from Pearson Bros., Inc. for the purpose of conducting bituminous seal coating on various streets in the City of Winsted in 2022, for an amount not to exceed \$94,775.00. Council Member Quast seconded the motion. Motion carried 5-0.

iii) Council Member Ollig motioned to authorize the City Administrator to approve a quote from Pearson Bros., Inc. for the purpose of conducting bituminous seal coating at the Winsted Public Cemetery in 2022, for an amount not to exceed \$1,900.00. Council Member Henrich seconded the motion. Motion carried 5-0.

**6) Organization Report**

**a) Howard Lake-Waverly-Winsted (HLWW) Schools**

Mr. Brad Sellner, HLWW Superintendent, provided a report to the City Council regarding the following topics.

- A review of the 2021-2022 school year, to include the attempt to return to a normal school year during and after the COVID-19 pandemic.
- A review of the Winsted Elementary gymnasium project, which is near completion.

- A review of a community survey that was sent to taxpayers about possible levy and bond information and where citizens would like to see the district in the next ten (10) years.
- A review of a Teacher Externship Program, to include Millerbernd Manufacturing hosting a teacher during the summer to learn what the business does. The teacher will then bring the information back to the classroom to spur interest in those careers.
- A review of the Future Forward Program, which tries to expose youth to the different job opportunities in their communities.
- A staffing update to include openings at HLWW schools as well as statistics of openings across the state.
- A wrap around childcare program for preschool children is being explored.
- HLWW schools purchased land around the HLWW High School. HLWW teachers will be planting trees on a portion of the newly purchased land. The Future Farmers of America (FFA) alumni will work with HLWW schools to plant on the land also.

Mr. Birkholz stated that from a community development and economic development standpoint, the partnership between cities and schools is important. Workforce is attracted by strong amenities like HLWW Schools. He thanked HLWW Schools for their efforts to be active in programs like Teacher Externship and Future Forward to grow the workforce within the communities.

**7) No Open Forum**

**8) City Administrator Updates and Announcements**


Mr. Birkholz provided the following announcements and updates.

- The City is seeking applicants for a Part-Time Administrative Assistant position.
- The Planning Commission will meet on May 9, 2022 to discuss the City's animal ordinance regarding chickens.
- The Economic Development Authority (EDA) will meet on May 19, 2022 to review a proposal received regarding sale of the feed lot property.

**9) Adjourn**

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

The meeting adjourned at 7:10 p.m.

  
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 George Schulenberg  
 Mayor  
 City of Winsted

ATTEST:

  
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 Raquel Kirchoff, CMC  
 City Clerk-Treasurer  
 City of Winsted