

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, August 1, 2023  
6:00 p.m.

Present: Mayor Steve Stotko  
Council Member Jeff Albers  
Council Member Jesse Cafferty  
Council Member Steve Ebert  
Council Member Tom Ollig

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

Also Present: Mr. Jake Saulsbury, Bolton and Menk, Incorporated

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

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

**b) Special Presentation – Winsted Police Department – AZZ Galvanizing**

Mr. Neil Schlagel, City Administrator, stated that AZZ Galvanizing and its employees raised money to purchase equipment for the Police Department, for a donation total of \$5,335.00. The City Council and City staff thanked them for their donation.

**c) Legislative Update – Representative Bobbie Harder, District 17B**

The City Council received a legislative update from Ms. Bobbie Harder, State Representative, District 17B.

**2) Consent Agenda**

**a) Approved the following Minutes**

- City Council Work Session – June 20, 2023
- City Council Regular Meeting – June 20, 2023

**b) Schedule a Public Hearing – Ordinance Amendments - Annexation**

Scheduled a public hearing for Tuesday, September 19, 2023 at 6:00 p.m. in the City Council Chambers at Winsted City Hall, to consider adopting amendments to the Winsted Municipal Code, related to annexation in the City of Winsted.

**c) Resolution R-23-26 Fireworks Display Donations**

Adopted Resolution R-23-26 accepting donations in the amount of \$13,500.00 to be dedicated toward the cost of the fireworks display on Friday, August 11, 2023 in conjunction with the Winsted Summer Festival.

**d) Resolution R-23-27 – Winsted Police Department Donation**

Adopted Resolution R-23-27 accepting donations from various donors to be dedicated to the Winsted Police Department fund.

**e) Resolution R-23-28 – Winsted Holding Activities that Unite People (WHAT UP) Donation**

Adopted Resolution R-23-28 accepting a contribution from the Adult Training and Habilitation Center (ATHC) in the amount of \$300.00 to be dedicated toward the Winsted Holding Activities that Unite People (WHAT UP) organization.

**f) 2023 Tour de Tonka – Approval of Use and Operations**

Approved the use or operation of the following items on City streets and property Saturday, August 5, 2023 in conjunction with the Tour de Tonka bicycle ride, as approved by the Winsted Police Chief.

- Amplified Music Events
- Outdoor Food Vending
- Outdoor Vendor Stands

**g) Claims**

Approved the claims list for August 1, 2023.

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

**3) No Public Hearings**

**4) No Old Business**

**5) No New Business**

**6) Department Report**

**a) City Engineer**

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, provided a report to the City Council Members that included information regarding the following items.

Airport Items:

- 2022 project for construction of a new taxi lane –Punchlist work, final payment, and grant closeout items were completed this summer. This project is now complete.
- 2023 project for snow removal equipment – Grant and approval coordination items with the Federal Aviation Association (FAA) and John Deere are ongoing.

County State Aid Highway (CSAH) 5 Extension:

- A Transportation Economic Development Infrastructure (TEDI) grant application in the amount of \$750,000 was awarded for this project. Negotiations with McLeod County have resulted in a 50/50 split with the County for these grant proceeds. Formal grant agreement has been completed and signed.
- All temporary and permanent easements as well as property acquisition documents have been signed and legal documents filed.
- Project has been bid and awarded to Northern Lines Contracting. Contracts have been signed and a preconstruction meeting has taken place.
- Construction is scheduled to begin as soon as the contractor can mobilize equipment to the site. Grading, soil corrections and utility installation are scheduled for this year and will continue into the fall. Final paving and roadway items will be constructed in 2024.

2022 Mill & Overlay Project

- This project includes the mill and overlay of the Pheasant Run and Winsted on the Lake neighborhoods along with minor drainage improvements.
- Construction was substantially completed this past fall.
- Final completion and punch list/repair work is complete. Project is now complete.

Well No. 5

- A Water Study was completed and the City Council elected to proceed with preliminary items for a new Mount-Simon well.
- The Weinbeck Athletic Complex is currently the preferred site, and a preliminary design layout was prepared for this site.
- A request to finance the project through the MN Public Facilities Authority was submitted. Scoring for this submission is anticipated to be finalized in December.

Winsted Lake Water Quality Project:

- This project includes a wetland restoration, partially utilizing grant funds obtained by McLeod County.
- A conservation easement has been granted to the County over the wetland allowing future inspection and maintenance of the wetland.
- Final plans were prepared, the project was bid, and a construction contract has been awarded to Litzau Excavating.
- Construction is anticipated to begin later this fall.

Miscellaneous Items:

- Geographic information System (GIS) Web-Based Mapping System – Minor additions and corrections to the existing utility locations are ongoing.
- Drainage Issues – Design was completed to address multiple drainage issues throughout the City. Quotes were received and a construction contract was awarded to Schneider Excavating and Grading. Construction is planned to occur this fall in conjunction with the Herald Journal utility project.
- Herald Journal Utility Services – A previous design to extend sanitary sewer and watermain down Main Avenue was updated. Pricing was obtained, and a construction contract for this project was also awarded to Schneider Excavating and Grading. Construction is planned to occur this fall.
- Grass Lake Farm Development – Coordination items have occurred pertaining to the layout and wetland impacts for a new phase of this development. Preliminary plat and plans have been approved. Final plans are anticipated to be received and reviewed for discussion at the Aug 14<sup>th</sup> Planning Commission meeting.
- St. John's Lutheran Church – Coordination with the developer has occurred to verify preliminary submittal needs. Preliminary plat, site plan and civil documents have been submitted and will be reviewed for discussion at the Aug 14<sup>th</sup> Planning Commission Meeting.
- Property Annexations – property descriptions and figures have been created for this process. Final annexation documents and notices are in progress. A public hearing and Council discussion upcoming.
- Wastewater Treatment Facility – Flows were evaluated/monitored and effluent pumps were replaced. Also, the bi-annual WINS (wastewater infrastructure needs survey) was completed and submitted.
- Lead water service inventory – technical assistance grant was applied for. Inventory work will begin when grant funds are available.

**7) Open Forum**

Mr. Justin Heldt, Police Chief, invited residents to attend Winsted Night Out on Thursday, August 10, 2023 at the Winsted Volunteer Fire Department (WVFD) Hall.

**8) City Administrator and Announcements**

Mr. Schlagel provided the following announcements.

- Tour de Tonka takes place on Saturday, August 5, 2023.
- Winsted Summer Festival takes place on August 11–12, 2023
- The Winsted Brush Site will soon move to a different site within the Waste Water Treatment Facility due to the CSAH 5 extension project. Signs will be posted directing users to the alternate site.

**9) Adjourn**

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

The meeting adjourned at 6:36 p.m.

*Steve Stotko*

---

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

---

Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted