

City of Winsted
City Council Meeting
Council Chambers
Tuesday, October 4, 2022
6:00 p.m.

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

Staff Present: Mr. Adam Birkholz, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Ms. Paige Vick, Police Officer

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

a) The Pledge of Allegiance was recited.

b) The City Council Members recognized Mr. Jamason Stotko, Maintenance Worker, for twenty (20) years of service.

2) Consent Agenda

a) Approval of Minutes

Approved the minutes of the following meeting.

- City Council Work Session – September 14, 2022

b) Winsted Volunteer Fire Department – Amended Activity Point System

Approved the amended Activity Point System for the Winsted Volunteer Fire Department effective December 1, 2022 as presented.

c) Resolution R-22-31 – Winsted Volunteer Fire Department Relief Association – Gambling Contribution

Adopted Resolution R-22-21 to accept a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in the amount of \$15,000.00, to be dedicated toward the Winsted Volunteer Fire Department's Capital Improvement Plan.

d) Winsted Municipal Airport Land Lease Agreement Termination – Hangar Number Thirty-Five (35)

Terminated the Land Lease Agreement between the City of Winsted and Mr. Tom Thunnell for hangar number thirty-five (35) at the Winsted Municipal Airport.

e) Winsted Municipal Airport Land Lease Agreement– Hangar Number Thirty-Five (35)

Approved the Land Lease Agreement between the City of Winsted and Mr. Richard Stodola for hangar number thirty-five (35) at the Winsted Municipal Airport based upon the successful submission of all required documents and fees to the City of Winsted.

f) Performance Review – City Administrator

Scheduled a Special Closed City Council Meeting for Tuesday, November 1, 2022 at 4:00 p.m. in the Vollmer Room at Winsted City Hall to conduct the annual Performance Review for Mr. Adam Birkholz, City Administrator.

g) Health Insurance Renewal – Southwest West Central Service Cooperative

Authorized the City Administrator to initiate the renewal process with the Southwest West Central Service Cooperative and Medica to provide health insurance coverage for City of Winsted employees for the policy beginning January 1, 2023.

h) Dental Insurance Renewal – Southwest West Central Service Cooperative

Authorized the City Administrator to initiate the renewal process with the Southwest West Central Service Cooperative and Delta Dental of Minnesota to provide dental insurance coverage for City of Winsted employees for the policy beginning January 1, 2023.

i) Ancillary Insurance Renewal – The Hartford

Authorized the City Administrator to initiate the renewal process with The Hartford to provide ancillary insurance coverage for City of Winsted employees for the policy beginning January 1, 2023.

j) Claims

Approved the claims list for October 4, 2022.

k) Winsted Municipal Airport – State Grant Agreement Amendment for Fuel System Relocation

Authorized the Mayor and City Administrator to execute Amendment No. A01 to Minnesota Department of Transportation (MnDOT) Office of Aeronautics Grant Agreement No. 1044558 to add additional funding for change orders for a new fuel tank and the relocation of the fuel system at the Winsted Municipal Airport.

l) Computer Integration Technologies, Incorporated – Server Support Renewal

Authorized the City Administrator to execute a quote from Computer Integration Technologies, Incorporated to provide a one (1) year support renewal for the HPE Pointnext Tech Care Essential, for an amount not to exceed \$1,429.00.

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) Kingsley Sanitary Sewershed Area Infrastructure Repairs

Mr. Adam Birkholz, City Administrator, stated that on May 11, 2022, a significant rainfall event occurred and approximately three (3) to four (4) inches of rain fell in a short period of time. The rain event caused a large inflow of water to reach the Kingsley Street Sanitary Sewer Lift Station. With the large inflow of water, City staff was required to bypass the lift station. The lift station is designed for sanitary sewer flows only; not stormwater inflows.

Mr. Birkholz stated that the first strategy to review where stormwater is inflowing into the system was to complete smoke testing in that area. The smoke testing detected a total of eight (8) manholes that had issues and could be allowing inflow into the system. Mr. Chris Bahr, Maintenance Supervisor, obtained a quote from Hiperline High Performance Lining to repair three (3) of the eight (8) manholes with issues.

Mr. Bahr described how People Service, Incorporated completed the smoke testing. Mr. Birkholz displayed the three (3) manholes in the Kingsley Street sewer shed area that are recommended for repairs at this time and Mr. Bahr described the repairs. Mr. Birkholz displayed the remaining five (5) manholes and stated that the City will need to budget for the repair of those in the future.

Mr. Bahr stated that if approved, Hiperline would complete the work in the spring of 2023. He continued by stating that the work can be completed at a temperature above ten (10) degrees fahrenheit, so he will request that Hiperline place the City of Winsted on the list to complete the work in the fall of 2022 if it possible after Hiperline's other scheduled work.

Council Member Quast motioned to authorize the City Administrator to execute a quote from Hiperline High Performance Lining to complete repairs to various sanitary sewer manholes in the City of Winsted, for an amount not to exceed \$25,000. Council Member Henrich seconded the motion. Motion carried 5-0.

6) Department Report

a) City Clerk-Treasurer

Ms. Raquel Kirchoff, City Clerk-Treasurer, stated a report was last given on March 1, 2022. Ms. Kirchoff reported on the following:

➤ 2021 Audit

- Worked with auditors to finalize and key journal entries for the 2021 Audit after auditors were onsite in February, 2022.
- Met with auditors in late April, 2022 for the 2021 Audit Exit Meeting.
- City Council accepted the 2021 Audit at the May 3, 2022 meeting.

➤ American Rescue Plan Act (ARPA) Funds

- Completed the ARPA Application for funds.
- Includes maintenance of City's statewide integrated financial tools (SWIFT) number and Data Universal Numbering System (DUNS) number.
- City Council adopted a resolution in March, 2022 to elect the standard allowance available under revenue loss provision for ease of reporting for the funds to the United States (US) Treasury.
- Completed the annual report for funds received in 2021 to the US Treasury by the April 30, 2022 deadline.
- Received \$244,792.21.

➤ Winsted Municipal Airport

The City Clerk-Treasurer's department supports the Winsted Municipal Airport with the following:

- Creating invoices annually in April to send to hangar owners at the airport for the lease term of May 1 through April 30.
- Communication and invoicing for the Runway Improvement Fee for recently completed airport projects. The payment deadline was extended to June, 2022.
- Assisting with lease requirements during new hangar construction or transfer of hangar ownership.
- Submitting grant applications and reimbursement requests for approved grants. Ms. Kirchoff reviewed the multiple grants open for the recent improvements to the airport and for relief funds associated with pandemic.
- Keeping the registration information current in the System for Award Management database.
- Preparation of agenda packets and minutes for the Airport Commission Meetings.

➤ Liquor and Tobacco License Renewal

- Conducted the forum with license holders.
- Work with new property owners and the Minnesota Department of Public Safety Alcohol and Gambling Enforcement to ensure necessary permits are obtained for the owner.
- Work to provide renewal forms, submit them to the state, collect license fees and report a listing of license holders to the state annually.

➤ Hiring Process – Part-Time Administrative Assistant

- City Clerk, Police Chief and Deputy Clerk interviewed five (5) candidates on May 25, 2022 for a Part-Time Administrative Assistant

- City Council approved the hiring of Ms. Madison Fiecke for the position on June 7, 2022. Ms. Fiecke is a fast learner and is doing a great job for the City of Winsted. She is also providing the administrative support that the Police Department needs.
- **Review of Required Reports the Department Submits**
 - Department of Employment and Economic Development (DEED) and Minnesota Investment Fund (MIF) annual reporting for various businesses.
 - Consumer Confidence Reporting publication - Annually
 - Payment Card Industry (PCI) Compliance questionnaire – Annually
 - Payroll – Quarterly reporting to federal and state governments
 - Building Permit Reporting – Minnesota Department of Labor and Industry – Quarterly
 - McLeod Solid Waste – Quarterly
- **Ordinance Violations**
 - The City Clerk-Treasurer’s department assists the Police Department and the City Administrator by creating letters to enforce ordinance violations that include blight, public nuisance, and zoning violations.
- **The Vietnam Traveling Memorial Wall**
 - The Deputy Clerk met with and provided website and social media assistance to the committee that brought the wall to Winsted.
- **2022 Election Year**
 - Appointing election judges and assisting them to ensure they complete online election judge training. Schedule election judge for working shifts on election day.
 - Attend multiple meetings, public accuracies, and pick-up and drop-off of election supplies organized by the McLeod County Auditor-Treasurer.
 - Completed election judge, head election judge, and healthcare election judge training.
 - Conduct voter outreach at St. Mary’s Care Center to obtain healthcare applications. Conduct the voting at St. Mary’s for the Primary and General Election.
 - Set up and take down of the polling place in City Hall/Vollmer Room
 - Conducted the Primary Election on Tuesday, August 9, 2022.
- **Ordinance Updates**
 - Work with City Attorneys for language of ordinance amendments – since March, Ordinance 22-05 regarding imposing a moratorium related to sales of THC products was adopted.
- **Vollmer Room Carpet Installation**
 - Installed in August, 2022.
 - Working toward purchasing and placing the correct slides for the bottom of the current tables to continue their use.
- **Resignation of Assistant to the City Administrator**

Mr. Anthony Hammes resigned in August, 2022. Since notice of his resignation, the department has covered duties he was working on as follow:

 - Ms. Fiecke was appointed to the position of Utility Billing Clerk on September 6, 2022.
 - Ms. Zeidler has been completing the utility billing cycle and training Ms. Fiecke.
 - Ms. Fiecke continues to provide the administrative support that the Police Department needs.
 - Ms. Fiecke has been taking care of the building permits.
 - Ms. Kirchoff has been completing the payroll cycles.
 - Ms. Zeidler has been preparing the Planning and Zoning and Park Commission meeting materials and attending those meetings to record the minutes.

➤ **2023 Budget**

- Support work to help the City Administrator prepare the budget.

➤ **Rental Housing**

- Continue to work with MNSpect LLC to bring rental housing properties into compliance.

➤ **Administrative Support**

- Department staff continues to provide support and assistance for other City departments, the Winsted Summer Festival, Winstock Country Music Festival, et cetera.

7) No Open Forum

8) City Administrator and Announcements

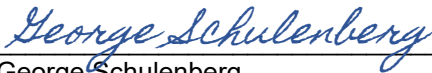
Mr. Birkholz made the following announcements.

- The City did not receive the grant from DEED it applied for, for the Main Avenue Redevelopment. The City will meet with the developer to discuss how to move forward.
- The City is still looking for a cleaning service for municipal buildings.
- The City is still looking for commission members for vacancies on all City commissions.
- The Park and Planning Commission will meet on Monday, October 10, 2022 at 5:00 p.m. and 6:00 p.m. respectively.

9) Adjourn

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

The meeting adjourned at 6:40 p.m.



George Schulenberg
Mayor
City of Winsted

ATTEST:



Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted