

City of Winsted
City Council Meeting
Council Chambers
Tuesday, October 18, 2022
6:00 p.m.

Present: Mayor George Schulenberg
Council Member Bonnie Quast
Council Member Mike Henrich
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.

2) Consent Agenda

a) Approval of Minutes

Approved the minutes of the following meeting.

- City Council Work Session – September 20, 2022
- City Council Regular Meeting – September 20, 2022
- City Council Work Session – October 4, 2022
- City Council Regular Meeting – October 4, 2022
- Park Commission Meeting – August 8, 2022
- Planning Commission Meeting – September 12, 2022

b) Canvassing Board Meeting

Scheduled a Canvassing Board meeting for Tuesday, November 15, 2022 at 4:30 p.m. for the City Council to canvass the results of the November 8, 2022 General Election.

c) Compeer Financial Fund for Rural America Grant Acceptance – Winsted Volunteer Fire Department (WVFD)

Authorized the acceptance of a Compeer Financial Fund for Rural America Grant for the Winsted Volunteer Fire Department in the amount of \$1,690.00 to be utilized for the purchase of a rescue auger and drill kit to conduct grain bin rescues.

d) Purchase Authorization – Winsted Volunteer Fire Department

Authorized the purchase of a rescue auger and drill driver kit for the Winsted Volunteer Fire Department to conduct grain bin rescues, for an amount not to exceed \$1,690.00.

e) Hay Ride Permit - Winsted Holding Activities That Unite People (WHAT UP)*

Approved a hay ride sponsored by Winsted Holding Activities that Unite People (WHAT UP) on designated streets in the City of Winsted as approved by the Winsted Police Chief on Saturday, October 22, 2022 between the hours of 1:00 p.m. and 4:00 p.m.

f) 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 September, 2022.

g) Building Permit Report – September, 2022

Approved the Building Permit Report for the month of September, 2022.

h) Financial Report – August, 2022

Approved the financial report for the month of August, 2022.

i) Claims

Approved the claims list for October 18, 2022.

j) Council Member Stotko motioned to adopt the Consent Agenda. Council Member Quast seconded the motion. Motion carried 4-0.

3) No Public Hearings

4) Old Business

a) Memorandum of Understanding – Construction Wetland

Mr. Adam Birkholz, City Administrator, stated that on September 6, 2022, the City Council considered a Memorandum of Understanding (MOU) between the City of Winsted and McLeod County Soil and Water Conservation District (SWCD) to construct a wetland in the year 2023 on City-owned property with Property Identification number 21.096.0230.

The proposed wetland will be constructed in the area just north of Shady Creek Drive. The area would be maintained as a grass land area that would filter stormwater. The anticipated depth of the water in the area is a few inches. The filtered water would be discharged into the nearby creek and ultimately into Winsted Lake. The model shows that approximately twelve (12) acres would be treated by this wetland.

The draft MOU was forwarded to the McLeod County SWCD for review and comment. After reviewing the agreement, the McLeod County SWCD requested two (2) changes or modifications to the MOU, both of which fall under the “SWCD Responsibilities” section of the document. The changes are:

Modify item 3 to read:

3. *Allocate a lump sum of \$50,000 for design and construction of NRCS 656 wetland on this parcel. Funding to be provided as part of Clean Water Fund Multipurpose Drainage Management grant received by McLeod SWCD. Funding to be distributed to the City in one lump sum; upon project completion, certification, and SWCD Board approval.*

This means the City will need to front the payment until the project is complete and finalized. The SWCD Board approves all payments for projects. Once the project has been certified and deemed complete to design by the licensed Engineer, the SWCD staff work with the contract holder to complete a cost share payment voucher. This voucher, along with the Certification of Completion documentation are taken to the SWCD Board at their next available meeting to seek approval for the payment to the City.

Add item 8 to read:

8. *Project funding allocation will comply with the State of Minnesota’s Grants Administration Manual.*

The City of Winsted will need to provide documentation for wetland certification before the SWCD will turn over the grant dollars for the project.

As an additional component of the project, the Board of Water and Soil Resources (BWSR) policy requires an easement agreement, and the BWSR, as well as the Drainage Authority, will have to agree to the terms within the easement agreement.

Council Member Quast motioned to authorize the Mayor and City Administrator to execute a Memorandum of Understanding between the Soil and Water Conservation District of McLeod County (SWCD) and the City of Winsted for the construction of Natural Resources Conservation Service (NRCS) 656 Wetland on City of Winsted Parcel No. 21.096.0230. Council Member Henrich seconded the motion. Motion carried 4-0.

5) New Business

a) 2022 City Council Priorities, Third (3rd) Quarter Update

Mr. Birkholz provided a 2022 City Council Priorities, third (3rd) quarter update.

6) Organization Report

a) Winsted Public Library

Ms. Katy Hiltner and Ms. Lisa Ebert, Winsted Public Library, provided a report regarding the Winsted Public Library to include the following:

- The past year for the library has been more normal operating since the Covid-19 pandemic; however, curbside pick-up is still available.
- Ms. Hiltner thanked the City of Winsted for book funding, which has added many items to the collection in the past year.
- In March, 2022 a small grant of \$500 was secured for the library. Any additional funding the City could continue to provide for the book collection is greatly appreciated.
- Thank you to City staff and the Mayor for the support for the repair of the roof when it leaked water into the library. Thank you also to Library staff for saving the books.
- Planning to update the staff and two (2) patron computers at the beginning of year 2023.
- Free Book Fridays offers books on carts for patrons.
- The Legacy Program provided kits from The Paint Factory for patrons to create art at home. November will offer another Legacy funded take home craft; more details to follow.
- Weekly Sidewalk Story Blocks and Craft Kits continue to be popular.
- Booktoberfest will occur in October and allows participants to just enjoy a book.
- October will end with the library participating in the Business Trick or Treat.
- Winter reading will again be offered.

Mr. Birkholz stated that the library is successful because of its staff, and thanked Ms. Hiltner and Ms. Ebert you for making the library a great asset for Winsted.

6) Open Forum

Mr. Justin Heldt, Police Chief, stated that the Winter Parking Ordinance goes into effect on November 1st, with no parking on city streets from 2:00 a.m. – 6:00 a.m. without permission from speaking with a Police Officer.

8) City Administrator and Announcements

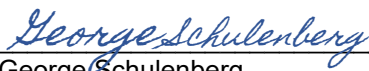
Mr. Birkholz made the following announcements.

- The Economic Development Authority (EDA) meeting may be cancelled on October 20, 2022. Mr. Birkholz provided an update of the EDA meetings he attends with McLeod County.

9) Adjourn

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

The meeting adjourned at 6:33 p.m.



 George Schulenberg
 Mayor
 City of Winsted

ATTEST:


 Raquel Kirchoff, CMC
 City Clerk-Treasurer
 City of Winsted