

City of Winsted
City Council Work Session
Vollmer Room
Tuesday, October 18, 2022
5:15 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

I. Call to Order

Mayor Schulenberg called the Work Session to order at 5:15 p.m.

II. Service Extension for Herald Journal Building

Mr. Adam Birkholz, City Administrator, stated On September 6, 2022, Council Member Quast requested historical information regarding a previously planned project for the extension of services for the Herald Journal Sign Building. A meeting was held with the owner of the business on September 20, 2022 to review the past understanding of the proposed project. The City Engineer also reviewed previous memos, plans, and email correspondences related to the proposed project.

Mr. Birkholz stated that some options/costs that were prepared by the City's engineer in 2012 were included in the City Council packet. The project appears to have been initiated under previous City Administrator, Mr. Brad Martens. Sometime after that, a design option was selected when Mr. Clay Wilfahrt was the City Administrator, and a plan set was prepared. The intent was clearly to move to construction at this time.

In the engineering files, with 2014 dates, was an authorization to advertise for bids memo as well as sewer and water permits from the State of Minnesota. However, there are no award, contract, or construction submittals. The last correspondence found regarding the issue pertains to the June 17, 2014 City Council Work Session. As part of the minutes, Mr. Schultz (property owner) stated that the Herald Journal is considering a building expansion within one (1) or two (2) years and would need the availability of the City's water and sewer services. During this discussion, the City Council directed City staff to prepare a Development Agreement for the installation of water and sewer main lines to the Herald Journal property. The following items were to be included in the Development Agreement:

- The City of Winsted will pay the cost to install the water and sewer main lines in accordance with the City Engineer's project plans and specifications.
- The City's Engineer will be directed to prepare the plans and specifications for the installation of water and sewer main lines to the Herald Journal Publishing property after the City of Winsted receives a formal, written letter from Herald Journal Publishing requesting City water and sewer services.
- Once the City of Winsted receives the formal, written letter from Herald Journal Publishing requesting City water and sewer services, they will have twelve (12) months to complete their expansion project and tap into the City's water and sewer main lines.
- Herald Journal Publishing will be responsible for the cost to run water and sewer lines from the City's mains to their building.

Mr. Josh Eckstein, Bolton and Menk, Incorporated, reviewed the options that were developed in 2012 to extend services.

Mr. Birkholz stated that the direction for the development agreement in the past contained the condition that the property owner was completing an expansion project as the need, and the City would be able to recover its cost of the project with additional tax revenue increments because of the expansion. He continued by stating that the City Council will need to re-discuss the willingness to invest an estimated \$160,000.00 City cost to bring utility service to the property line, through the preferred Option B. Previously, the cost was approximately \$110,000.00 for this option. Mr. Birkholz stated that at the recent meeting with the property owner, there was no discussion of any

expansion; instead a change of operations within the building. The City would not recognize the additional tax revenue without the expansion.

Mr. Eckstein stated that Option B was likely the favorable option at the time since it was the least expensive option for the property owner to bring the utilities from the property line to their building. The option would also benefit a few parcels to the south of the Herald Journal with service, if they are ever developed.

Mr. Birkholz stated that the property owner was invited to this City Council Work Session; however, he was not able to attend.

The City Council Members discussed and stated that the property owner should attend a meeting with the City Council for further discussion.

III. 2023 Tour de Tonka

Mr. Birkholz stated that Tour de Tonka has requested to bring its event through the City of Winsted on Linden Avenue. Mr. Birkholz displayed and described the route for the event. He continued by stating that the Winsted Police Department has no issue with the request, and also stated that he referred the organization to contact McLeod County also, since the route includes McLeod County roads.

The event is scheduled for August 5, 2023, with approximately 500 - 750 bicycle riders anticipated. The organization also requested to use the Denis M. Campbell Field parking lot as a rest stop for the event, and to contract with the City's Police Department or Fire Department for traffic control. Mr. Birkholz responded that this would be dependent upon staffing availability. He continued by stating that he would check with the Winsted Baseball Association to ensure that the use of the parking lot did not conflict with any game schedules at the field, and that the organization would need to have an agreement with the City for the use of the lot.

The Council Members had no objections to the request.

IV. Other


Mr. Birkholz reviewed the following items with the City Council Members.

- Provided a status update of the Winsted on the Lake/Pheasant Run road project.
- Employment related training for City staff, City Council Members, and Winsted Volunteer Fire Department (WVFD) Members will be provided by the Employment Attorney early in the year 2023.
- The WVFD would like a change to the process for hiring members. Currently, they are required to have the City Council Liaison and Mayor present for interviews; they would like this requirement removed because they are experiencing scheduling hardships. The City Council Members did not oppose this change; however, they requested that the City Council Liaison and Mayor are still invited/notified of the interview times so they may attend if they are available.

V. Adjourn

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

The Work Session adjourned at 6:00 p.m.



George Schulenberg
Mayor
City of Winsted

ATTEST:



Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted