

City of Winsted
City Council Meeting
Council Chambers
Tuesday, October 5, 2021
6:00 p.m.

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

Absent: Mayor George Schulenberg

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

1) Deputy Mayor Stotko 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:

- City Council Work Session – September 7, 2021
- City Council Regular Meeting – September 7, 2021

b) Citywide Lawn Care Services – Service Agreement

Authorized the City Administrator to approve a quote and execute a service agreement with Mathews Lawn Service for citywide lawn care services in the City of Winsted, in the amount of \$33,000, for the 2022 lawn mowing season.

c) Managed Service Agreement – Computer Integration Technologies (CIT)

Authorized the City Administrator to execute a thirty-six (36) month Managed Service Agreement with Computer Integration Technologies (CIT) to provide information technology services for the City of Winsted for a cost not to exceed \$1,400.00 per month.

d) Performance Review – City Administrator

Scheduled a Special Closed City Council Meeting for Tuesday, November 2, 2021 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.

e) 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, 2022.

f) 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, 2022.

g) 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, 2022.

h) Claims

Approved the claims list for October 5, 2021.

Council Member Ollig motioned to approve the Consent Agenda. Council Member Quast seconded the motion. Motion carried 4-0.

3) No Public Hearings

4) Old Business

a) Winsted Municipal Airport – Runway 9/27 Status

Mr. Ron Roetzel, Bolton and Menk, Incorporated stated that the standard has been met to open the airport turf runway at the Winsted Municipal Airport. Mr. Roetzel reviewed a few punch list items remaining, but stated they will not prohibit the opening.

Mr. Roetzel stated that there is a one (1) year warranty on this project; the City Council will approve to open the runway on October 6, 2021, so the warranty will expire on October 5, 2022.

Mr. Roetzel stated that the turf taxiway project is still not complete, so a barricade will be placed on that turf taxiway, but that will not prevent the runway from opening.

Mr. Roetzel stated that fuel is again being sold at the airport.

He continued by stating that Northern Natural Gas included extra charges on the gas line relocation project, of which some were legitimate and some were not, so negotiations are in process regarding this. Discussions are also occurring with the Federal Aviation Association (FAA) regarding this because the City has a clause in the agreement with Northern Natural Gas that provides that the FAA approves of the additions; in which case, the FAA would pay for 90% of changes. This is the only way the City could allow any type of extras to proceed.

Council Member Quast motioned to authorize the City Administrator to accept the Runway 9/27 Runway Rehabilitation Project as substantially complete upon the completion of punch list items as approved by the City Engineer and authorize the Public Works Department to issue a Notice to Airmen (NOTAM) to open the runway for regular aircraft activity beginning October 6, 2021. Council Member Henrich seconded the motion. Motion carried 4-0.

5) New Business

a) Mill and Overlay Project – Pheasant Run and Winsted on the Lake

Mr. Adam Birkholz, City Administrator, stated that the City Council discussed the next phase of the implementation of the Pavement Management Plan at a recent meeting. That phase includes rehabilitation of the asphalt in Pheasant Run and Winsted on the Lake. The City Council chose to proceed with the mill and overlay option.

The next step in that project is to do the preliminary design, topographic data collection, and prepare plans and specifications accordingly. It is requested that the City Council authorize Bolton and Menk, Incorporated to proceed with those steps. At that point, the City will have money committed to the project and will proceed with it.

Mr. Birkholz stated that the City Council should finalize how to fund the project at a later date. The City has cash on hand in its Streets fund, otherwise, a bond may be issued if interest rates are favorable. He continued by stating that he is reviewing the options with Mr. Shannon Sweeney, David Drown Associates, and will present this information to the City Council in the future.

Council Member Henrich motioned to authorize Bolton and Menk, Incorporated, to proceed with preliminary design, topographic survey data collection and prepare plans and specifications for a mill and overlay project on streets in the areas of Pheasant Run and Winsted on the Lake. Council Member Ollig seconded the motion. Motion carried 4-0.

6) Department Report

a) City Clerk-Treasurer

Ms. Raquel Kirchoff, City Clerk-Treasurer, provided a report that included the following items that have occurred since the last report given in March, 2021.

- **Winsted Municipal Airport**

The 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 hangar owners for the Runway Improvement Fee; the payment deadline for this fee was recently 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. (Maintenance and Operations, Northern Natural Gas Line Relocation, 9/27 Turf Taxiway Construction, Airport Fuel Tank Replacement, Taxi Lane and Entrance Road, Coronavirus Aid, Relief, and Economic Security (CARES))
 - Keeping the registration information current in the System for Award Management (SAM) database.
 - Preparation of agenda packets for the Airport Commission Meetings. There have been several special meetings due to the effects that the 2021 drought has had on the establishment of the turf runway and the opening of the runway.
 - Recording the official minutes for the Winsted Municipal Airport Commission

- **Reporting**
 - Department of Employment and Economic Development (DEED) and Minnesota Investment Fund (MIF) Annual Reporting
 - 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
 - Quarter Reporting to McLeod County Solid Waste for reimbursements related to the City's brush site

- **Ordinance Updates**
 - Work with City Attorneys for language of ordinance amendments – since March, 2021, language has been approved regarding rural tax districts and abandoned vehicles.

- **Liquor and Tobacco License Renewal**
 - Conducted the forum with license holders.
 - Work to provide renewal forms to licensees, collect the completed forms, submit them to the State, collect the license fees and report a listing of license holders to the State annually.

- **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 number system (DUNS) number.
 - Must report annually to the United States Treasury on funds received and spent. Different from CARES funds which we reported monthly to the State of Minnesota. Reporting deadline is April 30, 2022.
 - Received first half of funds, \$118,515.00, in August, 2021.

- **Ordinance Violations**
 - Assist the Police Department and the City Administrator by creating letters to enforce ordinance violations that include blight, public nuisance, and zoning violations. Approximately seven (7) debris blight, twelve (12) weeds blight and twelve (12) vehicle blight letters were sent.

- **2022 Budget**
 - Support work to help the City Administrator prepare the budget.
 - Communicate and gather employee benefit renewal information.
- **Water and Sewer Billing**
 - Work to contact property owners of past due bills and the assessment process
 - No ordered cellular meters yet received.
- **Rental Housing**
 - Working with Metro West to communicate who has scheduled rental inspections.
 - Letters have been mailed to property owners, letting them know of the rental housing requirements and steps that will be taken by the City if properties are not compliant.
- **Winsted Volunteer Fire Department Support**
 - Working to update the auto aid and other agreements.
 - Work to complete the officer application and appointment process.
 - Order the supplies for the department.
 - Working on developing a process to receive reimbursement for firefighter gear.
- **2021 City Council Priorities**
 - Worked with Flaherty and Hood to complete the Market Compensation Study and Base Pay Structure update.
 - Worked to improve the marketing of the Industrial Park through website development.
- **Staff and Commission Support**
 - Continue to provide support and assistance for other City departments, City Commissions, the Winsted Summer Festival, Winsted Holding Activities That Unite People (WHAT UP), Winstock Country Music Festival, et cetera.

7) No Open Forum

8) City Administrator Updates and Announcements

Mr. Birkholz stated that water restrictions are still in place. City staff has seen a reduction in usage and usage has met the Minnesota Department of Natural Resources (MN DNR) recommendations.

Mr. Birkholz stated that the generator for City Hall has been placed on site. Work to install the gas lines to the generator is in process.

9) Adjourn

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

The meeting adjourned at 6:30 p.m.

Steve Stotko

Steve Stotko
Deputy Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted