

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, November 15, 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  
Mr. Justin Heldt, Police Chief

Also Present: Mr. Josh Eckstein, Bolton and Menk, Incorporated

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

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

**2) Consent Agenda**

**a) Resolution R-22-32**

Adopted Resolution R-22-32 certifying unpaid utility charges and levying it as a Special Assessment to certain Winsted properties.

**b) Resolution R-22-33 – Assessment Certification of Abated Blight Properties**

Adopted Resolution R-22-33 certifying the charges for abatement of blighting conditions and levying it as a Special Assessment to certain Winsted properties.

**c) Joint and Cooperative Agreement for Weekend Law Enforcement Personnel and Equipment**

Authorized the Mayor to execute a 2023 Joint and Cooperative Agreement for Ongoing Weekend Use of Law Enforcement Personnel and Equipment with the City of Lester Prairie.

**d) Resignation – Winsted Volunteer Fire Department Officer**

Accepted the voluntary resignation of Mr. Jake Hertzog as First Captain of the Winsted Volunteer Fire Department, effective December 31, 2022.

**e) 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 October, 2022.

**f) Building Permit Report – October, 2022**

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

**g) Financial Report – September, 2022**

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

**h) Claims**

Approved the claims list for November 15, 2022.

**Council Member Ollig motioned to adopt the Consent Agenda. Council Member Stotko seconded the motion. Council Member Ollig abstained from voting on item “e) Security Bank & Trust Company – Pledged Securities”. Motion carried 5-0.**

3) **No Public Hearings**

4) **No Old Business**

5) **New Business**

a) **Stormwater Retention Pond Restoration – Harvest Circle**

Mr. Adam Birkholz, City Administrator, stated that an established stormwater retention pond exists north of the Harvest Circle and Shady Creek neighborhoods, in the City of Winsted. The pond is associated with Parcel Identification No. 21.105.0420. In the last few years, the City of Winsted solicited work from a local contractor to conduct minor repairs and restoration of items related to the retention pond. At that time, the contractor replaced the discharge pipe that conveys water from the pond to the neighboring ditch. All of the other work was delayed due to weather conditions and has not been completed to date.

In consideration of the unfinished project, the Public Works Department solicited a job estimate from a separate contractor, Juul Contracting, to complete the remaining segments of the project.

The proposed project will include the installation of extensions on each end of the existing discharge pipe, the replacement of the storm sewer pipe that conveys stormwater from the Harvest Circle neighborhood to the retention pond, along with the placement of riprap. In addition, the contractor will remove the trees located along the bank of the retention pond.

Mr. Birkholz stated that the project would be funded through the Streets Capital Improvement Fund.

**Council Member Quast motioned to authorize the City Administrator to approve a job estimate from Juul Contracting, in the amount of \$18,040.00, to provide services related to the cleaning and restoration of the stormwater retention pond located on the property associated with Parcel Identification No. 21.105.0420 in the Harvest Circle neighborhood. Council Member Henrich seconded the motion. Motion carried 5-0.**

b) **Main Avenue Utility Extension**

Mr. Adam Birkholz, City Administrator, stated that the City Council has discussed a utility extension for the sign shop building at 180 Main Avenue West in 2014 and at the last two City Council Work Sessions. The City Council has requested to receive pricing on the installation of utilities to 180 Main Avenue West. The City Council would consider awarding the project after the quotes are received, estimated in February, 2023. If the project is awarded, the estimated time for completion would be spring/summer 2023.

Mr. Josh Eckstein, Bolton and Menk, Incorporated, reviewed how the extension would be completed.

Mr. Birkholz stated that it is expected that this project will cost less than \$175,000.00, so the City may request quotes rather than use the competitive bid process.

Mr. Birkholz stated that during the recent Work Session, when the property owner was present, the understanding was that the property owner would bear the costs of installing pipe from his building to the road right-of-way, which the property owner stated is already there. Mr. Eckstein has not received the documents showing this pipe/infrastructure from the property owner yet. In addition, the property owner would bear the cost of bringing the pipe from his property to the south side of the road.

Mr. Birkholz stated that a Memo of Understanding should be created to document the costs that the property owner will be responsible for after the quotes are received, but before the project is awarded. If the property owner decides that he does not want to pay his portion of the costs, the City has not yet awarded the project and may decide if they want to proceed.

**Council Member Henrich motioned to approve the plans and specifications for the Main Avenue Utility Extension project and authorized Bolton and Menk, Incorporated, to**

advertise for quotes for the project. Council Member Stotko seconded the motion. Motion carried 5-0.

## 6) Department Report

### a) Winsted Police Department

Mr. Justin Heldt, Police Chief, provided the following information regarding the Winsted Police Department since his last report to the City Council on April 5, 2022.

#### April:

- Participated in the Minnesota Peace Officer Standard's Board (POST Board) audit.
- Assisted with the Winsted Area Chamber of Commerce Easter Egg Hunt.
- Annual Liquor License Seminar was conducted with representatives from each establishment.
- Attended a Winstock Country Music Festival (Winstock) Tabletop session with representatives from Winstock and the McLeod County Sheriff's Office.

#### May:

- Officer Nelson attended firearms instructor certification training.
- Officer Vick attended defensive tactics instructor certification training.
- Officers attended Emergency Medical Technician (EMT)/Emergency Medical Responder (EMR) Refresher training.
- Officers participated in Stop Stick training and this equipment was put into service in squad cars.
- Held the annual bicycle rodeo at the Howard Lake-Waverly-Winsted (HLWW) Winsted Elementary School with a great turnout and (4) bicycles given away. Thank you to the donors.
- Had an evidence room audit completed by the McLeod County Sheriff's Office.
- Held Drug Abuse Resistance Education (D.A.R.E.) graduation for the Holy Trinity 5<sup>th</sup> & 6<sup>th</sup> grade classes. Thank you to Millerbernd Manufacturing for the donation of movie gift cards for graduates.
- Participated on the interview panel for the Administrative Assistant hiring process.
- Officers participated in firearms qualification training.
- Assisted with the Memorial Day event.

#### June:

- Officer Lammers attended Emergency Vehicle Operations training.
- Participated in a Child Safety Seat Clinic at the Lester Prairie Fire Department.
- Assisted in planning and providing security for Winstock.
- Participated in the county planning group for new radio implementation.
- Attended county-wide multi-discipline child protection meetings.

#### July:

- Began budget review process.
- Participated in a city safety committee meeting.
- Attended county-wide multi-discipline probation meeting.
- Assisted with planning and providing security for the Wall that Heals escort.

#### August:

- Held the annual Winsted Night Out event at the Winsted Volunteer Fire Department (WVFD).
- Assisted with the Winsted Summer Festival; events, runs, parade, etcetera.
- Began the hiring process for part-time police officers.
- New mobile computers were installed in squad cars.
- Attended annual training and a tour at the bank.

#### September:

- Officers attended EMT/EMR Refresher training.
- Officers participated in firearms qualification training.
- Officer Vick attended the Minnesota Chiefs of Police Association Leadership Academy.

- Officer Nelson attended Search Warrant training through the Minnesota Bureau of Criminal Apprehension (BCA)
- Attended a Winstock Emergency Medical Services (EMS) planning meeting with the WVFD.
- Officers attended annual defensive tactics training instructed by Officer Vick.

**October:**

- Participated in two (2) Minnesota BCA audits.
- Officer Lammers attended the annual Crime Prevention Conference.
- Assisted in the HLWW – Winsted Elementary Walk to School Day Event.
- Attended a virtual training series through the Minnesota Chiefs of Police Association.
- Officer Lammers attended defibrillator training. The City will be receiving three (3) new units through a University of Minnesota grant.
- Assisted with the Holy Trinity Marathon.
- Participated in a fire drill at Holy Trinity School.
- Attended Wright County Safe Schools meeting at HLWW High School.
- Assisted with the Business Trick or Treat event.
- Attended annual safety training at City Hall.

**November:**

- Attended 2023 Budget Work Session.
- Began the annual review process for the police officers.

**Other:**

- **Officer Status:**
  - Officer currently out injured, leaving the Police Department understaffed. Chief Heldt is working the night shift.
- **Cases:**
  - Have been working on several large cases that have consumed many hours and assistance has been received from several agencies.
- **Joint Mutual Aid Agreement (Weekends) Lester Prairie Police Department**
  - Overall has worked well. Night officers can focus on sleep rather than being on-call. Is a morale booster for the officers.
  - Winsted Police Department has responded to approximately twenty-three (23) calls for service in Lester Prairie. Lester Prairie Police Department has responded to approximately thirty-three (33) calls for service in Winsted. These calls are primarily emergency calls.

**Upcoming Events:**

- Winter Parking ban is in effect. Please call (320) 485-2600 if permission is needed to park on the streets overnight.

The City Council Members thanked the Police Department for their service.

**7) No Open Forum**

**8) City Administrator and Announcements**

Mr. Birkholz made the following announcements.

- The monthly General Engineering meeting will occur on November 16, 2022.
- The Winsted Area Chamber of Commerce Meeting is taking place in the Vollmer Room at City Hall on November 17, 2022 at noon.
- The City Administrator and two (2) Council Members will meet with the Winsted Township at their meeting on November 17, 2022 regarding future growth.
- Mr. Birkholz submitted his letter of resignation, stating that he has been presented with a unique opportunity in his career. His last day will be January 13, 2023. He asked that the City Council accept his resignation.

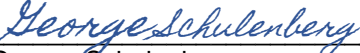
**Council Member Ollig motioned to accept the resignation of the City Administrator, Mr. Adam Birkholz, effective January 13, 2023. Council Member Henrich seconded the motion. Motion carried 5-0.**

- City staff will prepare information for succession planning of the City Administrator for the next City Council Meeting.

**9) Adjourn**

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

The meeting adjourned at 6:40 p.m.

  
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George Schulenberg  
Mayor  
City of Winsted

ATTEST:

  
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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted