

City of Winsted
City Council Meeting
Council Chambers
Tuesday, November 16, 2021
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

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-21-46 – Assessment Certification of Unpaid Utility Charges

Adopted Resolution R-21-46 certifying unpaid utility charges and levying it as a Special Assessment to certain Winsted properties.

b) Resolution R-21-47 – Assessment Certification of Abated Blight Properties

Adopted Resolution R-21-47 certifying the charges for the abatement of blighting conditions and levying it as a Special Assessment to certain Winsted properties.

c) Winsted Municipal Airport Land Lease Agreement Termination – Hangar Number Thirteen (13)

Terminated the Land Lease Agreement between the City of Winsted and Mr. Ralph Diers for hangar number thirteen (13) at the Winsted Municipal Airport.

d) Winsted Municipal Airport Land Lease Agreement – Hangar Number Thirteen (13)

Approved the Land Lease Agreement between the City of Winsted and Goben Enterprises, LP/GGOB, LLC for hangar number thirteen (13) at the Winsted Municipal Airport based upon the successful submission of all required documents and fees to the City of Winsted.

e) Hay Ride Permit – Winsted Winter Festival

Granted a hay ride permit to the Winsted Area Chamber of Commerce in conjunction with the Winsted Winter Festival for Saturday, December 4, 2021 from 11:00 a.m. to 2:00 p.m. with the designated route as submitted to the Chief of Police.

f) Parade Permit – Winsted Winter Festival

Approved a lighted parade sponsored by the Winsted Area Chamber of Commerce, in conjunction with the Winsted Winter Festival on designated streets in the City of Winsted, as approved by the Chief of Police, on Saturday, December 4, 2021.

g) 2022 Compensation Plan

Adopted and implemented the Recommended 2022 Compensation Plan as recommended by Flaherty and Hood, effective January 1, 2022.

h) Contingent Offer of Employment – Public Works Maintenance Supervisor

Considered a motion to approve a contingent offer of employment for Mr. Christopher Bahr for the position of Maintenance Supervisor for the Public Works Department.

i) Employment Agreement – City Administrator

Authorized the Mayor and City Clerk-Treasurer to execute an Employment Agreement between the City of Winsted and Mr. Adam Birkholz.

j) 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, 2021.

k) Building Permit Report – October, 2021

Approved the Building Permit Report for the month of October, 2021.

l) Financial Report – September, 2021

Approved the financial report for the month of September, 2021.

m) Claims

Approved the claims list for November 16, 2021.

n) Appointment – Winsted Volunteer Fire Department

Appointed Mr. Jeremy Mounsdon to the position of Volunteer Firefighter with the Winsted Fire Department contingent upon passing a criminal background check and a drug and alcohol test.

Council Member Ollig motioned to approve the claims list. Council Member Henrich seconded the motion. Council Member Ollig abstained from voting on Item j) “Security Bank & Trust Company – Pledged Securities”. Motion carried 5-0.

3) No Public Hearings

4) No Old Business

5) New Business

a) Telecommunications – T-Mobile Generator Lease Agreement Amendment

Mr. Adam Birkholz, City Administrator, stated that on April 23, 2021, City staff received notification from T-Mobile requesting approval to install a natural gas backup generator near the Water Tower located at 421 McLeod Avenue West. Over the course of many months, the project was reviewed by City staff and the City Engineer. Throughout that process, the City Administrator negotiated an amendment to the current lease agreement with T-Mobile to receive additional compensation for the additional space requested.

The proposed lease agreement amendment has been negotiated reflecting additional compensation of \$3.00 per square foot for a total monthly cost increase of \$435.00 beginning in December of 2021. T-Mobile will also be required to provide a one-time payment amount for additional space required to install a gas line to provide utility service to the generator.

The proposed lease agreement amendments will result in an addition of \$5,220 in revenue for 2022, and a one-time payment for the gas line easement. Mr. Birkholz added that additional lease revenues reduce the reliance on Local Government Aid and tax levies.

The location of the generator is near the current generator building that AT&T owns, east of the water tower. This generator is proposed to be screened with a natural fencing look, with green shrubbery around it, trying to blend in with the natural park system. Significant impact on the sight lines from the Veteran’s Memorial is not expected.

As soon as the negotiation is finalized, T-Mobile plans to begin construction of the emergency generator, used and owned by T-Mobile to provide cell service for their customers. T-Mobile will

maintain and operate the generator; they will lease the space in the park for placement of the generator.

Council Member Quast motioned to authorize the Mayor and City Administrator to execute documents in connection with the proposed T-Mobile Lease Agreement Amendment for the purpose of installing, operating and maintaining a communications facility and other improvements near the water tower in the City of Winsted. Council Member Henrich seconded the motion. Motion carried 5-0.

b) Work Order No. Ten (10) – Professional Services Contract – Bolton and Menk, Incorporated

Mr. Birkholz stated that the Airport Commission has discussed a work order as part of the Airport Layout Plan during the budgeting process. The project for 2022 is the extension of the westernmost taxi lane at the Winsted Municipal Airport. The City Council should consider a motion to provide the services of design, bidding and grant administration by Bolton and Menk, Incorporated to begin this project. The reason for the recommendation of this project is an attempt to create more space for hangar development, which would ultimately produce more revenue at the airport. If the City develops this westernmost taxi lane, there will be multiple locations for additional hangars.

Council Member Stotko asked if there would there be additional engineering costs if more than one taxiway was designed. This may help to reduce engineering total cost, because the City plans to have more than one taxiway in the future. Mr. Birkholz stated that he could request that information from Bolton and Menk, Incorporated; however, he would like authorization from the City Council for Bolton and Menk, Incorporated to begin the soil borings for this project, since there is a need to complete them prior to the winter weather change.

The City Council Members approved of moving forward with the soil borings.

c) Winsted Public Works Department – Surplus Equipment

Mr. Birkholz stated that on July 7, 2009, the City Council authorized the purchase of a Vermeer BC 1500 brush chipper to be used by the Public Works Department. At that time, the Public Works Department trimmed boulevard trees according to a coordinated schedule throughout the city. In addition, boulevard trees, trees in city parks, and storm debris were removed, as needed, by the department.

During the Recommended 2017 Budget Process, the City Council, consistent with the recommendation of City staff, opted for the contracting of tree trimming and brush removal services beginning in 2017. The Council included \$10,000.00 annually for tree maintenance as part of the Adopted 2017 through 2021 Budgets. The contracted tree service has demonstrated the ability to provide high quality tree trimming services in an efficient and timely manner, leading the City Council to continue the practice of contracting tree trimming for 2022 and beyond.

The practice of contracting for tree trimming services allows for the brush chipper to be regarded as surplus equipment for the Public Works Department and eligible to be sold to reduce equipment inventory and take advantage of high market values for used equipment. The chipper is a tow behind unit that has a fifteen (15) inch by twenty (20) inch opening and is equipped with several safety devices to protect the operator of the machine. A brush chipper, on average, can run up to twenty (20) years, before needing to be replaced. The Maintenance Supervisor has researched the value of the surplus equipment and determined the value.

Based on the aforementioned information, City staff recommends the Council declare the Vermeer BC 1500 brush chipper as surplus equipment and eligible for sale, as recommended by the Public Works Department, and authorize the City Administrator to determine the process and best method of sale for the equipment.

Council Member Ollig motioned to declare the Vermeer BC 1500 brush chipper as surplus equipment and eligible for sale, as recommended by the Public Works Department, and

authorize the City Administrator to determine the process and best method for sale of the equipment. Council Member Stotko seconded the motion. Motion carried 5-0.

6) Organization Report

a) Winsted Holding Activities That Unite People (WHAT UP)

Council Member Mike Henrich, WHAT UP representative, provided the following information regarding the organization.

- The WHAT UP group was formed from the Blandin Foundation class attended in 2008.
- WHAT UP's goal is to hold activities in Winsted that community members may participate in without a cost. With that idea, the following events were created:
 - Movies – held in Mill Reserve park, Holy Trinity Catholic Church, or at the Weinbeck Sports Complex.
 - Game days in City Hall.
 - The Halloween Bash at City Hall
- Things learned along the way include:
 - Partnering with other organizations in Winsted helps promote the events. The Winsted Lions participate with the movies events on a regular basis, providing free hot dogs, water and popcorn. The Winsted Arts Council has also participated in the Halloween Bash, providing a contest and distributing prizes.
 - Organization president, Mr. Jeff Campbell, has done a good job of promoting the organization for fundraising with businesses in Winsted. Some businesses that have donated to WHAT UP include the Adult Training and Habilitation Center, the WVFD, B&B Auto and more. Donations are always welcomed and appreciated.
 - It only takes a few people to run an event. New members that want to help are always welcomed and appreciated.
- Changes Since the Beginning:
 - The Covid-19 pandemic reduced the number of events in the last two (2) years. The organization is hoping to be back to full events, to include the hayride for the Halloween Bash in 2022.

The City Council Members thanked the WHAT UP organization for their efforts for the community members of Winsted.

6) Open Forum

Mr. Justin Heldt, Police Chief, reminded residents that the winter parking restrictions are in effect from 2:00 a.m. to 6:00 a.m. Residents are encouraged to contact the Police Department for permission to park on the streets during this timeframe.

7) City Administrator Updates and Announcements


Mr. Birkholz made the following announcements.

- The Public Works Department continues with street sweeping activity as weather allows.
- The Brush Site will close on Saturday, November 20, 2021.
- An EDA meeting is scheduled for Thursday, November 18, 2021 at 3:30 p.m. at City Hall where there will be a presentation regarding residential development.

8) Adjourn

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

The meeting adjourned at 6:27 p.m.



George Schulenberg
Mayor
City of Winsted

ATTEST:



Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted