

City of Winsted  
City Council Work Session  
Vollmer Room  
Tuesday, December 20, 2022  
5:00 p.m.

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

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 5:00 p.m.

## II. 2023 Fee Schedule

Mr. Adam Birkholz, City Administrator, stated annually, the City Council adopts the City of Winsted Fee Schedule in the form of an ordinance. The ordinance establishes a variety of charges for services regularly provided by the City, as well as the various fines for violations of the City's Municipal Code. City staff regularly examines to ensure the Fee Schedule remains consistent with all applicable guidance, costs and regulations. Several modifications to City fees are included in the Recommended 2023 Fee Schedule, with the major changes summarized below:

- Administration:
  - Special Event Permit Review, per hour, from \$0 to \$30.00

Mr. Birkholz stated that the City has an agreement with The Church of the Holy Trinity for the Winstock Country Music Festival and with the Winsted Area Chamber of Commerce for the Winsted Summer Festival. This fee would not apply to those events or any others that the City has an agreement with for the event.

- Facilities
  - Cleaning Fee, per hour, from \$75.00 to \$100.00
  - Other City Facility Rental, per day, from \$27.00 to \$0.00
  - Vollmer Room Damage Deposit, from \$80.00 to \$100.00
  - Vollmer Room Rental, per hour, from \$50.00 to \$75.00
  - Vollmer Room Rental, per day, from \$159.00 to \$300.00

Mr. Birkholz stated that the increases listed regarding facilities were increased to cover the City's increased costs.

The City Council discussed how often the Vollmer Room was rented and the increased cleaning costs from the City's cleaning contractor. Mr. Birkholz stated that City staff will re-evaluate the per day rental fee for the Vollmer Room to see if reductions are possible.

- Water and Sewer:
  - Water Rate, Per 1,000 Gallons, from \$4.63 to \$4.79
  - Water Rate, Minimum, per month, from \$8.39 to \$8.68
  - Sewer Rate, Per 1,000 Gallons, from \$17.81 to 18.43
  - Sewer Rate, Minimum, per month, from \$13.84 to \$14.33
  - Water Shut-Off Valve Cap, from \$0 to Market Rate

- Parks and Recreation:
  - Park Capital Improvement Fee, per month, from \$2.01 to \$2.11

Mr. Birkholz stated that this increase reflects a five percent (5%) increase; however, he has recommended increasing this fee to a ten percent (10%) increase.

The Recommended 2023 Fee Schedule, including the proposed modifications and additions, are designed to reflect actual costs incurred by the City, and they are accounted for in the Recommended 2023 Budget. City staff

recommends the Council adopt the Recommended 2023 Fee Schedule Ordinance at their January 3, 2023 Regular Meeting, following a Public Hearing.

### **III. City of Winsted – Commissioner Rate of Pay**

Mr. Birkholz reviewed that City Council compensation may be amended prior to the next election in November, 2024; however, the soonest the amended rate would go into effect is after the November, 2024 election. Ms. Raquel Kirchoff, City Clerk-Treasurer, stated that City Council pay may be amended by an ordinance; if the ordinance regulating City Council pay is amended before the November, 2024 election, the rate of pay from the amendment would not go into effect until after the election.

Mr. Birkholz continued by stating that Commission pay is not tied to the Minnesota State Statute regulating City Council pay, and may be amended by resolution. The City Council Members discussed the current condition of the shortage of Commission members on multiple commissions and recommended raising the pay rate from \$25.00 per meeting to \$40.00 per meeting for Commission Members.

Ms. Kirchoff stated that a resolution to raise the pay rate would be included on the January 3, 2023 City Council Consent Agenda.

### **IV. Mediacom Lease Agreement**

Mr. Birkholz stated that the lease agreement provided in the packet is the rental of space by Mediacom on City property at the intersection of 1<sup>st</sup> Street North and Fairlawn Avenue, and the lease has expired. Mediacom is currently paying approximately \$3,100 per year and desires to renew the lease.

The City Council Members discussed and directed Mr. Birkholz to speak with Mediacom regarding a negotiated lease price.

### **V. City of Winsted – Future Growth Areas**

Mr. Birkholz stated that the City Council has reviewed the City's options on adjusting its municipal boundaries and the need for growth. He continued by stating that there are four (4) City owned parcels outside of City limits and eleven (11) parcels, including the four (4) City owned, that are surrounded one-hundred percent (100%) by the City of Winsted. These parcels could be annexed in by ordinance without contest to the annexations.

Mr. Birkholz stated that seventeen (17) more parcels are surrounded by City property by at least sixty percent (60%). Those parcels would have limited ability for contest to annexation.

Mr. Birkholz stated that he, Council Member Ollig and Council Member Stotko attended a Winsted Township Meeting to discuss annexation, where the City representatives were bombarded with opposition.

Mr. Birkholz reviewed next steps for the City and stated that Mr. John Anderson, Municipal Development Group, would be invited to a future meeting to present the process to annex by ordinance the four (4) City owned parcels and the other parcels surrounded 100% by the City of Winsted, except for Property Identification Description (PID) 140140300 owned by Williams.

### **VI. Other**

Mr. Birkholz provided the following other information.

- The Hiring Committee for the City Administrator position met with David Drown Associates to approve the Job Description, the Community Profile and the Range of Pay for the position. The position is now posted. The City Council will hold a Special City Council Meeting on January 23, 2023 to select the candidates they desire to interview from the video interviews provided to the City Council Members.
- Reviewed that the Consent Agenda for the December 20, 2022 City Council Meeting includes many annual actions needed.

### **VII. Adjourn**

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

The Work Session adjourned at 5:48 p.m.

*George Schulenberg*  
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George Schulenberg  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*  
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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted