

City of Winsted
City Council Meeting
Council Chambers
Tuesday, June 1, 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) Approval of Minutes

Approved the minutes of the following:

- City Council Work Session – May 4, 2021
- City Council Regular Meeting – May 4, 2021

b) Purchase Authorization – Computer Integration Technologies (CIT)

Authorized the City Administrator to execute a quote from Computer Integration Technologies (CIT) for the purchase of a three (3) year subscription renewal for the WatchGuard Total Security Suite, for an amount not to exceed \$1,820.00.

c) Resolution R-21-21 – 2021 Winsted Police Department Bike Rodeo Donation

Adopted Resolution R-21-21 to accept a donation from the Winsted Area Chamber of Commerce in the amount of \$150.00 to be dedicated toward the 2021 Winsted Police Department Bike Rodeo event.

d) Resolution R-21-22 – Winsted Volunteer Fire Department (WVFD) Donation

Adopted Resolution R-21-22, accepting a donation from Mr. and Mrs. Mike Zitzloff, to be dedicated toward the Capital Improvement Fund for the purchase of equipment for the WVFD.

e) Road Closure Request – RAM Auto Show

Authorized the Winsted Police Chief to close a portion of Main Avenue West to through traffic between 3rd Street South and 6th Street South, on Sunday, June 27, 2021 between the hours of 5:30 p.m. and 8:30 p.m. to conduct a car show event.

f) Adult Training and Habilitation Centers - Large Assembly Permit

Approved the McLeod County Large Assembly Permit for the Winsted Craft Beer Festival, sponsored by Adult Training and Habilitation Centers on September 11, 2021.

g) One (1) to Four (4) Day Temporary On-Sale Liquor License – Adult Training and Habilitation Center

Approved a one (1) to four (4) day temporary On-Sale Liquor License for Adult Training and Habilitation Center for the Winsted Craft Beer Festival event on Saturday, September 11, 2021 at the Winstock Country Music Festival Grounds, 230th Street, Winsted, Minnesota.

h) Application to Conduct Excluded Bingo – Buffalo Creek BMX Association

Approved an Application to Conduct Excluded Bingo submitted by the Buffalo Creek BMX Association on September 26, 2021 at the Blue Note Ballroom, 320-3rd Street South, Winsted, Minnesota, contingent upon the Buffalo Creek BMX Association providing all necessary documentation to the State of Minnesota Gambling Control Board.

i) Dance Permit – The Blue Note

Approved a Dance Permit for the Blue Note Ballroom, 320-3rd Street South, for a dance event on Saturday, November 27, 2021.

j) Licenses to Sell Tobacco Products and Tobacco Related Devices

Approved licenses to sell Tobacco Products and Tobacco Related Devices from July 1, 2021 through June 30, 2022 for the following:

- Apehangers, LLC / Keg's Bar, 121-1st Street North
- Casey's General Store #1673, 240-6th Street North
- DG Retail, LLC / Dollar General #15046, 200-6th Street South
- G & J Foods, Incorporated, 491 Main Avenue West
- Hussong's Liquor, 132-6th Street North
- J & N Schlagel Enterprises II / The Blue Note Ballroom, 320-3rd Street South

k) Winsted Public Works Department – Seasonal Maintenance Worker Position

Approved a conditional offer of employment for Mr. Mitchell Mallak for the position of Part-Time Seasonal Maintenance Worker with the Winsted Public Works Department at a rate of \$13.00 per hour.

l) Claims

Approved the claims list for June 1, 2021.

m) Resignation – Winsted Police Department

Accepted the voluntary resignation of Mr. Andrew Traeger as a full-time Police Officer from the Winsted Police Department, effective June 24, 2021.

Council Member Ollig motioned to approve the Consent Agenda. Council Member Stotko seconded the motion. Council Member Ollig abstained from voting on item “f) Adult Training and Habilitation Centers - Large Assembly Permit and g) One (1) to Four (4) Day Temporary On-Sale Liquor License – Adult Training and Habilitation Center”. Motion carried 5-0.

3) No Public Hearings

4) No Old Business

5) New Business

a) Year 2020 Audit Report

Mr. Justin McGraw, Conway Deuth and Schmiesing, presented the year 2020 Audit Report.

Council Member Quast motioned to accept the Year 2020 Audit Report as presented. Council Member Henrich seconded the motion. Motion carried 5-0.

b) Comprehensive Housing Needs Analysis

Mr. Adam Birkholz, City Administrator, stated that as part of the 2021 City Council Goal Setting Retreat, the Council directed City staff to explore programs and strategies to encourage the development of housing within the City of Winsted. In efforts to attract housing options, potential

developers have noted that the most recently completed housing study contains dated information, since it was completed in 2015.

As part of the Economic Development Authority (EDA) meeting on May 20, 2021, City staff provided an example of a Comprehensive Housing Needs Analysis and a proposal from View Point Consulting Group for review. The Comprehensive Housing Needs Analysis would examine demographic and employment trends and current housing market conditions in Winsted to determine the market potential for developing different types of owned and rented housing through 2030.

In addition to obtaining the housing analysis proposal, City staff has contacted the Southwest Initiative Foundation (SWIF) regarding potential funding assistance to complete the housing analysis. SWIF is an independent community foundation serving southwest Minnesota. One of the key goals of SWIF is to assist with economic development, including workforce housing shortages. A representative from SWIF indicated that funding assistance between 25% and 50% would be likely, and it was confirmed that they would be willing to assist with funding at approximately \$5,000.

After reviewing the proposals, the EDA made a recommendation for the City Council to authorize the City Administrator to execute an agreement with Viewpoint Consulting Group, Incorporated to complete a comprehensive housing analysis for the City of Winsted. The EDA believes the information provided with the assessment will assist in the City of Winsted's efforts to attract additional housing options.

The estimated cost of the comprehensive housing analysis is \$16,400. With the SWIF funding of \$5,000, the remaining \$9,400 would be funded through the EDA's Revolving Loan Fund, which was funded originally through the Minnesota Department of Employment and Economic Development (DEED). The fund balance of this fund is currently \$25,000.

Mr. Birkholz stated that the analysis will show housing needs through 2030; however, that may not mean it is valid until 2030. At times, a developer may request more recent information. City staff believes the analysis will be valid for a few years. This is another effort by the City to attract housing by making the City conducive to development and providing developers with market information.

Council Member Ollig motioned to authorize the City Administrator to execute an agreement with Viewpoint Consulting Group, Incorporated to conduct a Comprehensive Housing Needs Analysis for the City of Winsted, for a cost not to exceed \$16,400. Council Member Quast seconded the motion. Motion carried 5-0.

6) Department Report

a) Winsted Volunteer Fire Department

Mr. Aaron Millerbernd, WVFD Secretary, provided information regarding the WVFD to include:

- A list as follows of the WVFD officers
 - Mr. Troy Scherping, Chief
 - Mr. Jon Davidson, 1st Assistant Chief
 - Mr. Todd Koch, 2nd Assistant Chief
 - Mr. Ryan Chatterton, 1st Captain
 - Mr. Kyle Thompson, 2nd Captain
 - Mr. Jake Hertzog, 3rd Captain
 - Mr. Aaron Millerbernd, Secretary
- The department has 24 members. A full roster is 30 members. One (1) new hire occurred in 2020, and one (1) occurred in the past month. The department is still accepting applications.
- 2020 Call Report:
 - 254 calls occurred: 224 were related to medicals, eight (8) structure fires, and 22 miscellaneous including car accidents and carbon monoxide calls

- The WVFD assisted in the statewide response to assist the City of Becker in 2020.
- 2021 Call report as of June 1, 2021:
91 calls occurred; the majority related to medicals, with others related to structure fires, grass fires, motor vehicle accidents, carbon monoxide, hazardous materials, and general alarm calls.
- Recent Projects:
 - Adopted the Standard Operating Guidelines (SOG) and Standard Operating Procedures (SOP).
 - Developed a future planning committee for recruitment and retention
 - Updating mutual and auto aid agreements
 - Implemented the Point System for Paid on Call
- Upcoming 2021 Events
 - Spaghetti Dinner - Thursday, August 19, 2021 at the Fire Station and Winstock Grounds

The City Council Members thanked the WVFD members for their service.

7) No Open Forum

8) City Administrator Updates and Announcements


Mr. Birkholz made the following announcements:

- The spring clean-up day for City of Winsted residents will occur on Saturday June 12, 2021 from 8:00 a.m. to 12:00 p.m. at Waste Management, 490 Industrial Boulevard. Residents may dispose of up to five (5) items per household.
- The Park Commission and Airport Commission will both meet on June 14, 2021. The Airport Commission will meet to review the condition of the turf runway.
- McLeod County will host a meeting at 1:00 p.m. on June 3, 2021 to review information regarding how the American Rescue Plan funds may be used. Government entities that have applied will receive these funds in the near future.
- McLeod County will host a meeting on June 8, 2021 to present the goals of the McLeod County Economic Development Authority (EDA) to its stakeholders throughout the County.

9) Adjourn

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

The meeting adjourned at 6:43 p.m.



 George Schulenberg
 Mayor
 City of Winsted

ATTEST:



 Raquel Kirchoff, CMC
 City Clerk-Treasurer
 City of Winsted