

City of Winsted
City Council Meeting
Council Chambers
Tuesday, June 15, 2021
6:00 p.m.

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

Absent: Council Member Bonnie Quast

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

Also Present: Mr. Troy Scherping, Winsted Volunteer Fire Department Chief

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

a) The Pledge of Allegiance was recited.

b) Years of Service Recognition – Winsted Volunteer Fire Department (WVFD)

Mayor Schulenberg recognized the following WVFD members for their years of service.

- Matthew Marketon, Five (5) Years of Service
- Aaron Millerbernd, Five (5) Years of Service
- Bryan Schaust, Five (5) Years of Service

- Ryan Chatterton, Ten (10) Years of Service
- Kyle Thompson, Ten (10) Years of Service

- Rose Heimerl, Fifteen (15) Years of Service
- Todd Koch, Fifteen (15) Years of Service

- Brian Langenfeld, Twenty-Five (25) Years of Service

c) Years of Service Recognition – City Clerk-Treasurer

Mayor Schulenberg recognized Ms. Raquel Kirchoff, City Clerk-Treasurer, for fifteen (15) years of service with the City of Winsted.

2) Consent Agenda

a) Approval of Minutes

Approved the minutes of the following:

- City Council Work Session – May 18, 2021
- City Council Regular Meeting – May 18, 2021

b) Memorandum of Agreement – One Watershed One Planning Area 13

Authorized the Mayor and City Attorney to execute a Memorandum of Agreement to develop a joint, comprehensive watershed management plan for the south fork of the Crow River, known as the One Watershed One Plan Planning Area 13.

c) Managed Solution General Agreement – Badger Meter, Incorporated

Authorized the City Administrator to execute a Managed Solution General Agreement with Badger Meter, Incorporated, for a hosted, on-demand, software service for the Beacon AMA Managed Solution related to water meter data in the City of Winsted.

d) Resolution R-21-23 – Winsted Volunteer Fire Department Relief Association – Donation

Adopted Resolution R-21-23 to accept a donation for the Winsted Volunteer Fire Department, in the amount of \$880.00, to be dedicated toward the Winsted Volunteer Fire Department Operations Fund.

e) Resolution R-21-24 – American Rescue Plan Act Funds

Adopted Resolution R-21-24, authorizing the City Clerk-Treasurer to apply for and receive American Rescue Plan Act Funds with the State of Minnesota.

f) 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 May, 2021.

g) Building Permit Report – May, 2021

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

h) Financial Report – April, 2021

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

i) Claims

Approved the claims list for June 15, 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) Security Bank & Trust Company – Pledged Securities”. Motion carried 4-0.

3) No Public Hearings

4) No Old Business

5) New Business

a) Presentation – Minnesota Department of Transportation – Mr. Alex Weniger

Mr. Alex Weniger, Minnesota Department of Transportation (MNDOT), provided the following information related to the future roundabout project at the intersection of McLeod County Road 1 and Minnesota State Highway 7.

- The anticipated cost is \$1.7 million.
- Anticipated construction and completion will occur in 2023.
- Currently in early stages of design and layout.
- Details of the detour route are not yet available.
- In the process of contacting the landowners in the quadrant, if land is needed for the project.
- Anticipated to be a single lane roundabout, large enough to sustain truck traffic, similar to the size of the other roundabouts east on Minnesota State Highway 7.

Mr. Jim Koch, K-Way Express, Incorporated, stated that Winsted is a very industrious city with much truck traffic, approximately thirty (30) trucks leaving every day, that carry 100' loads. He requested that MNDOT consider making the travel through the roundabout accessible for these trucks by making the roundabout large enough, and by keeping it a single lane roundabout. He continued by stating that it would be beneficial if enough land is acquired to construct an extra lane that leaves Minnesota State Highway 7 and goes toward McLeod County Road 1, toward Winsted.

Mr. Adam Birkholz, City Administrator, stated that he understands that the City of Winsted cannot dictate the design of the roundabout; however, the City asks that the concerns of the roundabout being designed in a manner that accommodates 100' loads be relayed to MNDOT and project designers. If the roundabout is designed too small, it would prohibit Winsted's economy and manufacturing.

b) Ordinance O-21-06 – Abandoned Vehicles and Unclaimed Property

Mr. Justin Heldt, Police Chief, stated that on September 17, 2019, City staff met with Mr. Tracy Stille, Loss Control Consultant for the League of Minnesota Cities, at the Police Department. He continued by stating that at his request, Mr. Stille conducted a survey of the Police Department's evidence room, evidence procedures, and Police Department policies. On October 1, 2019, a letter from Mr. Stille was received, noting conclusions from the onsite survey.

The letter made several recommendations to limit liability and improve efficiency of the Police Department and the services provided. Mr. Stille also noted resources that could be used to meet the recommendations. As of June 9, 2021, steps have been taken to meet nearly all of the recommendations made in the letter.

Mr. Heldt stated that one of the recommendations noted was to consider the adoption of an ordinance that outlines the procedure for the sale and disposal of unclaimed and found property per Minnesota Statute 471.195. He continued by stating that he researched local cities who have ordinances regarding unclaimed/found property, and sections addressing abandoned vehicles. Mr. Heldt stated that he drafted an Abandoned Vehicles and Unclaimed Property Ordinance and had it reviewed by Mr. Birkholz and the Prosecuting City Attorney. Mr. Heldt requested that the City Council consider adopting the ordinance.

Council Member Henrich motioned to adopt Ordinance O-21-06, an ordinance adopting Chapter 19 of the Municipal Code of the City of Winsted, concerning Abandoned Vehicles and Unclaimed Property. Council Member Stotko seconded the motion. Motion carried 4-0.

c) Winsted Volunteer Fire Department – Fleet Maintenance

Mr. Birkholz stated that the WVFD has an annual budgeted amount of \$15,000 for vehicle repairs and supplies. This budget line item covers multiple rescue apparatus vehicles within the fleet of equipment, including the following:

- Rescue 533
- Engine 1
- Engine 2
- Ladder 1
- Tanker 532
- Tanker 534

In 2020, the WVFD had a total of \$39,954.33 in vehicle repairs. The 2021 vehicle repairs budget line item is currently over budget by \$2,284.45.

Due to the increased maintenance costs and increased service time lost, the WVFD recently adjusted prior maintenance practices to focus on a proactive versus reactive approach to maintaining the rescue apparatus fleet. With the proactive approach, the WVFD contacted Emergency Apparatus Maintenance (EAM) to review each apparatus and provide a comprehensive list of required repairs.

The review concluded the fleet requires extensive repairs with an estimated cost of \$26,700.27. That cost is spread evenly through the list of vehicles provided.

Mr. Birkholz stated that replacement of the listed vehicles is included in the long-range Capital Improvement Plan (CIP) for the WVFD; however, none of the vehicles are scheduled to be replaced within the next five (5) years. He continued by stating that the 2020 audit shows a fund balance of \$168,106 within the Fire Department Operating Fund. City staff believes the proposed expense would be an appropriate use of the Fund Balance.

Mr. Troy Scherping, WVFD Fire Chief, stated that the WVFD has been using a different company for maintenance than in the past, and the new company has been doing a great job. He continued by stating that he feels this is the best approach for the WVFD fleet of vehicles.

Council Member Ollig motioned to authorize the City Administrator to execute an estimate from Emergency Apparatus Maintenance (EAM) to perform repairs to the Winsted Volunteer Fire Department rescue apparatus vehicles for an amount not to exceed \$26,700.27. Council Member Henrich seconded the motion. Motion carried 4-0.

6) Organization Report

a) Winsted Area Chamber of Commerce and Winsted Summer Festival

Mr. Jeff Campbell, representative of the Winsted Area Chamber of Commerce (WACC) and Winsted Summer Festival (WSF), provided a report to include the following.

- The WSF will take place on August 6th and 7th, 2021 at Mill Reserve Park. Events on August 6th include a canoe race, food, beer, music, and fireworks over Winsted Lake. Events on August 7th include a run, a parade, a boat parade, an LED light and water show by classic fire trucks, food, beer, and music.
- The WACC sponsored events throughout the year begin with the annual banquet in January. The 2021 banquet was canceled due to the COVID-19 pandemic. The Women's Expo takes place in the spring each year. In 2021 it was postponed until May, due to the pandemic, but was still well attended. The farmer's market is currently taking place every Thursday in Hainlin Park. It will run through early October. The fall brings the Business Trick or Treat and scarecrow contest. The Winsted Winter Festival takes place during the first weekend in December.
- A review of new businesses, new business owners, and building renovations in Winsted with the City Council Members.
- A review of pandemic effects on businesses during the pandemic and after the allowance of full re-opening. It appears that businesses are rebounding well and people are supporting their local businesses.
- While the WACC has been reaching out to people regarding sponsorship for the WSF, there has been much excitement that it can occur again, after being canceled in 2020 due to the pandemic. The hope is that it refreshes people and the festival again, and people recognize the importance of having a festival—of getting people together, meeting their neighbors and building community.

7) No Open Forum

8) City Administrator Updates and Announcements

Mr. Birkholz provided the following announcements and updates.

- The Winsted Pride Award nominations are due July 10, 2021.
- The Airport Commission met on June 14, 2021 to discuss the condition of the turf runway not being established because of the weather. It is likely that the runway will not open in the near future. A waiver system was discussed that would allow hangar owners the possibility of a scheduled, one-time arrival or departure.
- City Hall will be closed on July 5, 2021 in observance of the Independence Day holiday.
- Mr. Birkholz will be out of the office from June 25 - July 2, 2021.

9) Adjourn

Council Member Henrich motioned to adjourn the meeting. Council Member Ollig seconded the motion. Motion carried 4-0.

The meeting adjourned at 6:46 p.m.

George Schulenberg
George Schulenberg
Mayor
City of Winsted

ATTEST:

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