

City of Winsted
City Council Work Session
Vollmer Room
Tuesday, June 15, 2021
5:00 p.m.

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

I. Call to Order

II. Street Lighting Request – Main Avenue West

Mr. Adam Birkholz, City Administrator, stated that he spoke with Xcel Energy regarding additional street lighting on Main Avenue West. The verbal quote received from Xcel to add a new light pole and extend underground power from Westgate Drive in this area was \$1,800. In addition, Xcel Energy could bring overhead power to the pole near the entrance of the Herald Journal sign shop and add a fixture for an additional \$300. There would also be a monthly electricity charge for these new lights of approximately \$30 total.

Mr. Birkholz stated that the project could be funded through the operating budget for the Public Works Department, or from the Streets Capital Improvement Plan (CIP) Fund.

The City Council Members approved of considering a quote at a future City Council Meeting.

III. McLeod County State Aid Highway (CSAH) 5 Extension – Transportation Economic Development Infrastructure Program (TEDI) Grant Application

Mr. Birkholz stated that as part of the McLeod County State Aid Highway 5 (CSAH 5) Extension Project, an application was submitted for the 2020 Local Road Improvement Program (LRIP) grant; however, the project was not selected in the initial solicitation and review timeline. The application will be retained on file until the 2021 legislative session ends. If additional funds are allocated to the program, the CSAH 5 Expansion Project still has the potential to be selected.

Bolton and Menk, Incorporated recommends applying for the Transportation Economic Development Infrastructure Grant program, since the project may score high for this grant. There are costs associated with Bolton and Menk, Incorporated's time to provide technical analysis for the application. The McLeod County engineers stated that an addendum could be considered to the original agreement that the City has with the County, to split the cost of approximately \$7,000 evenly.

Mr. Birkholz stated that the City's portion of the expense for the application would be funded through the Streets CIP fund.

The City Council Members recommended moving forward with the application.

IV. Winsted Lake Water Quality – Proposed Improvements

Mr. Birkholz stated that in 2018, analysis regarding improving the water quality of Winsted Lake was completed. One of the recommendations from the analysis was to install sediment basins, to control the sediment coming into the lake, which affects water quality. The Winsted Lake Association has identified two (2) specific locations where a sediment basin could be installed to make improvements.

Mr. Birkholz stated that he recommends that Bolton and Menk, Incorporated review the proposed locations for viability. He continued by stating that the Winsted Lake Association has volunteered to

begin discussion with the landowners of the sites to inquire if they are willing to sell the land. Then grants may be researched for potential funding available for the project.

Mr. Birkholz reminded City Council Members that a Winsted Community Fund has been established, that is a fund-raising mechanism for projects in Winsted. Improvements to Winsted Lake could qualify as a project partially funded by the Winsted Community Fund.

V. American Rescue Plan Act Funds

Mr. Birkholz stated that he and Council Member Stotko recently attended an informational meeting hosted by McLeod County regarding the American Rescue Plan Act funds that will be received by the City of Winsted. McLeod County is willing to assist cities, if needed, in administering the funds; however, the City will likely administer its own funds.

Ms. Raquel Kirchoff, City Clerk-Treasurer, stated that the City must apply for the funds. The June 15, 2021 City Council Agenda includes a resolution to allow for applying for and receiving the funds. It is estimated that the City will receive funds at \$100 per capita. 2019 budget information will need to be included in the application to ensure that the City does not receive more than 75% of its 2019 operating budget.

Ms. Kirchoff stated that a Frequently Asked Questions (FAQ) sheet from the Department of Treasury was included in City Council packet materials to help explain how the funds may be used. She continued by stating that City staff initially think funds will be used for water improvements. Mr. Birkholz added that it may be most efficient to administer the funds by using them to install infrastructure that the City has planned to install to have the most impact to every resident in Winsted by helping to reduce costs that force increase to water rates. The City will have until the year 2024 to decide how to use the funds.

Ms. Kirchoff stated that the City will receive the funds in two (2) installments; the first half in the summer of 2021, and the second half in the summer of 2022.

Mr. Birkholz stated that when he and Council Member Stotko attended the McLeod County meeting, they talked to the McLeod County Sheriff about considering use of McLeod County funds for county wide radio updates for public safety. This would have a broad impact on every taxpayer in the county because every jurisdiction would not have to increase their levy to pay for the needed updates.

VI. Ordinance O-21-06 – Abandoned Vehicles and Property

Mr. Justin Heldt, Police Chief, stated that in September, 2019 he requested the League of Minnesota Cities to review the Police Department evidence room, which was completed. A summary from the review included a recommendation to adopt an ordinance regarding abandoned vehicles and property.

Mr. Heldt stated that he researched various cities and their ordinances regarding the subject, and drafted an ordinance for the City Council Members to consider. He continued by stating that it has been reviewed by the City's prosecuting attorney and the City Administrator.

Mr. Heldt reviewed the draft ordinance and stated it will provide the City with a process to handle unclaimed property.

Mr. Birkholz stated that the ordinance would be considered for adoption at the June 15, 2021 City Council Meeting.

VII. Other

a) Winsted Public Library Funding

Mr. Birkholz stated that as part of the City's annual budgeting process, \$1,000 toward updated materials specifically for the Winsted Public Library is considered. The Pioneerland Library System has requested those funds for the year 2021, which were approved by the City Council. The Winsted Public Library will provide a report to the City Council regarding how the funds were spent.

b) Park Projects Update

Mr. Birkholz provided an update regarding park projects, stating that the drinking fountain and bike repair station are now installed at Southview Park. Tetra Pak also donated three (3) new kiosks to place in Winsted, in conjunction with the Luce Line trail. He reviewed the locations that the Park Commission recommended for placement of the kiosks.


c) 231 Main Avenue West Update

Mr. Birkholz stated that the Phase II environmental analysis completed at 231 Main Avenue West shows very little environmental concern regarding the property. The City Council will receive the report in the future.

VII. Adjourn

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

The Work Session adjourned at 5:46 p.m.



George Schulenberg
Mayor
City of Winsted

ATTEST:



Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted