

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, March 6, 2018  
6:00 p.m.

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

Staff Present: Mr. Daniel Tienter, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer  
Mr. Justin Heldt, Winsted Police Department Chief

Also Present: Mr. Josh Eckstein, Bolton and Menk, Incorporated

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

**a) The Pledge of Allegiance was taken.**

**2) Consent Agenda**

Mayor Stotko read the Consent Agenda.

**a) Approval of Minutes**

Approved the minutes of the following:

- Economic Development Authority Meeting – October 10, 2017
- Economic Development Authority Meeting – January 18, 2018

**b) Veterans Memorial Approval – Hainlin Park**

Approved a Veterans Memorial in Hainlin Park contingent upon the execution of a Construction Agreement and Operations Agreement with the American Legion Post No. 407, and authorize the City Administrator to execute the same.

**c) Resignation – Winsted Airport Commission**

Accepted the voluntary resignation of Mr. Aaron Kubasch from the Winsted Airport Commission, effective February 27, 2018.

**d) Airport Commission Chairperson and Vice-Chairperson Appointments**

Approved the appointments of Mr. Jeff Campbell as Chairperson and Mr. Dave Hanus as Vice-Chairperson of the Airport Commission, as recommended by the members of the Airport Commission on February 27, 2018.

**e) Resolution R-18-10 – Donation – Blankets and Beanies for Badges**

Adopted Resolution R-18-10, accepting the donation of “Blankets and Beanies” packages from Blankets and Beanies for Badges, to be used by the Winsted Police Department.

**f) Claims**

Approved the claims list for March 6, 2018.

**Council Member Fitzgerald motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

**3) No Public Hearings**

**4) No Old Business**

**5) New Business**

## a) Resolution R-18-11 – Industrial Boulevard Reclamation Project

Mr. Daniel Tienter, City Administrator, stated that the City Council adopted a feasibility study for the McLeod Avenue Area Improvements Project in 2017. The City Council decided not to move forward with the entire project; only the reclamation project for Industrial Boulevard at this time.

Mr. Josh Eckstein, Bolton and Menk, Incorporated, stated that authorization to advertise for bids for the project is requested. Mr. Eckstein stated that the project consists of a reclamation, which is a full pavement reconstruction of Industrial Boulevard from McLeod County Road One (1) to the east end termination of the existing street. There will be some replacement of curb and gutter and concrete driveway aprons as needed.

Mr. Eckstein stated that if the City Council authorizes the advertising of bids, the advertising will begin on Friday, March 9, 2018. The bid opening would likely be on April 5, 2018, with a bid awarded at the April 17, 2018 City Council Meeting.

Mr. Eckstein stated that the contract is written so the work is completed by November 1, 2018. The project is estimated to take approximately three (3) – four (4) weeks of construction.

Mr. Eckstein stated that there will be some limited access interruption during construction, but there will not be any full road closures because it is a reclamation where an aggregate surface will be on the roadway at all times.

Council Member Ollig asked if there was discussion on extending Industrial Boulevard eastward to the lot line.

Mr. Tienter stated not at this time because there are no pending development activities on the eastern side of Industrial Boulevard. When there is development, the City will work with the developer at that time to help defray the cost of the roadway improvement.

Mayor Stotko asked what the existing thickness of Industrial Boulevard is. Mr. Eckstein stated that currently, the pavement thickness is three and one-half (3.5) inches; two (2) inches will be added. This addition of two (2) more inches of pavement should add stability to the aggregate base..

Council Member Fitzgerald asked if the work would be delayed until after the Winstock Country Music Festival on June 9-11, 2018. Mr. Eckstein stated that timeframe would be avoided.

**Council Member Ollig motioned to adopt Resolution R-18-11, a resolution approving plans and specifications and ordering advertisement for bids for the Industrial Boulevard Reclamation Project. Council Member Henrich seconded the motion. Motion carried 5-0.**

## 6) Department Report

### a) City Clerk-Treasurer

Ms. Raquel Kirchoff, City Clerk-Treasurer, reported on the following:

- **Health and Dental Insurance Renewals**
  - Mr. Tienter, Ms. Kirchoff and Ms. Amanda Zeidler, Deputy City Clerk, worked with the staff at Flagship Insurance Services to renew the Insurance for the City's employees.
- **Property and Casualty Insurance and Worker's Compensation Insurance Renewal**
  - Ms. Kirchoff and Ms. Zeidler worked with the staff at Flagship Insurance Services to renew the City's Property and Casualty Insurance for the year 2018.
- **Year End Reporting for the Year 2017**
  - Ms. Zeidler completed the following Internal Revenue Service (IRS) forms for the year 2017
    - ✓ Form 1099 for the City's payments to contractors.
    - ✓ Form W-2 for the City's payments to employees.
    - ✓ Form 1095-B Health Coverage for the City's employees
  - Ms. Kirchoff submitted the following required forms to the McLeod County Auditor and Minnesota State Auditor:

- ✓ Year 2017 Final Levy Certification.
  - ✓ Year 2017 General Fund Budget and Debt Service.
  - ✓ Year 2016 *Report of Outstanding Indebtedness*.
  - ✓ Year 2017 State Aid for the Winsted Police Department and Winsted Volunteer Fire Department.
  - Ms. Zeidler and Mr. Anthony Hammes, Assistant to the City Administrator, completed the Utility Billing and Payroll reports for the year ending December 31, 2017.
- **Administrative Assistant**  
Ms. Ethel Wolff, Administrator Assistant, works on the following duties:
- **Year End Duties**
    - ✓ Moved prior year claims files and create new claims files for the year 2018.
    - ✓ Created new binders for the different City Commissions, City Council, 2018 Ordinances, Resolutions, Permits and Licenses.
    - ✓ Helped complete the Form 1099 process by contacting vendors to receive a completed IRS Form W9 for the City's files.
  - **Regular Duties**
    - ✓ Answers phones, greets and helps people at the front counter, and helps with city files.
    - ✓ Helps with City Council minutes and with proofing City Council packets.
    - ✓ Transcribes statements for the Winsted Police Department as needed.
    - ✓ Works a somewhat set schedule, but is willing to be flexible and work alternate days to cover department needs.
- **Assistant to the City Administrator**  
Mr. Hammes works on the following duties:
- **Regular Duties**
    - ✓ The Utility Billing process
    - ✓ Attends the Park and Planning Commission meetings and prepares the official minutes.
    - ✓ Prepares the blight notification letters and Public Nuisance letters for the Police Department and the City Administrator.
    - ✓ Schedules City Hall doors and corresponds with cleaner and renters for City Hall scheduled events
    - ✓ Reviews monthly check reconciliations
  - **Special Projects**
    - ✓ Works on special projects for the Administration Department to include surveying other cities for different research (e.g. City Council compensation, Information Technology consultants)
- **Year 2017 Audit**
- Ms. Kirchoff and Ms. Zeidler are preparing for the Year 2017 Audit.
  - The initial audit meeting with the City's Auditor, Mr. Chad Dahlman of Conway, Deuth and Schmiesing was held on January 10, 2018.
  - The Year 2017 Audit will take place at City Hall during the week of April 9, 2018.
- **Electronic Time Card**
- Ms. Zeidler worked with Banyon Data Systems to install an electronic timecard software.
  - The Police Department will be the first department to try the software; the first use began on Saturday, March 3, 2018.
  - Ms. Zeidler provided a demonstration of the software for the Police Department.
  - The City has a ninety (90) day trial period to use the software.
- **Municipal Clerks and Finance Officers Association (MCFOA) Training**
- Ms. Zeidler attended a training in Lafayette, MN on November 2, 2017 regarding Alcohol and Gambling enforcement and also previewed some new election equipment at McLeod County that will be used in the City's 2018 election.
  - Ms. Kirchoff and Ms. Zeidler will attend the MCFOA Annual Conference March 20-23, 2018.
- **Tobacco and Liquor Licensing**

- In April, 2018, Ms. Zeidler will begin working on the Tobacco and Liquor Licensing renewals.
- Ms. Zeidler and Mr. Justin Heldt, Police Chief, will be conducting the *Annual Alcohol Licensure Forum* in April, 2018.

➤ **City Website**

- Mr. Tienter and Ms. Zeidler have been reviewing websites to present options to the Website Management Team.
- Once this meeting occurs, GovOffice will be contacted for content and may begin to form the City's new website.

➤ **City Information Technology (IT) Consultant**

- The Administration Department has been working to find a new IT consultant to replace Steve Williams who retired in February.
- Mr. Hammes surveyed surrounding cities and sent request for proposals.
- The City has received responses and City staff has been working toward approval of a consultant soon.

➤ **Water Tower Rehabilitation Application**

- Ms. Kirchoff and Ms. Zeidler assisted Bolton and Menk, Incorporated with information to complete the Minnesota Department of Health (MN Dept. of Health) application for the water tower rehabilitation project.

➤ **Water Supply Plan and Water Reports**

- Ms. Zeidler and Mr. Dave Meyer, Maintenance Supervisor, work together to submit required water reports to the MN Dept. of Health
- Ms. Zeidler and Mr. Meyer work to provide Bolton and Menk, Incorporated with information to complete a ten (10) year water supply report to the MN Dept. of Health.

➤ **Staff Support**

- Ms. Kirchoff, Ms. Zeidler, Mr. Hammes and Ms. Wolff continue to provide support and assistance for other City departments, City Council and Commissions, Winsted Summer Festival, Winsted Holding Activities That Unite People (WHAT UP), Winsted Area Chamber of Commerce, Winstock Country Music Festival, etcetera.

**7) No Open Forum**

**8) City Administrator Updates and Announcements**

**a) Winsted Holding Activities that Unite People (WHAT UP) – Family Game Day**

Mr. Tienter stated that WHAT UP would host a family game day at City Hall on March 17, 2018.

**b) Vacancy - Airport Commission**

Mr. Tienter stated that a City of Winsted resident position is vacant on the Airport Commission. Interested individuals should contact City Hall for information.

**9) Adjournment**

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

The meeting was adjourned at 6:21 p.m.

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

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Raquel Kirchoff  
City Clerk-Treasurer  
City of Winsted