

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, March 17, 2015  
6:00 p.m.

Present: Mayor Steve Stotko  
Council Member Bonita Quast  
Council Member Tom Ollig  
Council Member Max Fasching  
Council Member George Schulenberg

Staff Present: Mr. Clay Wilfahrt, City Administrator  
Ms. Deborah R. Boelter, City Clerk-Treasurer  
Mr. Justin Heldt, Winsted Police Department Chief

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

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

**b) Oath of Office – Winsted Police Department Officer – Mr. Christopher Hirsch**

Mayor Stotko administered the *Oath of Office* to Mr. Christopher Hirsch as he agreed to become a full-time Winsted Police Department Officer.

**2) Consent Agenda**

Mayor Stotko read the Consent Agenda.

**a) Minutes – City Council – Work Session – March 3, 2015**

Accepted the minutes of the March 3, 2015 City Council Work Session.

**b) Minutes – City Council – Regular Meeting – March 3, 2015**

Accepted the minutes of the March 3, 2015 City Council Regular Meeting.

**c) Winsted Municipal Airport Land Lease Agreement Termination, Hangar Number Thirty-Four (34)**

Terminated the Land Lease Agreement between the City of Winsted and Mr. Richard Stodola for hangar number thirty-four (34) at the Winsted Municipal Airport.

**d) Winsted Municipal Airport Land Lease Agreement, Hangar Number Thirty-Four (34)**

Approved the Land Lease Agreement between the City of Winsted and Mr. Mark Krezowski for hangar number thirty-four (34) at the Winsted Municipal Airport.

**e) Winsted Municipal Airport Land Lease Agreement Termination, Hangar Number Forty-Six (46)**

Terminated the Land Lease Agreement between the City of Winsted and Mr. James Mossler for hangar number forty-six (46) at the Winsted Municipal Airport.

**f) Winsted Municipal Airport Land Lease Agreement, Hangar Number Forty-Six (46)**

Approved the Land Lease Agreement between the City of Winsted and Mr. Peter Strommen for hangar number forty-six (46) at the Winsted Municipal Airport.

**g) Resolution R-15-10 – Donation – Millerbernd Manufacturing**

Adopted Resolution R-15-10 to accept a donation from Millerbernd Manufacturing to be dedicated to the Winsted Police Department for the Drug Abuse Resistance Education (D.A.R.E) program & student trip to the Minnesota Twins Game.

**h) Emergency Water Supply Contract – Saint Mary’s Care Center**

Approved the Emergency Water Supply Contract between the Winsted Volunteer Fire Department and Saint Mary’s Care Center, 551 4<sup>th</sup> Street North, Winsted, Minnesota.

**i) City Hall Closed – April 3, 2015**

Authorized the closing of City Hall on Friday, April 3, 2015 at 12:00 noon.

**j) February, 2015 Pledged Securities**

Approved the Pledged Securities that Security Bank and Trust Company has purchased for the City of Winsted for the month of February, 2015.

**k) February, 2015 Building Permit Report**

Approved the February, 2015 Building Permit Report.

**l) Claims**

Approved the Claims List for March 17, 2015.

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

**3) No Public Hearings.**

**4) No Old Business.**

**5) New Business**

**a) Winsted Police Department – Part-Time Police Officer**

Mr. Wilfahrt stated that the Winsted Police Department uses part-time Police Officers to fill vacation and/or holiday shifts, sick hours, summer shifts, and special event shifts to help eliminate the need to pay a full-time Police Officer an overtime wage. The current ten (10) part-time Police Officers are full-time licensed Police Officers and most have full-time jobs with other Police Departments. Since most of the City of Winsted’s part-time Police Officers have other jobs, it can be difficult to find a part-time Officer to fill in when full-time Police Officers are out. This has resulted in a need to hire another part-time Police Officer.

Mr. Wilfahrt stated that part-time Police Officers work a total of four hundred to five hundred (400-500) hours combined annually. That time is spent covering shifts for the City of Winsted’s full-time Police Officers who are on vacation, sick, or for special events such as the Winstock Country Music Festival, and the Winsted Summer and Winter Festivals. Two (2) of the City’s part-time Police Officers were recently hired full-time with other agencies and will have an extended waiting period before they can work part-time for the City of Winsted again. Additionally, five (5) of the other part-time Police Officers already have full-time positions and have limited availability.

Mr. Wilfahrt stated that due to lack of availability of part-time Police Officers to cover shifts, full-time Police Officers have not been able to take vacation when they have wanted. When they have, other full-time Police Officers have had to cover the shifts, be on-call all day, and in some cases be paid overtime to cover the shift.

Mr. Wilfahrt stated that hiring an additional part-time Police Officer will allow City of Winsted staff to minimize overtime while helping cover shifts. The first step in this process will be to allow City staff to advertise for a part-time Police Officer.

Council Member Fasching stated that the City of Winsted is not expanding the amount of hours of Police Department coverage; but, expanding the number of part-time Police Officers so they can cover when the full-time Police Officers are on vacation and/or sick leave.

**Council Member Quast motioned to authorize City staff to advertise for the position of part-time Police Officer for the Winsted Police Department. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

**b) Street Sign Replacement**

Mr. Wilfahrt stated that recently, Federal Regulations pertaining to the retroreflectivity of signs has changed. The Federal Government requires that all cities have a policy in place to stay in compliance with the retroreflectivity requirements. If signs do not meet the retroreflectivity requirements, the City has greater liability if an injured person can prove that the City's failure to meet sign retroreflectivity requirements contributed to an accident.

Mr. Wilfahrt stated that given the possible consequences of having non-compliant signs, City staff believes that replacing all of the signs should be a high priority. The City's Public Works Department staff conducted a sign inventory in the year 2013 and several deficiencies were identified. Due to the identification of these deficiencies, City staff and Bolton and Menk, Incorporated recommend that the City initially commits to a "blanket replacement", which means that all street signs in the City of Winsted will be replaced by the year 2017. There are approximately three hundred fifty (350) signs in the City of Winsted.

Mr. Wilfahrt stated that in May of the year 2014, the City Council adopted a Sign Retroreflectivity Policy that included a blanket replacement provision. The replacement will occur in three (3) phases. Staff divided the community into three (3) sections and scheduled each for replacement in the years 2015, 2016, and/or 2017. The timeline is based on observed conditions of the signs in each area, with the worst conditions being replaced first.

Mr. Wilfahrt stated that the signs with the street names on them will not be replaced. However, the City is required to replace all deficient signage that has to do with traffic enforcement and laws.

Mr. Wilfahrt presented a quote from Newman Signs Incorporated to replace all signs south of McLeod Avenue as indicated in the scheduled Replacement Map. There are a total of eighty-six (86) signs that need to be replaced in the year 2015. The total cost of the eighty-six (86) signs will be \$2,103 and will come out of the Public Works Department's Professional Services Budget which has sufficient funds for the purchase.

Mayor Stotko stated that the replacement of the City of Winsted's signage is an unfunded mandate by the Federal Government.

Council Member Fasching stated that every city is mandated to do an inventory of their traffic signs and replace those that are deficient in their retroreflectivity.

Council Member Fasching asked Mr. Heldt if he believes that there is an issue with the retroreflectivity of the City of Winsted's traffic signs and if replacing them will assist in the enforcement of traffic laws. Mr. Heldt stated that some of the City's traffic signs are difficult to see during the night time.

Mr. Wilfahrt stated that when the Public Works Department staff did an inventory of the traffic signs, they also did a visual inspection of the signs and of the three hundred forty-eight (348) signs that were inventoried, one hundred sixty-five (165) had a noticeable deficiency such as fading, cracking, bending, etcetera.

**Council Member Schulenberg motioned to approve a quote from Newman Signs Incorporated for the purchase of City street signs in the amount of \$2,103.10. Council Member Quast seconded the motion. Motion carried 5-0.**

6) **Organization Report**

a) **Winsted Area Chamber of Commerce**

Mr. Jeff Campbell, Winsted Area Chamber of Commerce President reported on the following:

- **Winsted Area Chamber of Commerce Executive Board**
- **Newly Implemented Paid Part-time Administrative Assistant**
- **Committees**
- **Annual Events and/or Activities**
  - Annual Banquet was held on February 7, 2015.
  - Saint Mary's Care Center Social.
  - Women's Expo will be held on March 28, 2015.
  - Easter Egg Hunt at Saint Mary's Care Center.
  - Civic Barbeque Social Event will be held in July, 2015.
  - Bratbusters will be held in August, 2015.
  - After hours Social Get Together will be held in October, 2015.
    - ❖ Participants from the *McLeod For Tomorrow Leadership Class* are invited to this event.
  - Winsted Winter Festival.
- **Weekly Electronic Newsletter**
- **Monthly Executive Board Meetings**
- **General Membership Luncheon Meetings**
- **Quarterly Civic Calendar**
- **Street Banner Project**
- **Dunwoody College of Technology – City of Winsted School**
- **Tourism Brochure for the City of Winsted**
- **Luce Line State Trail**
- **Winsted “Bucks” Program**
- **Winsted Ambassador Program**
- **Farmer's Market**
- **How to Become a Member of the Winsted Area Chamber of Commerce**

Council Member Ollig asked Mr. Campbell what is the biggest challenge the Winsted Area Chamber of Commerce (Chamber) faces. Mr. Campbell stated that their biggest challenge is communication with their members and understanding what the Chamber can do to effectively benefit them.

Council Member Ollig stated that the Winsted Area Chamber of Commerce is a strong organization and very involved in the Winsted Community.

Council Member Quast thanked the Winsted Area Chamber of Commerce for all that they do for the Winsted Community.

7) **No Open Forum.**

8) **No Announcements.**

9) **Adjournment**

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

The meeting was adjourned at 6:40 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

Deborah R. Boelter, CMC  
City Clerk-Treasurer  
City of Winsted