

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, April 4, 2017  
6:00 p.m.

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

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

Also Present: Mr. Jake Saulsbury, 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) Minutes – City Council – Regular Meeting – February 21, 2017**

Approved the minutes of the City Council Regular Meeting on February 21, 2017.

**b) 2017 Amended Assessment Agreement – McLeod County Assessor**

Authorized the Mayor to execute an Amended Assessment Agreement between the City of Winsted and the McLeod County Assessor for 2017 in the amount of \$11,655.00.

**c) Resignation – Part-Time Permanent Administrative Assistant\***

Accepted the resignation of Ms. Sandra Fleischman, Part-Time Permanent Administrative Assistant effective April 7, 2017.

**d) Resolution R-17-19 – Donation – Ms. Mary Jensen**

Adopted Resolution R-17-19, accepting the donation of office furniture from Ms. Mary Jensen, to be used at the Winsted Fire Hall.

**e) Resolution R-17-20 – Donation – Millerbernd Manufacturing Company**

Adopted Resolution R-17-20, accepting a donation from Millerbernd Manufacturing Company, to be dedicated toward the cost of transportation and event tickets for the Winsted Police Department 2017 Drug Abuse Resistance Education (D.A.R.E.) Program student trip.

**f) Resolution R-17-21 – Donation – TDS Telecom**

Adopted Resolution R-17-21 to accept a \$150.00 Target gift card donation from TDS Telecom to be dedicated to the Winsted Police Department for the 2017 Bike Rodeo.

**g) Resolution R-17-22 – Donation – Winsted Lake Fountain**

Adopted Resolution R-17-22, accepting a donation to be dedicated toward the purchase, installation, and maintenance of a water fountain for Winsted Lake.

**h) Claims**

Approved the claims list for April 4, 2017.

**i) Agreement – Alarm Monitoring Service**

Authorized the City Administrator to execute a Central Station Alarm Monitoring Agreement with Alarm Monitoring Service for the monitoring of a panic button system at Winsted City Hall.

**j) Agreement – First (1<sup>st</sup>) Choice Security, Incorporated**

Authorized the City Administrator to execute an agreement with First (1<sup>st</sup>) Choice Security, Incorporated, to accept the terms and conditions applying to the equipment for a panic button system at Winsted City Hall.

**k) Appointment – Part-Time Administrative Assistant – Ms. Ethel Wolff\***

Appointed Ms. Ethel Wolff as a permanent, part-time Administrative Assistant for the City of Winsted at a Step One (1) pay rate on the 2017 Compensation Plan, with an employment start date of April 10, 2017.

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

**3) No Public Hearings**

**4) No Old Business**

**5) New Business**

**a) 2017 Sanitary Sewer Rehabilitation Project**

Mr. Tienter stated that in the year 2016, the City of Winsted reviewed a cured-in-place pipe (CIPP) construction project, which covered a portion of the southern part of the city to improve sanitary sewer pipes and extend their useful life.

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, stated that the problem areas of the city, where back-ups and breaks have occurred, were televised and a cost estimate was formed for the CIPP construction project. At that time, the estimate was higher than the 2016 budget allowed for the project, so it was divided into two phases. Phase I has been completed and it is recommended that the City now complete Phase II of the project.

Mr. Saulsbury reviewed the areas that would be completed as part of Phase II of the project. Mr. Saulsbury stated that at this time the pipes in the area of McLeod Avenue are not recommended to be lined in Phase II, but that they would be televised. If there are pipes in need of repair in the McLeod Avenue area, Phase II could be amended or the work could be included as part of the McLeod Avenue Area Improvements project that the City is reviewing.

Mr. Saulsbury stated that the estimated cost of Phase II of the project is \$108,000 and needs to be publicly bid.

Council Member Henrich asked how long the life of the pipes would be extended for. Mr. Saulsbury stated that the pipes can be considered as new pipes after they are lined and estimated the extension by 40 years.

**Council Member Ollig motioned to authorize the City Engineer, Bolton and Menk, Incorporated, to prepare the contract documents for the 2017 Sanitary Sewer Cured-in-Place Pipe (CIPP) Project, including plans and specifications, and to solicit bids through the public advertising process. Council Member Schulenberg seconded the motion. Motion carried 5-0.**

**6) Department Report**

**a) Police Department**

Mr. Justin Heldt, Winsted Police Chief, provided the following monthly update to the City Council Members regarding the Winsted Police Department.

**October, 2016:**

- Assisted Holy Trinity with their annual Marathon.
- Assisted the National Walk to School Day.
- Held a quarterly facilities emergency drill regarding bomb threats.
- Attended the City Council budget workshop.

- Handed out candy for the business trick or treat.
- Assisted the Howard Lake-Waverly-Winsted (HLWW) Elementary School Halloween parade.

#### **November, 2016:**

- Officer Lammers and Officer Bruns attended training and became certified in the Data Master Terminal (DMT) device.
- Officers attended the annual Occupational Safety and Health Administration (OSHA) training at City Hall.
- Attended the Winsted Area Chamber of Commerce luncheon at K-Way Express.
- Completed annual performance reviews for officers.
- Attended Narcan training. Officers are now carrying this in case of an opioid overdose.

#### **December, 2016:**

- Provided traffic control for the Winter Festival Parade.
- Held the annual pursuit review. There was one pursuit in April, 2016.

#### **January, 2017:**

- Attended the City Council Goal Setting Retreat.
- Started the 2017 Drug Abuse Resistance Education (D.A.R.E.) program with the Holy Trinity 6<sup>th</sup> Graders. Graduation is planned for April 27, 2017 at 1:00 p.m. Students will be attending a D.A.R.E. Day Twins game on May 7, 2017 thanks to Millerbernd Manufacturing.
- Posted to hire two part-time officers. Two candidates were given conditional offers and are currently completing the background process.

#### **February, 2017:**

- Attended the annual Winsted Area Chamber of Commerce Banquet.
- Held a Critical Incident Stress Debriefing at the Winsted Fire Department.
- Officer Bruns became certified as a Less than Lethal Instructor.
- Chief Heldt participated in water rescue training with the Winsted Volunteer Fire Department (WVFD) in Winsted Lake.
- Chief Heldt Participated on the interview panel for the Assistant to the City Administrator position.
- Security glass was installed in the lobby area of City Hall.

#### **March, 2017:**

- Officer Reiner and Officer Fahey attended training and became certified in the DMT device.
- Assisted with the Knights of Columbus Fish Fry.
- Participated on the interview panel for the WVFD.
- Attended the annual Women's Expo at the Blue Note Ballroom.
- Mr. Josiah Rehmann started as a Reserve Officer with the Police Department.
- Security cameras and a panic alarm were installed at City Hall.

#### **April, 2017:**

- Assisted the Crazy Coffee 5K run.
- 2016 Police Department Annual Report was completed and is included in tonight's City Council packet. Police Chief Heldt reviewed statistics from this report for the year 2016.

#### **Busy Year 2017:**

- In January through March, 2017, there have been 17 arrests, and seven search warrants conducted. This has included extensive investigations with several felony level charges.
- Responded to 48 medicals.
- Recent arrest involving approximately 11 grams of methamphetamine.
- Officer Lammers, Officer Bruns, and Officer Reiner are working very hard and doing a fantastic job with these investigations.

#### **Upcoming Events:**

- Continue working on the Winstock Country Music Festival security schedule.
- The Police Department Open House is scheduled for May 20, 2017 from 9:00 a.m. – 12:00 p.m.
- Chief Heldt will be attending the Police Chief's Executive Training Institute in late April, 2017.
- Officers will be attending Active Shooter training at Camp Ripley in May, 2017.
- Bike Rodeo is scheduled for May 18, 2017 at the Winsted Elementary School playground.

- Officers will be attending Critical Incident Training in October, 2017.

The City Council Members thanked the Winsted Police Department for all of their hard work and for keeping the Winsted community safe.

**7) No Open Forum**

**8) City Administrator Updates and Announcements**

**a) Construction News**

Mr. Tienter provided an update regarding construction that will occur in Spring, 2017 to include the CIPP construction project, the Kingsley Area Improvements Project, the Campbell Field Improvements Project, and the Industrial Park Expansion Project.

**b) 2016 Audit**

Mr. Tienter stated that the 2016 Audit will be conducted during the week of April 10, 2017.

**c) Winsted Brush Site**

Mr. Tienter stated that the brush site will open for the 2017 season on April 15, 2017. The hours of operation are Wednesdays from 4:00 p.m. - Sunset and Saturdays from 9:00 a.m. – 1:00 p.m.

**d) Seasonal Part-Time Public Works Employee**

Mr. Tienter stated that the City has posted for a Seasonal Part-Time Public Works Employee. The posting is open until April 14, 2017 at 12:00 p.m.

**e) City Commission Vacancies**

Mr. Tienter stated that there are vacancies on the City's Economic Development Authority (EDA) and Park Commission. He encouraged interested residents to contact City Hall for more 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 6:35 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

Raquel Kirchoff  
City Clerk-Treasurer  
City of Winsted