

City of Winsted
City Council Meeting
Council Chambers
Tuesday, September 16, 2014
6:00 p.m.

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

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

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. Tyler Bruns

Mayor Stotko administered the *Oath of Office* to Mr. Tyler Bruns 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 – Special Closed Meeting – September 2, 2014

Accepted the minutes of the September 2, 2014 Special Closed City Council Meeting.

b) Minutes – City Council – Work Session – September 2, 2014

Accepted the minutes of the September 2, 2014 City Council Work Session.

c) Minutes – City Council – Regular Meeting – September 2, 2014

Accepted the minutes of the September 2, 2014 City Council Regular Meeting.

d) Planning Commission Meeting – August 11, 2014

Accepted the minutes of the August 11, 2014 Planning Commission Meeting.

e) Winsted Police Department Patrol Officer Resignation – Mr. Daniel Pohl

Accepted the resignation of Patrol Officer, Mr. Daniel Pohl, as a full-time Police Officer for the Winsted Police Department and appointed Mr. Pohl as a part-time Police Officer for the Winsted Police Department at a wage of \$15.50 per hour.

f) Part-Time Police Officer – Mr. Michael Henrich

Appointed Mr. Michael Henrich as a part-time Police Officer for the Winsted Police Department at a wage of \$15.50 per hour.

g) Temporary On-Sale Liquor License – Church of the Holy Trinity

Approved a One (1) to Four (4) day temporary On-Sale Liquor License for a Holy Trinity fundraising event on September 20, 2014 at the Winsted Arts Council Building, 141 Main Avenue West, Winsted, Minnesota.

h) Temporary On-Sale Liquor License – Winsted Volunteer Fire Department Relief Association

Approved a One (1) to Four (4) day temporary On-Sale Liquor License for the Winsted Volunteer Fire Department Relief Association on September 20, 2014 at the Winsted Fire Department building, 431 6th Street South, Winsted, Minnesota and allow them to give away beer on the premises for their 125th Anniversary Celebration.

i) August, 2014 Building Permit Report

Approved the August, 2014 Building Permit Report.

j) Security Bank and Trust Company - Pledged Securities

Approved the Pledged Securities that Security Bank and Trust Company has purchased for the City of Winsted for the month of August, 2014.

k) Claims

Approved the Claims List for September 16, 2014.

l) 5K Fun Run and/or Walk and Children's Half (½) Mile Fun Run - Winsted Volunteer Fire Department 125th Anniversary Celebration

Approved a 5K Fun Run and/or Walk and a Children's Half (½) Mile Fun Run, for the Winsted Volunteer Fire Department's 125th Anniversary Celebration on Saturday, September 20, 2014 with routes approved by the Winsted Police Department.

m) May, 2014 Financial Report

Approved the May, 2014 Financial Report.

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

3) No Public Hearings.

4) No Old Business.

5) New Business

a) Winsted Police Department – Police Officer Hiring

Mr. Wilfahrt stated that Winsted Police Department Officer, Mr. Dan Pohl, has submitted his resignation and will work his last day with the Winsted Police Department on September 25, 2014. To maintain a full Police force, City staff would like to advertise for another Officer to fill Mr. Pohl's position.

Mr. Wilfahrt stated that to hire a Police Officer, staff will need the City Council to authorize staff to post the Police Officer Job Posting. If approved, staff will post in the Herald Journal Newspaper, the League of Minnesota Cities Website, Minnesota Peace Officer Standards and Training (P.O.S.T.) bulletin, mnworks.net, the City of Winsted's website and etcetera.

Mr. Wilfahrt presented an anticipated outline of the Police Officer Hire Process that reflects a start date of December in the year 2014.

Police Officer Hire Process Outline

Item	Task	Performed by	Completed Date
Decision by the City Council to proceed.	<ul style="list-style-type: none"> • Approve position profile and authorize City staff to advertise for candidates. 	City Council.	September 16, 2014.
Candidate recruitment.	<ul style="list-style-type: none"> • Advertise: <ul style="list-style-type: none"> ○ League of Minnesota Cities. ○ Association of Minnesota Counties. ○ MN Works.net. ○ Minnesota Clerks and Finance Officers Association. ○ Herald Journal Newspaper. ○ Minnesota Peace Officer Standards and Training (P.O.S.T.) Bulletin. 	City Staff.	September 19, 2014.
Screening of applicants.	<ul style="list-style-type: none"> • Review and rank applicants using education and experience. 	Administrator.	October 6, 2014.
Selection of finalists.	<ul style="list-style-type: none"> • Selection of candidates for initial interviews. 	Administrator and Mayor.	October 6, 2014.
First Interview.	<ul style="list-style-type: none"> • Up to eight (8) initial candidates will be interviewed by panel including: <ul style="list-style-type: none"> ○ Two (2) City Council members. ○ City Department Heads (Public Works Department Maintenance Supervisor, City Clerk, Fire Chief). • City staff will prepare questions. • Interview panel will determine up to three (3) finalists. 	City Staff.	Week of October 13, 2014.
Final Interview.	<ul style="list-style-type: none"> • City Administrator. • Mayor and City Council Member. • Winsted Police Department Chief. • City staff will prepare questions. 	City staff will facilitate.	Week of October 20, 2014.
Background of finalists selected for final interviews and Psychological evaluation.	<ul style="list-style-type: none"> • Includes: <ul style="list-style-type: none"> ○ Criminal background: County, State, Bureau of Criminal Apprehension (B.C.A.), National, Sex Offender Registry. ○ Employment verification. ○ Education verification. • Reference checking. 	Arranged by City staff.	To be determined.
Job offer and agreement.	<ul style="list-style-type: none"> • City staff will negotiate agreement and communicate to chosen candidate. 	City Staff.	Week of October 20, 2014.
Approval of hire.	City Council approves hire of new Police Officer.	City Council.	November 5, 2014.
Projected start date.	New Police Officer begins working with the Winsted Police Department.		December, 2014.

Mr. Wilfahrt stated that City staff did contact the next candidate on the list after the last interviewing Police Officer process and he has been offered another job; therefore, the City has to start the process over again.

Council Member Ollig motioned to approve the Winsted Police Department Officer Job Posting and authorized staff to advertise for the position of Police Officer. Council Member Quast seconded the motion. Motion carried 5-0.

6) **No Organization Reports.**

7) **Department Report**

City Engineer

Mr. Jake Saulsbury, Bolton and Menk, Incorporated reported on the following:

- **Winsted Municipal Airport:**
 - Airport Capital Improvement Plan (ACIP) . The year 2015 ACIP is due the fall, 2014. A preliminary ACIP has been prepared and a meeting with representatives from the Minnesota Department of Transportation/Office of Aeronautics (MN DOT/OA) and the Federal Aviation Administration (FAA) has been scheduled for October 14, 2014 to discuss.
 - Year 2015 Airport Improvements . The Winsted Municipal Airport hangar owners were polled and are in favor of maintaining the turf runway. The proposed project for next year is to rehabilitate the existing turf runway. Discussions are continuing with the FAA and MN DOT/OA.
 - Luce Line State Trail Alignment . Discussions are ongoing with the FAA, MN DOT/OA, and McLeod County pertaining to the future alignment of the Trail near the Airport.
- **Waste Water Treatment Facility:**
 - The Waste Water Treatment Facility (WWTF) Improvement Project was bid but was not awarded due to a proposed change to the discharge standards by the Minnesota Pollution Control Agency (MPCA).
 - The final design of the WWTF Improvement Project that includes additional treatment to meet the revised standards was approved by the City Council.
 - The pond decommissioning portion of the Project has been approved by the City Council as a separate project and is underway. The required deadline for this work is January of the year 2016.
 - A \$2.5 million Point Source Implementation Grant was awarded to the City for phosphorus reduction improvements.
 - An easement is still needed for the new outlet pipe location from the southwest corner of the site to the ditch. Discussions with the property owner are ongoing.
 - A revised Project schedule will be forwarded once the permitting items are completed.
- **Miscellaneous Items:**
 - Littfin Lift Station Generator . Construction and installation has been completed. Final payment to the contractor will be processed in September, 2014.
 - Kingsley Street Area Improvements . A Feasibility Study was previously authorized by the City Council for street, utility, forcemain, and trail improvements on and near Kingsley Street. A draft of the report has been completed and discussed with City staff.
 - Grass Lake Road Utility Service . An evaluation of how to serve a vacant property on Grass Lake Road with sewer and water was completed.
 - Dollar General . The construction plans were reviewed again due to a change that occurred during construction.
 - Water Tower Inspection and Evaluation . A corrosion engineer will be onsite the week of September 22, 2014 during the annual dive inspection and interior cleaning to provide recommendations on possible tower rehabilitation work.

Mayor Stotko stated that there has always been some flooding issues on some of the properties located on Kingsley Street and asked Mr. Saulsbury if the Feasibility Study addresses the flooding issues. Mr. Saulsbury stated that the City is currently looking at an upgrade to the existing storm sewer lines in the area of Kingsley Street.

Council Member Fasching asked Mr. Saulsbury if there should be something further north off of Kingsley Street to capture the excess storm water. Mr. Saulsbury stated that additional storm sewer and catch basins are being considered.

Mayor Stotko stated that as the City works towards the Kingsley Street Area Improvement Project, it is important that the residents be involved in the process.

Council Member Fasching asked how far the new water and sewer lines will extend into the individual properties; because, some of the properties have old feeder lines from the standpipes to their house. Mr. Saulsbury stated that the City is typically responsible for the water and sewer lines from the street to the curb. He continued by stating that property owners will be given the opportunity to contact the contractor installing the new water and sewer lines and if they want to upgrade the water line from the curb to their house, they could have them do the work at the time of the Improvement Project; however, the property owner would be responsible for paying the contractor for the work done from the standpipe to their house.

Council Member Ollig asked if the Luce Line State Trail connection to the Winsted downtown area is still being considered to be incorporated into the Kingsley Street Improvement Project. Mr. Saulsbury stated there will be two (2) options for the City Council to consider in regards to the Trail connection. He continued by stating that there may be some grants available for the Trail connection.

8) No Open Forum.

9) Announcements

a) Winsted Volunteer Fire Department – 125th Anniversary Celebration

Council Member Schulenberg announced the Winsted Volunteer Fire Department's (WVFD) 125th Anniversary Celebration on Saturday, September 20, 2014 at the WVFD Station, 431 . 6th Street South.

Council Member Schulenberg gave a brief overview of the events and activities happening during the Celebration.

b) Floodplain Study

Council Member Ollig and Mr. Wilfahrt gave a brief summary of the Floodplain Study discussion that took place earlier tonight at the City Council Work Session. They encouraged residents to contact the City if they have any questions regarding the Study.

10) Adjournment

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

The meeting was adjourned at 6:17 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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