

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, October 1, 2013  
5:00 p.m.

Present: Mayor Steve Stotko  
Council Member Bonnie 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 Officer

### **I. Call to Order**

Mayor Stotko called the meeting to order at 5:00 p.m.

### **II. Winsted Public Library Options**

Mr. Wilfahrt presented information that he had received in regards to purchasing the Bayerl Building.

Ms. Pamela Dille, Winsted Public Library Head Librarian, was in attendance at the Work Session. Ms. Dille presented a memo from Mr. Mark Ranum, Executive Director of the Pioneerland Library System. The memo had Mr. Ranum's recommendations for the proposed Winsted Public Library expansion.

The City Council discussed purchasing the Bayerl Building and the proposed Library expansion options.

It was the consensus of the City Council that they did not want to purchase the Bayerl Building.

The City Council directed Mr. Wilfahrt to renew the current lease with the building owners and negotiate the proposed Library expansion option to expand the Library through the north wall of their existing facility. Mr. Wilfahrt stated that this option would provide nearly the amount of space requested by the Pioneerland Library System. This option would be a fifty-eight percent (58%) increase in space and a fifty-eight percent (58%) increase in cost. This option would also require the building owners to knock out a wall and extend a firewall. The total cost of the improvements would be approximately \$12,000 and the building owner would pay for \$4,000 of the improvements. The City would pay the remaining \$8,000. This option would cost the City \$14,440 annually.

The City Council also directed Mr. Wilfahrt to continue researching funding options that are available for the possible purchase or construction of a new Library facility.

Mayor Stotko stated that Mr. Ranum's memo says, "*Pioneerland Library System believes that if the City of Winsted is able to invest \$9,000 additional per year into the Library, the very best option is to provide for additional space (\$3,600 in rent) and then invest the remaining \$5,400 per year into services, collections, and programs.*" Mayor Stotko stated that there will not be an additional \$5,400 available for Pioneerland Library System to use at their discretion. He continued by stating that the City will provide funding for the Library lease. Mr. Wilfahrt stated that he will contact Mr. Ranum and clarify that \$5,400 will not be available to be used by the Pioneerland Library System for services, collections and programs.

### **III. Purchasing Policy**

Mr. Wilfahrt stated that he was directed by the consensus of the City Council at their September 17, 2013 Work Session to move forward with a formal proposal to purchase a generator for the Littfin Lift Station.

Mr. Wilfahrt stated that after reviewing the City's Purchasing Policy, staff has learned that any purchase greater than \$50,000 needs to go through the formal bidding process. Since the generator will exceed the \$50,000 amount, staff will need to put the project out for bid prior to final City Council consideration.

Mr. Wilfahrt stated that in the past several years, the State of Minnesota has changed the requirements on bidding procedures and now allows cities to make purchases of up to \$100,000 before requiring a formal bidding process. While a bidding process does insure that due diligence has been completed prior to a purchase, it also delays purchases and requires a significant amount of staff or consultant time adding costs to any purchase over \$50,000.

Mr. Wilfahrt stated the City's current Purchasing Policy requires that purchases between \$5,000 and up to \$50,000 must obtain three (3) quotes and final approval by the City Council. Mr. Wilfahrt asked the City Council to discuss and consider amending the Policy to require three (3) quotes and City Council approval for purchases up to \$100,000; and purchases of \$100,000 or greater require a formal bidding process to be consistent with the State of Minnesota's Purchasing Policy.

The City Council discussed and were in agreement with the proposed amendment.

#### **IV. Full-Time Police Officer**

Mr. Wilfahrt stated that Winsted Police Department Police Officer, Mr. Jim Lammers, has been working part-time with the Winsted Police Department since October 15, 2008. Mr. Lammers has worked thirty (30) hours per week and has not been eligible for the City's health and dental benefits. The Police Department staff have been very impressed with Mr. Lammers' work ethic, attitude, and ability to learn.

Mr. Wilfahrt stated that the Winsted Police Department is very busy, and according to an assessment by Police Chief, Mr. Mike Henrich, an additional full-time staff person is necessary. Mr. Henrich has proposed that Mr. Lammers be hired as a full-time officer and start at step three (3) of the salary scale which is \$17.96 per hour. There is money set aside in the year 2013 and year 2014 General Fund Budget to accommodate this request.

Mr. Wilfahrt stated that Mr. Henrich recommended providing Mr. Lammers with a prorated uniform allowance of \$104.17 and starting him at three (3) years of vacation eligibility since he has worked thirty (30) hours per week for five (5) years.

Mr. Wilfahrt stated that Mr. Lammers will be required to obtain an Emergency Medical Technician (E.M.T.) certificate within one (1) year of his full time employment with the City.

The City Council discussed hiring Mr. Lammers as a full-time Police Officer and directed Mr. Wilfahrt to place it on the October 15, 2013 Regular City Council meeting Consent Agenda for approval.

The City Council also discussed and agreed that when Mr. Henrich retires from his position as the Winsted Police Department Chief, they want to discuss at a future City Council Work Session whether the City of Winsted should employ three (3) or four (4) full-time Police Officers.

#### **V. Winsted Amateur Baseball Club - Sprinkler System – Denis M. Campbell Baseball Field**

Mr. Chris Schultz, Winsted Amateur Baseball Club representative, presented a proposal to install a sprinkler system at the Denis M. Campbell Baseball Field.

Mr. Schultz stated that the installation of the sprinkler system would be paid by the Winsted Amateur Baseball Club. He did ask if the contractor could use the City's fire hydrant located by JMS Custom Services, Incorporated, 590 Main Avenue West, for the water supply for the sprinkler system. Mr. Schultz also asked the City to provide a back flow valve and a water meter.

Mr. Wilfahrt stated that this proposal was brought to the City Council for approval because the Lease Agreement that the City has with the Winsted Amateur Baseball Club requires that any

capital improvements made at Denis M. Campbell Baseball Field be approved by the City Council.

Mr. Wilfahrt stated that he discussed the proposed project with the City's Public Works Department and they requested that they be allowed to review the contractor's plans prior to installation. Mr. Schultz stated that he would have the contractor provide the Public Works Department with the plan for the sprinkler system.

Mr. Schultz stated that the Public Works Department will have to be trained on how to run the sprinkler system.

Mr. Schultz stated that they are still evaluating what building will contain the controls for the sprinkler system.

**VI. Other**

**a) Winsted Municipal Airport**

Mr. Wilfahrt presented a draft copy of a letter that was prepared for the Federal Aviation Administration (FAA) addressing the rehabilitation of the existing turf runway and the location of the proposed Luce Line State Trail connection near the Winsted Municipal Airport property.

The City Council discussed the draft letter and directed Mr. Wilfahrt to send the letter to the FAA.

**b) Casey's General Store – Liquor Violation**

Mr. Wilfahrt gave a brief overview of the Liquor Violation that Casey's General Store received for selling alcohol to a minor during an alcohol compliance sting conducted by the Winsted Police Department.

Mr. Wilfahrt stated that the City's Liquor Ordinance states that the first (1<sup>st</sup>) time a liquor establishment violates the City's Liquor Ordinance, they must close for business on the same day that they were cited for violating the Ordinance. However, in the past the City Council has allowed the violating liquor establishment to choose the day they want to close. Mr. Wilfahrt asked the City Council if they would like to amend the City's Liquor Ordinance so that it states that the first (1<sup>st</sup>) time a liquor establishment violates the Ordinance, they can choose what day they want to be closed.

The City Council discussed the proposed Liquor Ordinance amendment and agreed that since they have allowed some of the other liquor establishments to choose what day they want to be closed after their first (1<sup>st</sup>) violation, they will allow Casey's General Store to do the same. The City Council also stated that they did not want to amend the Liquor Ordinance and after the Casey's General Store violation is issued, all future first (1<sup>st</sup>) violations will be required to follow the Liquor Ordinance.

**c) November 5, 2013 City Council Work Session and Regular City Council Meeting**

Ms. Boelter stated that the City Council Work Session and Regular City Council meeting scheduled for Tuesday, November 5, 2013 will need to be rescheduled to Wednesday, November 6, 2013 due to the Howard Lake-Waverly-Winsted School District's Facilities Referendum.

Ms. Boelter stated that the approval for the rescheduling of both meetings has been added to the Consent Agenda of tonight's Regular City Council meeting.

**VII. Adjourn**

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

The meeting was adjourned at 5:50 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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