

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, January 7, 2014  
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

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

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

### **II. Cell Phone Policy**

Mr. Wilfahrt stated that at the December 3, 2013 City Council Work Session, the City Council directed staff to proceed with an updated version of the Cell Phone Policy to include an option for reimbursement to employees who are required to have a cell phone . The City Council also requested that language about overages be removed and language about adherence with the City's Technology Policy be added.

Mr. Wilfahrt stated that following that Work Session, several staff members expressed new concerns with the Policy. In particular, several Police Officers expressed concerns with giving their personal cell phone number to anyone who asked stating that it may lead to harassing phone calls.

Mr. Wilfahrt presented a revised copy of the proposed Cell Phone Policy. He continued by stating that the revised Cell Phone Policy contains the same information as the Policy that the City Council reviewed at their December 3, 2013 Work Session; however, he added a paragraph in regards to *City Owned Phones*. Mr. Wilfahrt read the paragraph titled *City Owned Phones*: and stated,

*Purchase and utilization of a cell phone assumes that all use must be City business related. Emergency phone calls and minimal personal use is permitted. "Minimal use" is defined as those infrequent personal calls made or received only when absolutely necessary, completed as quickly as possible and do not interfere with work operations. Other personal calls made by employees on City-provided cell phones are not permitted.*

Mr. Wilfahrt stated that the City Council requested at the December 3, 2013 Work Session that language about adherence with the City's Technology Policy also be added to the Cell Phone Policy. He continued by stating that he did add a sentence to the Cell Phone Policy that states,

*During working hours, employees should use employee-owned cell phones in accordance with the appropriate use section of the City's Technology Use Policy.*

The City Council discussed and were in agreement on the proposed Cell Phone Policy as presented by Mr. Wilfahrt.

### **III. Year 2014 Liaisons and Commission Appointments**

Mr. Wilfahrt stated that each year the City Council makes appointments to various positions serving the City. Typically these appointments are approved at the first (1<sup>st</sup>) Regular City Council meeting of the new year.

Mr. Wilfahrt gave a brief overview of the following items:

- Winsted Municipal Airport Commission
  - Staff is continuing to seek applicants for the vacancies on this Commission.
  - Mr. Glenn Weibel resigned from the Winsted Municipal Airport Commission.
- Downtown Vibrancy Commission
  - Ms. Mary Wiemiller is not seeking reappointment to this Commission and staff is soliciting applications.
- Planning Commission
  - Mr. Mike Thonvold was appointed to the Planning Commission seat vacated by Council Member Fasching following Mr. Fasching's appointment to the City Council.

Mr. Wilfahrt presented the year 2014 Liaisons and Commission appointments list.

Mayor Stotko asked the City Council members to forward any individuals who may be interested in serving on any of the City's Commissions to him and/or Mr. Wilfahrt.

#### **IV. Winsted Volunteer Fire Department Extrication Equipment**

Mr. Wilfahrt stated that in March of the year 2013, the Winsted Volunteer Fire Department (WVFD) replaced its extrication equipment. The equipment is twenty (20) plus (+) years old and presented logistical challenges for the WVFD.

Mr. Wilfahrt stated that in March of the year 2013, the City Council decided that moving forward with new extrication equipment was the best solution for the safety of the Winsted Community.

Mr. Wilfahrt stated that after a conversation with the Minnesota State Fire Marshall, WVFD Chief Mr. Chad Engel learned that a number of Minnesota Fire Departments do not have any extrication equipment whatsoever. These departments would be interested in obtaining used extrication equipment, even if it is older and inefficient, as the possession of any equipment would be an upgrade.

Mr. Wilfahrt stated that because the WVFD now utilizes its new equipment, there is no need for the older equipment, and the Minnesota State Fire Marshall and Mr. Engel are recommending that the equipment be donated to the Lake Lillian, Minnesota Fire Department which is in need of extrication equipment.

Mr. Wilfahrt stated that after speaking with the City Attorney, staff learned that passing a Resolution waiving the City of Winsted's liability would eliminate any risk of the donation. Since the WVFD has little risk, does not currently use the equipment, and Lake Lillian is in need of the equipment, staff recommends that the City donate the extrication equipment to the Lake Lillian Fire Department.

Mr. Wilfahrt presented Resolution R-14-01 a donation agreement and release and waiver of liability and indemnification agreement for receipt of the donated extrication equipment.

The City Council discussed and was in agreement that it should be donated to the Lake Lillian Fire Department.

#### **V. Other**

##### **a) Winsted Volunteer Fire Department Monthly Meetings – City Council Attendance**

Mr. Wilfahrt distributed a sign-up sheet to the City Council members and asked them to sign their name on the dates that they would like to attend the Winsted Volunteer Fire Department (WVFD) monthly meetings in the year 2014.

##### **b) Vollmer Room Use Policy**

Mr. Wilfahrt stated that staff is working together to draft a Vollmer Room Use Policy and it will be presented to the City Council for review at a future meeting.

**c) Industrial Park Expansion**

Mr. Wilfahrt gave an update on the proposed Industrial Park expansion.

**d) Hotel Feasibility Study**

Mr. Wilfahrt gave an update on the Hotel Feasibility study that is being conducted in the City of Winsted.

**VI. Adjourn**

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

The meeting was adjourned at 5:15 p.m.

*Steve Stotka*

Steve Stotka  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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