

City of Winsted
City Council Work Session
Lewis Room
Tuesday, January 20, 2015
5:30 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

I. Call to Order

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

II. Winsted Volunteer Fire Department Monthly Meetings – City Council Attendance

Mr. Wilfahrt distributed a sign-up sheet for the City Council Members to sign-up to attend the Winsted Volunteer Fire Department's monthly meetings in the year 2015.

The City Council Members signed-up for attendance at the WVFD's year 2015 monthly meetings.

III. Temporary Part-Time Administrative Assistant – Summer of the Year 2015

Mr. Wilfahrt stated that the City Council recently authorized City staff to hire Ms. Leigha Felder for a six (6) week period to cover the front desk and complete a few other tasks. Ms. Felder has been answering the telephone, helping with utility billing payments, digitizing old files, and completing other tasks at the direction of administrative staff. Ms. Felder will be at City Hall until January 30, 2015.

Mr. Wilfahrt stated that during Ms. Felder's six (6) weeks at City Hall, City staff has been able to complete a number of projects that previously went undone. All of the Human Resources (HR) files in City Hall have been consolidated and organized according to retention times; several years of City Council Packets have been digitized; better data security has been placed on electronic files; numerous boxes of files have been organized in the basement storage area and a number of other administrative duties have been completed.

Mr. Wilfahrt stated that Ms. Felder has expressed an interest in returning over the summer months of the year 2015. If Ms. Felder were to come back for the summer months, City staff would have her continue to regularly cover the front desk to allow Ms. Kirchoff and Ms. Zeidler to have more time for file organization. Ms. Felder would digitize all of the old City Council packets, agendas and minutes that are located in the downstairs storage room. Ms. Felder would also organize and digitize files for the Winsted Police Department.

Mr. Wilfahrt stated that City staff would recommend that Ms. Felder return for forty (40) hours per week at \$10 per hour from May 25, 2015 to August 21, 2015. A portion of the cost of the additional hours would be paid from the Winsted Police Department Wages and Salaries Budget; which will only have three (3) full-time salaries being paid for part of the year 2015 instead of the four (4) full-time salaries that were budgeted. The remaining balance of Ms. Felder's wages would be paid from the *Professional Services* line item from the Administration Budget.

Ms. Boelter stated that Ms. Felder has done a fantastic job for the City of Winsted and gave a brief overview of the administrative assistant duties and responsibilities she has been completing.

The City Council discussed and agreed that the City should hire Ms. Felder as a temporary part-time Administrative Assistant for the summer months of the year 2015.

IV. AWI Manufacturing – Insurance Acknowledgement

Mr. Wilfahrt stated that AWI Manufacturing (AWI) made the City aware that there is a minor insurance issue that needs to be resolved regarding the Winsted Volunteer Fire Department (WVFD) Firefighters that work for AWI. AWI pays Firefighters their normal wage when they respond to emergency calls during the time they are working at AWI. This is beneficial to the City in that it helps recruitment and retention of volunteer firefighters; however, because AWI is paying a wage while the Firefighters are on calls, AWI could conceivably be liable for workers compensation claims for injuries their employees sustain while out on emergency calls. Neither City staff nor AWI thought that this was the proper way things should be done since the Firefighters would be working exclusively for the City when they are responding to an emergency call.

Mr. Wilfahrt stated that he contacted the City's Employment Attorney, Ms. Kelly Dohm, regarding this matter. He continued by stating that Ms. Dohm is also AWI's Attorney. Mr. Wilfahrt presented a draft copy of the *Insurance Acknowledgement Agreement* prepared by Ms. Dohm. The *Agreement* basically states that if an employee of AWI, who is a member of the Winsted Volunteer Fire Department, responds to an emergency call and is hurt on that call, the City waives its right to seek compensation from AWI's Workers Compensation Insurance.

The City Council discussed and agreed that the *Insurance Acknowledgement Agreement* was a good idea. They directed Mr. Wilfahrt to discuss the same type of program for other businesses in the City of Winsted.

The City Council also discussed the possible recruitment of employees at the various Winsted businesses to be available to serve on the WVFD during the day.

V. Other

a) Signage – City of Winsted Facilities

Mayor Stotko presented a drawing of a proposed sign for the Winsted Volunteer Fire Department (WVFD) and the Public Works Department. He stated that he had Council Member Quast contact Mr. Brad Millerbernd of Millerbernd Systems regarding the construction of signage for both the WVFD and the Public Works Department that is similar to the City of Winsted's entrance signs.

Mayor Stotko also proposed that some type of signage be installed on the side of the Public Works Building indicating that it is the Public Works Department.

Mayor Stotko continued by stating that he would like to eventually have the same type of signage for the Winsted Municipal Airport.

The City Council discussed Mayor Stotko's proposal and they agreed that they would like to eventually have all of the signage for the City's facilities and/or properties be the same.

The City Council were in agreement that Mayor Stotko and Council Member Quast should proceed with obtaining quotes for signage for the WVFD and the Public Works Department.

b) Housing Feasibility Study

Mr. Wilfahrt presented the houses that are currently for sale in the City of Winsted.

The City Council discussed the limited availability of affordable housing in the Winsted Community and agreed that the completion of a *Housing Feasibility Study* is important.

Council Member Ollig stated that he informed the Winsted Area Chamber of Commerce Members of the *Housing Feasibility Study* that is going to be completed by the City of

Winsted at their General Membership meeting on Thursday, January 15, 2015 and he received positive feedback.

Mr. Wilfahrt stated that he has also been contacted by some housing developers regarding the *Study*.

c) Water Tower Construction

Council Member Ollig stated that he did some research at the Herald Journal newspaper to determine when the City of Winsted's current water tower was built. The information was not available electronically; however, they are going to provide him with the actual copies of the newspapers from the year 1978 and he will continue to research it.

Mayor Stotko asked Mr. Wilfahrt if the City's Engineer, Mr. Jake Saulsbury of Bolton and Menk, Incorporated, was able to locate the original drawings of the water tower. Mr. Wilfahrt stated that Mr. Saulsbury did find some of the limited scope plans; however, it was not the full plans and/or mechanical drawings.

VI. Adjourn

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

The meeting was adjourned at 5:55 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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