

City of Winsted  
City Council Meeting  
Council Chambers  
Wednesday, February 5, 2014  
6:00 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

**1) Mayor Stotko called the meeting to order at 6:00 p.m.**

**a) The Pledge of Allegiance was taken.**

**2) Consent Agenda**

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

**a) Gambling Permit – Crow River Chapter 108 Ducks Unlimited**

Approved a gambling permit for Crow River Chapter 108 Ducks Unlimited, with no waiting period, to hold a raffle at The Blue Note Ballroom on April 14, 2014.

**b) Salary Step Increase – Mr. Dave Meyer**

Authorized a salary step increase for Mr. Dave Meyer, Public Works Department Maintenance Supervisor, effective January 2, 2014.

**c) People Service, Incorporated – Wastewater Treatment Facility Operation and Maintenance Agreement**

Approved the annual compensation adjustment to the City's Wastewater Treatment Facility Operation and Maintenance Agreement with People Service, Incorporated.

**d) Security System Software Upgrade**

Approved a quote from Tri Comm Security Services, Incorporated for \$2,280.00 for an upgrade of the City's computer security system.

**e) Online Recruitment Policy**

Adopted the Online Recruitment Policy for the City of Winsted.

**f) Claims**

Approved the Claims List for February 5, 2014.

**g) Snow Plow Purchase**

Approved a quote from Towmaster, Incorporated for the purchase of a TER-11 snow plow in the amount of \$11,433.00.

**3) No Public Hearings.**

4) **No Old Business.**

5) **New Business**

a) **Social Host Ordinance – Ms. Jody Winters**

Ms. Jody Winters, member of the McLeod County Zero Adult Provider (ZAP) Committee was in attendance at the meeting.

Mr. Jim Raiter, Glencoe, Minnesota Police Department Chief was in attendance at the meeting.

Ms. Winters addressed the City Council in regards to a *Social Host Ordinance*. She stated that the ZAP Committee was formulated from the Minnesota Institute of Public Health to help combat underage drinking and the effects it has on youth in society. The McLeod County ZAP Committee was established in the year 2009 and includes judges, prosecutors, defense attorneys, court services (probation agents), court administration, chemical dependency evaluators, school counselors and law enforcement.

Ms. Winters stated that the proposed *Social Host Ordinance* would make it a misdemeanor for social hosts who knowingly allow underage persons to obtain, possess, or consume alcoholic beverages at private residences or private premises. She continued by stating that social host ordinances give communities a practical tool for holding persons criminally accountable if they allow underage drinking to take place on their property.

Ms. Winters stated that for many years, Minnesota laws have made it unlawful for a person to provide alcohol to anyone under age twenty-one (21). The courts have ruled; however, that individuals who allow a party to take place in a home where they know minors will consume alcohol, who do not take the alcoholic beverages away from the minors or who fail to stop the party, cannot be prosecuted because these actions do not fall within the meaning of providing or furnishing alcohol to minors.

Ms. Winters stated that Minnesota State Statute 260B.425 makes it unlawful for a person who by act, word, or omission encourages, causes or contributes to the delinquency of a child. However, this Statute does not apply to those situations where the person is eighteen (18) to twenty (20) years old. These loopholes are the basis of the need for social host ordinances or similar state laws.

Ms. Winters stated that in the year 2006, not a single social host ordinance existed in Minnesota. As of November 1, 2012, ninety-one (91) cities and twenty-two (22) counties have adopted a social host ordinance, and several more are actively considering it.

Ms. Winters presented the Minnesota cities and counties that have adopted social host ordinances.

Ms. Winters stated that cities and counties with social host ordinances have found success in a reduction in the number of underage drinking parties. They have also found that it's predominantly twenty-two (22) or twenty-three (23) year olds who are hosting these parties. From a prosecutor's standpoint, enforcement of the ordinance gives them a great tool to help curb underage consumption.

Ms. Winters stated that surveys of youth show that the most common sources of alcohol are the young person's own home or from persons over the age of twenty-one (21) who purchase alcohol for them. Some adults believe underage drinking is just part of growing up; and therefore, think it is acceptable to give alcohol to underage people. Social host laws send a clear message to adults that providing a place for underage youth to drink is not acceptable.

Ms. Winters presented %Minnesota Underage Drinking Data.+

Ms. Winters presented a letter of endorsement for the adoption of a social host ordinance from the *McLeod County Chiefs of Police Association*.

The City Council discussed the adoption of the proposed *Social Host Ordinance*.

**Council Member Quast motioned to schedule a Public Hearing for Tuesday, March 4, 2014 to consider the adoption of a Social Host Ordinance. Council Member Ollig seconded the motion. Motion carried 5-0.**

**b) Winsted Police Department – Department Issued Weapons**

Mr. Wilfahrt stated that the City of Winsted currently requires the Winsted Police Department Officers to carry an on-duty weapon. The City requires that Officers purchase that weapon. Recently staff has explored the possibility of providing weapons for all Police Department staff. There are a number of potential problems that could arise from this type of arrangement.

1. If an Officer discharges his weapon in a weapon involved incident, the Officer's weapon must be taken into evidence. This means that an Officer could be without their weapon for a month, if not longer. The replacement responsibility would fall upon the City.
2. If an Officer is suspended or relieved from duty, the City normally takes the Officer's keys, badge, Police identification (ID) and weapon. In the past, Police staff have been able to collect everything but the Officer's weapon.
3. If an Officer's weapon malfunctions and needs to be fixed, an Officer could be without a duty weapon for weeks. The Officer must then find and qualify with another weapon, before they can carry it. To get an Officer qualified with another weapon could take a few weeks to accomplish. This is not taking into account finding a replacement holster and clip holders for their duty belt. This is not only a burden on the Officer, but on the entire Police Department.

Mr. Wilfahrt stated that the Winsted Police Department would like to provide department issued weapons to their staff. The Police Department would purchase five (5) weapons; one (1) weapon for each full-time Officer, and one (1) to be used by part-time Officers. The weapons would be Glock .45 caliber pistols; which have been found to shoot well with little recoil. The weapon is easily used by all Officers regardless of physical composition.

Mr. Wilfahrt stated that the Glock .45 is used by the Lester Prairie, Minnesota Police Department; the Glencoe, Minnesota Police Department; and the McLeod County Sheriff's Office. Since many nearby departments carry the same weapon, in the event of a malfunction, equipment sharing would be a possibility. Since the McLeod County Sheriff's office conducts qualifications for the Winsted Police Department, the move to Glock .45 pistols would mean that the Sheriff's Office would be instructing Winsted's Officers on weapons they use as well.

Mr. Wilfahrt stated that providing department issued weapons would also remedy the aforementioned problems. In the event of an Officer losing a weapon because of a weapon related incident or for maintenance issues, the weapon to be used for part-time staff could also be used by the full-time Officer. Additionally, in the event of a suspension or termination, staff would be able to take the weapon from the Officer.

Mr. Wilfahrt stated that staff researched what other nearby communities have department issued weapons and found that the Hutchinson, Minnesota Police Department; the Glencoe, Minnesota Police Department; the McLeod County Sheriff's Office; and now the Lester Prairie, Minnesota Police Department all have department issued weapons.

Mr. Wilfahrt stated that the cost of the weapons is \$474 per weapon. Staff obtained three (3) quotes for weapons. Two (2) quotes are from dealers of the weapons: Kiesler's Police Supply and Jack's Uniforms and Equipment. One (1) is from a representative from Glock Incorporated.

Mr. Wilfahrt presented the quotes:

- Jack's Uniforms and Equipment **\$2,345**
- Glock Incorporated **\$2,370**
- Kiesler's Police Supply **\$2,385**

Mr. Wilfahrt stated that staff believes that although the quote from Glock Incorporated is \$25 more than the lowest quote, the service they can provide makes up for the difference in cost.

Mr. Wilfahrt stated that if the weapons would be purchased from Glock Incorporated, the total cost for all five (5) weapons would be \$2,370.00. The life expectancy of the weapons would be approximately ten (10) years. This money to pay for the weapons would come from the Forfeiture Fund which is used for

special purchases such as this. He continued by stating that a conversation with the City's auditor uncovered no issues with using the forfeiture funds for this purchase. The Fund has a balance of approximately \$9,000 and after the purchase of the weapons would have a balance of approximately \$6,630.

**Council Member Ollig motioned to approve a quote from Glock Incorporated for the purchase of five (5) Glock .45 caliber pistols in the amount of \$2,370.00. Council Member Fasching seconded the motion. Motion carried 5-0.**

**6) Department Report**

**a) City Clerk-Treasurer**

Ms. Deb Boelter, City Clerk-Treasurer, reported on the following:

- **End of the Year 2013**
  - Ms. Kirchoff has completed the Internal Revenue Service (I.R.S.) Form 1099 for the City's payments to contractors in the year 2013.
  - Ms. Zeidler has completed the I.R.S. Form W-2 for the City's employees' wages, benefits, payroll taxes, etcetera paid in the year 2013.
  - Ms. Zeidler is completing the year end Utility Billing and Payroll reports for the year 2013.
  - Ms. Boelter worked with the City's auditor, Ms. Christina Wordes of Conway, Deuth and Schmiesing, Professional Limited Liability Partnership (PLLP), to complete the City's year 2013 *Report of Outstanding Indebtedness*. The report was submitted to the McLeod County Auditor-Treasurer on Wednesday, January 29, 2014.
  - Ms. Boelter completed the annual Budget report for the year 2014 and submitted it to the Office of the State Auditor.
- **Health Care Reform Informational Meeting**
  - Ms. Zeidler and Ms. Boelter attended an informational meeting conducted by the City's auditing firm, Conway, Deuth and Schmiesing, PLLP, on November 8, 2013 in Litchfield, Minnesota on the Health Care Reform and its impact on the City.
  - Ms. Zeidler and Ms. Boelter have been working with the City's auditors to determine if the City is eligible for a refund of a portion of health insurance premiums paid in the years 2010 through 2013.
- **Health Insurance**
  - Ms. Zeidler, Mr. Wilfahrt and Ms. Boelter worked with Flagship Insurance Services to renew the City employees' health insurance benefits by December 1, 2013. By doing the renewal on December 1, 2013; as well as switching the health insurance provider to Health Partners, the City was able to save approximately \$49,000.
  - On Tuesday, January 21, 2014, Ms. Zeidler and Ms. Boelter attended an informational meeting at the Health Partners headquarters in Bloomington, Minnesota. Representatives discussed items regarding prescriptions, online services for employers and members, the variety of information and services available on the Health Partners website and through their call centers, etcetera.
- **McLeod For Tomorrow Leadership Program**
  - Ms. Boelter, Mr. Wilfahrt and Mr. Justin Heldt are currently participating in the *McLeod For Tomorrow* Leadership program. It is a great program to learn a variety of skills needed to be an effective leader and/or team member.
  - Ms. Kirchoff and Ms. Zeidler have completed the program in the past.
  - On October 24, 2013, the program was held in the Vollmer Room at Winsted City Hall. Ms. Zeidler and Ms. Kirchoff were instrumental in helping Winsted Police Department Chief, Mr. Mike Henrich, plan a memorable day for all participants.
- **Year 2013 Audit**
  - Ms. Kirchoff, Ms. Zeidler and Ms. Boelter have begun preparing for the City's year 2013 audit.
  - The initial audit meeting with Ms. Wordes, will be taking place at City Hall on Thursday, February 20, 2014.
  - The year 2013 audit is scheduled for the week of May 5<sup>th</sup>, 2014.
- **League of Minnesota Cities Insurance Trust – Year 2014 Property and Liability Insurance**

Ms. Kirchoff and Ms. Boelter worked with Flagship Insurance Services to renew the City's year 2014 Property and Liability insurance through the League of Minnesota Cities Insurance Trust.

➤ **Winsted Police Department – Electronic Notarization**

Ms. Kirchoff was trained at the Hutchinson, Minnesota Police Department on how to complete electronic notarizations. This allows her to complete electronic notarizations for any *Complaints* that the Winsted Police Department has to forward to the McLeod County Attorney. In the past, all *Complaints* were hand-delivered by Winsted Police Department Officers. The implementation of the electronic notarization saves the Police Officers a trip to Glencoe, Minnesota.

➤ **Continuing Education**

- On November 13, 2013, the City of Winsted employees participated in the mandatory annual safety training. The training was conducted by Safe Assure and was held in the Vollmer Room at Winsted City Hall. The employees from the City of Lester Prairie, Minnesota also attended the training.
- Ms. Kirchoff, Ms. Zeidler and Ms. Boelter attended an Athenian Dialogue on Friday, January 24, 2014 in Bloomington, Minnesota. The book that they read and discussed was titled, *The Junction Boys*. The discussion includes how the legendary coach, Mr. Paul (Bear) Bryant's coaching methods and leadership relate to our positions in City government. The three (3) of us will complete an assessment and then we will receive points toward our advanced certification with the International Institute of Municipal Clerks (IIMC).
- Ms. Kirchoff and Ms. Boelter will be registering to attend the annual Minnesota Municipal Clerks and Finance Officers (MCFOA) conference from March 18<sup>th</sup>, 2014 through March 21<sup>st</sup>, 2014.
- Ms. Boelter has budgeted to attend the annual IIMC Conference in Milwaukee, Wisconsin from May 18<sup>th</sup>, 2014 through May 22<sup>nd</sup>, 2014. Ms. Boelter has applied for a grant that is available through the IIMC to assist with the cost of the conference registration.
- Ms. Boelter has also applied for a grant through the MCFOA to assist with the cost of the Minnesota Municipal Clerks Advanced Academy. She has received this grant for the past Advanced Academies that she has attended.
- Ms. Zeidler will be attending the third (3<sup>rd</sup>) and final year of the Minnesota Municipal Clerks Institute (MMCI) from April 28<sup>th</sup>, 2014 through May 2<sup>nd</sup>, 2014. She has also applied for a grant to assist with the cost of the MMCI. She did receive a grant for years one (1) and two (2) of the MMCI.

➤ **Winsted Police Department – Chief Mr. Mike Henrich's Retirement Social and Party**

Ms. Kirchoff and Ms. Zeidler have gone above and beyond to plan a great Retirement Social and Party for Winsted Police Department Chief, Mr. Mike Henrich. The Cake and Ice Cream Social will be held on Tuesday, February 18<sup>th</sup>, 2014 from 3:00 p.m. to 6:00 p.m. in the Vollmer Room at Winsted City Hall. The Retirement Party will be held on February 28<sup>th</sup>, 2014. For more information on either event, please contact City Hall.

➤ **New Copier**

Ms. Kirchoff took the necessary steps for the City to obtain quotes for the lease of a new copier. It was a lengthy and detailed process. She did an exceptional job.

➤ **Video Equipment**

Ms. Kirchoff and Ms. Zeidler worked with Mr. Mark Guggemos to obtain and install some necessary upgrades to the City's video equipment that is used to tape City meetings and replay them on the Cable station.

➤ **City Administrator – Mr. Clay Wilfahrt**

Ms. Kirchoff, Ms. Zeidler and Ms. Boelter want to thank the City Council for hiring Mr. Wilfahrt as the new City Administrator. He transitioned into the City of Winsted immediately and is a great addition to the staff and Community. Mr. Wilfahrt came to the City of Winsted with a great deal of knowledge and skill that we are all benefiting from.

➤ **Year 2014 Election**

The year 2014 is an election year; so, staff will be preparing to hire and train Election Judges. If anyone is interested in serving as an Election Judge, please contact City Hall.

➤ **Minnesota Department of Revenue Audit**

A representative from the Minnesota Department of Revenue conducted an audit at City Hall on Tuesday, February 4, 2014. The audit was to verify sales tax paid by the City for the Waste Management garbage billing for the years 2010 through 2013. Ms. Zeidler had to prepare for the audit and be available to answer any questions. She did a fantastic job.

7) **No Open Forum.**

8) **Announcements**

**a) Winsted Police Department Chief – Retirement Events**

Ms. Boelter made the following announcement regarding Winsted Police Department Chief, Mr. Mike Henrich's retirement events:

- On Tuesday, February 18, 2014 from 3:00 p.m. to 6:00 p.m. in the Vollmer Room at Winsted City Hall, there will be a cake and ice cream social for the general public.
- On Friday, February 28, 2014, starting at 6:00 p.m., there will be a retirement dinner at the Blue Note Restaurant in Winsted. There is a charge for this event and anyone interested in attending should contact Ms. Raquel Kirchoff or Ms. Amanda Zeidler at City Hall to register.

**9) Adjournment**

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

The meeting was adjourned at 6:37 p.m.

*Steve Stotka*

Steve Stotka  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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