

City of Winsted  
City Council Work Session  
Lewis Room  
Wednesday, February 5, 2014  
5:00 p.m.

Present: Mayor Steve Stotko  
Council Member Bonnie Quast  
Council Member Tom Ollig, arrived at 5:10 p.m.  
Council Member George Schulenberg  
Council Member Max Fasching

Staff Present: Mr. Clay Wilfahrt, City Administrator  
Ms. Deborah R. Boelter, City Clerk-Treasurer  
Mr. Dave Meyer, Public Works Department Maintenance Supervisor

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

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

### **II. Security System Software Upgrade**

Mr. Wilfahrt stated that the City recently upgraded several computer systems because they operated Windows XP which will no longer be serviced starting in April of the year 2014, leading to security issues. City Hall's security system is run from the City's computers, and the software currently used is only operable on Windows XP, so the upgrade of computers means that the City will also need to upgrade its security system. The total cost of the upgrade will be \$2,280.

Mr. Wilfahrt stated that after making the computer purchases, the Cable Fund will have an estimated balance of \$25,004.68; which means that after this purchase, it would have a balance of \$22,724.68. The Cable Fund generates about \$15,000 in revenue annually.

The City Council discussed and directed Mr. Wilfahrt to contact the companies that maintain the City's heating and cooling systems to inquire about any upgrades that may need to be made to the computers that operate these systems.

The City Council directed Mr. Wilfahrt to move forward with the security system software upgrade.

### **III. Winsted Police Department – Acting Chief of Police**

Mr. Wilfahrt stated that the Winsted Police Department Chief, Mr. Mike Henrich, has issued his letter of resignation and indicated that his last day of service will be February 28, 2014. Staff anticipates that a new Chief of Police will not be hired until April of the year 2014; and therefore, an acting Chief of Police will need to be named in the absence of a permanent Chief of Police.

Mr. Wilfahrt stated that staff would request that Winsted Police Department Officer, Mr. Justin Heldt be appointed as the acting Chief of Police. He continued by stating that Mr. Heldt has been the acting Chief in the past when Mr. Henrich has been on vacation.

Mr. Wilfahrt stated that the acting Chief of Police should be dually compensated for the added responsibility. Staff is recommending that Mr. Heldt's pay be increased to the starting wage for the Winsted Police Department Chief, or \$22.01 per hour, during the time he serves as acting Chief. Any compensation will be offset by the savings achieved by not having a Chief of Police employed.

Mr. Wilfahrt stated that Mr. Heldt and Winsted Volunteer Fire Department Chief, Mr. Chad Engel will be co-Emergency Management Service (EMS) Directors.

Mr. Wilfahrt stated that he will be presenting the proposal to appoint Mr. Heldt as acting Chief of Police at the February 18, 2013 Regular City Council meeting.

The City Council discussed and directed Mr. Wilfahrt to present at the next City Council meeting.

#### **IV. City Council Retreat**

Mr. Wilfahrt stated that annually, the City Council and Department Heads work together to establish goals to achieve. Historically, this has been done through a City Council retreat.

Mr. Wilfahrt stated that as recently as the year 2009, a survey was sent to residents to gather input about their preferences for City goals. That survey was then used as part of a strategic retreat for the City Council. The survey had a good response rate of approximately thirty percent (30%) annually, and it was sent out in the City's water and sewer bills.

Mr. Wilfahrt stated that the retreat itself has taken several forms and has occasionally included staff as well as City Council members. The retreat has been facilitated by staff or outside professionals. The goal of the retreat seems to have varied as well. It has sometimes been to conduct long-range planning and visioning, or it has been to identify and establish specific goals.

Mr. Wilfahrt stated that staff would like to conduct a Goal-Setting retreat again in the year 2014. First (1<sup>st</sup>) a survey would be sent to residents asking about specific City initiatives and also asking for open-ended input. The City Council would review the questions asked in the survey in a Work Session prior to distributing it in the water and sewer bills. He continued by stating that the results of the survey would be compiled and presented to the City Council in late spring, 2014 or early summer, 2014.

Mr. Wilfahrt stated that following the survey results, the City Council and staff would hold a Goal-Setting retreat. He continued by stating that staff has requested to be present at the retreat, along with the City Council, to give input on projects and goals. Staff also believes that having an outside facilitator will allow all staff to give input at the retreat rather than focusing on facilitation; and therefore, would like to research costs of hiring a facilitator for the retreat. Staff anticipates holding the retreat in the summer of the year 2014 when the new Chief of Police has been hired and has been given time to familiarize himself or herself to the position.

The City Council discussed and directed Mr. Wilfahrt to prepare a survey that would be distributed to residents and business owners through the water and sewer bills. The City Council stated that they would like to review the survey questions at a future Work Session before it is distributed to the general public. A decision about when to conduct the Goal-Setting retreat will be discussed in the future.

#### **V. Online Recruitment Policy**

Mr. Wilfahrt stated that as part of the process of hiring a new Chief of Police, staff intends to conduct an online search of relevant information regarding the candidate. Recent court cases have revealed that conducting online searches can make the hiring body subject to scrutiny in regards to fair hiring practices.

Mr. Wilfahrt said for instance, an employee for a hiring body may search Google for information regarding a job candidate and uncover information regarding the candidate's race, religion, or other protected classifications or activities. The candidate could then argue that the possession of such information skewed the hiring body's decision making and claim unfair hiring practices.

Mr. Wilfahrt stated that in order to maintain fair hiring practices, the City's employment attorney recommended that the City adopt an Online Recruitment Policy to coordinate the online recruitment effort.

Mr. Wilfahrt presented the proposed Online Recruitment Policy. He continued by saying that the Policy states that only one (1) person will conduct online recruitment, and that one (1) person will be trained in conducting online recruitment searches to be in accordance with local, state and federal laws.

Mr. Wilfahrt stated that the proposed Online Recruitment Policy will be on tonight's Regular City Council meeting's Consent Agenda.

## VI. Snow Plow Purchase

Mr. Wilfahrt stated that during a snowstorm on January 30, 2014, the plow on the front of the City's payloader had several major issues. Mr. Wilfahrt presented pictures detailing the damage to the plow. The bracket that attaches the mount to the blade is separating from the blade and will require significant welding to repair. Also, one of the hydraulic cylinders broke in half which would also require extensive repair. The plow was purchased in the year 1994, and the expected life span of the plow is twenty (20) years; so, it has met its life expectancy. The payloader is one of the main pieces of the Public Works Department's snow removal equipment and is currently inoperable without repair or replacement of the plow.

Mr. Wilfahrt stated that the City repaired similar damage to the hydraulic cylinder several years ago, and the cost was approximately \$3,800. Staff estimates repairing the existing damage would cost \$4,000 to \$5,000.

Mr. Wilfahrt stated that staff has obtained two (2) quotes for the replacement of the plow; a quote for a TER-11 for \$11,433 and an HDR-11 for \$16,986. The TER-11 would only take one (1) week to receive, where the HDR-11 would take at least one (1) month to receive. The TER-11 is expected to last twenty (20) years, and the HDR-11 will last thirty (30) years. Dividing the cost of the plow over the number of years gives the estimated cost per year of \$571 for the TER-11 and \$565 for the HDR-11. The Public Works Department has stated that from a function standpoint, they would be okay with the purchase of either plow.

Mr. Wilfahrt stated that if the City Council chooses to replace the damaged plow, staff recommends that they approve the purchase of the TER-11 for \$11,433. The TER-11 is very similar to what we currently have; which, functioned very well until the end of its life expectancy. Getting the plow sooner will also be extremely important if we have snow in the next few weeks, and the cost per year of the plows is almost identical.

Mr. Wilfahrt stated that staff anticipates that since the current plow has met its life expectancy, repairs will continue to become more frequent. Since the plow has met its life expectancy and the cost of repair is approximately thirty-five percent (35%) to forty percent (40%) of the replacement cost, staff anticipates that replacement will be more cost-effective.

Mr. Dave Meyer was in attendance at the Work Session.

Mayor Stotko asked Mr. Meyer if the City could generate some revenue by scrapping the old plow. Mr. Meyer stated that the condition of the material on the old plow is too poor to be scrapped. He continued by stating that there are some newer parts on the old plow that could be used to complete repairs on the new plow in the future; so, he would like to store the plow at the City's Wastewater Treatment Facility (WWTF).

Council Member Fasching asked if the new plow would come with a warranty. Mr. Meyer stated that he is not aware of a warranty on a plow. He continued by stating that some of the parts on the plow may have a warranty.

Council Member Fasching asked if the damaged plow could be submitted to the City's insurance carrier. Mr. Meyer stated that the plow would likely not be covered by insurance because of the age of the plow and it is clear that the damage is due to normal wear and tear.

Mr. Wilfahrt stated that the approval for the new plow will be on tonight's Regular City Council meeting's Consent Agenda.

The City Council discussed and agreed that the City should purchase a new plow for the Public Works Department's payloader.

## VII. Other

### a) League of Minnesota Cities - Legislative Conference

Mr. Wilfahrt distributed a flyer from the League of Minnesota Cities detailing their *Legislative Conference*. He encouraged the City Council members to attend the

*Conference.* Ms. Boelter stated that if they were interested in attending they should contact Ms. Kirchoff, the City's Administrative Assistant, and she will register them.

**b) McLeod County – Legislative Meeting**

Mr. Wilfahrt stated that on Thursday, February 13, 2014, he and Mayor Stotko will be attending a meeting in McLeod County with other leaders in local government from the County to discuss issues that are facing the communities in McLeod County. He continued by stating that the issues discussed will be presented to McLeod County's legislators in the future.

Mr. Wilfahrt asked the City Council members to forward any issues that they would like discussed at next Thursday's meeting to him and/or Mayor Stotko.

**c) Winsted Lake Watershed Association – Aerator**

Council Member Ollig asked why the Winsted Lake Watershed Association's aerator was not functioning. Mr. Wilfahrt gave an update on the status of the aerator.

**d) Winsted Holding Activities That Unite People (WHAT UP) – Ice Skating Party**

Council Member Ollig stated that WHAT UP is planning an ice skating party on the skating rink on Winsted Lake on Saturday, February 22, 2014 and asked Mr. Wilfahrt to have the Public Works Department clear the snow from the ice.

**e) Holy Trinity High School – Student Meeting**

Council Member Fasching and Council Member Schulenberg gave a brief overview of the items they discussed with high school students from Holy Trinity High School. The purpose of the meeting was to identify the wants and needs of the youth in the Winsted Community and to find ways to encourage youth to return to the Winsted area after they have completed their higher education.

Council Member Ollig complimented Council Member Fasching and Council Member Schulenberg attending the meeting. He continued by stating that they did a great job of representing the City and their discussions were well received by the youth.

**f) Winsted Volunteer Fire Department – Monthly Meeting**

Council Member Fasching gave a brief overview of the February 3, 2014 monthly Winsted Volunteer Fire Department meeting that he attended.

**g) Ice Skating Rink – Winsted Lake**

Council Member Schulenberg addressed the City Council regarding the existing ice skating rink on Winsted Lake. He proposed that the ice skating rink remain on Winsted Lake because there is lighting there and a warming house.

The City Council discussed Council Member Schulenberg's proposal.

**h) Dunwoody Institute**

Council Member Ollig stated that a Winsted business owner is working with other area business owners to determine their interest in having the Dunwoody Institute conduct welding classes in the City of Winsted. He gave a brief overview of the steps that are being taken to bring the Dunwoody Institute to Winsted.

**i) New Winsted Church - Former Dueber's Space**

Council Member Schulenberg stated that the former Dueber's space, in the building located at 170 Main Avenue West, is being rented by a church.

**VIII. Adjourn**

**Council Member Ollig motioned to adjourn the meeting. Council Member Fasching 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