

City of Winsted
City Council Work Session
Lewis Room
Tuesday, March 3, 2015
5:30 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member Tom Ollig
Council Member Max Fasching
Council Member George Schulenberg

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Raquel Kirchoff, Deputy City Clerk-Treasurer
Mr. Jake Saulsbury, City Engineer . Bolton and Menk, Incorporated
Mr. Justin Heldt, Winsted Police Department Chief

I. Call to Order

Mayor Stotko called the meeting to order at 5:30 p.m.

II. Part-Time Police Officer Hire

Mr. Wilfahrt stated that the Winsted Police Department uses part-time police officers to fill vacation and holiday shifts, sick hours, summer shifts, and special event shifts to help eliminate the need to pay a full-time officer an overtime wage. The current ten (10) part-time police officers are full-time licensed and most have full-time jobs with other departments. Since most of the part-time officers have other jobs, it can be difficult to find a part-time employee to cover when full-time officers are out. This has resulted in a need to hire another part-time officer.

Mr. Wilfahrt stated that part-time police officers work a total of 400-500 hours between them. That time is spent covering shifts for officers on vacation, officers that are sick, or for special events such as the Winstock Country Music Festival, and the Winsted Summer and Winter Festivals. Two (2) of the City's part-time officers were recently hired full-time with other agencies and will have an extended waiting period before they can work part-time for Winsted again. Additionally, seven (7) other part-time officers have full-time positions and have limited availability.

Mr. Wilfahrt stated that due to lack of availability of part-time officers to cover shifts, full-time officers have not been able to take vacation when they have wanted. When officers have taken vacation, other full-time officers have had to cover the shifts, or be on-call all day, and in some cases be paid overtime to cover the shift.

Mr. Wilfahrt stated that hiring an additional part-time officer will allow staff to minimize overtime while helping cover shifts. The first step in this process will be to allow staff to advertise for a part-time police officer.

Mayor Stotko asked if the City of Winsted can share part-time officers with other agencies that have part-time officers. Chief Heldt stated yes.

Council Member Quast asked if candidates that applied for a previous full-time position, but were not hired, can be used to fill a part-time position. Mr. Wilfahrt responded that a separate hiring process has to be completed for the part-time position. The people that applied for a previous full-time position would have to re-apply for the part-time position if they were interested.

The City Council discussed the need for another part-time police officer and were in favor of placing the advertisement of a part-time officer position on a future City Council meeting agenda.

III. Campbell Field Proposals

Mr. Wilfahrt stated that the proposed improvement project for Campbell Field includes significant renovations to fan seating and the dugouts for an estimated project total of \$130,000. The Winsted Baseball Association anticipates contributing \$6,000 annually for the next seven (7) years for the improvement. The City's portion to fund the project would be approximately \$13,500 annually for the next seven (7) years.

Mr. Wilfahrt stated that the Park Commission recommended that that City support this project financially and thought that the Park Improvement Fund could fund the project. Mr. Wilfahrt stated that the Park Improvement Fund currently has a balance of approximately \$52,000 and it generates approximately \$15,000 annually.

Mr. Wilfahrt stated that at a recent City Council Meeting, the City Council authorized Bolton and Menk, Incorporated to obtain architectural and engineering quotes for the Campbell Field Improvement Project.

Mr. Saulsbury, Bolton and Menk, Incorporated, stated that three (3) firms were contacted for quotes. Two (2) quotes were provided; Oertel Architects, LTD for \$14,800 (not including geotechnical work) and Juanich Design and Development for \$20,650 (including geotechnical work). Mr. Saulsbury estimated the geotechnical work to be less than \$3,000, which still makes the quote from Oertel Architects, LTD lower than the quote provided by Juanich Design & Development.

Mr. Saulsbury stated that he has worked with Oertel Architects, LTD in the past. He continued by stating that the third company that was contacted for a quote, Wilkus Architects, did not provide a quote because their current workload is too high.

Mr. Saulsbury stated that within the Request for Proposal (RFP), it stated that the City of Winsted would provide a topographical survey and any minor work needed. Mr. Saulsbury stated that the design services would total approximately \$20,000, for a total improvement project cost of approximately \$150,000.

The City Council Members discussed the improvement project and that the improvements would enable the Winsted Wildcats Baseball Team to host tournaments which would draw people into Winsted.

Council Member Fasching asked what funds would be available to make improvements to parks other than Campbell Field if the City is committed to allocating approximately \$14,200 to this project over the next seven (7) years. Mr. Wilfahrt stated that in addition to the Park Improvement Fee that generates approximately \$15,000 annually, there is a Park Improvement line item within the Parks Budget for \$6,000. Council Member Fasching stated that this would leave approximately \$6,800 for improvements to other parks, which is a limited amount.

Council Member Fasching asked what the scope of the Campbell Field Improvement Project was. Mr. Wilfahrt listed the proposed improvements of the project.

The City Council members stated that they were in favor of supporting the Campbell Field Improvement Project but discussed putting a cap on the amount the City would contribute of \$13,500 annually, for the next seven (7) years, which is the amount that the Park Commission recommended that the City contribute. Mr. Wilfahrt stated that he would contact the Winsted Baseball Association to discuss the amount of the City's annual contribution to the project.

IV. Other

a) Winsted Volunteer Fire Department Meeting – March 2, 2015

Council Member Quast stated that she attended the Winsted Volunteer Fire Department meeting on March 2, 2015. The City Council members discussed the concern of low Fire Department membership, which is currently at twenty-three (23) members with one (1) member limited because of medical issues and three (3) members that could retire soon. The City Council discussed ideas to obtain new members, including administering a

meeting between the Winsted Volunteer Fire Department, the Lester Prairie Volunteer Fire Department, and the Howard Lake Volunteer Fire Department.

b) Downtown Beautification Forgivable Loan Application

Council Member Fasching asked how many applications were received for the Downtown Beautification Forgivable Loan grant. Mr. Wilfahrt stated one (1) application has been received to date.

Mr. Wilfahrt stated that businesses in the downtown area, outside of the specified block that the loan is available to, have inquired about the loan. He continued by stating that if applications are not received by eligible properties, the loan could be opened to other downtown areas of Winsted.

V. Adjourn

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

The meeting was adjourned at 5:58 p.m.

Steve Stotka

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
Deputy City Clerk - Treasurer
City of Winsted