

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, April 15, 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  
Mr. Justin Heldt, Winsted Police Department Acting Chief

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 amend the Consent Agenda to add item s) *The resignation of Mr. Michael Rasmussen from the Winsted Volunteer Fire Department.* Council Member Fasching seconded the motion. Motion carried 5-0.**

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

a) **Minutes – City Council – Special Work Session – March 26, 2014**

Accepted the minutes of the March 26, 2014 City Council Special Work Session.

b) **Minutes – City Council – Work Session – April 1, 2014**

Accepted the minutes of the April 1, 2014 City Council Work Session.

c) **Minutes – City Council – Regular Meeting – April 1, 2014**

Accepted the minutes of the April 1, 2014 City Council Regular Meeting.

d) **Minutes - Downtown Vibrancy Commission Meeting – March 11, 2014**

Accepted the minutes of the March 11, 2014 Downtown Vibrancy Commission Meeting.

e) **Resolution R-14-10 - Donation – TDS Telecom - AMENDED**

Adopted the amendment to Resolution R-14-10 to accept a \$175.00 donation from TDS Telecom to be dedicated to the Winsted Police Department for the Year 2014 Drug Abuse Resistance Education (D.A.R.E.) Graduation.

f) **Resolution R-14-11 - Donation – Winsted Volunteer Fire Department**

Adopted Resolution R-14-11 to accept a donation from Mr. and Mrs. James and Janice Brooks in the amount of \$1,000.00 to be dedicated to the Winsted Volunteer Fire Department for the annual Winstock Country Music Festival Emergency Drill.

**g) Resolution R-14-12 – Donation – Xcel Energy**

Adopted Resolution R-14-12 to accept a donation from Xcel Energy in the amount of \$175.00 to be dedicated to the Winsted Police Department for the Year 2014 Drug Abuse Resistance Education (D.A.R.E.) Graduation.

**h) Resolution R-14-13 – Donation – Winsted Area Chamber of Commerce**

Adopted Resolution R-14-13 to accept a donation from the Winsted Area Chamber of Commerce in the amount of \$125.00 to be dedicated to the Winsted Police Department for the Year 2014 Bike Rodeo.

**i) Janitorial Contract**

Approved the Janitorial Contract between the City of Winsted and Ms. Laura Kosek, effective April 18, 2014.

**j) Winsted Elementary School Parade – School of Excellence Award**

Approved the designated route for the Winsted Elementary School . School of Excellence Award Parade, for Friday, May 23, 2014 starting at 9:30 a.m. as submitted to the Winsted Police Department.

**k) Out of State Travel Policy**

Adopted the Out of State Travel Policy for the City of Winsted.

**l) City Clerk-Treasurer – International Institute of Municipal Clerks Annual Conference**

Authorized City Clerk-Treasurer, Ms. Deborah Boelter to attend the 68<sup>th</sup> Annual International Institute of Municipal Clerks Conference in Milwaukee, Wisconsin from May 16, 2014 through May, 23, 2014. (This is a budgeted item.)

**m) Resignation Notice – Part-time Police Officer**

Accepted the resignation of Mr. Robert Carlson as a Part-Time Police Officer effective March 20, 2014.

**n) Water Tower Inspection**

Authorized Bolton and Menk, Incorporated to provide engineering services to the City of Winsted for the evaluation of the City's 600,000 gallon Single Pedestal Spheroid Water Tower.

**o) Salary Increase – City Clerk-Treasurer**

Authorized a \$1,000 annual salary increase effective March 28, 2014 for Ms. Deborah Boelter, City Clerk-Treasurer, for completion of certification as a Certified Municipal Clerk as indicated in her Employment Letter dated June 8, 2004.

**p) March, 2014 Pledged Securities**

Approved the Pledged Securities that Security Bank and Trust Company has purchased for the City of Winsted for the month of March, 2014.

**q) March, 2014 Building Permit Report**

Approved the March, 2014 Building Permit Report.

**r) Claims**

Approved the Claims List for April 15, 2014.

**s) Resignation - Winsted Volunteer Fire Department Firefighter**

Accepted the resignation of volunteer Firefighter, Mr. Michael Rasmussen, from the Winsted Volunteer Fire Department effective April 15, 2014.

3) **No Public Hearings.**

4) **No Old Business.**

5) **New Business**

a) **Land Lease – Mr. James Hausladen**

Mr. Wilfahrt stated that for many years, a parcel of land approximately six (6) acres in size, owned by the City of Winsted and that is located adjacent to the City's Wastewater Treatment Facility (WWTF), has been farmed by Mr. James Hausladen. Mr. Hausladen has requested to continue farming the land in the year 2014. In the year 2012, staff reviewed the per acre lease fee and the City Council increased the fee from \$150 per acre to \$200 per acre. Staff recommends that same amount for the year 2014.

Mr. Wilfahrt stated that leasing the parcel of approximately six (6) acres to Mr. Hausladen will result in \$1,200 in revenue for the City of Winsted.

**Council Member Quast motioned to approve a lease with Mr. James Hausladen to farm approximately six (6) acres of land adjacent to the Wastewater Treatment Facility for one (1) year for \$1,200. Council Member Fasching seconded the motion. Motion carried 5-0.**

6) **Department Report**

a) **Winsted Police Department**

Mr. Justin Heldt, Winsted Police Department Acting Chief, reported on the following:

➤ **Year End 12/31/13 Annual Report**

- Mr. Heldt stated that he completed the year end 12/31/2013 Annual Report.
- The number of Incident Reports (ICRs) completed by the Winsted Police Department have decreased by approximately seven hundred (700) from the year 2012. The decrease is partially due to the current computer system and how events are recorded. It is also because the Police Department no longer locks the Winsted Post Office so that is a reduction of 365 ICRs.
- The Police Department responded to twenty-eight (28) automobile accidents in the year 2013. In the year 2012, the Police Department responded to twenty-six (26).
- Arrests were slightly increased. The year 2013 had sixty-two (62) arrests. In the year 2012, there were sixty (60) arrests. The Police Department averages about seventy (70) arrests per year.
- Citations increased in the year 2013 with 232 tickets issued and 415 warnings. In the year 2012, there were 135 tickets issued. The record year was the year 2006 with 639 tickets issued. The ten (10) year average is approximately 371 citations.
- Dog complaints remained about the same in the year 2013 with fifty (50). In the year 2012, there were fifty-two (52) dog complaints. In past years, the average was in the low forties (40s). Dog complaints are trending upwards.
- In the year 2013, the drug complaints doubled from the year 2012. There were fourteen (14) total in the year 2013. Possession of Controlled Substance arrests in the year 2013 was five (5); this is increased one (1) from the year 2012. These complaints and arrests are also trending upward.
- Since the year 2012, calls for services which are drug related have also increased.
- The number of Domestic Calls in the year 2013 were twenty-five (25) compared to twenty-seven (27) in the year 2012. The Winsted Police Department's average is in the mid-twenties (20s) per year; however, the violence involved in the domestic incidents has increased.
- Driving While Intoxicated (D.W.I.) was fourteen (14) in the year 2013; which has decreased from seventeen (17) in the year 2012. The decrease is attributed to intoxicated people having a sober person drive the vehicle and making better decisions. Increased penalties have also played a part in the decrease. The majority of the DWI arrests are from repeat offenders or a person who had an enhanced level of offense.

- Medical calls totaled 175 in the year 2013; which is an increase from 156 total medical calls in the year 2012. The number of medical calls is also trending upwards. Medical calls have risen approximately seventy percent (70%) since the year 2011. Educating the Police Department's full-time Officers to be Emergency Medical Technicians (EMT) is important and beneficial for all medical calls. It allows the Police Officers to begin medical treatment.
- Mental health calls totaled seven (7) in the year 2013. In the year 2012, mental health calls totaled twelve (12). The number of mental health calls fluctuates from year-to-year.
- There were forty (40) total theft cases in the year 2013. In the year 2012, there were fifty (50) theft cases. The average theft cases per year for the Winsted Police Department is approximately fifty-five (55).
- In the year 2013, twenty-one (21) gun permits were issued. Twenty-three (23) were issued in the year 2012.

Mayor Stotko stated that he appreciates the charts and graphs that are included each year in the Winsted Police Department's Annual Report.

Mayor Stotko stated that when evaluating the number of medicals that the Winsted Police Department responded to in the year 2013, they are averaging approximately one (1) medical call every other day. He continued by stating that he believes in the future, the number of medical calls that the Winsted Police Department responds to will increase each year.

Mr. Heldt stated that the Winsted Police Department has already responded to approximately twenty-two (22) medical calls in the month of January, 2014.

Council Member Ollig asked Mr. Heldt if he is appointed the Winsted Police Department Chief, will he continue to require that all full-time Police Officers be trained as an EMT. Mr. Heldt stated yes.

Council Member Quast complimented the Winsted Police Officers on the excellent job that they do in protecting the City of Winsted.

Council Member Schulenberg complimented Mr. Heldt on the good job he did with the Drug Abuse Resistance Education (D.A.R.E.) graduation ceremony at Holy Trinity School on Monday, April 14, 2014.

➤ **D.A.R.E. Graduation**

- On Monday, April 14, 2014, the sixth (6<sup>th</sup>) grade students at Holy Trinity School had their D.A.R.E. Graduation ceremony.
- There was bicycle stunt show conducted at the graduation ceremony. The bicycle show was funded by donations from Xcel Energy and TDS Telecom.
- The D.A.R.E. students will be attending the Minnesota Twins baseball game on April 27, 2014. The transportation to the Twins game is being funded by Millerbernd Manufacturing.

➤ **Winsted Area Chamber of Commerce – Women's Expo**

- Participated in the Winsted Area Chamber of Commerce's Women's Expo on March 29, 2014.
- The Winsted Police Department shared a booth with the McLeod County Sheriff, Mr. Scott Rehmann.

➤ **Annual Alcohol Compliance Seminar – April 14, 2014**

- Ms. Raquel Kirchoff, Administrative Assistant and Mr. Heldt conducted the annual Alcohol Compliance meeting at Winsted City Hall.
- Representatives attended from all the licensed liquor establishments in the City of Winsted.
- Mr. Heldt did inform the attendees that the Winsted Police Department will be conducting their annual Alcohol and Tobacco compliance checks in the near future.

➤ **Winstock Country Music Festival - Emergency Medical Services (EMS) Drill.**

- Mr. Heldt stated that he has been working with the Winsted Volunteer Fire Department Chief, Mr. Chad Engel, to plan and schedule an EMS Drill for Winstock Country Music Festival.

- The Drill will likely take place in the fall of the year 2014.
- **Three Man Police Department**
  - Since Mr. Mike Henrich's retirement from the Winsted Police Department Chief, the Police Department is operating as a three (3) man department.
  - The number of emergency calls has increased, as well as, the serious nature of the calls.
- **Sport Utility Vehicle Squad**
- Thanked the Winsted City Council for allowing the Police Department to purchase their sports utility vehicle (SUV). It was used heavily during snow storms and beneficial to have.

Council Member Fasching asked for an update on the Interview Room equipment that was approved for purchase and installation in November of the year 2013. Mr. Heldt gave an update.

Council Member Fasching asked for an update on the new firearms that the City purchased for the Winsted Police Department Officers. Mr. Heldt gave an update.

Council Member Fasching asked Mr. Heldt if the Police Department has documentation of new gun permits and what the future trend looks like. Mr. Heldt stated that the Winsted Police Department does have documentation and if the trend continues the way it has for the months of January, 2014 to April, 2014, the amount of gun permits issued will increase in the year 2014. There will be approximately thirty (30) or forty (40) gun permits issued in the year 2014.

Mayor Stotko asked Mr. Heldt to give the City Council a brief overview of the requirements and standards that the Winsted Police Department Officers have to follow to be licensed by the Minnesota Peace Officer Standards and Training (MN P.O.S.T.) Board. Mr. Heldt gave a brief overview of the training requirements. Mr. Heldt stated that each Police Officer must complete forty-eight (48) hours of continuing education every three (3) years. In order for a Police Officer to renew his MN P.O.S.T. license every three (3) years, they must provide documentation of their continuing education credits. Mr. Heldt stated that the Winsted Police Officers have always been given opportunities for continuing education courses.

Mayor Stotko complimented the Winsted Police Department for the great job they are doing in protecting the City of Winsted.

**7) No Open Forum.**

**8) Announcements**

**a) McLeod For Tomorrow - Leadership Program**

Council Member Ollig asked what cities the *McLeod For Tomorrow* participants have visited and what is involved in the program.

Mr. Wilfahrt stated that he, Ms. Boelter and Mr. Heldt are participating in the current *McLeod For Tomorrow* Leadership Program.

Mr. Wilfahrt gave a brief overview of the *McLeod For Tomorrow* Leadership Program.

**9) Adjournment**

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

The meeting was adjourned at 6:25 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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