

City of Winsted
City Council Meeting
Council Chambers
Tuesday, April 17, 2018
6:00 p.m.

Present: Mayor Steve Stotko
Council Member Patty Fitzgerald
Council Member Mike Henrich
Council Member Tom Ollig
Council Member George Schulenberg

Staff Present: Mr. Daniel Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief
Mr. Jim Lammers, Winsted Police Officer
Mr. Dave Meyer, Maintenance Supervisor

Also Present: Mr. Jake Saulsbury, Bolton & Menk, Incorporated

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

a) The Pledge of Allegiance was taken.

b) Years of Service Recognition – Ms. Samantha Condon – Five Years

Mayor Stotko recognized Winsted Volunteer Fire Department Member, Ms. Samantha Condon, for five years of service to the Winsted Volunteer Fire Department.

2) Consent Agenda

Mayor Stotko read the Consent Agenda.

a) Approval of Minutes

Approved the minutes of the following:

- City Council Work Session – February 20, 2018
- City Council Regular Meeting – February 20, 2018
- Park Commission Meeting – February 12, 2018
- Planning Commission Meeting – March 12, 2018

b) Resolution R-18-15 – Purchase Agreement Termination

Adopted Resolution R-18-15, a resolution terminating the purchase agreement between the City of Winsted and America's Best Cargo, Incorporated.

c) Planned Service Agreement Termination – Johnson Controls, Incorporated

Authorized the City Administrator to terminate the Planned Service Agreement with Johnson Controls, Incorporated, effective May 31, 2018, which provides maintenance and repair services for the mechanical and control systems at Winsted City Hall.

d) Northgate Lift Station Improvements – Soil Borings

Authorized the City Engineer, Bolton and Menk, Incorporated, to conduct a soil boring and log in conjunction with the Northgate Lift Station Improvements, for an amount not to exceed \$1,680.00.

e) Dance Permit – The Blue Note

Approved a Dance Permit for the Blue Note Ballroom, 320-3rd Street South, for the Winstock Rumble event on Saturday, April 28, 2018.

f) Security Bank & Trust Company – Pledged Securities

Approved the Pledged Securities that Security Bank & Trust Company has purchased for the City of Winsted for the month of March, 2018.

g) Building Permit Report – March, 2018

Approved the Building Permit Report for the month of March, 2018.

h) Financial Report – February, 2018

Approved the financial report for the month of February, 2018

i) Claims

Approved the claims list for April 17, 2018.

j) Resignation – Planning Commission

Accepted the resignation of Ms. Allison Moses as a member of the Planning Commission, effective April 17, 2018.

k) Appointment – Airport Commission

Appointed Mr. Glenn Weibel to the City of Winsted Airport Commission with a term expiring December 31, 2018.

Council Member Ollig motioned to adopt the Consent Agenda as presented and to abstain from Item f – Security Bank & Trust Company – Pledged Securities. Council Member Schulenberg seconded the motion. Motion carried 5-0.

3) No Public Hearings

4) No Old Business

5) New Business

a) Industrial Boulevard Improvements – Bid Award

Mr. Daniel Tienter, City Administrator, stated that although the City Council chose not to move forward with the entire McLeod Avenue Area Improvements Project at this time, the Industrial Boulevard Reclamation project was recommended from the Feasibility Study.

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, stated that the low bid of \$123,121.00 for the project was received from WM. Mueller & Sons, Incorporated. Mr. Saulsbury stated that the project was bid at a lower rate than was estimated. Assessments to property owners may be lower than what was presented at a Public Hearing on November 21, 2017.

Mr. Saulsbury stated that this is a short project and provisions will be placed in the contract to keep the project moving once it is started. Actual construction is estimated at one month.

Mr. Saulsbury stated that a discussion took place with Waste Management, 490 Industrial Boulevard, regarding construction to avoid operations of Waste Management from being disrupted.

Council Member Fitzgerald motioned to award a project bid for an amount not to exceed \$123,121.00 to WM. Mueller and Sons, Incorporated, to complete the Industrial Boulevard Improvements Project in the City of Winsted and authorize the City Administrator to approve any change orders, which cannot exceed five percent (5%) of the initial cost, cumulatively. Council Member Henrich seconded the motion. Motion carried 5-0.

b) 2018 City Council Priorities First (1st) Quarter Update

Mr. Tienter presented a first (1st) quarter update on the 2018 City Council Priorities.

6) Department and Organization Reports

a) Winsted Youth Baseball/Softball Association

Mr. Rick Bauman, representative of the Winsted Youth Baseball and Softball Organization, provided an update about the organization. Main points of the update follow.

- 18 teams playing on nine fields. Mr. Bauman provided a breakdown of the teams.
- Over 200 kids, ages 4 - 16 participate.
- Winsted hosts two tournaments:
 - State Qualifier – June 28, 2018 – July 1, 2018 at Barrett and Southview Field
 - 11A End of Year tournament - July 13, 2018 – July 15, 2018
- Concerns regarding no water available for players at Southview Field.
- All tournament monies and Summer Festival monies go back into the fields.
- Reviewed recent improvements made to fields.
- The Ron Baumann Memorial Clinic will be held on Sunday, May 20, 2018 at Barrett Field. Attendance last year for this clinic was 95 kids.
- Bathrooms at Barrett Field have ongoing issues with toilets. Recommend closing the bathrooms and placing porta potties at the field.
- Adding electricity at Westgate Field is a goal.

The City Council Members thanked Mr. Baumann for his work for the community.

b) Police Department

Mr. Justin Heldt, Winsted Police Chief, provided the following monthly update to the City Council Members regarding the Winsted Police Department.

November, 2017:

- Assisted in a Table Top Emergency Medical Services (EMS) Drill at St. Mary's Care Center.
- Attended the Winsted Area Chamber of Commerce Luncheon at St. Mary's Care Center.
- Completed annual performance reviews for the Police Officers.
- Conducted an Active Shooter drill at St. Mary's Care Center.
- Chief Heldt attended Mental Health First Aid Training in Hutchinson.

December, 2017:

- Provided traffic control for the Winter Festival Parade.
- Officer Bruns attended the Minnesota Chief's Association Leadership Academy.
- Held annual pursuit review – one pursuit for the year of 2017.

January, 2018:

- Attended the City Council Goal Setting Retreat.
- Started the 2018 Drug Abuse Resistance Education (D.A.R.E.) program with the Holy Trinity 6th Grade class.
- Held quarterly EMS Drill with city staff.
- Assisted the Winsted Volunteer Fire Department (WVFD) with new firefighter interviews.
- Put together quotes for the 2018 squad car purchase.

February, 2018:

- Chief Heldt participated in the Howard Lake-Waverly-Winsted (HLWW) Elementary Read-In at the Winsted Elementary School.

March, 2018:

- Assisted with the Knights of Columbus Fish Fry.
- Attended Emergency Operations Center training at the McLeod County Sheriff's Office.
- The Police Department started using the payroll electronic time card system.
- Officers attended annual Use of Force, Taser, and Chemical Spray recertification training.

April, 2018:

- Held quarterly EMS Drill for city staff.
- Assisted with the Winsted Area Chamber of Commerce Easter Egg Hunt.
- Assisted with the Crazi Coffee Run.
- April 17, 2018 was the Holy Trinity 6th Grade class D.A.R.E. graduation. Ten students graduated and the keynote speaker was Retired Police Chief and City Council member Mike Henrich.
- On April 29, 2018, the D.A.R.E. class will attend a Minnesota Twins baseball game thanks to a donation from Millerbernd Manufacturing.

Areas of note in 2017:

- o 21 Accidents in 2017 compared to 36 in 2016.
- o 13 Driving While Intoxicated (DWI's) in 2017 which is below the 10 year average of approximately 18.
- o 47 Dog Complaints compared to 75 in 2016.
- o 60 Arrests – similar to previous years.
- o 226 Citations – the 10 year average is approximately 255.
- o 38 Thefts - same as 2016. The 10 year average is approximately 54.
- o 182 Medicals – up from 156 in 2016.
- o Eight (8) Drug Complaints – 10 year average is approximately 14.
- o 52 Vulnerable Adult Investigations – up from 46 in 2016.
- o 27 Gun Permits were issued in 2017.

Busy start to 2018:

- o During the timeframe of January through March, 20 arrests were made. Conducted extensive investigations with several felony level charges coming through formal complaint.
- o During the timeframe of January through March, responded to 42 medicals.
- o Officer Lammers, Officer Bruns, and Officer Reiner work very hard and are doing a great job with investigations as well as their day to day duties for the Police Department.

Upcoming Events:

- o The Police Chief schedules security for the 2018 Winstock Country Music Festival.
- o The Police Department Open House is to be determined; may have it later in the summer to generate more participation.
- o The Police Chief will attend the Minnesota Chief of Police Association conference.
- o The annual Bike Rodeo will be held on May 23, 2018 at the Winsted Elementary School parking lot.

The City Council Members thanked Chief Heldt and the Police Officers for their service.

7) No Open Forum

8) City Administrator Updates and Announcements

a) Winsted Brush Site – Closed

Mr. Tienter stated that the brush site will be closed until weather permits due to the late winter weather storm. The City will provide communication through the website, facebook and the cable station when the site is opened.

b) Hydrant Flushing

Mr. Tienter stated the hydrants will be flushed May 2, 2018 – May 4, 2018. Water may be rusty and water pressure may drop during the flushing.

c) Planning Commission Vacancy

Mr. Tienter stated the Planning Commission has a vacancy. Interested residents may contact City Hall for consideration.

d) Sewer Jetting

Council Member Ollig requested that a letter be sent to the home owners that contacted City Hall regarding effects in their homes from sewer jetting that was recently completed. Mr. Tienter stated that he was aware of three home owners that contacted City staff or City Council Members. City staff would send a letter to them regarding the City Council's discussion at the April 17, 2018 Work Session.

9) Adjournment

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

The meeting was adjourned at 6:58 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted