

City of Winsted
City Council Meeting
Council Chambers
Tuesday, October 4, 2016
6:00 p.m.

Present: Deputy Mayor Bonita Quast
Council Member George Schulenberg
Council Member Patty Fitzgerald
Council Member Tom Ollig

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Winsted Police Department Chief

Also Present: Mr. Jake Saulsbury, Bolton and Menk, Incorporated
Mr. David Drown, David Drown Associates

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

a) The Pledge of Allegiance was taken.

2) Consent Agenda

Deputy Mayor Quast read the Consent Agenda.

a) Minutes – City Council Work Session – September 6, 2016

Approved the minutes of the City Council Work Session on September 6, 2016.

b) Minutes – City Council Work Session – September 20, 2016

Approved the minutes of the City Council Work Session on September 20, 2016.

c) Resolution R-16-45 – Winsted Volunteer Fire Department Relief Association – Gambling Contribution

Adopted Resolution R-16-45 to accept a contribution from gambling proceeds from the Winsted Volunteer Fire Department Relief Association in the amount of \$15,000 to be dedicated toward the Winsted Volunteer Fire Department Capital Improvement Plan Fund 704 for the Winsted Volunteer Fire Department.

d) Resolution R-16-46 – Grant Agreement for Airport Improvement Excluding Land Acquisition

Adopted Resolution R-16-46 authorizing the Deputy Mayor and City Administrator to execute a grant agreement with the Minnesota Department of Transportation (MnDOT) for airport improvement excluding land acquisition for the 2016 Environmental Assessment.

e) Hay Ride Permit – Winsted Holding Activities that Unite People (WHAT UP)

Approved a hay ride sponsored by Winsted Holding Activities that Unite People (WHAT UP) on designated streets in the City of Winsted as approved by the Winsted Police Chief on Saturday, October 29, 2016 at 1:00 p.m.

f) Claims

Approved the claims list for October 4, 2016.

Council Member Ollig motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 4-0.

3) No Public Hearings

4) No Old Business

5) New Business

a) Ordinance O-16-07 – Ordinance Amendment – Administrative Citations

Mr. Tienter stated that beginning in 2009, the Minnesota State Legislature authorized local governments to establish, by resolution or ordinance, a process for issuing Administrative Citations in lieu of criminal citations for certain traffic-related offenses. This process allows the local government to enforce local traffic related regulations (e.g., winter parking rules), but to also allow greater flexibility in handling less serious violations (e.g., animal complaints). The City of Winsted (City) began using this process on August 4, 2009.

Mr. Tienter stated that on August 6, 2015, the League of Minnesota Cities provided guidance that local governments may use the Administrative Citations process to enforce "local ordinance[s] for non-traffic matters such as liquor licensing ordinance violations, nuisance and animal ordinance violations, etc." Although this guidance supports the current and past practice of the City, specifically the Winsted Police Department, the City Attorney further recommended that Chapter 17 of the Winsted Municipal Code be amended to expressly allow for the use of the Administrative Citations process to enforce and resolve less serious offenses and violations of other sections of the Winsted Municipal Code. Based on this guidance, the City halted the use of Administrative Citations for non-traffic related offenses until the amendment recommended by the City Attorney was considered by the City Council (Council).

Mr. Tienter noted that the use of Administrative Citations as an enforcement mechanism holds several advantages, including, but not limited to:

- Additional flexibility for law enforcement to address violations of local ordinances and other regulations;
- Eliminate delay in the violation resolution process;
- Reduce the need to refer less serious violations into the more expensive and time consuming criminal justice system; and
- Remove criminal implications and labels for ordinance and other violations.

Mr. Tienter stated that the Administrative Citations process allows for challenges and appeals, which are reviewed by a neutral third party, usually a qualified attorney not otherwise affiliated with the City.

Council Member Ollig asked how administrative citations are handled in a court of law. Police Chief Heldt stated that they are a civil citation handled by the City and are not handled in court.

Council Member Ollig motioned to adopt Ordinance No. O-16-07 to amend Chapter 17 of the Winsted Municipal Code to allow for Administrative Citations for violations of the municipal code, City ordinances and City resolutions in addition to specific traffic offenses designated in Minnesota Statute 169.999. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

6) Department Report

a) Police Department

Police Chief Heldt reported the following information regarding the Winsted Police Department:

April, 2016:

- Held the annual liquor license forum at City Hall.
- Mr. Heldt attended the Executive Training Institute in St. Cloud, Minnesota.
- Winsted Police Officers participated in the annual Active Shooter training at Camp Ripley.

May, 2016:

- Escorted 20 Holy Trinity 6th graders to the Minnesota Twins game for Drug Abuse Resistance Education (D.A.R.E.)
- The annual Bike Rodeo was held at the Winsted Elementary School on May 12, 2016.
- Transitioned all blight matters for the City to the Winsted Police Department.
- Revising the Police Department Policy Manual in consultation with the Minnesota Peace Officer Standards and Training (MN POST) Board and the City Attorney's Office.
- Provided a tour to Holy Trinity students for Winsted history day.
- Provided a Police Department Open House on May 21, 2016.
- Provided assistance for the Memorial Day parade on May 30, 2016.

June, 2016:

- Provided security for the Winstock Country Music Festival.
- Acquired a 2016 Ford Sport Utility Vehicle (SUV) squad vehicle.
- Internship with Mr. Josiah Rehmann was completed.
- Police Officers were trained with new squad rifles. Each squad vehicle has a rifle.
- Received a grant from Center Point Energy for the purchase of Self Contained Breathing Apparatus masks for the Police Department and purchased four masks.
- Participated on the interview panel for new fire fighters for the Winsted Volunteer Fire Department.
- Mr. Heldt attended various business visits in the community.

July, 2016:

- Held the quarterly Active Shooter/Violent person drill with City staff at City Hall, Public Works, and Fire Department.
- Obtained donations from Ridgeview Ambulance for three Tactical Response Bags for each squad vehicle.
- Officer Joshua Fahey completed Field Training Officer (FTO) and is working shifts as a Part-Time Police Officer.

August, 2016:

- Held the annual Winsted Night Out event in conjunction with the Winsted Art's Council and Winsted Library on August 11, 2016.
- Provided security for the Winsted Summer Festival and assisted with the Winsted Summer Festival parade.
- Attended training with the new McLeod County K9 dog and handler McLeod County Sheriff's Office Deputy Mr. Brian Stiles.

September, 2016:

- Mr. Heldt assisted on the interview panel for the Winsted Volunteer Fire Department's promotional position.
- Officers attended annual 44 Plan Emergency Medical Services (EMS) training.
- Provided security for the St. Mary's Craft Beer Festival on September 10, 2016.
- Held the annual City EMS Drill in coordination with the Winsted Police Department, Fire Department, and Ridgeview Ambulance on September 19, 2016.

Mr. Heldt reviewed phone call scams that are occurring and reminded residents not to give out personal information over the phone.

The City Council Members thanked Chief Heldt for the work of the Winsted Police Department.

7) Open Forum

b) Wave Runner Barrel Race - Winsted Summer Festival

Mr. Glenn Weibel, a representative from the Winsted Chamber of Commerce, reviewed information regarding the addition of a wave runner barrel race on Winsted Lake to the activities of the Winsted Summer Festival.

c) Winsted Municipal Airport

Mr. Russ Runck, Winsted Municipal Airport hangar number 30 owner, requested an update regarding the Winsted Municipal Airport.

Mr. Tienter stated that the Environmental Assessment for the Winsted Municipal Airport is in the process of finalization. Once the Environmental Assessment and public comment process is completed, a public meeting will be held regarding the Winsted Municipal Airport.

d) Kingsley Street Area Improvements Project – Luce Line State Trail

Mr. Aaron Kubasch, 179 Westgate Drive, asked for clarification of where the Luce Line State Trail location will be in the Kingsley Street area. Mr. Tienter stated that the Trail will be on the east side of the street behind the curb and gutter. Mr. Tienter stated that the City is working on way-finding signage for the Trail.

8) Announcements

a) City Commission Openings

Mr. Tienter stated that the City is seeking applicants for five openings on the newly reconstituted Economic Development Authority and for one opening on the Winsted Park Commission.

9) Adjournment

Council Member Ollig motioned to adjourn the meeting. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

The meeting was adjourned at 6:36 p.m.

Bonita Quast

Bonita Quast
Deputy Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted