

City of Winsted  
City Council Meeting  
Council Chambers  
Tuesday, November 3, 2015  
6:00 p.m.

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

Absent: Council Member Tom Ollig

Staff Present: Mr. Dan Tienter, City Administer  
Ms. Deborah R. Boelter, City Clerk-Treasurer  
Mr. Justin Heldt, Winsted Police Department Chief  
Mr. Tyler Bruns, Winsted Police Department Officer  
Mr. Dylan Reiner, Winsted Police Department Officer

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

**a) The Pledge of Allegiance was taken.**

**2) Consent Agenda**

Mayor Stotko read the Consent Agenda.

**a) Temporary Part-Time Administrative Assistant**

Approved the hiring of Ms. Leigha Felder as a temporary Part-Time Administrative Assistant, at \$10 per hour for up to forty (40) hours per week between December 18, 2015, and January 1, 2016.

**b) Resolution R-15-44 – Tree Donation – Mr. Jim and Mrs. Evelyn Fowler**

Adopted Resolution R-15-44 to accept a donation of two (2) trees from Mr. and Mrs. Fowler that have been planted on City property.

**c) Winsted Police Department Reserve Officer Resignation – Mr. Steve Ebert**

Accepted the resignation of Mr. Steve Ebert from the Reserve Officer list for the Winsted Police Department.

**d) Resolution R-15-45 – Donation – Millerbernd Manufacturing**

Adopted Resolution R-15-45 to accept a price reduction of \$2,355 for a City sign to be constructed by Millerbernd Process Systems to be installed at the property of the Winsted Public Works building and Winsted Volunteer Fire Department building.

**e) City Sign – Winsted Public Works Building and Winsted Volunteer Fire Department Building**

Approved a quote in the amount of \$3,565 from Millerbernd Process Systems to construct a City sign to be installed at the property of the Winsted Public Works building and the Winsted Volunteer Fire Department building.

**f) Downtown Vibrancy Commission Appointment – Mr. Robert Hamilton**

Appointed Mr. Robert Hamilton to the Downtown Vibrancy Commission.

**g) Truth-in-Taxation Hearing – Public Hearing Date and Time**

Scheduled a Truth-in-Taxation Public Hearing for Tuesday, December 1, 2015, at 6:00 p.m. in the City Hall Council Chambers.

**h) City Council Work Session Reschedule – November 17, 2015**

Rescheduled the City Council Work Session on Tuesday, November 17, 2015, to begin at 4:00 p.m.

**i) Claims**

Approved the Claims List for November 3, 2015.

**Council Member Quast motioned to adopt the Consent Agenda as presented. Council Member Schulenberg seconded the motion. Motion carried 3-1. Council Member Fasching opposed.**

Council Member Fasching stated he is opposed to the approval of the Consent Agenda because he would rather use the \$3,565 towards improving the current sign at the Winsted Public Works building and the Winsted Volunteer Fire Department building.

**3) No Public Hearings.**

**4) No Old Business.**

**5) New Business**

**a) Federal Emergency Management Agency (FEMA) Flood Plain Informational Meeting**

Mr. Tienter stated on October 7, 2014, the City Council authorized the City Engineer, Bolton and Menk, Incorporated, to complete a formal review of the hydraulic modeling used to establish the City of Winsted's (City) Flood Insurance Rate Map (FIRM) for McLeod County Ditch Number Eleven (No. 11).

Mr. Tienter stated after a lengthy process, on July 23, 2015, the Federal Emergency Management Agency (FEMA) issued a Letter of Map Revision (LOMR) for the aforementioned floodplain, which reduced the size of the floodplain. On August 3, 2015, and August 10, 2015, FEMA provided public notice of the floodplain revision through the Herald Journal newspaper, which began a ninety (90) day public comment period and increased the number of inquiries by residents regarding the process and possible next steps at City Hall.

Mr. Tienter stated shortly thereafter, at the September 1, 2015, City Council Work Session, City staff recommended that the City send a letter to affected property owners informing them of the general outcome of the process and outlining possible next steps for property owners interested in revising their individual floodplain requirements. This

letter, which was sent on September 8, 2015, also referred more specific, technical questions to Bolton and Menk, Incorporated.

Mr. Tienter stated according to Bolton and Menk, Incorporated, this letter created a large number of inquiries that eventually overwhelmed their staff. As a result, City staff is recommending a public meeting on Monday November 16, 2015 from 5:30 p.m. to 7:30 p.m. in the Vollmer Room at City Hall. The meeting, which will be conducted by Bolton and Menk, Incorporated, will provide affected property owners with both basic floodplain information and an opportunity to ask more specific questions concerning their individual circumstances. Mr. Tienter continued by stating that City staff will also attend the meeting so they will be able to give informed answers to property owners who contact the City with questions regarding the floodplain information.

Mr. Tienter stated additionally, given the substantial amount of City involvement in this process, including financing the floodplain revision process and dedicating significant amounts of staff time, this public meeting will serve as the conclusion of the City's involvement in the floodplain process. Any additional action will be the responsibility of individual property owners.

Mr. Tienter stated that originally, the City Council authorized a budget not to exceed \$7,000 for this project. To date, the City has expended \$7,315 on the project, and Bolton and Menk, Incorporated, has estimated the cost of the recommended public meeting at approximately \$2,750.

Mr. Tienter stated that City staff recommends that the City Council authorize a public meeting on Monday, November 16, 2015, from 5:30 p.m. to 7:30 p.m. in the Vollmer Room of Winsted City Hall to be conducted by Bolton & Menk, Incorporated for a cost not to exceed \$2,750.

**Council Member Fasching motioned to authorize a public meeting on Monday, November 16, 2015, from 5:30 p.m. to 7:30 p.m. in the Vollmer Room of Winsted City Hall to be conducted by Bolton and Menk, Incorporated for a cost not to exceed \$2,750. Council Member Schulenberg seconded the motion. Motion carried 4-0.**

**Council Member Schulenberg motioned to provide notice of a City Council Quorum present at the FEMA Flood Plain Informational meeting on November 16, 2015. Council Member Quast seconded the motion. Motion carried 4-0.**

## 6) Department Report

### a) Winsted Police Department

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

- In April, the Civil Defense Siren was installed in the Industrial Park.
- Completed a second air class with the 6<sup>th</sup> graders of Lake Trinity. The Wright County Sheriff's Deputy Cotton and his canine attended the graduation ceremony and provided a demonstration.
- Assisted with the Easter egg hunt in early April at St. Mary's Care Center.
- Provided tours to various youth groups at City Hall and the Winsted Police Department.
- Assisted the McLeod County Sheriff's Office with fingerprinting students of Holy Trinity and Winsted Elementary School.
- Attended classes in April at the Executive Training Institute in St. Cloud.

- On May 14, the Police Department held its annual bike rodeo at the Winsted Elementary School, which was well attended. Two bikes were donated during the event.
- Assisted with the Memorial Day Parade.
- Provided a crime scene investigation class at Holy Trinity.
- Assisted on the interview panel for the hiring of the new city administrator.
- In May, Officer Bruns became a certified emergency medical technician.
- In June, the Police Department supervised security at the Winstock Country Music Festival.
- Assisted on the interview panel for the potential hiring of firemen.
- In August, a new part-time police officer and a new full-time officer were hired.
- Provided security at the summer festival and assisted in the Fun Run and festival.
- Held the Winsted National Night Out. The Life Link helicopter was there.
- Also in August, Officer Bruns became a certified fireman instructor for the Police Department.
- In September the Police Department participated in a trail opening event at Southview Park.
- Assisted Winsted Elementary with National Walk to School Day.
- Assisted the Winsted Fire Department with the controlled burn.
- On October 19, an EMS drill was held.
- Mr. Heldt completed his final class for his EMS certification. Approximately 140 hours of classroom work was required to obtain the certification. That certificate will be issued at the Governor's Conference in February of 2016.
- On October 30, the Police Department assisted the Winsted Chamber of Commerce with trick-or-treating activities.
- At the end of October, Jim attended the Toward Zero Death Conference.
- Officer Bruns is scheduled to complete his probationary period in the near future.
- In the fall of this year, the Police Department purchased three department issued rifles which should be received in the next two or three months.
- Winter parking hours began on November 1, 2015, so there is no parking on City streets between the hours of 2 a.m. and 6 a.m. Guests are required to call the Police Department and speak with an officer to obtain permission to park on the street. Parking restrictions will be lifted in the spring.

Council Member Schulenberg asked if Winsted got involved at all in the shooting at Hutchinson.

Mr. Heldt indicated the Winsted Police Department was not involved.

Council Member Quast commended the Police Department for the great work they are doing in the community.

Council Member Schulenberg thanked the Police Department for their service.

**7) Open Forum**

No comments were received.

**8) No Announcements**

**9) Adjournment**

**Council Member Quast motioned to adjourn the meeting. Council Member Fasching seconded the motion. Motion carried 4-0.**

The meeting was adjourned at 6:20 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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