

City of Winsted  
City Council Meeting  
Council Chambers  
Wednesday, November 5, 2014  
6:00 p.m.

Present: Mayor Steve Stotko  
Council Member Bonita 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 Chief

**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) Minutes – City Council – Special Closed Meeting – October 21, 2014**

Accepted the minutes of the October 21, 2014 City Council Special Closed Meeting.

**b) Minutes – City Council – Work Session – October 21, 2014**

Accepted the minutes of the October 21, 2014 City Council Work Session.

**c) Minutes – City Council – Regular Meeting – October 21, 2014**

Accepted the minutes of the October 21, 2014 City Council Regular Meeting.

**d) Canvassing Board Meeting**

Scheduled a Canvassing Board meeting on Thursday, November 13, 2014 at 9:00 a.m. to canvass the results of the November 4, 2014 General Election.

**e) Winsted Municipal Airport Land Lease Agreement Termination, Hangar Number Forty-Seven (47)**

Terminated the Land Lease Agreement between the City of Winsted and Mr. Kevin Kubasch for hangar number forty-seven (47) at the Winsted Municipal Airport.

**f) Winsted Municipal Airport Land Lease Agreement, Hangar Number Forty-Seven (47)**

Approved the Land Lease Agreement between the City of Winsted and Mr. Phil Otto for hangar number forty-seven (47) at the Winsted Municipal Airport.

**g) Year 2015 Assessment Agreement – McLeod County Assessor**

Approved the year 2015 Assessment Agreement between the City of Winsted and the McLeod

County Assessor for \$11,644.50.

**h) One (1) Day Temporary Consumption and Display Permit – Winsted Arts Council**

Approved a One (1) Day Temporary Consumption and Display Permit for the Winsted Arts Council for November 15, 2014 at 141 Main Avenue West.

**i) City Hall Closed – December 26, 2014**

Authorized the closing of City Hall on Friday, December 26, 2014.

**j) Claims**

Approved the Claims List for November 5, 2014.

**k) Right of Refusal Agreement**

Approved an Agreement between the City and the Colonna~~s~~ for the City of Winsted to waive their first right of refusal for the sale of the building at 181 . 1<sup>st</sup> Street North, Winsted, Minnesota, contingent upon the approval of the City Attorney.

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

**3) No Public Hearings.**

**4) No Old Business.**

**5) New Business**

**a) Contingent Offer of Employment – Winsted Police Department Patrol Officer**

Mr. Wilfahrt stated that staff has conducted two (2) rounds of interviews for the Winsted Police Department's Patrol Officer position. The first (1<sup>st</sup>) round of interviews included five (5) candidates interviewed by six (6) panelists, including two (2) City Council Members; retired Winsted Police Department Chief, Mr. Mike Henrich; the Winsted Volunteer Fire Department Chief; Public Works Department Maintenance Supervisor; and the City Clerk-Treasurer. Following this initial round of interviews, three (3) candidates were offered a second (2<sup>nd</sup>) interview. Those three (3) candidates were interviewed by the Mayor, the City Administrator, and the Winsted Police Department Chief. The second (2<sup>nd</sup>) interview panel recommended candidate, Mr. Randall Campbell, to the City Council.

Mr. Wilfahrt stated that the next step in the hiring process will be for the City Council to extend a contingent offer to Mr. Campbell. Mr. Wilfahrt continued by presenting the contingent offer. The contingencies will be that Mr. Campbell passes a background check, psychological evaluation, a drug and alcohol test, and that he obtains his Emergency Medical Technician (EMT) certification within one (1) year. The aforementioned testing and processes are expected to take four (4) to six (6) weeks. Given that timeline, Mr. Campbell should be able to start training in December, 2014 or January, 2015.

Mr. Wilfahrt stated that the Agreement specifies that Mr. Campbell will start at Step One (1) of the pay scale for the Patrol Officer position.

Council Member Fasching asked Mr. Heldt if Winsted Police Department Officer, Mr. Tyler Bruns has completed his time with the Field Training Officer (F.T.O.). Mr. Heldt stated that Mr. Bruns will be finished with the F.T.O. tomorrow, November 6, 2014. Mr. Heldt continued by stating that Mr. Bruns will be on probation for one (1) year.

Council Member Ollig asked if Mr. Campbell wanted the Patrol Officer position. Mr. Heldt stated that when he spoke to Mr. Campbell he indicated that he wanted the position.

Council Member Schulenberg asked how training went for Mr. Bruns. Mr. Heldt stated very well.

Council Member Fasching asked if Mr. Bruns was acclimating to the City of Winsted. Mr. Heldt said yes.

Ms. Boelter stated that Mr. Bruns seems to be a perfect fit for the City of Winsted and is fitting in so well with the other City staff members that it seems like he has worked for the City for a long time. She continued by complimenting him for his work the day of the General Election.

**Council Member Ollig motioned to approve the contingent offer of employment to Mr. Randall Campbell for the position of full-time Patrol Officer for the Winsted Police Department. Council Member Quast seconded the motion. Motion carried 5-0.**

**6) No Organization Reports.**

**7) Department Report**

**a) People Service, Incorporated**

Mr. Greg Stang, People Service, Incorporated, reported on the following:

- Pond Decommissioning:
  - Pond number three (#3) is two-thirds (2/3) of the way completed.
  - On Tuesday, November 4, 2014, approximately one hundred (100) loads of sludge were removed from Pond number three (#3).
  - Approximately one hundred (100) loads of sludge will be removed today, Wednesday, November 5, 2014.

Council Member Quast asked how many farms are receiving the sludge. Mr. Stang said he is uncertain how many farms are receiving the sludge; however, three hundred (300) acres of farm land have been reserved for the sludge removal for this fall, 2014.

- All three (3) Ponds will not be decommissioned this year 2014 because of the limited amount of farm land available and the restrictions from the Minnesota Pollution Control Agency (MPCA) on the amount of sludge that can be land applied.

Council Member Ollig asked if the sludge is being hauled across the Entinger property that was recently purchased by the City of Winsted. Mr. Stang stated yes. Mr. Wilfahrt stated that the City's Engineer did contact a representative from Winstock Country Music Festival to obtain their approval for the trucks to haul the sludge across the property.

- Winterization at the Waste Water Treatment Facility (WWTF):
  - Mr. Phil Robinson, People Service Incorporated, has shut down the ultraviolet equipment for the winter months.
- Have been working with the City's Engineers on the new filters that are required to be installed.

Council Member Ollig asked if the wear and tear on the WWTF has been average in the year 2014 in comparison to previous years. Mr. Stang gave a brief overview of some of the repairs that have been made.

Council Member Ollig asked at what percentage of capacity the WWTF operates. Mr. Stang stated that the City's WWTF runs at fifty percent (50%) capacity. The reason for running at fifty percent (50%) is to use parts from the other equipment for replacement and/or repair purposes.

Mr. Stang encouraged the City Council to tour the WWTF at any time.

**8) No Open Forum.**

**9) Announcements**

**a) Winsted Police Department**

Council Member Ollig asked Mr. Heldt how he is doing since the Winsted Police Department is not operating fully staffed. Mr. Heldt stated that he is doing well and that the Department is operating

efficiently. He continued by stating that Mr. Bruns will be completing his time with the F.T.O. and will be working on his own.

Council Member Ollig asked Mr. Heldt if he likes his position as Police Chief. Mr. Heldt stated that he does.

Council Member Fasching asked Mr. Heldt if the Police Officers have been trained on the Department issued weapons. Mr. Heldt stated that the Police Officers will be training on the Department issued weapons on November 17, 2014. The training will be conducted by the McLeod County Sheriff's Department.

Council Member Ollig asked if the Police Department vehicles are operating properly. Mr. Heldt stated yes. He continued by stating that the winter tires were installed on the Police Department vehicles yesterday, Tuesday, November 4, 2014.

Council Member Quast complimented Mr. Heldt for the job he is doing as the Winsted Police Department Chief. She continued by stating that the City of Winsted has a Police Department that they can be very proud of.

**b) Winsted Police Department – Winter Parking**

Mr. Heldt stated that the Winter Parking ban started November 1, 2014 and the Winsted Police Department encourages individuals not to park on City streets from 2:00 a.m. to 6:00 a.m.

Mr. Heldt stated that if an individual does need to park on the street between the hours of 2:00 a.m. to 6:00 a.m., they should contact the Winsted Police Department and obtain permission to do so.

Mr. Heldt stated that they can contact the Winsted Police Department at (320) 485-2600.

**10) Adjournment**

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

The meeting was adjourned at 6:18 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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