

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, October 4, 2016  
5:00 p.m.

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

Absent: Mayor Steve Stotko

Staff Present: Mr. Daniel Tienter, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer  
Mr. Justin Heldt, Chief of Police

### **I. Call to Order**

Deputy Mayor Quast called the meeting to order at 5:00 p.m.

### **II. Recommended 2017 Budget**

Mr. Tienter stated that City Staff was planning to discuss the recommended Airport, Water, Sewer and Cable budgets at this Work Session; however, more information is needed on percentages of increases for bonding for Kingsley Street and the Wastewater Treatment Facility. He continued by stating that the City Council will review these budgets at a future Work Session.

### **III. City Facilities Security Improvements**

Mr. Tienter stated that in October, 2015, the Winsted Police and Fire Departments conducted their annual Emergency Medical Services (EMS) Drill at City Hall. At the debriefing that followed the EMS Drill, City Council and City staff discussed potential threats related to City Hall and people therein. The City Council expressed interest after this drill in security glass, panic alarms and surveillance cameras.

Police Chief Justin Heldt stated that he contacted companies regarding surveillance cameras for City Hall, to help most as a deterrent from unwanted actions. Mr. Heldt stated that panic alarms are considered for the front counter area of City Hall and on the City Council dais. He continued by stating that the panic alarms are monitored and Law Enforcement would be notified if the button was pressed.

Council Member Ollig asked Ms. Kirchoff if City staff at the front counter has ever felt threatened where they would have used a panic alarm. Ms. Kirchoff responded yes.

Mr. Heldt stated that City Administration staff has called him when there have been instances in the past where they have not felt comfortable with situations at City Hall; however, he is not always immediately available.

Mr. Heldt stated that during City Hall office hours, someone can jump over the front counter easily, making the front counter staff vulnerable. The panic alarm would help in this situation.

Mr. Heldt stated that he contacted three companies for shatterproof security glass for the doors leading into the office areas, and also a shatterproof glass barrier for the front counter with a voice box to speak through. He continued by stating that one quote was obtained. Mr. Tienter added that there is only one shatterproof/bullet proof glass provider in Minnesota and they prefer to complete the glass installation themselves.

Mr. Heldt stated that he obtained two quotes for the installation of security cameras in City Hall to be placed in the front desk/lobby area, Vollmer Room, and lower level lobby area. These cameras would cover the entrance/exits of the building as well as the areas where the public may gather. Monitors or a web based domain would be available for staff to view what the camera is seeing live and recording.

Mr. Heldt stated that the camera installed that would view the main entrance to City Hall would allow for site of any abnormal activity with the prescription drug drop off box located in the front entrance to City Hall, which has frequent use. Mr. Heldt continued by stating that the City will be having a larger box installed by the Methamphetamine Education and Drug Awareness (MEADA) program. Mr. Tienter added that one of the requirements for having a larger drop box installed was that the box be under surveillance.

Council Member Quast stated that she knew of an additional company that would like to provide a quote for the security enhancements. Mr. Tienter stated that City staff will contact the company and notify them that they can provide a quote by October 14, 2016 because the security enhancements will be considered for approval at the October 18, 2016 City Council meeting.

The City Council members thanked Mr. Heldt for the information.

#### **IV. Other**

##### **a.) Economic Development Authority (EDA)**

Mr. Tienter stated that the EDA application process closed on October 3, 2016 and one application was received. He continued by stating that the City will contact previous members of the EDA and the Downtown Vibrancy Commission again to ensure that they are not interested in applying, and then more broadly advertise the open EDA positions.

##### **b.) Special City Council Work Session**

Mr. Tienter stated that there is a Special City Council Work Session scheduled for October 24, 2016 at 12:00 p.m. to discuss the 2017 Budget.

##### **c.) Wastewater Treatment Facility**

Mr. Tienter stated that that the first preconstruction meeting for the Wastewater Treatment Facility occurred today, October 4, 2016 to discuss timing, phasing, schedules, etcetera. The plan is for work to begin on the project in the Fall, 2016 in the pre-treatment building and also for pond decommissioning work.

##### **d.) Winsted Municipal Airport – Environmental Assessment**

Mr. Tienter stated that the Environmental Assessment for the Winsted Municipal Airport is in the process of being finalized. A meeting will be scheduled in the future to discuss the Winsted Municipal Airport and Winsted Municipal Airport hangar owners will be notified of this meeting. All questions and comments regarding the Environmental Assessment should be submitted in written format and sent to the attention of the City Administrator either by mail or electronic mail to be included in the appendix of the Environmental Assessment.

##### **e.) Park Commission**

Mr. Tienter stated that the Park Commission has a vacancy and encouraged interested residents to contact the City for an application.

##### **f.) McLeod for Tomorrow Leadership Program**

Mr. Tienter stated that the City will be hosting a McLeod for Tomorrow Leadership Program session on October 27, 2016, and invited City Council members to attend.

##### **g.) Denis M. Campbell Field Improvements**

Mr. Tienter provided an update regarding Denis M. Campbell Field and stated that Mr. Saulsbury, Bolton and Menk, Incorporated, would contact Oertel Architects and stress to them the importance of beginning the project in 2016.

##### **h.) Kingsley Street Area Improvements Project**

Mr. Tienter provided an update on the Kingsley Street Area Improvements Project. The City Council Members discussed Luce Line State Trail alignments and signage for the Trail. Mr. Tienter stated that there have been many suggestions of where the alignments would be made and that more discussion and consideration is needed in regard to safety, traffic and parking.

#### **V. Adjourn**

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

The meeting was adjourned at 5:42 p.m.

*Bonita Quast*

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Bonita Quast  
Deputy Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted