

City of Winsted
City Council Work Session
Vollmer Room
Wednesday, February 2, 2022
5:00 p.m.

Present: Mayor George Schulenberg
Council Member Mike Henrich
Council Member Tom Ollig
Council Member Bonnie Quast
Council Member Steve Stotko

Staff Present: Mr. Adam Birkholz, City Administrator
Ms. Raquel Kirchoff, City Clerk-Treasurer
Mr. Justin Heldt, Police Chief
Ms. Amanda Zeidler, Deputy Clerk
Mr. Jon Davidson, Fire Chief
Mr. Troy Scherping, First Assistant Fire Chief

I. Mayor Schulenberg called the Work Session to order at 5:00 p.m.

II. Staffing Discussion

Mr. Adam Birkholz, City Administrator, stated that the Consent Agenda for the February 2, 2022 City Council Meeting includes the resignation of Ms. Ethel Wolff, part-time Administrative Assistant. He continued by stating that City staff will examine the needs of re-filling that position with the Police and Administration departments in the upcoming months and plan to proceed with the hiring process sometime after April, 2022.

III. Winsted Municipal Code – Chapter 14, Section 1 Text Amendments

Mr. Birkholz stated that City staff has been working with MNSPECT, LLC, the new building official, for amendments they recommend to City of Winsted Municipal Code Chapter 14, Buildings and Structures.

Ms. Amanda Zeidler, Deputy Clerk, stated that MNSPECT, LLC recommends language amendments related to fees, outdated language, and plumbing that the City Council will consider adopting at the February 15, 2022 City Council Meeting. She continued by stating that the plumbing language amendments have already been reviewed by the Minnesota Department of Labor and Industry.

Mr. Birkholz stated that these amendments will allow MNSPECT, LLC to inspect and permit for commercial plumbing applications received by the City of Winsted, rather than the State of Minnesota.

IV. McLeod County All-Hazard Mitigation Plan

Mr. Justin Heldt, Police Chief, stated that approximately one and one-half (1 1/2) years ago, the McLeod County All-Hazard Mitigation Plan was up for renewal which included addition of areas of need. Meetings with stakeholders were conducted by McLeod County over that time period, which has produced the revised plan that is now ready. The City of Winsted should consider a resolution to adopt this revised plan.

Mr. Heldt noted that all residents are encouraged through this plan process to sign up for the code red notification system. Also part of this revision was the process to purchase and install a generator, which the City has completed at City Hall. The City will also continue to work with McLeod County to watch for grant opportunities to improve the safety of its shelters.

V. Winsted Volunteer Fire Department – Emergency Medical Responder Position

Mr. Jon Davidson, Fire Chief, reviewed the proposed Emergency Medical Responder (EMR) Position to recruit and retain members for the Winsted Volunteer Fire Department (WVFD). This position would allow members to join the WVFD to respond to medical calls versus both medical and fire calls. Members in this position would not draw the WVFD pension, but the hope is after they have joined in this position, they may have interest for the fire call position also.

Mr. Davidson reviewed the cost of training and uniform for the position, plus the approximate \$1,000 per year for points pay for each member. The WVFD requests authorization to hire up to five (5) members in this position. Ideally, the roster would hold thirty (30) positions for Fire and EMR combined members and five (5) additional positions for EMR.

Mr. Birkholz stated that the WVFD strategic operating guidelines (SOG)s would be updated to document the process of how the EMR position would operate. The position would operate under the same volunteer model that is currently operating. No duty crews would be created at this time.

Mr. Birkholz stated that the position will be presented to the Winsted Fire Board also, since there will be budget implications with the position. The City Council will consider final approval of the position.

Council Member Stotko stated that adding five (5) positions may not insure that enough members attend a call. The additional EMR positions may have other commitments that prohibit them from attending a call, like what is currently occurring with the Fire/EMR combined position at times. Mr. Birkholz stated that issue will remain, unless duty crews are established.

The City Council Members stated to position was a good recruitment tool to try for the department.

VI. Other

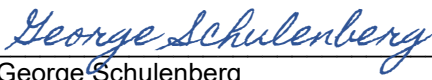
a.) February 3, 2022 City Council Agenda Items

Mr. Birkholz reviewed agenda items for the City Council Meeting on February 3, 2022.

VII. Adjourn

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

The Work Session adjourned at 5:47 p.m.



George Schulenberg
Mayor
City of Winsted

ATTEST:



Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted