

City of Winsted  
City Council Work Session  
Lewis Room  
Wednesday, November 8, 2023  
5:00 p.m.

Present: Mayor Steve Stotko  
Council Member Jeff Albers  
Council Member Steve Ebert

Absent: Council Member Jesse Cafferty  
Council Member Tom Ollig

Staff Present: Mr. Neil Schlagel, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer  
Mr. Justin Heldt, Police Chief

## **I. Call to Order**

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

## **II. Street Maintenance – Infrared Patching Quote**

Mr. Neil Schlagel, City Administrator, stated that Mr. Chris Bahr, Maintenance Supervisor, obtained a quote from Bargaen, Incorporated for infrared patching around the City's water mains and manholes to ensure that they are not damaged during plowing of snow. This type of patching has not been done before in the city.

With this process, the Infrared machine leaves a seamless patch by heating up an entire 5 x 7 or 2½ x 12-foot area. The existing asphalt is raked into the low areas and a new asphalt is added on the top surface. The final step is to roll the area to a smooth surface and leave it to cool.

Bargaen's quote to complete Infrared patching on fourteen (14) manholes and twenty-six (26) water valves, for a cost of \$240 for each heat completed, or approximately \$9,600.00 is included on the Consent Agenda for the November 8, 2023 City Council Meeting.

The City Council Members approved of this attempt of preventative maintenance and moving forward with the quote.

## **III. Winsted Volunteer Fire Department (WVFD) – Updates and Agreements**

Mr. Schlagel described some recommended updates to operating documents of the WVFD to reflect current operations. These amendments will be included on a future City Council Meeting agenda. Some of the more significant updates include:

- Adding a maintenance position for a budget cost of \$500.00 for one of the firefighters to coordinate, and at times perform maintenance on equipment. The person will also update maintenance records, order maintenance supplies, maintain appropriate inventory, and complete other duties as assigned.
- Execution of mutual aid agreements with the cities of Howard Lake and Glencoe. There will be no cost included in the agreements. Mr. Schlagel described the differences in the Glencoe agreement due to their fleet including an air van.

## **IV. Winsted Police Department – Tactical Equipment Purchase**

Mr. Justin Heldt, Police Chief, stated that the Winsted Police Department serves the citizens of Winsted, and its primary responsibilities are life safety and to protect property. In carrying out duties, various equipment is needed to safely and efficiently provide services to the community and protect police officers. The need to have specialized safety equipment, fitted for each officer, is essential for life safety. In the past, officers have not been provided with size-specific ballistic vests and plates, helmets, or bunkers/shields.

In August, 2023, the Winsted Police Department received a donation from AZZ Galvanizing and staff, in the amount of \$5,335.00, to purchase a shield and active shooter kits for Winsted police officers. In 2023, the Police Department also received donations from Mr. Duane Kopesky, Ms. Cathy Houg, and Ms. Carolyn Bahr. The City budgets \$14,000.00 annually for police equipment purchases. With the donations included, there is approximately \$13,962.19 remaining in this police equipment set aside fund for 2023.

In 2022, the City sold unclaimed property that was in the possession of the Police Department; and in 2023, the funds of \$4802.87 from this sale became available for use. The City's auditor verified that these unclaimed property sale funds can be utilized for the tactical equipment purchase. The total amount available in 2023, for the shield and active shooter kits purchase, is approximately \$18,765.06.

City staff contacted various police equipment vendors and obtained three (3) quotes for four (4) sets of active shooter kits/ballistic plates, four (4) helmets, and one (1) shield/bunker. A quote was requested from a fourth company, however, was not provided. The Police Officers met with a representative of Alpha Tactical on October 10, 2023 and tried on available equipment, and had an opportunity to ask specific usage questions. The Police Officers recommended the equipment provided by Alpha Tactical.

The cost for four (4) active shooter kits/ballistic plates, four (4) helmets, and one (1) shield/bunker from Alpha Tactical is approximately \$24,299.32. City staff recommends purchasing three (3) active shooter kits/ballistic plates, three (3) helmets, and one (1) shield from Alpha Tactical for an amount of approximately \$18,696.04. City staff will request an additional active shooter kit/ballistic plates, helmet, and shields from Alpha Tactical in 2024 if the budget allows.

The funds for the purchase of three (3) active shooter kits/ballistic plates, three (3) helmets, and one (1) shield/bunker would come from the Capital Improvement Plan (Police Department Equipment Set Aside - 2023) as well as the General Fund, where the unclaimed property funds are located.

Mr. Heldt reviewed the warranties of the equipment and in what types of situations the equipment would be worn/used.

The City Council Members were not opposed to the purchase considered on the November 8, 2023 Consent Agenda; however, it was requested that for future consideration, if costly purchases could be discussed at a Work Session and then on a City Council Meeting Agenda on a future date to give City Council Members more time to review the purchase and the options.

## **V. Winsted Police Department – Squad Vehicle Purchase Update**

Mr. Schlagel stated that there is no new update for the purchase of the 2022 squad vehicle at this point in time.

## **VI. Other**

Mr. Schlagel reviewed the following other information.

- A Special Closed City Council Meeting will be scheduled for 4:00 p.m. on December 19, 2023 to conduct a six (6) month performance review for the City Administrator.
- Downtown Street Lighting Project – Boring has begun on the project; CR Electric has also started some work. The City has received the lights but has not received the poles to date.
- Joint Powers Agreement – Lester Prairie Police Department - City staff met recently with the Lester Prairie Mayor and Deputy Mayor regarding the agreement. Two (2) hours of patrol time in the opposite city of the police officer working was discussed to be included in the agreement.
- Winsted Municipal Airport – The proposed drill seeding project is expected to occur in the middle of November, 2023.
- Conservation Award – The City of Winsted received a Conservationist of the Year award. City representatives will attend a recognition event on December 13, 2023.
- Appointment of On Call Administrative Assistant – The Administration Department is working to appoint an On Call Administrative Assistant to replace the Permanent Part-Time Administrative Assistant position that the City had in the past. The position will not have guaranteed hours but it is estimated that the person will begin with an estimated eight (8) hours per week.
- January 2, 2024 City Council Meeting – The City Council Members discussed if this meeting needed to be held, and were not opposed to its cancellation.

**VII. Adjourn**

**Council Member Albers motioned to adjourn the Work Session. Council Member Ebert seconded the motion. Motion carried 3-0.**

The Work Session adjourned at 5:58 p.m.

*Steve Stotko*

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted