

City of Winsted
City Council Emergency Meeting
Lewis Room
February 2, 2011
12:00 p.m.

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Bonnie Quast
Council Member Dave Mochinski
Council Member George Schulenberg

Staff Present: Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

Mayor Stotko called the meeting to order at 12:00 p.m.

Mayor Stotko stated that with the resignation of the City Administrator, Andrew Elbert, on Tuesday, February 1, 2011, there are some issues that the City Council needs to consider and resolve.

II. Goal-Setting Session – February 9, 2011

Mayor Stotko asked the City Council if they would like to continue with the Goal-Setting session scheduled for Wednesday, February 9, 2011.

Mochinski stated that the Goal-Setting session should be cancelled.

Schulenberg stated that he has no opinion.

Quast and Ollig stated that they believe the Goal-Setting session is important and do not want to see it cancelled but postponed to a later date pending the hire of a new City Administrator.

Mochinski stated that he believes that it should be postponed and not cancelled.

Ollig motioned to postpone the Wednesday, February 9, 2011 Goal-Setting session to a later date, pending the hire of a new City Administrator. Quast seconded. Motion carried 5-0.

The City Council directed Boelter to postpone the Goal-Setting session and contact all participants to inform them.

III. Joint Meeting – City of Winsted, City of Howard Lake, City of Waverly and Howard Lake Waverly Winsted School District

Ollig asked if the City should continue to host the joint meeting with the City of Winsted, City of Howard Lake, City of Waverly and Howard Lake Waverly Winsted School District scheduled for Wednesday, February 23, 2011 in the Vollmer Room at Winsted City Hall.

The City Council discussed and agreed to continue with the Joint Meeting as scheduled.

A quorum of the Winsted City Council stated that they would be attending the meeting. Boelter stated that she will post the meeting to be in compliance with Minnesota State Statute meeting laws.

IV. February 1, 2011 City Council Work Session and Regular Meeting Agenda Items

a) Winsted Holding Activities That Unite People (WHAT UP) Proposal

Mayor Stotko asked Ollig to contact a representative from WHAT UP to ask them to obtain two (2) more quotes on the audio and video equipment they would like the City to purchase, and to explore other options for the viewing screen.

Ollig stated that he discussed the City Council's directives with WHAT UP representative, Jeff Campbell. Boelter stated that she did the same.

Mochinski asked for more information on the proposed viewing screen so he could investigate other options. Ollig stated that the dimensions and other information about the screen are available in the February 1, 2011 City Council agenda packet.

b) Winsted Municipal Airport Commission

Mayor Stotko asked Mochinski to report to the City Council about any information discussed at the Winsted Municipal Airport Commission meetings.

Boelter stated that she contacted Marcus Watson, Bolton and Menk, Incorporated regarding the Airport Commission meeting scheduled for Tuesday, February 8, 2011. Boelter stated that the meeting will continue and Watson will be preparing the information for the meeting and will be in attendance at the meeting.

c) Waste Management Informational Meeting for Winsted Business Owners

Mochinski stated that he would like staff to continue to work with representatives from Waste Management to schedule an informational meeting for Winsted business owners regarding the fees for their dumpsters.

The City Council directed Boelter to contact Waste Management and facilitate the scheduling of the informational meeting.

Mochinski stated that he believes that the meeting should be held at Winsted City Hall.

Mayor Stotko stated that he believes it should be at the Waste Management facility.

Ollig stated that Boelter should ask Waste Management where they would like to have the meeting.

Quast stated that the dumpster fee for the businesses is an issue for Waste Management and not the City of Winsted.

The City Council discussed and directed Boelter to contact Waste Management and proceed accordingly.

d) Cell Tower Lease Proposal

The City Council directed Boelter to contact Unison Site Management, Limited Liability Company (LLC) and decline their proposal to purchase the City of Winsted's cell phone water tower easement.

V. City Council Assistance to City Staff

Mayor Stotko asked the City Council to be available to City staff during the interim of hiring a new City Administrator.

Mochinski also directed Boelter to inform staff that if they need any type of assistance from the City Council, that they contact them.

Ollig asked who is taking telephone calls that come to City Hall for former City Administrator, Andrew Elbert. Boelter stated that she is taking the telephone calls.

VI. City Administrator Search and Hiring Process

Mayor Stotko asked the City Council if they wanted to hire another City Administrator.

Ollig stated yes.

Mochinski stated yes; but, would like the City Council to be more involved in the hiring process versus having a consultant do the search.

Mochinski asked the City Council if they had considered the second finalist from the previous City Administrator search. The City Council discussed and agreed that they were not interested in hiring the second finalist.

Ollig motioned that due to the resignation of the City Administrator, Andrew Elbert, that the City pursue advertising for a new City Administrator. Schulenberg seconded. Motion carried 5-0.

Mayor Stotko stated that if the City decides to hire another consultant, other than Shannon Sweeney, David Drown Associates, Incorporated, it may be more costly. Sweeney has the information from the previous administrator search so his fee to conduct another hiring process would be less.

Mochinski and Quast stated that the City Council should do the administrator search on their own. Quast stated that the City Council and staff has conducted the hiring process for many other positions within the City of Winsted and the employees they have hired are exceptional.

Mochinski stated that Chief Mike Henrich could do the background checks on the finalist.

Mayor Stotko stated that he is concerned about the availability of staff time to conduct the process for the administrator search.

Boelter stated that staff is preparing for the 2010 audit, scheduled for April 11, 2011 and it would be difficult to carry on the process for the administrator search due to time constraints and workload.

Schulenberg stated that he believes the City Council should be more involved in the search.

Mochinski stated that the City has been involved in hiring Police Officers and/or other staff and it has produced a positive result.

Boelter stated that there are other agencies that assist in employee searches.

Ollig stated that he would like to hire Sweeney or some other agency to advertise for the position, collect applications and then have the applications forwarded to an appointed committee to review. He stated that the existing staff's workload is going to increase with the absence of the City Administrator and he does not believe that they will have time to administer the hiring process.

Mochinski stated that the City's population has not increased dramatically since the former City Administrator, Brent Mareck was hired ten (10) years ago. He asked how that hiring process was conducted.

Quast stated that the time-consuming part of the hiring process was collecting the applications and reviewing them to identify the finalists. She continued by stating that a committee was established to do the interviewing.

Mochinski asked Quast if the workload of the process was heaviest on the City staff or City Council. Quast stated that the City staff administered the majority of the hiring process.

Mochinski and Quast stated that the City should follow the same hiring process that they did when Brent Mareck was hired as City Administrator ten (10) years ago.

Quast asked Boelter for her opinion on how the hiring process should be conducted. Boelter stated that she does not believe that City staff has the qualifications and skill to conduct a

City Administrator search. She also stated that staff will have an increased workload with the absence of a City Administrator and preparation for the 2010 audit; so, it would be difficult to give the hiring process the attention that it needs.

Mochinski asked if the City Administrator has to be hired before the audit in April, 2011. Mochinski stated that he would like to take time to hire the new City Administrator and not expedite the process and take the risk of hiring the wrong person. Quast stated that she was in agreement with Mochinski. Ollig and Mayor Stotko stated that they disagree. They would like to have someone in place by the time of the 2010 audit so they can learn about the financial aspects of the City. Ollig and Mayor Stotko stated that they would like to have this person on staff to assist in budget adjustments if the City's Local Government Aid (LGA) is reduced in 2011; and to begin the budgeting process for the year 2012.

Mayor Stotko stated that he does not want to burden the staff with the responsibility of administering the City Administrator search and hiring process.

Quast stated that with the workload the City staff has, she would like to consider hiring a consultant to do the initial part of the hiring process. She would like the City Council and/or staff to review the applications and conduct the interviewing.

Quast stated that she would like the City Council and staff to submit interview questions and a list be compiled from the questions received.

Ollig and Quast volunteered to be on the initial interviewing committee. Ollig recommended that Mayor Stotko consider including former Winsted Mayor, Don Guggemos, on the initial interview committee.

Mochinski asked if the City Council would be comfortable with any of the candidates that were interviewed in the previous City Administrator search. Quast stated no. Mayor Stotko agreed.

Boelter stated that in this City Administrator search, a background check should be conducted on the finalist before the City Council does their final interview. The City Council discussed and agreed.

The City Council directed Boelter to obtain quotes from Sweeney and another company to post the City Administrator position, collect applications, review the applications and screen them to ten (10) applicants for interviewing.

Mayor Stotko asked the City Council if they want to prepare their own questions or have the consultant prepare the questions. Ollig recommended that the City Council and staff submit some interview questions and a list will be prepared. Mayor Stotko stated that he is concerned about having questions that may not meet legal requirements for this type of position. Ollig stated that the questions can be reviewed by City Attorney, Fran Eggert or the City's Personnel Attorney, Kelly Dohm.

Mayor Stotko stated that Sweeney may be willing to share the questions from the previous City Administrator search and the City Council can decide if they want to use the same ones. Boelter reminded the City Council that the questions were prepared by Sweeney from the list of questions that the City Council and staff provided him.

Boelter asked if the consultant could schedule the initial interviews. Quast stated that the interviews should be done in one (1) day. Ollig stated that the City staff can schedule the interviews. Mayor Stotko stated that scheduling may be an issue. Ollig stated that at a minimum two (2) dates should be available to candidates for interviewing. Boelter recommended that they begin later in the day so candidates do not have to jeopardize their current positions. Mochinski and Quast stated that if a candidate wants the job, they will make an effort to attend an interview regardless of the day and time.

The City Council directed Boelter to obtain quotes from Sweeney and another consultant.

Mayor Stotko stated that all applicants that do not receive an interview should be notified by the City and include a thank you for submitting their application.

Boelter asked if the quotes should include documents for reference and use.

Boelter asked if the City Council wants to schedule another Special City Council meeting to review the quotes. The City Council discussed and directed Boelter to schedule and post a Special City Council meeting for Wednesday, February 9, 2011 at 4:00 p.m. The City Council agreed to check their schedules and confirm that they would be available on Wednesday, February 9, 2011 at 4:00 p.m.

VII. City of Winsted Operating Account Signatories

Boelter stated that Elbert has been eliminated as a signatory on the City's operating account and someone will have to serve as a replacement. Mayor Stotko stated that Quast should be a signatory because she is the Deputy Mayor.

Boelter stated that she will contact Quast when the signature card is prepared.

VIII. Adjourn

Mochinski motioned to adjourn. Quast seconded. Motion carried 5-0.

Respectfully submitted,

Deborah R. Boelter
City Clerk-Treasurer