

City of Winsted
Special City Council Meeting
City Hall Council Chambers
Wednesday, February 9, 2011
4:00 p.m.

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

Staff Present: Deborah R. Boelter, City Clerk-Treasurer
Amanda Zeidler, Utility Billing & Payroll Clerk

1) Mayor Stotko called the meeting to order at 4:00 p.m.

a) The Pledge of Allegiance was taken.

2) No Consent Agenda Items.

3) No Public Hearings.

4) No Old Business.

5) New Business

Mayor Stotko read the following statement before addressing any new business:

“The City did close its meeting on Tuesday, February 1st to evaluate Andrew Elbert’s performance, and to consider allegations or charges against an employee subject to the City’s authority. The meetings were not concluded. The Council never did reach any conclusions relating to Mr. Elbert’s work performance. Therefore, pursuant to Minnesota Statute Section 13D.05, Subdivision 3 (a), the City need not provide a summary of its performance evaluation of Andrew Elbert. Any questions as it relates to this matter may be directed to City Attorney, Kelly Dohm, at Melchert, Hubert, and Sjodin in Waconia, Minnesota.”

a) Resignation – City Administrator Andrew Elbert

Quast motioned to accept Andrew Elbert’s resignation as City Administrator for the City of Winsted effective Tuesday, February 1, 2011. Schulenberg seconded the motion. Motion carried 5-0.

b) Request for Consulting Services – Process for Hiring a New City Administrator

The first quote for consulting services was received from David Unmacht and Doug Green of Springsted, Incorporated in the amount of \$7,500, plus expenses. The second quote for consulting services was received from Shannon Sweeney of David Drown Associates, Incorporated, in the amount of \$500, plus expenses.

The following is a list of services that are included in both quotes:

- Creation of a position posting.
- Advertising for the position, and recruitment.
- Collect, review, and score all applications.
- Narrowing the applicants based on the minimum requirements that are established by the City Council.
- Assistance with interview questions, and conducting the interviews.

Stotko presented a revised Position Announcement. The revisions include the elimination of a portion that states, “and three years of experience in a government setting. Desired candidates will have obtained a Master of Arts degree in public administration, political science, business

management or a closely related field, have five years of experience in a government setting and experience in planning and/or community development.” The council members agreed to remove this portion, stating that it will expand the pool of eligible candidates and will encourage new college graduates to apply. Stotko and Schulenberg added that the City has experienced staff that can work with a candidate with less experience.

Stotko stated that a salary scale needed to be established for the position of City Administrator. Boelter stated that the current salary scale is comprised of eleven (11) steps, with step one (1) being \$50,918, and step eleven (11) being \$68,827. Boelter added that the Council will have to consider other factors when they are at the point of negotiating, or making offers. The council members approved the current salary scale.

Stotko and Boelter presented the Position Profile to the council members. Boelter stated that the section referring to current and upcoming projects has been updated. The minimum qualifications were also updated to reflect the changes that were made to the Position Announcement.

Stotko stated that the City Council needs to identify the maximum number of candidates whose qualifications most closely match the criteria for the consultant. The City Council unanimously agreed to narrow the results to ten (10) applicants.

Boelter informed the council members that in the last hiring process, all of the applicants were reviewed by Mayor Stotko and herself. Stotko and Boelter asked the council members if they would like to continue with this process, or have the consultant handle it. The City Council agreed to have the applications presented to the Mayor, and City Clerk-Treasurer.

Stotko stated that the list of interview questions will need to be revised, as some of the questions ask about specific experience, and those questions may not apply to some of the applicants. Quast made the recommendation to have each council member submit a list of ten (10) interview questions to the City Clerk-Treasurer. Boelter made a recommendation to allow staff to submit interview questions, as well. Boelter added that all of the questions will have to be reviewed by the consultant, because the City does have to follow certain guidelines when conducting an interview. Mochinski asked if the list of questions that was developed for the last interview process could be handed out so that questions are not duplicated by council members and staff. Boelter and Stotko stated that they would inquire with the consultant, or City Attorney to see if this was possible.

Stotko stated that a schedule of interviewing dates and times will be developed. These will be determined by everyone's schedule, including the consultant that is hired. Stotko added that the interview process should take the time it needs.

Stotko stated that another point of discussion is the establishment of interviewing committees. He stated that there were two committees established for the last interview process. The committee for the initial interviews included Stotko, Mochinski, three (3) Department Heads, as well as Andy Opsahl, former St. Mary's Care Center Administrator. This committee interviewed the ten (10) candidates, and determined the final two (2) candidates. The final interviews were then conducted by the City Council. Stotko assigned Ollig and Quast to the initial interview committee for the current interview process. Stotko stated that staff members are also interested in being a part of the interview committee, and asked if this would be acceptable, rather than just Department Heads. He also listed Jake Saulsbury, City Engineer, as an outside individual. Quast stated that if someone from the staff is interested in the interview process, then they should be a part of it. Ollig stated that he would like to see a Winsted business owner or citizen on the committee, as well. Stotko verified that staff can participate in the interview process.

Stotko stated that the City Council should have discussion about the consultant performing the interviews, or at least sitting in on the interviews to provide guidance. Stotko stated that he would like to see the consultant, or Kelly Dohm, City Attorney at the interviews to advise the committee on follow-up questions, so they are within the guidelines. Mochinski and Quast stated that they did not feel that the consultant or City Attorney were needed. Ollig stated that he would not feel comfortable unless a consultant was present to maintain consistency and advise the group on the legalities that are involved with interviews. Quast stated that she preferred to have Kelly Dohm, City Attorney present at the interviews. Boelter stated that it would be more cost effective to have the consultant present, because that is part of the process.

Stotko made a suggestion to hold a social event to get to know the final candidates better, and stated that this would not be an interview. Boelter added that the event could be sponsored by the Winsted Area Chamber of Commerce, and would include the finalists, City Council, City Staff, Business Owners, and other pertinent members of the community to see how the finalists interact with the community. Ollig stated that similar events have been held in the past. Schulenberg stated that this is a great way to get feedback from the whole community.

Stotko also mentioned another option to get to know the candidates better. The option is to administer the Myers-Briggs Personality Test. This test was also administered in the last interview process. Boelter also added the Thomas-Kilmann Conflict Mode Instrument, which was administered in the McLeod for Tomorrow Leadership Program.

Stotko asked if there was any discussion on the consultants' fees. Quast, Mochinski, and Schulenberg agreed that the choice is obvious, since the quote for David Drown Associates, Incorporated, is much lower than the quote for Springsted, Incorporated, and added that the City Council has to make the appropriate decision in this time of budget constraints. Mochinski stated that he was under the assumption that the fee was lower for Shannon Sweeney, because he had done most of groundwork during the last interview process. Boelter stated that both consulting firms received a list of exactly what was needed for the interview process. Stotko stated that he does not think David Drown Associates did a bad job on the last interview process.

Mochinski motioned to accept the proposal from Shannon Sweeney, David Drown Associates, Incorporated to create and publish the City Administrator position posting; to collect, review, and score applications received; and to provide sample interview questions and scoring forms for use by the City Council in the interviewing process. Ollig seconded the motion. Motion carried 5-0.

6) No Department Reports.

7) No Open Forum.

8) No Announcements.

9) Adjournment

Quast motioned to adjourn. Mochinski seconded the motion. Motion carried 5-0. The meeting adjourned at 4:31 p.m.

Respectfully submitted,

Amanda J. Zeidler
Utility Billing & Payroll Clerk