

City of Winsted
Special City Council Meeting
Lewis Room
Friday, April 24, 2015
12:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member Tom Ollig
Council Member George Schulenberg
Council Member Max Fasching

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

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

II. Employment Agreement of the City Administrator

Mr. Wilfahrt gave his resignation as the City of Winsted Administrator.

Council Member Ollig motioned to accept the resignation of City Administrator, Mr. Clay Wilfahrt. Council Member Quast seconded the motion. Motion carried 5-0.

III. City Administrator Search Proposal – David Drown Associates

Mr. Wilfahrt stated that following his resignation, the City Council has expressed a desire to begin the search for a new City Administrator immediately. In the past, the City Council has been very pleased with the performance of David Drown Associates. The process during the last City Administrator search was considered by the City Council and candidates to be very effective and thorough.

Mr. Wilfahrt presented a proposal for a City Administrator search from Mr. Gary Weiers of David Drown Associates. Mr. Weiers would conduct a similar search to the last one; but, with any changes as requested by the City Council. The proposal also includes background and reference checks; as well as, advertising costs in the \$8,000 proposal quote.

Mr. Wilfahrt stated that given the desire to obtain a new City Administrator in a timely manner, and the positive experience with Mr. Weiers in the past, City staff would recommend moving forward with the quote from David Drown Associates.

Mr. Wilfahrt stated that the cost of the City Administrator search would be paid with a transfer of funding from the City Administrator's salary line item.

Council Member Quast motioned to approve a quote with David Drown Associates to conduct an executive search for the position of City Administrator in the amount of \$8,000. Council Member Fasching seconded the motion. Motion carried 5-0.

IV. Downtown Beautification Loan Program

Mr. Wilfahrt stated that at the April 7, 2015 City Council Work Session, the City Council directed staff to move forward with drafting all documentation for the Downtown Beautification Loans. Loans will be given to the Corner Bar & Grill, Crazi Coffee, Mr. Doug and Ms. Dianne Remer, and Mr. Marvin Vetsch. He continued by stating that City staff will secure the first three (3) with a mortgage.

Mr. Wilfahrt stated that because of the short timeline, City staff has reviewed the mortgage documents with the applicants. He recommended that the City Council approve the proposed documents; but, allow the City Administrator and the City Attorney to make any necessary changes prior to execution of the documents.

Mr. Wilfahrt stated that the Basic terms will be as follows:

- ✓ One-seventh (1/7) of the loan amount shall be forgiven each year for seven (7) years. Applicants shall be required to repay the outstanding loan amount if they sell their building within seven (7) years of receiving assistance.
- ✓ Applicants must match, and provide evidence of said match, on a one to one (1:1) basis. Program funds shall not exceed fifty percent (50%) of the total project cost.
- ✓ There shall be no interest on the outstanding balance of the forgivable loans.
- ✓ The applicant must demonstrate that the building to be improved is insured for its full replacement cost.
- ✓ Program funds will be released at the completion of the project. The applicant will be required to provide copies of project related invoices to document total project costs.

Mr. Wilfahrt referenced the memo from the April 7, 2015 Work Session that outlines the projects and financial implications of the project.

Mr. Wilfahrt recommended that all three (3) of the mortgages be approved separately.

Council Member Ollig motioned to approve a mortgage and promissory note between the City of Winsted and Mr. Scott Bayerl for a \$3,703 loan from the City of Winsted and authorize any changes to be made by the City Attorney and City Administrator. Council Member Fasching seconded the motion. Motion carried 5-0.

Council Member Fasching motioned to approve a mortgage and promissory note between the City of Winsted and Mr. Scott Bachman for a \$5,000 loan from the City of Winsted and authorize any changes to be made by the City Attorney and City Administrator. Council Member Schulenberg seconded the motion. Motion carried 5-0.

Council Member Schulenberg motioned to approve a mortgage and promissory note between the City of Winsted and Mr. Doug and Ms. Dianne Remer for a \$5,000 loan from the City of Winsted and authorize any changes to be made by the City Attorney and City Administrator. Council Member Quast seconded the motion. Motion carried 5-0.

Council Member Quast motioned to approve a promissory note between the City of Winsted and Mr. Marvin and Ms. Brenda Vetsch for \$425 and authorize any changes to be made by the City Attorney and City Administrator. Council Member Schulenberg seconded the motion. Motion carried 5-0.

V. Adjourn

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

The meeting was adjourned at 12:30 p.m.

Steve Stotka

Steve Stotka
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

Deborah R. Boelter, CMC
City Clerk-Treasurer
City of Winsted