

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
Kelly Dohm, City Attorney
Amanda Zeidler, Utility Billing & Payroll Clerk

Others Present: Shannon Sweeney, David Drown Associates

1) Mayor Stotko called the meeting to order at 2:15 p.m.

a) The Pledge of Allegiance was taken.

2) Interviewing Finalists for the City Administrator Position

Mayor Stotko stated that the purpose of the Special City Council Meeting was to interview three (3) finalists for the City of Winsted's vacant City Administrator position.

a) Ron Moorse

Mayor Stotko introduced the first finalist, Ron Moorse.

The City Council asked Moorse a series of questions.

Moorse addressed the City Council and asked them questions regarding the City of Winsted and the City Administrator position.

b) Brad Martens

Mayor Stotko introduced the second finalist, Brad Martens.

The City Council asked Martens a series of questions.

Martens addressed the City Council and asked them questions regarding the City of Winsted and the City Administrator position.

Mochinski motioned to recess. Schulenberg seconded. Motion carried 5-0.

Mochinski motioned to reconvene. Ollig seconded. Motion carried 5-0.

c) Dan Tolsma

Mayor Stotko introduced the third finalist, Dan Tolsma.

The City Council asked Tolsma a series of questions.

Tolsma addressed the City Council and asked them questions regarding the City of Winsted and the City Administrator position.

Mochinski motioned to recess. Schulenberg seconded. Motion carried 5-0.

Ollig motioned to reconvene. Quast seconded. Motion carried 5-0.

3) Consideration of Employment Contract for the City Administrator

a) Employment Agreement

Sweeney stated that he collected the scoring sheets that were submitted by each of the council members and all of the council members ranked Brad Martens with the highest score. Sweeney added that Dan Tolsma received the second highest ranking.

Kelly Dohm, City Attorney, handed out a draft employment agreement to the council members. Dohm stated that the candidate's first day of employment, salary, and executive leave would need to be decided by the City Council.

Stotko asked Sweeney if any of the candidates had offered a potential start date for the City Administrator position. Sweeney stated that the candidate will probably give a minimum of two (2) weeks notice to his current employer, and most likely the time frame would be closer to thirty (30) days until the candidate would begin work in the City of Winsted.

Boelter asked Dohm if the moving expense reimbursement for the previous City Administrator was still included in the draft employment agreement. Dohm stated that the moving expense reimbursement was not incorporated, and had been part of a counter offer for the previous City Administrator.

Ollig asked if a potential counter offer could be discussed at the regular City Council Meeting on Tuesday, May 3, 2011. Sweeney stated that the candidate will have approximately twenty-four (24) to forty-eight (48) hours to respond to the City's offer, so the City Council would be able to place the item on the agenda and discuss it at the regular City Council meeting.

Boelter stated that the City Administrator is currently given forty (40) hours of Executive Leave per year. Boelter added that the Executive Leave would be pro-rated at twenty (20) hours for 2011.

Stotko asked the council members to discuss a salary for the City Administrator position.

Mochinski proposed an annual salary of \$68,000. Ollig and Quast agreed with Mochinski.

Stotko proposed an annual salary of \$62,000, based on Marten's experience. Sweeney and Boelter stated that Stotko's proposal is less than Marten's current salary.

Quast proposed an annual salary of \$65,000, with a six (6) month review.

Stotko made a second proposal of \$66,000 per year.

Mochinski made a motion to offer Brad Martens a salary of \$68,000 for the City Administrator position with the City of Winsted. Ollig seconded. Motion carried 5-0.

Dohm clarified that the candidate must begin employment no later than June 1, 2011. Mochinski asked for Sweeney and Dohm to request a response from Marten within forty-eight (48) hours of receiving the offer for employment.

b) Contingent Offer of Employment

Dohm presented the Contingent Offer of Employment. Dohm stated that the offer is contingent on Marten's ability to accept and perform the job; the completion of a drug and alcohol test according to the City's Drug and Alcohol Testing Policy; the completion of any remaining background checks; the execution of the proposed employment agreement; and acceptance of the employment offer no later than a date that is specified by the City Council.

Ollig asked if there was language included in the offer that stated that the City Administrator would be reviewed after six (6) months. Dohm stated that this language is included.

Dohm asked if the City Council had an opinion regarding the Contingent Offer of Employment, and asked the City Council to make a motion to accept the offer, if appropriate.

Quast made a motion to accept the Contingent Offer of Employment for Brad Martens, as it was presented by the City Attorney. Schulenberg seconded. Motion carried 5-0.

Stotko thanked Sweeney and Dohm for the job they have done with the City Administrator search. Stotko also thanked City staff members for working without a City Administrator, and stated that the staff has handled the situation very well.

Sweeney also thanked Thomas Gibbs, the background investigator for the City Administrator position, who did a lot of work in a short period of time.

4) Adjournment

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

Respectfully submitted,

Amanda J. Zeidler

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Utility Billing & Payroll Clerk