

City of Winsted
City Council Work Session
Lewis Room
Tuesday, June 5, 2018
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Patty Fitzgerald
Council Member Mike Henrich
Council Member Tom Ollig

Absent: Council Member George Schulenberg

Staff Present: Mr. Daniel Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk/Treasurer
Mr. Brian Langenfeld, Winsted Volunteer Fire Department Chief

I) Call to Order

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

II) Winsted Volunteer Fire Department, Automatic Mutual Aid Agreement

Mr. Daniel Tienter, City Administrator, stated that an Automatic Mutual Aid Agreement between the Winsted Volunteer Fire Department and the Lester Prairie Volunteer Fire Department has been drafted and reviewed by the City Attorney and the Fire Chiefs for both respective Fire Agencies. The agreement is based on a similar agreement between the cities of St. Francis and Bethel, Minnesota.

Mr. Tienter stated that the agreement is specifically for structure fires and automobile accidents. The two agencies have discussed having automatic aid for some time, mainly to cover personnel shortages during daytime shifts. The automatic aid would reduce the amount of response times by having McLeod County Dispatch contact both Fire Departments at the same time to respond, opposed to contacting Lester Prairie after Winsted has arrived on the scene and determined that they need help.

Mr. Tienter reviewed the following information regarding the agreement:

- Automatic mutual aid for “all known” structure fires and motor vehicle accidents;
- Response requirements under the automatic mutual aid (e.g., at least one fire apparatus);
- Ability to refuse an automatic mutual aid request;
- Chain-of-command and control for joint operations based on jurisdiction;
- Insurance liability coverage requirements and responsibilities for both parties;
- Indemnification for both parties when operating in the neighboring jurisdictions; and
- Termination of the Agreement upon a 30-day, written notice.

Mr. Brian Langenfeld, Winsted Volunteer Fire Department Chief, explained the coverage area of the Winsted Volunteer Fire Department.

The City Council Members stated that the agreement should be placed on the June 19, 2018 City Council Meeting Agenda for approval.

III) Employee Recognition Policy Review

Mr. Tienter stated that on occasion, the City of Winsted recognizes the contributions of City staff, including City Council Members and members of the Winsted Volunteer Fire Department, for

extraordinary acts and/or longevity of service. Generally, this recognition includes a certificate or plaque, depending upon the occasion, with presentation at a City Council Meeting.

Mr. Tienter stated that during the revision process for the Personnel Policy and Procedure Manual, which was formally adopted on February 21, 2017, the City Council expressed interest in the further development of an employee recognition program. Consistent with this City Council guidance, and per Minnesota Statute § 15.46, as well as Statement of Position No. 2007–1006 from the Office of the State Auditor, City staff drafted an Employee Recognition Policy.

Mr. Tienter stated that depending upon the particular situation or form of recognition, the policy authorizes the City Council, City Administrator or Department Head to recognize the extraordinary or noteworthy acts and/or services by an individual affiliated with the City. Generally, the policy authorizes three forms of recognition: 1) service anniversaries; 2) retirements; and 3) special recognitions. The policy further provides for two categories of special recognition: 1) department specific; and 2) non–department specific or general recognition.

Mr. Tienter stated that the Personnel Policy includes a Special Performance Award, which is separate from the Employee Recognition Policy. The Special Performance Award is intended to be awarded on an annual basis whereas the Employee Recognition Policy includes awards as service anniversaries and retirements occur or the acts that would prompt one of the special recognitions that are outlined in the policy.

Mr. Tienter stated that City staff completed an Employee Communication and Recognition Survey. The information collected in the survey directly informed the level of recognition, type of award, and other incentives. Additionally, City staff reviewed the employee recognition practices and policies of five other local governments. The City Department Heads reviewed the proposed policy to favorable and neutral comments.

Mr. Tienter stated that the City's Personnel Committee also reviewed the policy and recommended that it be reviewed by the City Council at this Work Session.

The City Council Members stated that the agreement should be placed on the June 19, 2018 City Council Meeting Agenda for approval.

IV) Other

a) City Administrator Resignation

Mr. Tienter stated that the City Council will accept his voluntary resignation at the June 5, 2018 City Council Meeting. Mr. Tienter stated that he has appreciated working for the City of Winsted.

Mr. Tienter stated that he has accepted a position with the City of Fridley as its Director of Finance and City Treasurer. His last day of employment with the City of Winsted will be Friday, July 6, 2018.

Mr. Tienter stated that he contacted executive search firms to conduct the search for the next City Administrator. These firms will submit proposals that will be reviewed at the June 19, 2018 City Council Work Session.

The City Council Members discussed the process for hiring and the possibility of conducting the search without a firm. Mr. Tienter stated that he would prepare information regarding the process of the City conducting the search to consider at the June 19, 2018 Work Session also.

Mr. Tienter stated that the City Council will also consider a recommendation for interim management at the June 19, 2018 City Council Meeting. There are four options to consider:

- Appoint an internal staff member as the Interim City Administrator.
- Hire an Interim City Administrator.
- Appoint the Mayor or a Council Member as the Interim City Administrator.
- Have the City Department Heads handle the daily operations of the City.

Mr. Tienter stated that during the last days of his employment with the City of Winsted, his goal will be to focus on finalizing certain projects; two of the most important will be finalizing the Strategic Operations Plan for the Winsted Volunteer Fire Department and the City's website. Mr. Tienter stated that he will make a comprehensive list of all current projects and programs for the predecessor.

Mayor Stotko publicly thanked Mr. Tienter for his work from the City Council.

b) Hainlin Park Picnic Tables

Council Member Ollig requested that the picnic tables that are currently set on the cement slab, that was used for the skateboard park in Hainlin Park, be spread throughout the park.

c) Variances

Council Member Ollig stated that in some cities, the Planning Commission has the authority to grant variances.

Mr. Tienter stated that the Planning Commission is in the process of finalizing an update to the Zoning Ordinance. Language may be added to give the Planning Commission this authority.

Council Member Henrich asked if a variance request is denied by the Planning Commission, does the requestor have the option to appeal to the City Council. Mr. Tienter stated yes.

V) Adjourn

Council Member Henrich motioned to adjourn the Work Session. Council Member Fitzgerald seconded the motion. Motion carried 4-0.

The Work Session was adjourned at 6:00 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted