

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, June 18, 2013  
5:00 p.m.

Present: Mayor Steve Stotko  
Council Member Tom Ollig arrived at 5:45 p.m.  
Council Member Bonnie Quast  
Council Member George Schulenberg  
Council Member Max Fasching

Staff Present: Brad Martens, City Administrator  
Deborah R. Boelter, City Clerk-Treasurer  
Fran Eggert, City Attorney

## I. Call to Order

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

## II. Year 2014 Budget

Mr. Martens stated that prior to leaving the City of Winsted; the City Council has directed him to begin drafting the year 2014 Budget. He asked the City Council for direction on what items they would like included in the year 2014 Budget.

Mr. Martens presented the following projected budget changes:

- The City will receive an additional \$80,669 more in Local Government Aid (LGA) in the year 2014.
- The City's Debt Levy will increase \$1,000 to \$327,250.
- Possible savings if new City Administrator is hired at a lower salary.
- Unknown costs associated with the implementation of a possible new Industrial Park.
- Increase funding for the year 2014 election.
- Will need additional funds for tree removal of dead and/or damaged trees in the City's parks.
- The Sewer Fund is in poor shape and increased rates are required.
- There will be a decrease in sales tax paid to the State of Minnesota.

Mr. Martens asked the City Council what special projects they may wish to fund in the year 2014:

- ✓ Skate park improvements.
- ✓ Lakefront Promenade improvements.
  - The City may want to fund a seasonal part-time Public Works Department employee to increase maintenance of the Lakefront Promenade and parks to meet wants of the City Council and Commissioners.
- ✓ Downtown improvements - benches, improved flower pots, etcetera.
- ✓ Additional training funds for downtown development.
- ✓ Consultant for staff compensation study including updating of job descriptions.
- ✓ Updated Pavement Improvement Plan.

Mr. Martens asked for direction on the year for the year 2014 Tax Levy:

- Is the goal of the City Council to have an increase, decrease or no change to the year 2014 Tax Levy?

Mr. Martens asked the City Council for direction on staff compensation in the year 2014 Budget:

- ✓ Should he plan for a Steps and/or Cost of Living Adjustment (COLA) for each employee?
- ✓ Since there is an estimated fifteen percent (15%) increase in health insurance premiums, should the employer paid health insurance coverage remain as one hundred percent (100%) coverage for the employee and seventy percent (70%) coverage for their dependents?
- ✓ Should the wage of the part-time Winsted Police Officers be increased?

Mr. Martens talked about staff transition planning for the Winsted Police Department:

- If the Chief of Police retires in the year 2014, should changes to police coverage be evaluated in regards to on-call time and part-time officers?

Mr. Martens presented the following funding requests for other organizations:

- ✓ Coalition of Greater Minnesota Cities (CGMC) Membership for \$1,866 in the year 2014. The membership fee is increased from the amount of \$933 in the year 2013.
- ✓ Southwest Initiative Foundation (SWIF) donation request of \$1,250.
- ✓ Winsted Public Library building expansion and/or extended hours of operation.

The City Council discussed the year 2014 Budget and directed Mr. Martens to prepare a Draft Budget with:

- A zero percent (0%) change to the year 2014 Tax Levy.
- Employee compensation of a step increase and COLA increase matching the current Consumer Price Index (CPI).
- The employer paid health insurance contributions remain at one hundred percent (100%) for the employees and seventy percent (70%) for their dependents.

### **III. City Administrator Transition Plan**

Mr. Martens gave a brief overview of the schedule and hiring process for the vacant City Administrator position.

Mayor Stotko presented an overview of the schedule and the interview process for the finalists.

The City Council asked Mayor Stotko how the process will proceed if the City Council Members determine that they do not believe that any of the finalists are a good fit for the City of Winsted. Mayor Stotko stated that some of the candidates that were not selected as a finalist will be evaluated and reconsidered for interviews or the entire hiring process will likely start over from the beginning.

Mayor Stotko stated that he will need two (2) City Council Members to volunteer for the initial interview panel. The initial interview panel will also include Ms. Boelter, a Winsted Police Department Officer, a Public Works Department employee and a City of Winsted resident. Mayor Stotko directed any City Council Members who may be interested in volunteering for the initial interview panel, to contact him.

Mayor Stotko stated that the initial interviews will be conducted the week of July 22, 2013.

The City Attorney, Mr. Fran Eggert, was in attendance at the Work Session and addressed the City Council in regards to the legalities of having an elected official serve as the temporary interim City Administrator. Mr. Eggert presented the following information:

- It is legal for an elected official to work as the temporary interim City Administrator.
- If the temporary interim City Administrator is an elected official, they would have to recuse themselves from voting on certain items presented to the City Council.
- The League of Minnesota Cities (LMC) does not think it is an ideal option to have an elected official work as the City Administrator. The elected official would have to complete the job as a temporary employee or a contracted employee. Mr. Eggert stated that the LMC does have a list of retired City Administrators who will work in a temporary position with a City. Ms. Boelter stated that this would not be of help to the City's administrative staff because they would have to spend additional time training the temporary Administrator. If Mayor Stotko would serve as the temporary interim City Administrator there would be little training that would need to be done.
- If Mayor Stotko would serve as the temporary interim City Administrator, the general public may consider it a conflict of interest because his son works for the Public Works Department. Council Member Fasching stated that since Mayor Stotko's son is not in a supervisory position for the City of Winsted, he does believe that it is a conflict of interest.
- If Mayor Stotko would work as the temporary interim City Administrator and could not vote on certain agenda items, he would not be able to vote in a tie vote of two (2) to two (2).

Mayor Stotko stated that his true passion is to serve as the Mayor of Winsted; so, if a conflict would arise, he would do the right thing and step down from the position of temporary interim City Administrator.

The City Council discussed and agreed that Mayor Stotko should serve as the temporary interim City Administrator.

**Council Member Ollig motioned to recess the Work Session at 5:55 p.m. Council Member Fasching seconded the motion. Motion carried 5-0.**

**Mayor Stotko called the Work Session back to order at 7:25 p.m.**

The City Council discussed compensation for Mayor Stotko as he works as the temporary interim City Administrator. They agreed that Mayor Stotko should be paid \$20 per hour, with no overtime and no benefits. Mayor Stotko agreed to the aforementioned terms.

#### **IV. Other**

##### **a) Year 2014 Budget – Special City Council Work Session**

Mr. Martens asked the City Council if they would like to have a Special City Council Work Session to discuss the year 2014 Budget.

The City Council directed Mr. Martens to schedule a Special City Council Work Session on Tuesday, June 25, 2013 at 1:00 p.m. in the Lewis Room at Winsted City Hall.

##### **b) Winsted Municipal Airport – Joint Meeting**

Mr. Martens stated that there are some items that need to be addressed in regards to the Winsted Municipal Airport and the Airport's Commission. He continued by asking the City Council if they would like to have a Joint Meeting with the Winsted Municipal Airport Commission and the City's Airport Engineer, Mr. Marcus Watson would attend to give an update on items at the Airport.

The City Council discussed and directed Mr. Martens to include Mr. Watson's Airport update on the July 2, 2013 Regular City Council meeting agenda and invite the Winsted Municipal Airport Commission members to attend the July 2, 2013 Regular City Council meeting.

##### **c) Park Signs – Business Logo**

Mr. Martens stated that Council Member Quast received several comments from the Winsted business owners that donated money for the new park signs. The business owners were unhappy about the small size of the logo listing their name on the park sign that they donated money to have made.

Council Member Quast stated that she worked with Herald Journal Publishing and they can create new business logos for the park signs that are larger in size for the cost of \$280.

The City Council discussed and directed Council Member Quast to have Herald Journal Publishing prepare the new business logos for \$280.

##### **d) Lakefront Promenade Maintenance**

Council Member Ollig stated that he was approached by an individual in regards to the plants that have been damaged and/or died in the Lakefront Promenade. The individual indicated that the plants installed in the Lakefront Promenade were not the correct plants for that location. He continued by stating that the individual indicated that some of the members of the Winsted Lake Watershed Association (WLWA) may be willing to plant new plants in the Lakefront Promenade.

Mr. Martens stated that it may be advantageous for the Public Works Department to hire a seasonal, part-time employee to concentrate on maintenance of the Lakefront Promenade.

The City Council discussed Community organizations that may be interested in volunteering their time to maintain the Lakefront Promenade.

Mr. Martens stated that he and Public Works Department employee, Mr. Jamie Stotko met with Park Commissioner, Ms. Petie Littfin, to discuss the first (1<sup>st</sup>) section of the Rain Garden planted by members of the WLWA. Mr. Stotko told Ms. Littfin that the plants in this section of the Rain Garden may have been damaged due to the snow that is piled in this area when the Public Works Department plows snow from the streets.

Mr. Martens stated that he, Mr. Stotko and Ms. Littfin discussed replacing the first (1<sup>st</sup>) section of the Rain Garden with stamped concrete.

Council Member Quast stated that Ms. Littfin had discussed putting a flower box on the stamped concrete in the summer months.

The City Council discussed the proposal to replace the first (1<sup>st</sup>) section of the Rain Garden with stamped concrete and directed Mr. Martens to obtain a quote.

**e) Recreational Vehicle Parking**

Council Member Schulenberg asked for an update on the Recreational Vehicle (RV) parking on the City of Winsted streets.

Mr. Martens stated that the City's intern, Ms. Meagan Donahue, has completed her research on the subject of RV parking by contacting other cities in regards to their rules and regulations for parking RVs.

Mr. Martens stated that the information Ms. Donahue has prepared can be presented at the July 2, 2013 City Council Work Session.

**V. Adjourn**

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

The meeting was adjourned at 7:53 p.m.

*Steve Stotko*

Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Deborah R. Boelter*

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