

City of Winsted
City Council Work Session
Lewis Room
Tuesday, June 19, 2018
5:00 p.m.

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

Staff Present: Mr. Daniel Tienter, City Administrator
Ms. Raquel Kirchoff, City Clerk/Treasurer

Also Present: Mr. Jake Saulsbury, Bolton & Menk, Incorporated

I) Call to Order

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

II) Employee Personnel Policy and Procedures Manual Revisions

Mr. Daniel Tienter, City Administrator, stated that the City Council adopted a Revised Personnel Policy approximately one year ago. City staff has identified modifications to add clarity while working with the policy over the last year.

Mr. Tienter reviewed the modifications to the policy in the following areas:

- Compensation
 - Pay Days – The pay day will change from alternate Mondays to alternate Fridays. Time cards will be due to the Payroll Clerk by 12:00 Noon on alternate Mondays. This change will allow additional time to complete payroll instead of on the same day, which is the current process. This change will also allow the City to make all payroll payments by direct deposit.
 - Non-Exempt (Overtime-eligible) Employees and Compensatory Time – Conflicting language was removed to provide for points of clarity.
 - Premium Pay and Shift Differential Pay - Conflicting language was removed to provide for points of clarity.
- Holidays
 - Holiday Compensation – Language was amended to provide for clarity regarding the current process for paying holiday compensation to part-time regular employees.

III) Wastewater Treatment Facility Improvement Project-Sanitary Sewer Lift Station Change Order

Mr. Tienter reviewed the history of the Waste Water Treatment Facility Improvements Project. Mr. Tienter stated that the City has approximately \$872,000.00 to fund other sewer improvements due to an award of an extra \$2 Million in Point Source Implementation Grant funds to the City.

Mr. Tienter stated that Mr. Jake Saulsbury, Bolton & Menk, Incorporated has been working with People Service and Di-Mar Construction, Incorporated for a change order to the current Waste Water Treatment Facility Improvements Project to include installing generators at some of the City's lift stations. The \$872,000.00 would fund these generators.

Mr. Saulsbury explained three options as follow for the City Council to consider regarding Sanitary Sewer Lift Station improvements.

LIFT STATION	TOTAL ESTIMATED PROJECT COST	OPTION 1	OPTION 2	OPTION 3
Northgate	\$655,690.60	\$655,690.60	\$655,690.60	\$655,690.60
Littfin	\$118,159.30	\$118,159.30	\$118,159.30	\$118,159.30
Westgate	\$61,139.34	\$61,139.34	\$61,139.34	\$0.00
Lake	\$55,166.12	\$55,166.12	\$0.00	\$0.00
Vitran	\$37,830.80	\$0.00	\$0.00	\$0.00
SCADA	\$128,351.55	\$0.00	\$0.00	\$0.00
TOTAL	\$1,056,337.71	\$890,155.36	\$834,989.24	\$773,849.90

Mr. Tienter stated that given the status of the sewer fund it would not be the recommendation of City staff to exceed \$872,000.00 for lift station improvements.

The City Council Members discussed the options and favored Option 2 during this discussion.

Mr. Saulsbury stated that Di-Mar Construction, Incorporated had concerns regarding the timeline for completion of these improvements if the City Council waited to approve all equipment for Option 2 at the July 3, 2018 City Council Meeting.

Mr. Saulsbury stated that if the City Council is confident that it will proceed with improvements to Northgate Lift Station, items could be ordered for the Northgate Lift Station before the City Council chooses an option for lift station improvements at a future meeting. Mr. Tienter stated that the City Council could amend the agenda for tonight's City Council Meeting and authorize purchases for the Northgate Lift Station.

The City Council stated that they were confident that improvements to Northgate Lift Station would occur and if the timeline was critical, they would approve of an amendment to the agenda.

Mr. Saulsbury reviewed information regarding change order pricing that was also received to make storm sewer and drainage improvements at Northgate Circle. Mr. Tienter stated that City staff does not recommend moving forward with this portion of the project at this time.

Mr. Tienter stated that tonight's City Council Agenda would be amended to allow the City to move forward with purchasing equipment for the Northgate and Littfin Lift Stations. He continued by stating that between today's date and the July 3, 2018 City Council Meeting, City staff would look at the costs of the options presented by Mr. Saulsbury and consider if Option 1 could be completed at this time.

IV) City Administrator Recruitment Process and Proposals Review

Mr. Tienter stated that, in the past, the City has used an executive recruitment firm to recruit for the City Administrator position. Consistent with that practice, Mr. Tienter contacted the following three firms that recruit for City Administrator positions; David Drown Associates, HueLife, and Springsted/Waters.

Mr. Tienter reviewed the proposals and the timeline of the candidate search process.

Mr. Tienter reviewed information regarding an internal process that the City Council had also requested.

Mr. Tienter stated that based on the research completed to date, City staff recommends that the City Council enter into an agreement with David Drown Associates for a cost not to exceed \$16,000.00.

Mr. Tienter stated that City staff also recommends that the Mayor or a City Council Member serve as the Interim City Administrator effective July 7, 2018.

Council Member Ollig motioned to recess the Work Session. Council Member Fitzgerald seconded the motion. Motion carried 5-0.

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

Council Member Ollig motioned to reconvene the Work Session. Council Member Schulenberg seconded the motion. Motion carried 5-0.

The Work Session was reconvened at 6:58 p.m.

Mr. Tienter stated that he needed City Council guidance regarding two questions:

- Does the City Council want to handle the City Administrator search process through a search firm or through an internal process?
- Who should the Interim City Administrator be?

Mr. Tienter stated that City staff is recommending that the City Council enter into an agreement with David Drown Associates for a cost not to exceed \$16,000 for the search. The primary reason for recommendation of an external search firm is that many members of City staff will be accepting additional responsibilities during the interim period. Additionally, the salary savings from not paying Mr. Tienter can fund the cost of the proposal.

Council Member Ollig stated that the City has worked with Mr. Gary Weiers, David Drown Associates, in the past for the process and Mr. Weiers is familiar with the City and the process. Additionally, if the City would complete the process internally and the process did not work, the City may have to spend additional money for an external firm.

Mr. Tienter stated that if internal candidates apply for the position, they will be excluded from conducting the search internally.

The City Council Members discussed the candidate search process and approved of moving forward with David Drown Associates.

Mr. Tienter stated that the City Attorney opined that it would be possible for a City Council Member to serve as the Interim City Administrator.

The City Council Members discussed the possibility of a City Council Member as the Interim City Administrator versus the department heads managing the operations of the City during the interim period.

Mr. Tienter stated that the department heads would need to coordinate with each other on a regular basis, and ensure that they are all taking things independently to the City Council to keep operations moving. There would be no single point of contact for any of the items or issues. Additionally, added time for these responsibilities will be taken from their regular duties. If the department heads take the responsibility, there is typically not an adjustment in compensation for the amount of additional work they are completing.

Council Member Fitzgerald described the process she would use if she were to take the Interim City Administrator position. Mayor Stotko stated that we would be available to contact for questions from the Interim City Administrator and would also meet with the City's engineers regarding current City projects.

The City Council Members stated that they approved of Council Member Fitzgerald serving as the Interim City Administrator and Mayor Stotko working with the City's engineers.

Mr. Tienter stated that he would meet with Mayor Stotko and Council Member Fitzgerald to discuss compensation for them during the interim period. He continued by stating that the July 3, 2018 City Council Meeting would include motions for City Council consideration from tonight's discussion.

V) Other

a. Resolution R-18-20 – Lewis Avenue Dedication

Mr. Tienter stated that tonight's City Council Consent Agenda includes a resolution for a Lewis Avenue dedication. The City Engineer and Surveyor discovered that a portion of Lewis Avenue is not dedicated as the City right-of-way and needs to be.

b. Winsted Lake Fountain

Council Member Ollig stated that the fountain lighting has not been working for a period of time and he has asked several times about the problem and has not received a response. He continued by stating that he needs to be able to inform those that funded the fountain what the issues are with it.

Mr. Tienter stated that Dulcet Fountains looked at the fountain and there was an issue with a fuse which was replaced; however, the fountain is still not lit. He continued by stating that he would speak with the Public Works Department.

c. 9/11 Memorial

Council Member Ollig stated that the total cost for the traveling 9/11 Memorial that will be in Winsted during the Winsted Summer Festival is approximately \$15,000.00. \$7,500.00 has been raised so far. The City may need to contribute funds toward this memorial.

VI) Adjourn

Council Member Ollig motioned to adjourn the Work Session. Council Member Fitzgerald seconded the motion. Motion carried 5-0.

The Work Session was adjourned at 7:34 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff
City Clerk-Treasurer
City of Winsted