

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, July 3, 2018  
5:00 p.m.

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

Absent: Council Member Fitzgerald

Staff Present: Mr. Dan Tienter, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer

Also Present: Mr. Jake Saulsbury, Bolton and Menk, Incorporated  
Mr. Gary Weiers, David Drown Associates

### **I. Call to Order**

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

### **II. Westgate Pond Cleaning Project Review**

Mr. Jake Saulsbury, Bolton and Menk, Incorporated, reviewed information and recommendations regarding a Westgate Pond Cleaning Project to include:

- Pond Dredging for an estimated total of \$63,000
- Pond Expansion for an estimated total of \$31,000
- Repair of Down Stream Storm Sewer for an estimated total of \$10,000

Mr. Saulsbury stated that the estimated project cost is \$104,000.

Council Member Ollig asked if houses had water problems because of the issues at Westgate Pond. Mr. Saulsbury stated that flooding potential exists in the park/green space area only, not in the adjacent homes.

Mr. Tienter stated that it is also recommended that the City plan for future pond cleaning projects for the other City stormwater ponds which is currently estimated at \$1.1 Million.

Mr. Tienter stated that the reason these improvements are discussed now is for the City Council to consider them during the 2019 Budget Process. The project does not have to move forward at this time; however, many of the improvements are consistent with the position of the City Council with regard to water quality.

The City Council Members directed to only move forward with repair of the manholes at this time.

### **III. City Administrator Recruitment Process Update**

Mr. Gary Weiers, David Drown Associates, provided an update regarding the City Administrator Recruitment process.

Mr. Weiers requested feedback from City Council Members regarding the Winsted profile document used in the recruitment process. Changes were recommended to the Economic Vitality, Recreation and Education sections of the profile.

Mr. Weiers asked if a position salary should be listed for the recruitment process; and if so, what the listed salary should be. The City Council Members recommended listing the 2018 Compensation Plan City Administrator salary range.

The City Council Members discussed the proposed timeline for the recruitment process and set a tentative final interview date for September 12, 2018.

#### **IV. Other**

##### **a.) Modification of the Development Process**

Mr. Tienter stated that the Planning Commission is updating the City's Zoning Ordinance to address City Council direction from the 2018 Goal Setting Retreat. Mr. Tienter stated that the City's Planning Consultant and City Attorney have been involved with this process, which may cause the 2018 budget lines for these consultants to be over budget at the end of the year.

##### **b.) Winsted Summer Festival Approvals**

Mr. Tienter stated that approval of items related to the Winsted Summer Festival will appear on tonight's City Council Consent Agenda and on the July 17, 2018 Consent Agenda.

##### **c.) Water Tower Improvements Project**

Mr. Tienter stated that Bolton and Menk, Incorporated and Slack Painting, LLC will be conducting tests for the water tower and the pump system that will be in place for the water tower. If tests result according to plan, the water tower will be drained and taken off line on Monday, July 9, 2018. From that point, the City will be running on pumps until the project is completed.

##### **d.) Amended Consent Agenda – July 3, 2018**

Mr. Tienter stated that tonight's City Council Consent Agenda has been amended to include items for the approval of a sales quote for Microsoft Office 2016 for certain City owned computers and to remove Mr. Tienter from financial institution account authorizations.

#### **V. Adjourn**

**Council Member Ollig motioned to adjourn the Work Session. Council Member Schulenberg seconded the motion. Motion carried 4-0.**

The Work Session was adjourned at 5:55 p.m.

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted