

City of Winsted
City Council Work Session
Lewis Room
Tuesday, July 18, 2017
5:00 p.m.

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

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

I. Call to Order

Mayor Stotko called the meeting to order at 5:35 p.m.

II. Website Evaluation and Redevelopment Request for Proposals

Mr. Dan Tienter, City Administrator, stated that in January, 2017 at the City Council's Goal Setting Retreat, the City Council identified the priority of redevelopment of the City's external website.

Mr. Tienter stated that City staff evaluated approximately 22 different city and county websites and identified websites that would work well for the City of Winsted. City staff contacted the owners of those websites and inquired about their redevelopment process and if they would share their request for proposal (RFP) for their websites. Six requests for proposals were received; one from McLeod County and five from various cities in the area. The League of Minnesota Cities was also contacted and they provided two examples of what that they thought were excellent website templates.

Mr. Tienter stated that City staff met on July 6, 2017 to review the research conducted to date. Specific requirements that City Staff would like included in a website RFP were also discussed.

Mr. Tienter stated that a two-phase project for website redevelopment is planned. The first phase would be evaluation to include the consultant viewing the existing website and then making a series of recommendations for improvements. The second phase would be the redevelopment phase. In this process, a list of recommended improvements will be developed for the City Council to select the desired features and what the final cost would be for the website. The two-phase approach will allow the City to take advantage of expertise in website development.

Mr. Tienter reviewed the potential cost of website redevelopment based on the costs associated with the RFPS that were received and annual web hosting fees that are billed on a monthly basis.

Mr. Tienter reviewed the contents of the draft RFP that was included in the City Council Packet materials. Mr. Tienter stated that if the City Council moves forward with the RFP, it is requested for release at the August 1, 2017 City Council Meeting. It would then be circulated to a variety of website development companies from the initial review of the 22 web sites and any organizations that have requested it or that the City has worked with in the past. Once the RFP closes, City staff and two members of the City Council would conduct interviews of the selected proposals.

III. Other

a.) Striping – Kingsley Street

Mr. Tienter stated that portions of Kingsley Street will be painted with striping to include the corner of McLeod Avenue and Kingsley Street to address some of the safety concerns regarding this area.

b.) Financial Report

Mr. Tienter stated that a financial report has been included in the City Council packet materials that provides high level information for each City fund.

c.) 2018 Budget Process

Mr. Tienter asked the City Council Members if they would prefer to review the City's 2018 Budget as they have done in the past, by reviewing different funds in City Council Work Sessions from August through November, 2017; or, if they would prefer to dedicate three to four afternoon sessions in one week in late October or early November to review the budget. The City Council Members stated that they preferred reviewing the entire budget in three to four afternoon sessions in one week in late October or early November.

Mr. Tienter stated that the General Fund Budget would still need to be reviewed at City Council Work Sessions in August and September, 2017 to set the City's Preliminary Levy by its due date of September 30, 2017.

IV. Adjourn

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

The Work Session was adjourned at 5:51 p.m.

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Raquel Kirchoff

Raquel Kirchoff, CMC
City Clerk-Treasurer
City of Winsted