

City of Winsted
City Council Work Session
Lewis Room
Tuesday, December 2, 2014
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member Tom Ollig
Council Member George Schulenberg
Council Member Max Fasching

Staff Present: Mr. Clay Wilfahrt, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer
Mr. Dave Meyer, Public Works Department Maintenance Supervisor

I. Call to Order

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

II. Temporary Part-Time Administrative Assistant Hire

Mr. Wilfahrt stated that recently the City Council authorized staff to advertise for a temporary part-time Administrative Assistant. The position was intended to cover the front desk area when Ms. Raquel Kirchoff and Ms. Amanda Zeidler are busy with other duties. This typically happens when both Ms. Kirchoff and Ms. Zeidler are at training, working elections, or doing some other similar duty that is required of the two (2) of them. Currently, the City's temporary part-time Administrative Assistant employees generally only work a maximum of one (1) to three (3) days per month.

Mr. Wilfahrt stated that City staff advertised for additional applicants for the temporary part-time Administrative Assistant position and one (1) applicant, Ms. Leigha Felder, expressed an interest in serving in the position for twenty (20) to thirty (30) hours per week for six (6) weeks from mid-December, 2014 through the end of January, 2015. Staff would like the City Council to approve Ms. Felder's hire at tonight's Regular City Council meeting.

Mr. Wilfahrt stated that the City Council can support the hire of Ms. Felder for the following reasons:

1. First, there is still enough money in the budget for the Winsted Police Department's Salaries and Wages line item to support the hire. The Winsted Police Department supports using this money for the hire.
2. Secondly, the City Council has expressed an interest in having students be a part of the City to encourage those individuals to pursue careers in public service.
3. Thirdly, the City's administrative staff can use the new hire in a few ways. Administrative staff needs to complete a number of data retention tasks that require extended periods of time away from their desks. Having a temporary part-time Administrative Assistant will allow staff to spend time away from their desks to do things like consolidate Human Resource files, review retention requirements and organize files accordingly.
4. Additionally, Ms. Felder can complete some projects coinciding with her college education that will help the City better communicate with residents.

Mr. Wilfahrt stated that City staff is requesting that the City Council consider hiring Ms. Felder as a temporary part-time Administrative Assistant for the City of Winsted and authorize her to work approximately thirty (30) hours per week at \$10 per hour.

The City Council discussed and agreed to proceed with the hiring of Ms. Felder.

III. Other

a) Snow Plowing and Removal Policy

Mr. Wilfahrt stated that City staff has received a number of comments regarding snow plowing of the streets in the City of Winsted. Several residents have requested that snow be plowed when there are less than two (2) inches of snow on the ground, or other work be done that is not authorized by the City's *Snow Plowing and Removal Policy*; such as, plowing certain areas of the City's streets when the weather is warm to reduce slush and ice buildup.

Mr. Wilfahrt distributed a copy of the City's *Snow Plowing and Removal Policy*.

Mr. Wilfahrt stated the *Policy* currently states that the Public Works Department will remove snow under the following circumstances:

- A. Snow accumulation of two (2) inches or more.
- B. Drifting of snow that causes problems for travel.
- C. Icy conditions which seriously affect travel.
- D. Time of snowfall in relationship to heavy use of streets.
- E. In coordination with requests made by the Winsted Police Department.

Mr. Wilfahrt stated that the Public Works Department staff also has the authority to deviate from this *Policy* in the best interest of the City.

Mr. Wilfahrt asked the City Council to review the *Snow Plowing and Removal Policy* and provide any feedback that they have heard throughout the Winsted Community. Mr. Wilfahrt also asked the City Council to review the conditions under which the City will plow snow to ensure they are still what the City Council desires.

Council Member Quast stated that the majority of complaints that she has received have been in regards to the snow plowing of the streets in the downtown area.

Council Member Ollig stated that the majority of complaints were also in regard to the streets in the downtown area.

Council Member Schulenberg stated that he has had two (2) individuals compliment the Public Works Department for their snow removal of the sidewalks in the downtown area.

The City Council discussed and requested that Mr. Meyer and the Public Works Department consider removing the snow and ice on the streets in the downtown area when there are warmer temperatures.

Mr. Wilfahrt asked the City Council if they would like to add verbiage to the *Policy* that states, "*the Public Works Department will work overtime when needed to remove the slush and ice in the gutter system of the downtown area to insure the safety of pedestrians.*"

Mr. Meyer used a map to show the City Council their snow removal process for the streets in the downtown area.

Mayor Stotko recommended that with the forecasted warmer temperatures, that the Public Works Department apply salt and sand in the gutter system in the downtown area.

Council Member Ollig stated that it is the City's responsibility to provide a safe environment for its citizens.

The City Council, Mr. Meyer and Mr. Wilfahrt discussed the amount of overtime that the Public Works Department generally works for snow removal.

The City Council discussed and stated that this is the first time in many years that they have received so many complaints in regards to the snow removal on City streets.

Mr. Wilfahrt asked the City Council if the Public Works Department could do what Mayor Stotko is suggesting and apply salt and sand to the slush and ice in the gutter system in the downtown area when the temperatures get warmer and see if that solves the issue. Mr. Wilfahrt continued by stating that if the salt and sand application does not work, then the *Policy* can be amended.

The City Council discussed and directed Mr. Wilfahrt to amend the *Snow Plowing and Removal Policy* to state, “*the Public Works Department will work overtime when needed to remove the slush and ice in the gutter system of the downtown area to insure the safety of pedestrians.*”

The City Council directed Mr. Meyer and the Public Works Department to remove the slush and ice in the gutter system of the downtown area.

Mayor Stotko asked Mr. Meyer to explain some of the issues the Public Works Department has to deal with when they are snow plowing. Mr. Meyer gave a brief overview of some of the problems they have to deal with when they are snow plowing.

b) Year 2014 City Accomplishments

Mr. Wilfahrt distributed a memo detailing the City of Winsted's year 2014 accomplishments.

Mr. Wilfahrt asked the City Council to review the list of accomplishments and forward any additions that they would like to include in the list.

c) Proposed Hotel

Council Member Quast asked for an update on the process for the proposed hotel in the City of Winsted.

Mr. Wilfahrt gave an update on the proposed hotel and the possible steps that the City can take if they no longer receive any response from Cobblestone Hotels.

The City Council discussed and directed Mr. Wilfahrt to contact other hotel franchises if he does not receive a response from Cobblestone Hotels.

d) Year 2015 City Council Report Schedule

Mr. Wilfahrt distributed a copy of the proposed schedule for the year *2015 City Council Report Schedule*.

Mr. Wilfahrt stated that the schedule has been amended in the year 2015 for the City Council reporting. He stated that City staff will be giving their Department reports the first (1st) meeting of each month and then the different Winsted Community organizations will give a report the second (2nd) meeting of each month.

The City Council discussed and were in agreement with the changes to the year *2015 City Council Report Schedule*.

e) Winsted Volunteer Fire Department – Monthly Meeting

Mayor Stotko stated that he attended the Winsted Volunteer Fire Department (WVFD)'s December 1, 2014 monthly meeting and he gave a brief overview of items that were discussed.

f) Street Lighting

Mayor Stotko reported some street lights that are out in the downtown area.

g) Winsted Volunteer Fire Department – Fire Station Roof Shingles

Council Member Fasching asked if the City has received information on the WVFD's possible class action claim on the Fire Station roof shingles.

Mr. Wilfahrt stated that the City has received the *Certainteed Organic Shingles Class Action Settlement Standard Claim Form* and he is working with Mr. Meyer to complete the *Claim Form*.

IV. Adjourn

Council Member Fasching motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 5-0.

The meeting was adjourned at 5:50 p.m.

Steve Stotka

Steve Stotka
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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