

City of Winsted
City Council Work Session
Lewis Room
Tuesday, May 3, 2016
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonita Quast
Council Member George Schulenberg

Present By Telephone: Council Member Tom Ollig

Absent: Council Member Patty Fitzgerald

Staff Present: Mr. Dan Tienter, 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. City Clerk-Treasurer Resignation

Mr. Tienter stated that on April 28, 2016, the City Clerk-Treasurer, Ms. Deborah Boelter, submitted her resignation to the City Administrator effective May 26, 2016. City staff anticipate the City Council to accept her resignation at the May 3, 2016 City Council (Council) Regular Meeting. Ms. Boelter served as City Clerk-Treasurer for the past 12 years.

Mr. Tienter stated that after the aforementioned resignation, and given the increasing complexity of the City's financial affairs, City staff explored alternative organizational structures for the City Administration Department. Specifically, City staff considered the possible division of the City Clerk-Treasurer into two separate positions – a City Clerk and a Finance Officer.

Mr. Tienter stated that as part of the research process, City staff examined the general organizational structure of 14 similarly-sized, area cities. This comparative analysis revealed no consistent organizational approach to municipal, administrative functions. In fact, while seven of the 14 cities employed some type of City-Clerk Treasurer, the remaining seven employed some type of alternative structure and only one employed a Finance Officer. In other words, among these cities no common organizational structure seemed apparent.

Mr. Tienter stated that additionally, City staff also examined data from the League of Minnesota Cities (LMC) Salary Survey (Survey) for cities between 2,000 and 5,000 residents and found 13 such cities employing a Finance Director, Finance Officer, Treasurer or similar position. Moreover, of those 13 cities, only three offered a Finance Officer position. Although the Survey contains only voluntary, non-scientific position and salary information, coupled with the area analysis mentioned above, it leads City staff to believe that the Finance Officer position for cities between 2,000 and 5,000 residents to be relatively uncommon.

Mr. Tienter stated that the Survey also allowed City staff to better understand the anticipated cost of a Finance Officer position. Using estimated data provided by the Survey and assumptions based on the Year 2016 Compensation Plan, City staff estimated the cost of division of the City Clerk-Treasurer into a City Clerk and Finance Officer at \$13,500 or 13% more than the current staff setup.

Mr. Tienter stated that although the City would realize additional effectiveness and efficiencies through the addition of a financial specialist, given this cost estimate and the understanding that a Finance Officer would be an unusual position for a municipality of this location and size, City staff

do not recommend the creation of a City Clerk and Finance Officer positions in lieu of the current City Clerk–Treasurer. City staff further recommend that the Council maintain the current organizational structure of the City Administration Department.

Mr. Tienter stated that assuming the Council supports this recommendation and per the Employee Reference Manual (Manual), the City Administrator will recruit for this vacancy through an open recruitment and hiring process. As such, City staff recommend the following hiring process and timeline:

- ✓ Post City Clerk–Treasurer position vacancy – Friday, May 6, 2016;
- ✓ Application deadline – Friday, May 27, 2016 by 4:00 p.m.;
- ✓ First round interviews, Tuesday, May 31, 2016 – Friday, June 10, 2016;
- ✓ Second round interviews, – Monday, June 13, 2016 – Friday, June 17, 2016;
- ✓ Appointment by Council – Tuesday, June 21, 2016; and
- ✓ Start date, approximately Tuesday, July 5, 2016 (depending upon the appointee).

Council Member Ollig asked how the current, Deputy City Clerk, Ms. Raquel Kirchoff fits into the aforementioned plan.

Mr. Tienter stated that given the considerable responsibilities of the position of City Clerk–Treasurer, the City Administrator also recommends the Council appoint an acting or interim City Clerk–Treasurer. As Ms. Raquel Kirchoff has served in this role on an interim basis in the past and possesses all necessary knowledge, skills and abilities, the City Administrator recommends the Council appoint her as Interim City Clerk–Treasurer.

Mr. Tienter stated that in recognition of these additional responsibilities, the City Administrator further recommends that the Council increase Ms. Kirchoff's wage to Step 5 of the City Clerk–Treasurer pay range as identified in the Year 2016 Compensation Plan. This interim appointment and wage will remain effective until the City Council appoints a permanent City Clerk–Treasurer.

Council Member Quast asked why Ms. Kirchoff would not be promoted to the City Clerk–Treasurer. She continued by stating that the City has provided Ms. Kirchoff with the training she needs to work as a City Clerk–Treasurer and that she feels Ms. Kirchoff is qualified for the position.

Mr. Tienter stated that the purpose of the open competitive hiring process is two-fold:

1. The adopted Employee Reference Manual provides a guideline that seeks to hire any vacant positions with an open competitive hiring process.
2. In the case of hiring for a Department Head position, it ensures that the best possible person is being hired for the City of Winsted.

Mr. Tienter stated that any internal candidate is encouraged to apply for the position and is guaranteed a first round interview during the hiring process.

Council Member Quast asked what would happen if Ms. Kirchoff would apply and obtain the City Clerk–Treasurer position. Mr. Tienter stated that if an internal candidate was hired for the City Clerk–Treasurer position, the City would determine if the vacant position should be filled and if the determination is that the position should be filled; decide on the best process to do that.

Mayor Stotko suggested that the City not fill the City Clerk–Treasurer position until a later date to determine if another position is really needed.

Mr. Tienter stated that the recommendation of the City staff is to move forward with the hiring process for the City Clerk–Treasurer position.

Council Member Quast asked Mayor Stotko how long he would like to wait to hire a new City Clerk–Treasurer. Mayor Stotko stated approximately one (1) month. Council Member Schulenberg stated that he is in agreement with Mayor Stotko's proposal.

Mr. Tienter stated that he cautions the City Council that not filling the position places a lot of additional stress on the existing employees and will have an impact on employee morale. Also, as the City staff tries to accomplish the regular duties of a position that is not being filled, time and

effort on certain projects will be sacrificed; specifically the items identified in the year 2016 City Council Goals and Priorities.

The City Council discussed Mayor Stotko's proposal.

Council Member Ollig stated that he would like to fill the City Clerk-Treasurer position and move forward.

Mr. Tienter stated that the analysis done on whether to divide the City Clerk-Treasurer position into a City Clerk and a Finance Officer does not support that this would be a viable option for the City of Winsted; however, the analysis does support that the City should have the City Clerk-Treasurer position. He continued by stating that City staff does recommend that the City Council maintain the current organizational structure of the City's Administration Department.

The City Council directed Mr. Tienter to move forward with the open competitive hiring process for the City Clerk-Treasurer position.

III. Well House Number Two (No. 2) Improvements

Mr. Tienter stated that on January 28, 2016, during the City Council (Council) Goal Setting Retreat (Retreat), City staff reviewed the current status of Well House No. 2, which houses Wells No. 2 and Number Four (No. 4). As discussed during the Retreat, under the current configuration of Well House No. 2, the Motor Control Center (MCC) shares common space with the fluoride storage system. The fluoride present in the storage system corrodes the electrical components of the MCC, which could cause the MCC to fail and would result in failure to operate Wells No. 2 and No. 4. At the conclusion of the Retreat, Council opted in to include improvements to Well House No. 2 as a 2016 City Council Priority.

Mr. Tienter stated that on early February, the MCC of Well House No. 2 failed preventing the City from using Wells No. 2 and No. 4 as a water supply for the City of Winsted (City). At present, the City relied upon Well No. 3 for water. In order to maintain a redundant water supply, City staff opted to accelerate the design and Request for Quotes (RFQ) for improvements on Well House No. 2.

Mr. Tienter stated that on February 17, 2016, City staff met onsite at Well House No. 2 to review necessary improvements. City staff requested that the City Water Resources Engineer prepare two scopes of work and RFQs: 1) to replace the MCC; and 2) to improve chemical storage. These RFQs were approved administratively and released on April 7, 2016.

Mr. Tienter stated that on April 21, 2016, the City Water Resources Engineer reviewed the quote submitted for each project. The submissions for the MCC replacement and the chemical storage improvement projects are outlined in the following Figures One (1) and Two (2), respectively.

Figure 1: MCC Replacement Project		
Vendor	Quote	Rank
Integrated Process Solutions	\$ 89,944	1
Electrical Installation and Maintenance	\$ 91,425	2

Figure 2: Chemical Storage Improvements		
Vendor	Quote	Rank
Magney Construction, Inc.	\$ 42,800	1
Integrated Process Solutions	\$ 54,308	2

Mr. Tienter stated that in total both project will cost an estimated \$132,744, Figure Three (3) below outlines the total project costs. At present, City staff estimate the Water Fund Balance at approximately \$715,512. As such, sufficient Water Fund Balance exists to support both projects.

Figure 3: Total, Estimated Project Costs		
Activity	Vendor	Cost
MCC Replacement Project	Integrated Process Solutions	\$ 89,944
Chemical Improvements	Magney Construction, Inc.	\$ 42,800
Total		\$ 132,744

Mr. Tienter stated that based upon the above analysis and quotes, City staff recommend the Council authorize the City Administrator to execute agreement for the MCC replacement and chemical storage improvements with Integrated Process Solutions and Magney Construction, Incorporated, respectively. Given the need to maintain a redundant water supply, City staff also recommend the Council consider this action at their May 3, 2016 City Council Regular Meeting.

The City's Engineer, Mr. Jake Saulsbury, Bolton and Menk, Incorporated, and Mr. Dave Meyer, Public Works Department Maintenance Supervisor, were in attendance at the Work Session to discuss the proposed Well House Improvements.

The City Council discussed implementing some type of vegetation screening.

The City Council agreed that the improvements to Well House No. 2 need to be completed.

IV. Other

a) McLeod County Board of Commissioners – McLeod County Trail Plan – Public Hearing

Mr. Tienter stated that after two (2) hours of comments during the McLeod County Trail Plan (Plan) Public Hearing held by the McLeod County Board of Commissioners (Commissioners) this morning, May 3, 2016, the Commissioners did adopt the Plan.

Mr. Tienter stated that at the Public Hearing he did read the Letter of Support for the Plan that the City Council authorized at their April 19, 2016 Regular City Council Meeting.

b) Administrative Internship - Hiring Process

Mr. Tienter stated that the City will be hiring for the Administrative Internship. Interviews are scheduled for Thursday, May 5, 2016.

c) May 3, 2016 Regular City Council Meeting - Consent Agenda

1. Item k) – Houston-Galveston Area Council Cooperative Purchasing Venture

Mr. Tienter gave a brief overview of what the Houston-Galveston Area Council Cooperative Purchasing Venture is and how it will benefit the City of Winsted to be a part of it.

2. Item o) – City Clerk-Treasurer – Interim Position

Mr. Tienter stated that tonight's Regular City Council Meeting's Consent Agenda was amended to include this item to appoint Ms. Kirchoff as interim City Clerk-Treasurer.

d) Winsted Volunteer Fire Department – Monday, May 2, 2016 Officers Meeting

Council Member Schulenberg complimented Mr. Tienter on the great job he did in explaining to the firefighters the importance of having an outside consultant to come in to Prepare a Strategic Operations Plan for the Winsted Volunteer Fire Department (WVFD) operations.

V. Adjourn

Council Member Quast motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 4-0.

The meeting was adjourned at 5:55 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

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