

City of Winsted
City Council Work Session
Lewis Room
Tuesday, February 2, 2016
4:00 p.m.

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

Absent: Council Member Bonita Quast

Staff Present: Mr. Dan Tienter, City Administrator – *Joined the Work Session at 5:05 p.m.*
Ms. Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

Mayor Stotko called the meeting to order at 4:00 p.m.

II. City Administrator Compensation

Mayor Stotko distributed an agenda for the *City Administrator Compensation* discussion.

a) Opening Comments

Mayor Stotko gave a brief overview of the purpose for discussing possible compensation options to help the City of Winsted retain City Administrators.

b) Background and Graphs/Statistical Data

Mayor Stotko distributed information reflecting statistical data for a period of six years concerning the four previous City Administrators that resigned. Mayor Stotko noted all individuals were between the ages of 22 and 30 years, were first-time city administrators, and all stayed less than two years with the City.

Council Member Fitzgerald asked whether all four City Administrators resigned to take another City Administrator position.

Mayor Stotko indicated three of them did, with the fourth one resigning to take on a consultant role.

Mayor Stotko indicated the first graph depicts the levels of influence the various City employees have on the City Administrator. The most important influence would be the City Clerk-Treasurer, followed by the police chief, service providers, public work director, and then the fire chief. Mayor Stotko noted the City Administrator will work primarily with the City Clerk-Treasurer. The advantage to that is that the current City Clerk has a number of years of experience and can help guide the City Administrator in current and past matters.

Mayor Stotko distributed a graph depicting the influence that the various committees, service providers, and businesses will have on the City Administrator. Mayor Stotko noted their influence tends to be fairly equal.

Mayor Stotko distributed information concerning previous hiring expenses associated with each City Administrator. Over the past six years, the City has spent approximately \$32,000 or roughly \$5,500 per individual as part of the recruitment process.

Mayor Stotko stated the frequent change of City Administrators requires a whole new learning curve for staff, business leaders, and the community to become acclimated to the new management styles, which is the reason why the City Council is beginning the process of evaluating the compensation paid to the City Administrator.

Mayor Stotko distributed information on the City's step increase policy for the employees.

City Clerk Boelter explained the step increase for the City Administrator has not really been followed in the past since the City has entered into contractors with each of the past City Administrators. Boelter stated rather than a step increase, the City Administrator has received a five (5) percent increase in salary each year. Boelter stated a review is held at six months and then at 12 months by the City Council.

The City Council discussed the step increases for the City Administrator. It was discussed that the City of Winsted is only so big and can only pay so much for a City Administrator and that people who fill this position will tend to want to move up in salary as they gain more experience.

It was noted that City staff will also fall behind in their work every time a City Administrator leaves since they have to perform additional work that would otherwise be done by the City Administrator.

c) City Council Discussion and/or Ideas

The City Council discussed the City's interview process and the qualities they look for in a City Administrator.

Council Member Ollig commented the City tends to hire the best candidate for the position and then hope that they stay for at least three years, which has not happened. Ollig stated the reality is that the City of Winsted is usually a stepping stone for the City Administrator and that they are limited in the amount of compensation that can be offered.

Mayor Stotko stated the question for the City Council is to consider whether different incentives, such as continuing education, seminars, extra vacation, or working from home at times should be offered after a certain period of time. Mayor Stotko stated incentives have been given at certain times in the past and have worked to a limited extent.

The City Council discussed whether incentives should be offered after three years and then five years of employment. The Council discussed the importance of continuity in the City Administrator position, the City Council, and the impacts it has on City staff and the business community in general.

It was suggested that some of the previous City Administrators be contacted to get their recommendations on incentives to retain individuals in this position.

It was noted that the City needs a clear roadmap on the direction they would like to head so the business community, residents, City staff and City Council are aware of what

should be done. Mayor Stotko stated a clear compensation package also needs to be developed that provides an incentive for the City Administrator to stay longer than a couple of years.

The City Council discussed the vacation package for the City Administrator. It was noted the current City Administrator receives two weeks of vacation, which is consistent with other employees, and then the City Clerk-Treasurer and City Administrator receive an extra week of vacation in lieu of comp time.

d) Next Steps/Assignments

Mayor Stotko directed the City Council members to forward incentive options and/or ideas to the City Clerk-Treasurer, Ms. Deb Boelter. Mayor Stotko indicated he will attempt to contact some of the previous City Administrators.

e) Next Meeting

The City Council discussed and agreed to further discuss the *City Administrator Compensation* at 4:00 p.m. at the Wednesday, March 2, 2016, Work Session. The City Council agreed that they would like to have Mr. Gary Weiers of David Drown and Associates in attendance at the March 2, 2016, Work Session.

III. City Storage Policy

Mr. Tienter distributed a draft *City Facilities Rental and Storage Policy* for the City of Winsted's facilities. Mr. Tienter noted a lot of the language is identical to the City's original facility use policy but this policy outlines what the facility is, which would be the City Hall storage room inside the Fire Department building. The policy also states that the Public Works building and other city-owned buildings are not generally for rent and any use of those facilities would require approval by the City Council.

Mayor Stotko requested Mr. Tienter clarify the concerns that the Winsted Volunteer Fire Department members have regarding the voting equipment that Winsted Township stores in the Fire Station.

Mr. Tienter stated he is aware that upstairs in the Fire Department building there are three rooms, one of which is used to house more sensitive documents of the Fire Department, and the newly vacated room. One of the questions from the Fire Department is whether the voting equipment should continue to be stored there, and it is City staff's recommendation that that equipment be stored in the City Hall storage room. The Fire Department building would still be used for voting.

Mr. Tienter noted the City Council is being presented with this policy first before City staff approaches the other parties. Currently five civic organizations store equipment in the storage room in addition to Winsted Township.

Council Member Ollig asked the other City Council members to consider charging a minimal fee, such as \$25 a month, to the organizations that store items in the City Hall storage room.

The City Council discussed Council Member Ollig's proposal.

Mr. Tienter reviewed the draft *Policy* with the City Council. Mr. Tienter noted the draft *Policy* is split into a rental section and a storage section. Mr. Tienter noted animals would be prohibited except for service dogs and that language has been added stating that advertisements cannot be created implying that the City Council endorses any event they might hold unless the City Council specifically endorses it. In addition, the users would not be able to hang any decorations or other items on the walls or use any of the City's equipment. Language concerning

a commercial fee has been added to the draft *Policy* which would prevent the organization from charging a fee to others for attending an event at the Fire Department building unless it is a nonprofit event. A clause has also been added regarding the supervision of minors on the premises.

Mr. Tienter noted the City Council would have the ability to set any fee as part of the City's Fee Schedule.

Mr. Tienter stated that when City staff was doing research to prepare the draft *Policy*, City staff learned that there are many cities that do not allow outside organizations to use their city hall for storing items but that they do allow them to rent space inside their community center. Information on their storage policy has been included for Council review. Language has also been included prohibiting any equipment or items that could pose a threat to City staff or other individuals, such as fireworks and firearms. If expensive equipment or other items are being stored, it will be necessary to provide an insurance policy showing that those items are insured.

Mr. Tienter noted the City Attorney is currently working on some indemnification language to hold the City harmless and that language has been included giving the City the ability to terminate any rental.

Mr. Tienter stated if the City Council is in agreement with the terms of the draft *Policy*, City staff would contact the organizations currently storing items at City Hall and ask for their input on the proposed draft *Policy*.

Council Member Ollig stated he does believe that organizations should be required to pay a storage and/or rental fee.

Council Member Ollig shared his concerns regarding the wording in the *Storage Policy* section that states, "*If a group or organization conducts regular business using City facilities; regular Business shall be construed to mean at least four meetings per calendar year,...*" Council Member Ollig stated that the Winsted Area Chamber of Commerce would not be able to comply with that language.

Mr. Tienter noted the Boy Scouts troop that currently has some items there is now defunct and that it will be necessary to reach out to that group to find out what they would like done with those items. Mr. Tienter noted a new Boy Scout group is now utilizing the building.

Council Member Fitzgerald asked whether it would be possible to charge a fee to some organizations and not to others.

Mr. Tienter indicated it is, but in order to do that, the City must have a standardized policy and the organization must be a bonafide nonprofit.

Council Member Schulenberg stated as long as the City is responsible for the items that are stored there, there should be a fee charged.

Mr. Tienter stated a sliding scale could also be established in the fee schedule based on defined criteria.

The City Council discussed whether a storage fee should be charged. It was noted that a fee is currently being charged to rent the conference room.

The City Council directed City staff to reach out to the various organizations that currently are storing items at the facility to gain their thoughts on the agreement. Mr. Tienter indicated City staff will bring this item back at a future work session.

IV. Other

a) **Goal Setting Retreat – Results**

Mr. Tienter distributed a spreadsheet detailing the year 2016 City Council priorities that were established at the January 28, 2016, Goal Setting Retreat. Mr. Tienter noted a column has been added indicating how the Council ranked each goal. The first two goals are the wastewater treatment facility and the Kingsley Street project. In addition, a column summarizing the progress of each goal has been added to the spreadsheet.

Mr. Tienter reassured the City Council that the goals that were not ranked as priorities by the City Council will continue to be worked on by City staff.

The City Council complimented Mr. Tienter on the accurate, thorough, and easy to understand spreadsheet that he created detailing the results of the Goal Setting Retreat. The City Council also thanked Mr. Tienter for the excellent job that he did in facilitating the Goal Setting Retreat.

Mr. Tienter noted the other sheet shows how the goals line up with the City's strategic plan.

b) **Regular City Council Meeting – Resolution R-16-07**

Mr. Tienter noted no new items have been added to tonight's Consent Agenda.

Resolution No. R-16-07 is a similar resolution that has been before the City Council regarding the liquidation of outdated Police Department equipment, but that the resolution gives the Police Chief more authority to go ahead and purchase or liquidate certain equipment under \$5,000 as covered under the City's current *Purchasing Policy*. Any item over \$5,000 would need to go before the City Council for approval.

c) **Oath of Office – Ms. Patty Fitzgerald**

Mr. Tienter noted the Oath of Office will be administered to Ms. Patty Fitzgerald at the beginning of the City Council meeting tonight.

d) **Winsted Police Department – New Squad Vehicle Quote**

Mr. Tienter distributed the final quote for the new police squad car. Mr. Tienter noted the quote came in at \$29,726, which does not match the amount in the CCR. Mr. Tienter stated the price is higher than what was listed in the state contract due to some add-ons.

e) **Winsted Volunteer Fire Department**

Council Member Ollig gave an update on the Fire Department meeting. Council Member Ollig stated developing a strategic fire department plan, which is Goal No. 8, is critical and that it was indicated to the Fire Department that that process will start in the next two to three months.

f) **Performance Evaluation Forms**

City Clerk-Treasurer Boelter stated the review of the City Administrator will be done on Tuesday, February 16. Performance evaluation forms will be distributed to each Council member prior to that date. Peer reviews will also be distributed to City staff. Boelter indicated she will compile all the results and then distribute them to the City Council.

V. Adjourn

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

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

Steve Stotko
Mayor
City of Winsted

ATTEST:

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