

City of Winsted
Special City Council Meeting
Council Chambers
April 13, 2010
4:00 p.m.

Present: Mayor Steve Stotko
Council Member Bonnie Quast
Council Member Tom Ollig
Council Member Tom Wiemiller
Council Member Dave Mochinski

Staff Present: Brent Mareck, City Administrator
Deborah R. Boelter, City Clerk-Treasurer

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

a) **The Pledge of Allegiance was taken.**

2) **No Consent Agenda Items.**

3) **No Public Hearings.**

4) **No Old Business.**

5) **New Business**

a) **Letter of Resignation – City Administrator**

City Administrator, Brent Mareck, presented the City Council with his letter of resignation as City Administrator for the City of Winsted effective Friday, May 14, 2010.

Ollig motioned to accept Mareck's resignation as City Administrator for the City of Winsted effective Friday, May 14, 2010. Mochinski seconded. Motion carried 5-0.

b) **Request for Consulting Services – Managing Process for Hiring a New City Administrator**

Mareck presented a proposal from Shannon Sweeney, David Drown Associates, Incorporated, to manage the process for hiring a new administrator for the City of Winsted.

Mayor Stotko asked the City Council if they were interested in hiring a new City Administrator. The City Council discussed and agreed that they would like to hire another City Administrator.

Mayor Stotko stated that considering the amount of time the hiring process will take and the scheduled events that the staff has in the near future, he believes that contracting with Sweeney to manage the hiring process is a good idea.

Ollig stated that the City should have a professional manage the hiring process. Ollig asked where the funding would come from in the 2010 Budget. Mayor Stotko stated that the money the City saves in not paying Mareck's salary in the interim would be used to pay Sweeney's fee.

Wiemiller stated that considering the legalities that are involved in the hiring process of a new City Administrator, he believes that the City should hire a professional to manage the hiring process.

Mochinski questioned whether it was necessary to have someone manage the hiring process.

Mareck presented the "Position Profile" for the City Administrator position with the City of Winsted.

Mareck asked what the City Council would like to list as a salary in the "Position Announcement."

Ollig asked if it is appropriate to ask applicants to request what they are expecting for a salary. Mareck stated that there is required information they will have to submit to Sweeney that should give the City Council some indication of what type of salary the applicant is expecting. Mareck also stated that in the hiring process, there will be a point where Sweeney would ask them what type of salary they are requesting.

Mayor Stotko asked Boelter for her input on the hiring process. Boelter asked the City Council to please consider contracting with Sweeney to manage the hiring process. Boelter shared her concerns about being able to dedicate the time necessary to do a good job in finding a suitable candidate for the City Administrator position.

Ollig motioned to contract with Shannon Sweeney, David Drown Associates, Incorporated, to manage the process for hiring a new Administrator for the City of Winsted; and that Mayor Stotko assign whoever he deems necessary to any future hiring and interviewing committees. Quast seconded. Motion carried 5-0.

Mareck presented the "Position Announcement."

Wiemiller motioned to advertise for the position of Administrator for the City of Winsted. Mochinski seconded. Motion carried 5-0.

Mayor Stotko and the Council Members thanked Mareck for his exceptional service and dedication to the City of Winsted.

Mareck thanked the City Council and residents for providing him the opportunity to work as their City Administrator.

6) No Department Report.

7) No Open Forum.

8) No Announcements.

9) Adjournment

Ollig motioned to adjourn. Quast seconded. Motion carried 5-0.

Respectfully submitted,

Deborah R. Boelter
City Clerk-Treasurer