

City of Winsted  
City Council Work Session  
Council Chambers  
April 20, 2010  
5:30 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  
Deb Boelter, City Clerk-Treasurer

**I. Call to Order**

Mayor Stotko called the meeting to order at 5:30 p.m.

**II. City Administrator Search – Shannon Sweeney**

Shannon Sweeney presented his process for administering the City Administrator search.

Ollig asked the City Council if they would like to implement a requirement that the new Administrator live in the City of Winsted or in close proximity to the City. Mareck stated that Minnesota State Statute does not allow for such a requirement unless an employee's job requires that they be on-call.

Mareck stated that you can ask the candidates how they plan to integrate into the Community.

Quast asked about the importance of experience. Sweeney stated that the City Council can rank the importance of education, experience, etcetera in any order they would like. Sweeney asked the City Council what initial ranking they would like him to follow. The City Council discussed and stated that they did not feel experience should be ranked as the most important.

The City Council stated that they would like Sweeney to develop questions that will assist in determining the candidate's personality.

Sweeney asked the City Council what salary range they would like him to present to candidates when they ask. They discussed and stated they would like the salary range to be \$55,000 to \$75,000.

Sweeney presented a tentative schedule for the hiring process.

Mochinski asked Sweeney if he would prepare some suitable interview questions for the City Council to consider and evaluate. Sweeney stated that he would prepare some questions, have the City Council evaluate them and then provide him with feedback.

Sweeney recommended that the City Council have the City Attorney begin preparing a draft Employment Contract.

Mayor Stotko stated that he would like to assist Sweeney in conducting the reference checks.

Sweeney stated that Mayor Stotko should begin establishing the different interviewing committees.

**III. Other**

**a) Lakefront Promenade Plantings**

Mareck stated that he and Mayor Stotko evaluated the Lakefront Promenade plantings

and some of them look distressed but they do believe that they will grow and bloom again.

Mochinski stated that he evaluated them also and believes that they will grow and bloom again.

Mochinski stated that there is a section of cement exposed in the lake bank and recommended that the Public Works Department remove it.

**b) City Council and Staff - Goal Setting Retreat**

Mayor Stotko recommended that the City Council and staff postpone the Goal Setting Retreat until after a new City Administrator is hired.

Mayor Stotko stated that he would like the City Council to meet as planned on Thursday, April 29<sup>th</sup>, 2010 at 8:00 a.m. in the Lewis Room at City Hall to discuss budget items. The City Council discussed and agreed to meet as scheduled.

**IV. Adjourn**

**Wiemiller motioned to adjourn. Mochinski seconded. Motion carried 5-0.**

Respectfully submitted,

Deborah R. Boelter  
City Clerk-Treasurer