

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

Staff Present: Deborah R. Boelter, City Clerk-Treasurer  
Kelly Dohm, City Attorney

Others Present: Shannon Sweeney, David Drown Associates

**1) Mayor Stotko called the meeting to order at 3:30 p.m.**

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

**2) Interviewing of Finalists for City Administrator Position**

Mayor Stotko stated that the purpose of the Special City Council meeting was to interview two (2) finalists for the City of Winsted's vacant City Administrator position.

**a) Andrew Elbert**

Mayor Stotko introduced the first finalist, Andrew Elbert.

The City Council asked Elbert a series of questions.

Elbert addressed the City Council and asked them questions about the City of Winsted and about the City Administrator position.

**Ollig motioned to recess. Mochinski seconded. Motion carried 5-0.**

**Ollig motioned to reconvene. Wiemiller seconded. Motion carried 5-0.**

**b) Dan Madsen**

Mayor Stotko introduced the second finalist, Dan Madsen.

The City Council asked Madsen a series of questions.

Madsen addressed the City Council and asked them questions about the City of Winsted and about the City Administrator position.

**Quast motioned to recess. Wiemiller seconded. Motion carried 5-0.**

**Ollig motioned to reconvene. Quast seconded. Motion carried 5-0.**

**3) Consideration of Employment Contract for the City Administrator**

**a) Job Description – City Administrator**

Kelly Dohm, City Attorney presented an updated job description for the City Administrator.

**Ollig motioned to adopt the new City Administrator job description. Wiemiller seconded. Motion carried 5-0.**

**b) Employment Agreement**

Sweeney stated that Andrew Elbert was scored highest by the City Council in the interviewing process.

Mayor Stotko asked the City Council how they felt about Elbert scoring higher than Dan Madsen. Mochinski, Ollig, Quast, Wiemiller and Mayor Stotko stated that they were ready to move forward and make Elbert an offer for the position of City of Winsted Administrator.

Dohm presented the proposed Employment Agreement.

Ollig asked if the agreement should have a probationary period of employment so if Elbert does not prove to be what the City was looking for, he can be released from employment. Dohm stated that in accordance with the agreement, Elbert will be hired as an "at will" employee; which, allows the City to terminate his employment at any time.

Mochinski asked if the agreement addresses future salary increases. Dohm stated that the agreement would need to be amended at the time the City Council decides to give Elbert a salary increase. She continued by stating that she could incorporate language in the agreement that allows for a salary increase.

The City Council discussed and directed Dohm to include language that states that the City Council may give Elbert a salary increase dependent on a successful employee evaluation and/or review.

**c) Contingent Offer of Employment**

Dohm presented the Contingent Offer of Employment.

Ollig stated that he would like to propose an annual salary of \$56,000.

Mochinski proposed an annual salary of \$52,000.

Quast proposed an annual salary of \$53,500.

Wiemiller proposed an annual salary of \$56,000.

Mayor Stotko stated that in consideration of Elbert's education and work experience, he proposed an annual salary of \$56,000.

Ollig motioned to offer Andrew Elbert an annual salary of \$56,000 a year for the position of City of Winsted Administrator.

Quast asked how long Elbert would have to decide to accept the Contingent Offer of Employment. Dohm stated that the motion can contain a specific time frame that Elbert has to accept or reject the City Council's offer.

**Ollig motioned to offer Andrew Elbert the position of City of Winsted Administrator with an annual salary of \$56,000, a six (6) month employee evaluation, an acceptance or rejection of the Contingent Offer of Employment within forty-eight (48) hours of receiving the offer, and successful completion of the background check and alcohol and drug testing. Quast seconded. Motion carried 5-0.**

Mochinski asked how many days the City should allow Elbert to start his employment at the City of Winsted. Dohm stated that the City Council can include a date in which they would like Elbert to start in the Contingent Offer of Employment.

**Ollig motioned that upon accepting the Contingent Offer of Employment from the City of Winsted for the position of City Administrator, Andrew Elbert would have thirty-one (31) days to begin his employment with the City of Winsted. Wiemiller seconded. Motion carried 5-0.**

4) **Adjournment**

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

Respectfully submitted,

Deborah R. Boelter  
City Clerk-Treasurer