

City of Winsted
City Council Work Session
Lewis Room
Tuesday, April 16, 2013
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Bonnie Quast
Council Member George Schulenberg
Council Member Max Fasching

Staff Present: Brad Martens, City Administrator
Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

Mayor Stotko called the meeting to order at 5:00 p.m.

II. Winsted Brush Site Discussion

Mr. Martens stated that in the year 2012 the City of Winsted was informed that McLeod County has decided to cut funding towards city operated brush sites located throughout McLeod County. The funding was cut to fifty percent (50%) of actual costs for the year 2013 and no funding will be provided for the year 2014. For the year 2013 the City of Winsted did budget for the fifty percent (50%) reduction to insure that brush site operations continue as they have existed in the past.

Mr. Martens stated that he participated in a meeting with other McLeod County cities to discuss the brush site funding issue and to consider a collaborative effort to request continued funding from McLeod County. The cities have discussed possible options moving forward and the ultimate consensus was to request that McLeod County maintain fifty percent (50%) funding to the brush site program by adopting a resolution or sending a letter to McLeod County.

Mr. Martens stated that as part of the discussion by the McLeod County cities, it was agreed upon that the Creekside Facility operated by the City of Hutchinson, Minnesota will take care of grinding the brush for the cities at no cost in the year 2013. This will save the City of Winsted approximately \$1,500.

Mr. Martens requested that the City Council discuss the options that do exist in regards to the City of Winsted's brush site and direct staff on how to move forward. He continued by stating that the recommended option is to draft and approve a letter to McLeod County requesting funding to the program be restored.

The City Council discussed the number of days that the City of Winsted brush site is open. Mr. Martens stated that the brush site is open three (3) days per week; Monday and Wednesday from 4:00 p.m. to sunset and Saturday morning from 9:00 a.m. to 1:00 p.m. He continued by stating that in the City of Winsted's year 2013, the budget includes funding for the brush site to be open three (3) days per week. The City Council directed Mr. Martens to reduce the number of days that the brush site is open to two (2) days per week.

The City Council also directed Mr. Martens to prepare a letter addressing the McLeod County Commissioners requesting that the funding for the City of Winsted's brush site be restored.

III. Compensation Adjustment for Additional Duties

Mr. Martens stated that beginning on December 19, 2012 and continuing through April 1, 2013, the City was without the City Clerk-Treasurer, Deb Boelter. During this fourteen (14) week period, Ms. Raquel Kirchoff, Administrative Assistant and Ms. Amanda Zeidler, Utility Billing and Payroll Clerk were assigned additional duties and responsibilities above and beyond what is normally expected and asked of them in their job description.

Mr. Martens stated that an extremely conservative estimate of this specific work outside of their job descriptions, which is normally included in a higher pay grade, amounts to five (5) hours per week. In order to appropriately compensate both the Administrative Assistant and Utility Billing and Payroll Clerk for their work, Mr. Martens recommended that the City Council consider approving additional compensation for the aforementioned time. He continued by stating that although many City of Winsted staff members complete duties outside of their job description without additional compensation, he believes that a fourteen (14) week period is different and deserves to be treated uniquely.

Mr. Martens stated that if either the Administrative Assistant or Utility Billing and Payroll Clerk was at their similar step under the pay grade for the City Clerk-Treasurer position, the hourly rate would be increased by \$6.52 or \$6.92 respectively. Mr. Martens recommended providing an additional \$455 to each employee or the equivalent in hours of vacation determined by their pay rate based upon the below calculation.

Five (5) hours per week x Fourteen (14) weeks = Seventy (70) hours

Seventy (70) hours x \$6.50per hour = \$455.00

Mr. Martens requested that the City Council review this item and consider directing staff to place it on a future City Council meeting agenda for approval.

The City Council discussed Mr. Martens request and agreed that Ms. Kirchoff and Ms. Zeidler should receive compensatory time for the additional duties and responsibilities that they completed during the fourteen (14) week absence of the City Clerk-Treasurer. Mr. Martens stated that it would be approximately twenty-four (24) hours of compensation time. They directed Mr. Martens to include the request on the May 7, 2013 City Council agenda for approval.

Mr. Martens asked the City Council if Ms. Kirchoff and Ms. Zeidler could temporarily exceed the sixty (60) hour limit for compensatory time if they are currently at the maximum of sixty (60) hours. The City Council stated yes.

IV. Vacation Allocation – City Clerk-Treasurer

Mr. Martens stated that as the City Council is aware, Ms. Deb Boelter, City Clerk-Treasurer, took a leave of absence for an extended period of time due to her knee surgery. Although Ms. Boelter was on a leave of absence, she was often contacted with questions and continued to take care of some duties as she could during this time without compensation. Mr. Martens stated that at his request, Ms. Boelter began tracking some of these items. Mr. Martens presented the documentation listing the items that Ms. Boelter assisted with during her leave of absence. He continued by stating that the list of items completed by Ms. Boelter took a total of eleven and one half (11.5) hours. Mr. Martens requested that the City Council discuss allocating eleven and one half (11.5) hours to Ms. Boelter's vacation bank and consider directing staff to place it on a future City Council meeting agenda for approval.

Council Member Fasching asked if the allocation of vacation time would adversely affect the short term disability compensation that Ms. Boelter received. Mr. Martens stated that it would not because Ms. Boelter was allowed to work three (3) hours per day while she was receiving short term disability compensation.

The City Council discussed and directed Mr. Martens to include the request on the May 7, 2013 City Council agenda for approval.

V. Request for Future Agenda Items

Mr. Martens asked the City Council for agenda items that they would like to discuss at future City Council Work Sessions.

The City Council discussed and recommended that the following items be presented at future City Council Work Sessions:

- The Economic Development Authority (EDA)

- Revolving Loan Fund
- Feral Cats
- Lakefront Promenade Maintenance

VI. Other

a) Internship Opportunity

Mr. Martens presented a proposal from a college student who would like to complete a volunteer internship with the City of Winsted. He continued by stating that she is taking planning and zoning classes.

Mr. Martens stated that if the City Council would like to accept her internship proposal, he would have her work on the Sign Ordinance, the Downtown Vibrancy Commission and other pertinent City business as related to her field of study.

The City Council discussed the internship proposal and agreed that it may be beneficial to have her at the City of Winsted.

b) Downtown Vibrancy Commission

Mr. Martens stated that five (5) individuals have contacted him about being a member of the Downtown Vibrancy Commission.

c) Sewer Back-Up – 689 Northgate Drive

Mr. Martens stated that there was a sewer back-up in the house located at 689 Northgate Drive. He continued by stating that it may be a City issue because the City's sewer line may be plugged.

Mr. Martens stated that staff will be contacting the City's insurance company, League of Minnesota Cities Insurance Trust (LMCIT), to file a claim for the expenses incurred by the property owner due to the sewer back-up.

d) 135 – First (1st) Street North - Painting of Building Exterior

Mr. Martens stated that he had a meeting with the property owner of 135 – 1st Street North, Ms. Sharon Hecksel, and her tenant, Mr. Rueben Duran regarding some issues with the Lakefront Promenade located by their building.

Mr. Martens stated that he also discussed the painting of the exterior of Ms. Hecksel's building. He stated that she and Mr. Duran were agreeable to the exterior of the building being painted.

Mr. Martens stated that one (1) option would be that the City would purchase the paint and the exterior could be painted by volunteers from the Winsted Art's Council and/or citizens.

Council Member Schulenberg stated that Ms. Mary Wiemiller may have an organization that would donate the paint.

e) Update on the City Administrator's Proposed Employment Agreement

Mayor Steve Stotko asked Council Member Fasching and Council Member Schulenberg for an update on the City Administrator's proposed Employment Agreement.

Council Member Fasching stated that negotiations were going well and that they would be meeting with Mr. Martens again after tonight's Regular City Council meeting.

VII. Adjourn

Council Member Ollig motioned to adjourn the meeting. Council Member Schulenberg seconded the motion. Motion carried 5-0.

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

Steve Stotko

Steve Stotko
Mayor
City of Winsted

ATTEST:

Deborah R. Boelter

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