

City of Winsted
City Council Work Session
Lewis Room
Tuesday, January 5, 2016
5:00 p.m.

Present: Mayor Steve Stotko
Council Member Tom Ollig
Council Member Bonita Quast
Council Member George Schulenberg

Staff Present: Mr. Dan Tienter, City Administrator
Ms. Deborah R. Boelter, City Clerk-Treasurer

I. Call to Order

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

II. Part-Time Employee Compensation

Mr. Tienter noted on December 15, 2015, the City Council adopted the 2016 Compensation Plan, which established the job classification and compensation structure for all full-time regular City staff.

In addition to full-time staff, the City also employs a variety of part-time staff to maintain City service levels. City staff periodically evaluates compensation for part-time positions and make recommendations to the Council for adjustments, as appropriate. City staff recommends the following changes in compensation for part-time positions.

Part-Time Police Officers

In September 2014, the City Council approved an increase in compensation for the part-time police officer position from \$14.50 per hour to \$15.50 per hour. Despite this increase, the City still struggles to recruit and retain a full roster of part-time police officers. Coupled with the retirement of an active, long-term, part-time police officer, the Police Department must hire at least two more part-time police officers.

In order to recruit and retain these officers, City staff recommends the Council amend the 2016 Compensation Plan to increase the compensation for part-time police officers from \$15.50 per hour to the first salary step for a regular, full-time police officer, or \$18.00 per hour. The recommended increase is consistent with the compensation practices of other area police agencies, including: Glencoe Police Department, Hutchinson Police Department and the McLeod County Sherriff's Office.

Recruiting and retaining qualified and consistently serving part-time police officers will reduce stress on the full-time, regular police officers, who either take additional overtime or on-call shifts to provide the standard level of service expected by the Council, which increases the cost pressure on the adopted overtime budget and reduces time off for the full-time police officers.

The recommended increase in part-time police officer compensation will improve recruitment and retention efforts while also providing a greater incentive for part-time police officers to fill additional shifts. The recommended increase will also reduce cost pressure on the Police

Department overtime budget as well as the stress placed on the current Police Department staff to work additional shifts to maintain current service levels.

At present, City staff estimates the cost of additional compensation for part-time police officers at approximately \$1,328 per year, based on a three year average of part-time police officer hours. The Adopted 2016 Budget will support this anticipated increase in expenditures. Additionally, City staff expects the average amount of part-time hours to decrease in 2016 with the addition of a third, full-time police officer.

Part -Time Administrative Assistant

Mr. Tienter stated as part of the Adopted 2016 Budget, the Council approved funding to support a permanent, part-time Administrative Assistant position. Consistent with guidance of the Council, City staff recommends amending the 2016 Compensation Plan to increase the wage from \$12.00 per hour to \$15.00 per hour to recruit and retain a more qualified candidate. Hours would be limited to less than 20 hours per week.

Administrative Intern

Also included in the Adopted 2016 Budget, the Council approved funding for a regular Administrative Intern. As mentioned during the budget discussions, the Council normally hires an intern and authorizes use of fund balance to support the salary expenditures. Unlike previous years, the Adopted 2016 Budget now accounts for this position.

City staff recommends amending the 2016 Compensation Plan to include three salary steps for the Administrative Intern position:

- Step 1, \$10.00 (enrolled undergraduate student);
- Step 2, \$12.50 (recently matriculated student, bachelor's degree); and
- Step 3, \$15.00 (enrolled graduate student).

These steps will be used to guide City staff recommendations for hiring decisions, but may recommend lower or higher steps depending on the candidate's degree field and previous experiences. Estimated time is approximately 800 hours over the summer.

Mr. Tienter noted there is a \$3,000 grant available through the Minnesota City and County Management Services Program and that City staff will be seeking Council approval to apply for that grant.

Brush Site Attendant, Part-Time Snow Plow Driver and On-Call

City staff does not recommend any change in compensation for either the Brush Site Attendant (\$12.00 per hour) or Part-Time Snow Plow Driver (\$14.00 per hour). Additionally, City staff does not recommend any change in on-call compensation for the Police (\$3.50 per hour) or Public Works (\$160 per week) Departments.

City staff recommends amending the 2016 Compensation Plan to include the revised part-time compensation for the abovementioned positions.

Mr. Tienter stated if the Council approves the changes, City staff will move forward with the interviews.

III. City Council Member Appointment

Mr. Tienter stated during the December 15, 2015 City Council Regular Meeting, the City Council

(Council) accepted the resignation of Council Member Max Fasching, effective at 11:59 p.m. on December 15, 2015.

Per Minnesota Statute § 412, subdivision 2a, the Council shall fill the vacancy by appointment for the remainder of the unexpired term unless two certain circumstances control:

- 1) the vacancy occurs before the first day to file candidacy affidavits for the next election, and
- 2) more than two years remain of the unexpired term. In either of these situations, the Council must conduct a special election at or before the next regularly scheduled municipal election, but shall fill the vacancy by appointment until the election of a qualified successor.

At present, the next regularly scheduled municipal election occurs on Tuesday, November 8, 2016, with a term beginning on Monday, January 2, 2017. Under the recommended appointment process mentioned above, the appointee would serve approximately 11 months. State law does not prevent the appointee from seeking election to a full term.

Mr. Tienter presented the position description for a Council member and the posting to be put on the City of Winsted's website.

Council Member Ollig asked whether an ad will be placed in the local newspaper.

Mr. Tienter stated there will be.

City staff recommends the Council open applications for the vacant position on Wednesday, January 6, 2016, and close them on Tuesday, January 19, 2016, with final appointment occurring after candidate interviews scheduled on Thursday, January 21, 2016, to begin at 5:00 p.m. Interviews would last approximately 30 minutes. Swearing in would be February 2, 2016.

Mr. Tienter noted this timeline will allow the appointee to participate in the Council's Goal Setting Retreat scheduled for the following week.

Council Member Ollig commented the City Council needs to work on recruiting new individuals to run for City Council since Council Member Quast will not be running for re-election and that he is undecided at this time whether he will be running for another term.

IV. Other

a) Items Added to the Consent Agenda

Mr. Tienter stated he would like to add this item to future Council work session agendas since items will occasionally get added to the City Council Consent Agenda and this would allow him to update the Council on the changes.

Two items have been added to the Council's Consent Agenda for tonight's meeting, including Item k, which is an agreement to purchase federal property. Currently the City has access to a depository of federal property that they can purchase if they so choose. This item allows the City to purchase excess federal property if they choose to but does not obligate the City to buy anything. As part of this program, the City will periodically receive bulletins announcing what properties are for sale.

Item l authorizes the Mayor to send a letter of support for a safe routes to school planning grant application. A few weeks ago the City was contacted by the City of Howard Lake, who indicated they are interested in applying for this grant. If the grant is received, a bituminous

trail would be constructed along the east side of County Road 1 and then County Road 6 between Howard Lake and the City of Winsted.

Mayor Stotko noted this trail is included in the City's long-range trail plan.

Mr. Tienter noted the letter of support would not obligate the City to spend any funds. If the grant is received, the City of Howard Lake would be the fiscal agent. Letters of support are required from any participating cities.

b) Personnel Committee

Council Member Ollig asked if the Council representative on the Personnel Committee was Council Member Fasching.

Mr. Tienter stated he was and that Council Member George Schulenberg has volunteered to serve on that committee.

c) City Council Photographs and Biography

Mr. Tienter stated this item relates to the inquiry at the last City Council meeting by Glen Wiebel.

Council Member Ollig stated in his view it is important to have that information on the City's website.

Council Member Quast stated she would prefer that information not be on the website.

Council Member Schulenberg and Mayor Stotko indicated they are not excited about having it on there but would not be opposed to it. Mayor Stotko noted a large percentage of other cities' websites no longer contain that information.

The City Council discussed this item and decided not to have the information on the website.

d) Overview of Fire Department Meeting on January 4, 2016.

Council Member Schulenberg reported on the Fire Department meeting that was held on January 4. A couple of firefighters expressed concerns about some recent emergency calls that were received from St. Mary's Care Center to help lift somebody when it was not an emergency.

Council Member Ollig stated the Fire Chief or another officer was encouraged to speak with St. Mary's administration about changing their policy.

Mr. Tienter indicated he encouraged the officers to come to a consensus on a policy and that he would then approach St. Mary's to discuss it.

Council Member Quast recommended a representative from the Fire Department attend the meeting with the City Administrator and St. Mary's.

Council Member Schulenberg stated the Fire Department is recruiting new members and that they currently have 22 members on the roster, which is five short of the number they would prefer to have.

Council Member Schulenberg the Fire Department also requested a lock box be placed on the Public Works Building so they can access it in the event of an emergency.

Council Member Schulenberg indicated he will continue to meet with the Winsted Bank to develop a plan for the Fire Department to access the six apartments located above the bank.

e) City Administrator Retention.

Mayor Stotko stated during his internship, a discussion was had with various Council Members about the City's options for retaining the City Administrator for a longer period of time. Mayor Stotko suggested Gary Weiers meet with the City Council to discuss what other cities are doing.

The City Council indicated they would like to meet with Mr. Weiers and directed City Administrator Tienter to contact him to arrange for a time when he could meet with the Council. City Clerk Deb Boelter will work with the City Council on this item.

V. Adjourn

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

The meeting was adjourned at 5:45 p.m.

Steve Stotko
Mayor
City of Winsted

ATTEST:

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