



# Water Hydrant Flushing

## October 16-18, 2013

During this time, the water may be rusty and water pressure may drop.

The Public Works Department recommends that you do not wash white or light colored clothing during this time.

If you have any questions, please contact the Public Works Department at (320) 485-2201.



# HALLOWEEN

# Bash



FREE FAMILY EVENT!

SATURDAY, OCTOBER 19, 2013

1:00 p.m. - Winsted City Hall

PUMPKIN DECORATING

FREE PUMPKINS!

Come early-quantities are limited!

Apple Game 

Hay Rides

Face Painting



SPONSORED BY:



Linden Wood Apartments  
GARDEN HOUSE  
St. Mary's Care Center

CHILDREN MUST BE ACCOMPANIED BY  
AN ADULT TO ATTEND THIS EVENT.

Winsted residents will soon be preparing for the cold Minnesota winter.  
The City of Winsted would like to take this opportunity to remind you that

**NO GRASS CLIPPINGS OR LEAVES CAN BE BLOWN ONTO THE STREET.**

These materials can clog storm drains, which results in flooding. Winsted Ordinance allows the City to charge \$150.00 per hour for street sweeping services to clean areas where residents and property owners have blown their clippings or leaves onto the street. Please contact the Public Works Department at (320) 485-2201, with any questions.

*Thank you for your cooperation!*



# CITY COUNCIL UPDATE

## City Administrator Questions

I've had more questions asked about the City Administrator position since being elected Mayor than all other questions combined. Why do we need a City Administrator? Why can't it be a part-time position? Why doesn't the Mayor do it? It is my hope that the following information will address those questions and any other concerns you may have.

The City Council hires a City Administrator to serve as the chief executive of the city government. The City Administrator oversees all city staff. The City Administrator advises the council on their decisions but has no formal authority to vote on ordinances enacted by the council. Once ordinances or other decisions are made, the City Administrator is ultimately responsible for carrying out the council's wishes.

City councils often hire headhunting firms to organize the candidate search when a City Administrator position is vacated. Council members often do not have the time or the expertise to devote to conducting a thorough search.

City Administrators often come up through the various city departments; therefore, City Administrators tend to have a wide range of educational backgrounds. For example, a City Administrator who is a former finance director would have a degree in accounting or finance. Similarly, a City Administrator who used to be a police chief would have a criminal justice background. Many City Administrators go back to school mid-career to earn either a master of public administration degree or a certified public manager credential.

The City Administrator position is not an entry-level position. It requires significant management and local government experience. Before assuming their first City Administrator roles, people often have experience as an assistant City Administrator or department head. Candidates with prior city management experience are most likely to be hired for vacant City Administrator positions.

As the top appointed position, the City Administrator bridges the gap between politics and administration. A City Administrator must always be cognizant of how his or her actions will be perceived by the individual city council members, citizens, and city staff. A City Administrator's most important constituency is the City Council. A City Administrator typically stays in a town for three to six years.

The City Administrator interacts with other high-ranking public administrators in the community, such as the county commissioners and school superintendents. The administrator also acts as a liaison to regional and state governments.

The City Administrator's salary highly correlates with the city's size. Towns just large enough to afford a City Administrator may pay \$40,000 per year, whereas the largest cities in the country pay more than \$200,000 per year. Sometimes very small towns will pay their administrators much more than the size of the town would indicate. These cities often have an abnormally large tax base due to high property values. Cities will often start their contract negotiation at what the previous City Administrator made.



The following statements are intended to describe the general nature and level of work being performed by the Winsted City Administrator:

- ☐ Directs and manages all aspects of the financial and administrative operations for the City, including making recommendations regarding policy development and financial planning. Ensures efficient conduct of all municipal affairs within overall City objectives.
- ☐ Oversees and coordinates the financial/fiscal planning and operations of the City, including development of annual general fund, water/sewer budget and capital improvements program for consideration by the City Council; and, in consultation with the Clerk/Treasurer to coordinate the preparation of financial statements, financial reports, special analyses, and information reports for presentation to the City Council.
- ☐ Communicates, implements, and monitors short and long-range goals, objectives, policies, and directives of the Council.
- ☐ Attends and participates in all meetings of the City Council, as appropriate, and coordinates preparation of agendas, supporting reports, recommendations and action plans, in order to keep the City Council fully informed and assist in its policy making role. Assists and coordinates with City commissions and committees as delegated by the City Council.
- ☐ Researches and prepares reports and recommendations for City Council consideration on a variety of City issues to improve the health, safety, welfare and economic development of the City, including improved methods of operation, replacement or upgrading of equipment and exploration of grants or other funding sources.
- ☐ Represents the City at various local, regional, and state meetings and functions; represents the City in cooperatively working with other governmental agencies and officials on matters of mutual interests.
- ☐ Plans and directs delivery of City services to the public. Works closely with department heads to plan and coordinate their functions and works in cooperation with the City's attorney, engineer, planner and building official to ensure efficient and effective provision of services.
- ☐ Communicates with the public regarding City plans, operations and activities. Responds constructively to the questions and complaints of citizens.
- ☐ Plans, develops and directs personnel programs, policies and procedures designed to maximize work potential and interests of each employee and to effectively accomplish the City's goals and objectives.
- ☐ Recruits, recommends hiring and termination of employees. Trains and supervises all City employees either directly or through subordinate supervisors. Works with department heads to identify goals and standards against which to measure employee performance.
- ☐ Conducts annual personnel reviews; makes recommendations to City Council regarding employee salary/benefits packages and conditions of employment. Coordinates all phases of personnel administration, including control over personnel files.
- ☐ Represents the City in the negotiation, coordination, and oversight of a wide range of management, administrative, consulting, legal and other service contracts and agreements as authorized by the City Council.
- ☐ Performs other duties as delegated by the City Council in order to effectively manage City affairs and achieve City Council objectives.
- ☐ Supports, communicates and analyzes data for the Mayor and City Council.
- ☐ Provides leadership in goal setting and future planning efforts for the Mayor and City Council.
- ☐ Provides information and management of the day to day operations of the City for residents, businesses and staff.
- ☐ Provides support, communications, and data analysis in the areas of parks, planning and zoning, economic development and airport facilities.
- ☐ Manages large infrastructure projects.
- ☐ Provides open and transparent leadership for residents, businesses and staff.
- ☐ Facilitates problem solving, conducts dispute resolution and promotes open communications.

I believe the City Administrator turn-over we've experienced the past few years has fueled the majority of the questions being asked. Our City Administrators head to the East looking for greater opportunities, bigger challenges and more pay. (Have many of us not done the same?) As was pointed out earlier in this article, it's rare to have a City Administrator stay in any city longer than six years. It's just the nature of the profession. Do any of us like it? ABSOLUTELY NOT! Continuity in this position is very important in keeping the City moving forward. Winsted IS a very aggressive and progressive community.

Skating rink, 2014 budget, future industrial park, McLeod County Yard Waste Funding Contract, FEMA, Fire Department grant closure, Wages and Salaries scale review, Airport Capital Improvement Plan, Downtown Vibrancy, Parks, Luce Line State Trail, OSHA safety plan, update/improve employee performance process, etc., are a few examples of the 28 open folders sitting behind my desk that are currently being worked on. In addition to that, there is on average, 13 emails or phone calls a day that need immediate attention, planning for a weekly Staff meeting, Council workshops, Council meetings, Planning, Parks, Airport and Downtown Vibrancy Commission meetings, authoring articles for the utility billing insert, and the weekly Administrator update for Council and Staff. I've attended 32 meetings just in the last six weeks! These are just a few examples of what the "acting" City Administrator has been working on. Believe me when I tell you we DO need a full time City Administrator. Would I consider doing the job full time? Hmmm, NO! Had the opportunity been there five years ago, maybe?

If you have any questions relating to this article you can send them to [Stotko@winsted.mn.us](mailto:Stotko@winsted.mn.us).