

MINUTES OF THE WINNEBAGO CITY COUNCIL

City of Winnebago

October 18th, 2012

A special meeting of the Winnebago City Council was held on Thursday October 18th, 2012 at 7:00 p.m. in the Municipal Center Council Chambers.

Mayor Nowak called the meeting to order and conducted roll call. Council members present: Johnson, Robertson, Scofield. Staff Present: City Administrator Bleess, City Attorney Douglas Johanson, City Engineer Wes Brown.

Motion by Robertson, seconded by Scofield to approve the proposed meeting agenda as presented. Mayor Nowak called for a vote. The following voted in favor: Johnson, Robertson, Scofield. Motion carried.

Public Comment Mayor Nowak opened the meeting to the public for comment.

Jerry Johansen of the Veteran's Memorial Group gave an update on the fundraising for the memorial and said they will hold a Veteran's Day Fundraiser. Robertson asked how much they are charging to have names on the wall. Johansen said \$200 and that it's not feasible any other way.

Hearing no other comments Mayor Nowak closed the meeting to the public.

General Business

Accepting Councilmember Resignation Councilmember Chris Ziegler submitted his resignation from Council to avoid any possible conflict of interest since he has applied for the City Administrator position. Motion by Johnson, seconded by Scofield, to approve Resolution 541-2012 accepting Ziegler's resignation. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Robertson, Scofield. Motion carried.

Assessments for 1st Ave SE Bleess presented the information in packet. City Attorney Johanson's memo was discussed. The first question before council is to define "unimproved property".

Johnson stated that any structure on a tract of land would equal an improved property to him. With the decision tonight Council is setting precedent.

Robertson said he agrees a structure is an improvement.

Scotfield says an improvement would include anything that is in addition to a tract of land.

Motion by Johnson, seconded by Robertson to define an unimproved property as any property that has no structure on that land or lot. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Robertson, Scotfield. Motion carried.

Having defined "unimproved property" Johnson made a motion, seconded by Robertson to clarify the tract of land owned by the Jim and Judy Ness does not fall in the category of unimproved because it has a structure on the property. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Robertson, Scotfield. Motion carried.

Motion by Johnson, second by Scotfield, to accepted Resolution 540-2012 adopting the assessments for the 1st Ave SE project as presented. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Robertson, Scotfield. Motion carried.

Discussion on Interim City Administrator Bless stated he spoke with Dale Powers earlier in the day and he is withdrawing from consideration for the interim position to be considered for the full time position. Jim Brimeyer was present to discuss his proposal with Council.

Brimeyer stated he was interested, but was worried he would not be able to commit to what the Council needed since he lives two hours away. He withdrew from consideration.

Wendell Sande from the South Central Services Co-op was present. This group has been around for more than 20 years and are starting to help cities out with interim administrative services. Mr. Sande recently retired from North Mankato as their City Administrator for the past 15 years. He would like to assist the city with their needs. Sande would be the person at City Hal, but some other office duties that are done by South Central Service Co-Op may be handled by other office support. Sande stated there would be no hourly charge, only charges for out of pocket expenses such as mileage, copies, etc.

Bless stated that I&S group also submitted a proposal for \$70/hour.

Motion by Johnson to go with South Central Service Co-op for interim City Administrator services. Scotfield seconded the motion. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Robertson, Scotfield. Motion carried.

Discussion on hiring City Administrator Bless told council the first thing that needs to be decided is what Council is looking for. Having heard three different options earlier, which were going back to a City Clerk, Sharing a City Administrator and hire an administrator like we have today, the Council needs to settle on which way to go.

Robertson said he has been convinced that Winnebago is big enough to have an administrator. Johnson and Scofield are in agreement with that statement, with both agreeing it was good to have the discussion.

Bleess informed Council that the personnel committee had met and reviewed the resumes received by October 11th. They are recommending Council do first round interviews with six and narrow it down to three. The personnel committee is leaving it up to the council to decide if the full council should review all the resumes and select candidates for interviewing.

The council agreed to have the full council review all the resumes. Bleess passed out all the resumes received to date and Council reviewed all the resumes.

The Council settled on interviewing the following candidates: Brian Moehnke, Samuel Hansen, Raymond French, Chris Ziegler, Robin Leslie, Sarah Friesen.

Motion by Robertson, seconded by Johnson, to set first round interviews for the six candidates listed above during a special council meeting to be held on October 29, 2012 at 6pm in the Council Chambers, and second round interviews to be held Thursday, November 1st, at 7pm for the three finalists during a special council meeting. Discussion held. Mayor Nowak called for a vote. The following voted in favor: Johnson, Robertson, Scofield. Motion carried.

Other Business None.

Reports Robertson said he received a phone call from Corn Plus wanting to revisit the topic of the water main out to their property and also about having the City sweep their road out there. Robertson also stated his thanks once again to Bleess.

Johnson stated the city should send a letter to Chris Ziegler thanking him for his service on the Council.

Adjournment Motion by Robertson, seconded by Johnson, to adjourn the meeting. Mayor Nowak called for a vote. The following voted in favor: Johnson, Robertson, Scofield. Motion carried.

Presented to Council November 13, 2012.

ATTEST:

Randy Nowak
Mayor

Austin Bleess
City Administrator