

City of Winsted  
City Council Work Session  
Lewis Room  
Tuesday, March 6, 2018  
5:00 p.m.

Present: Mayor Steve Stotko  
Council Member Patty Fitzgerald  
Council Member Mike Henrich  
Council Member Tom Ollig  
Council Member George Schulenberg

Staff Present: Mr. Daniel Tienter, City Administrator  
Ms. Raquel Kirchoff, City Clerk-Treasurer  
Mr. Justin Heldt, Police Chief

## **I. Call to Order**

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

## **II. Police Department Vehicle Purchase – 2018 Ford Interceptor Sport Utility Vehicle (SUV)**

Mr. Daniel Tienter, City Administrator, stated that the 2018 Ford Interceptor SUV is expected to cost approximately \$49,000. He continued by stating that City staff will be requesting authority for the City Administrator to purchase the vehicle at a cost not to exceed \$52,000 at the next City Council Meeting. The 2018 Budget included costs not to exceed \$55,200 for this vehicle.

Mr. Tienter stated that the vehicle is planned to be placed in service after the 2018 Winstock Country Music Festival.

Mr. Tienter stated that it has not yet been decided if the 2013 Police SUV, that the 2018 SUV will replace, will be traded in or auctioned off. At this point in time, the cost of the 2018 SUV does not include any revenue from disposing of the 2013 SUV.

Council Member Henrich asked if the City was reimbursed from the last purchase of a Police Department vehicle. Mr. Justin Heldt, Police Chief, stated that there was a double billing issue with the State of Minnesota Cooperative Purchasing Venture (CPV) vendor, Nelson Auto, the last time a vehicle was purchased. Mr. Heldt stated that he submitted the paperwork for reimbursement which was not yet received. He continued by stating that the amount double billed to the City was a small amount.

Mr. Heldt described the current Police Department vehicles and the 2018 Ford Interceptor SUV to the City Council Members.

Mr. Heldt stated that City staff has contacted the CPV vendor, Ford of Hibbing, Minnesota. The information within the City Council packet from Ford, Hibbing includes two base prices for a vehicle; one for an eco-boost model, with more power, and one for a standard vehicle like the current Police vehicles. The recommendation is to purchase the standard model.

Mr. Heldt described the equipment that may be able to be reused and transferred from the 2013 SUV into the 2018 SUV. Mr. Heldt also described the new equipment that would need to be purchased.

Council Member Henrich asked how the SUVs have been holding up regarding maintenance. Mr. Heldt stated very well, with no major issues.

Council Member Henrich stated that he feels moving to the SUV model has been a good choice for the Police Department, especially with the winter weather the City deals with. He stated that he also feels the maintenance has been better with the SUV model versus the sedan model that has been used by the Police Department in the past.

## **III. Other**

### **a) Winsted Volunteer Fire Department (WVFD)– Ladder Truck**

Mr. Tienter stated that the newly purchased WVFD ladder truck would be viewed by City Council Members at approximately 5:30 p.m. Mr. Tienter stated that the City Council Work Session would adjourn in the City Council Chambers.

### **b) Investment Strategies**

Mr. Tienter stated that the City had two investments that matured, totaling approximately \$350,000. City staff spoke with Northland Securities regarding re-investment options. City staff will recommend re-investing the funds at a future City Council Meeting.

**c) Information Technology (IT) Proposals**

Mr. Tienter stated that the City sent out a Request for Proposal to fourteen (14) different IT providers to replace Mr. Steve Williams, who retired as the City's IT consultant. Mr. Tienter stated that the City received four (4) proposals, two (2) of which were cost prohibitive. City staff evaluated two (2) proposals and is in the process of calling references. Depending on reference responses, interviews may be required. The City Council may consider a new IT consultant on March 20, 2018.

**d) University of Minnesota (U of M) Extension Office – Marketing Hometown America**

Council Member Ollig stated that he and two (2) members of the Economic Development Authority (EDA) attended a presentation regarding Marketing Hometown America by the U of M Extension Office.

Council Member Ollig suggested that the City's Council, Commissions, and the Winsted Area Chamber of Commerce hear this presentation. Mr. Tienter stated that he would contact the U of M Extension Office to set a date.

**e) WVFD Strategic Operations Plan**

Council Member Schulenberg asked if the consultant helping the WVFD to create a Strategic Operations Plan was finished with his work. Mr. Tienter stated no; however, a draft final report, and draft personnel policy have been created and the consultant is making progress on the standard operating procedures (SOP) and standard operating guidelines (SOG) after meeting with the WVFD officers. Mr. Tienter stated that a Winsted Volunteer Fire Board Meeting is planned for the end of March, 2018.

Council Members Schulenberg stated that he and a few WVFD members would be meeting with upcoming Howard Lake-Waverly-Winsted (HLWW) high school graduates to possibly recruit new WVFD members.

**f) Kingsley Street Flags**

Mayor Stotko displayed six (6) new themed flags, similar to the "Norman Rockwell" theme, that will be installed on Kingsley Street. The flags were made by Twisted Piston and Mayor Stotko helped design the flags. The City Council Members liked the flags and thanked Mayor Stotko for his work.

**IV. Winsted Volunteer Fire Department (WVFD) Ladder Truck**

The City Council Members went outside to view the WVFD Ladder Truck.

**IV. Adjourn**

**Council Member Shulenberg motioned to adjourn the meeting. Council Member Fitzgerald seconded the motion. Motion carried 5-0.**

The meeting was adjourned at 5:47 p.m.

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted