

City of Winsted  
City Council Work Session  
City Council Chambers  
Tuesday, December 20, 2016  
6:40 p.m.

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

Absent: Council Member Patty Fitzgerald

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

### **I. Call to Order**

Mayor Stotko called the Work Session to order at 6:40 p.m.

### **II. Fire Department Strategic Operations Plan**

Mr. Tienter stated that the City Council directed City staff to prepare a Request for Proposal (RFP) to solicit vendors for the purposes of preparing a Strategic Operations Plan for the Winsted Volunteer Fire Department (WVFD) to examine several areas of operations, including, but not limited to:

- Capital equipment needs;
- Compensation and benefits;
- Organizational structure;
- Recruitment and retention practices;
- Training opportunities; and
- Draft policies and procedures for each of these areas.

Mr. Tienter stated that two responses were received. The proposal that is recommended for City Council approval is from Mr. R. Vance Swisher, an emergency services professional, for \$6,500.

Mr. Tienter stated that the WVFD supports moving forward with the development of a Strategic Operations Plan.

The City Council Members stated that the City should contribute to the cost of the Strategic Operations Plan. Mr. Tienter stated that the cost is planned to be split equally between the General Fund and the Fire Department Fund.

Mr. Tienter stated that the proposal from Mr. Swisher will be added to the City Council Meeting Agenda in January, 2017.

### **III. Other**

#### **a.) Planning Commission Vacancy**

Mr. Tienter stated that there is a vacancy on the Planning Commission. The City will be accepting applications for this vacancy.

#### **b.) City Commission Compensation**

The City Council Members requested information regarding compensation for members on City Commissions that are not currently paid. Mr. Tienter stated that City staff would complete a comparative analysis with surrounding cities for future City Council consideration.

### **IV. Adjourn**

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

The meeting was adjourned at 7:00 p.m.

*Steve Stotko*

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Steve Stotko  
Mayor  
City of Winsted

ATTEST:

*Raquel Kirchoff*

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Raquel Kirchoff, CMC  
City Clerk-Treasurer  
City of Winsted