

**Minutes for a Regular Meeting
Of the Winthrop City Council
Monday, March 7th, 2016**

A regular meeting of the Winthrop City Council was called to order at 7 p.m. on Monday, March 7th, 2016, in the City Council Chambers of City Hall for the purposes of conducting the business of the city.

- I. CALL TO ORDER** The meeting was called to order by Mayor Kelly Pierson at 7:00 p.m.

ROLL: Council members: Kelly Pierson, Julie Trebelhorn, Dale Malheim, Bob Rickheim and Lyle Muth were present. Pete Machaiek was absent. **City Staff present:** City Administrator Jenny Hazelton, City Attorney Don Lannoye, Street Superintendent Gordy Grack, and EDA Director Mark Erickson. **Audience:** Mike Mattison (Winthrop News), Bryan Petzel (I & S Engineers), and Norm Grams.

- II. OPEN PUBLIC FORUM**
No one spoke

III. APPROVAL OF AGENDA

- a. Hazelton added item f. under New Business R2016-06 Resolution Receiving Facility Plan on Improvement to the agenda. Motion Trebelhorn, second Rickheim to approve agenda as amended. Passed voice vote.

IV. APPROVAL OF CONSENT AGENDA

- a. Motion Malheim, second Trebelhorn to approve the consent agenda. Passed voice vote.

V. PUBLIC HEARINGS

None

VI. NEW BUSINESS

- a. **R2016-04 Resolution-Call for Public Hearing on Heartland Tax Abatement (A)** –The council was presented with a letter from Shannon Sweeney outlining the tax abatement proposal for Heartland Corn Products. They were advised that the next step is to pass this resolution and have a public hearing on the abatement at the April 4th, 2016 meeting. Motion Muth, second Rickheim to approve R2016-04. Passed voice vote, Malheim against.
- b. **R2016-05 Resolution-Call for Feasibility Study 2017 Construction Project (A)**- Bryan Petzel from I & S Engineers presented a Facility Plan and a resolution calling for a feasibility study for the 2017 road construction project on 8th Street from

Main to Brown. Calling for a feasibility study now could help the timing of meetings that are required for both the project and the revolving loans that the city is looking into. Motion Trebelhorn, second Malheim to approve R2016-05. Passed voice vote.

- c. **2016-110 Ordinance Amending Zoning Code (1st Reading) (A)-** Norm and Gayle Grams purchased a piece of land at 20 S. Renville Street with the intent of putting a beauty shop in a portion of the building. In order to comply with the zoning district which is I1 the council will have to amend the zoning code to allow C1 businesses in an I1 district as a conditional use. Lannoye explained to the council the pitfalls of “spot” zoning and that allowing a C1 business as a conditional use is a much better way to allow them to use the building for the beauty shop. Motion Muth, second Rickheim to approve 1st reading of 2016-110. Passed voice vote.
- d. **Building Inspector Contract (A)/(I)-** The council needs to update its contract with Darin Haslip to do building inspections. The last contract is from 2009. Lannoye asked the council if they would like to continue with Darin or send out RFPs for building inspectors. The Council was in agreement that they are happy with Darin Haslip and they would like to continue services through him. Hazelton will contact him and bring a new contract to the next meeting.
- e. **2016 Electrical Project Update (I)-** Grack provided an update on the electrical project from 1st Street to 5th Street. They will be updating the system this summer. Quade Electric will be providing a bid for the work. Paul Kaeding with Barr Engineering will be coming to a council meeting in the next couple months to update the council on the progress. Grack also stated that phase 2 of this project will be from 6th Street to the water plant, and that is scheduled for 2017.
- f. **R2016-06 Resolution-Receiving Facility Plan on Improvement (A)-** Bryan Petzel from I & S Engineers explained that the state has some grant funds for water and some revolving loan funds for sewer construction projects and a facility plan is required to be included in the application packet. This plan is for the sewer and street portion of the 2017 construction project. The city won't find out until May if they are approved for any funds. Motion Malheim, second Rickheim to approve R2016-06. Passed voice vote.

VII. UNFINISHED BUSINESS

- a. **2016-109 Ordinance Regarding Winter Parking Regulations 2nd Reading (A)-** 2nd Reading of the winter parking ordinance. It will be in the paper this week. Motion Trebelhorn, second Malheim to approve 2016-109. Passed voice vote.

- b. **Minnesota Waste Processing Contracts (A)**-Lannoye explained to the council that Lafayette and Gaylord have now signed the contracts. There will not be a sufficient alternative for probably about 7 years. There is an “out” clause in this contract if another option becomes available at that time. Motion Malheim, second Muth to accept the contract with Minnesota Waste Processing. Passed voice vote.
- c. **2016-01 Drug and Alcohol Policy (A)**-Don provided a contract for Winthrop based on the Gaylord contract as per council request. Motion Rickheim, second Muth to adopt the policy. Passed voice vote.
- d. **Update on Metering System(D)**-Hazelton said that she and Grack had a meeting with Hutchinson on their Sensus metering stem last month and as per Councilor Machaiek’s request she has contacted Elk River, Buffalo, and LeSueur to inquire about their electronic metering systems. They all use drive by systems, Elk River and Buffalo use an Itron system and LeSueur use the Sensus system. More information will be provided as we get it.

VIII. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. **ADMINISTRATORS REPORT**— Hazelton’s report stated that she is still working on the ag chemical containment issue. The legislative session starts tomorrow. The new personnel policy has been distributed to office and public works staff for review, still waiting on the Fire Department info to put in it. There was a lot sold in December out in Winthrop’s East Addition. The crosswalk flasher at Main and Hwy 19 should be fixed soon. MnDOT has ordered the parts for repair. The Lion’s are interested in taking a lead role in the park pavilion project. Scot Kuester was in and will be getting some costs and will talk to Winthrop Area Foundation on fund raising. The TourBuddy App has been submitted for approval to Google and Apple. It should be ready for download in a couple weeks. We have been working on a solar ordinance, the Planning Commission will review it at their meeting March 21st and should be presented to the council for a 1st reading in April. Five new cots will be purchased for the upstairs this year. The Charter Commission is meeting March 31st at 5:00pm.
- b. **WEDA REPORT** – The EDA purchased the DQ House from Chris and Ashleigh Moelter. The Winthrop EDA met with the Gaylord EDA to update each other on projects they were working on and discuss any joint projects that they may work on together. Almost all of the funding for the U of M Extension project at the Innovation Center has been pledged. Erickson is confident the rest will be able to be collected by the end of March. Winthrop Opportunities purchased the old BP station on Main and Hwy 19 and will be cleaning the property up this summer.

- c. **CITY LEGAL REPORT** None
- d. **WATER/SEWER DEPARTMENT REPORT** None
- e. **STREET DEPARTMENT** None
- f. **ELECTRIC DEPARTMENT REPORT-MMPA** Summary included in the packet
- g. **FIRE DEPARTMENT REPORT** None
- h. **AMBULANCE REPORT** None
- i. **POLICE CHIEF'S REPORT** Included in packet
- j. **CABLE COMMISSION REPORT**-Included in packet

IX. MISCELLANEOUS

X. ADJOURNMENT

Motion Malheim, second Trebelhorn to adjourn. Passed voice vote.
Meeting was adjourned at 7:49 pm.

Mayor

ATTEST:

Administrator