

**Minutes for a Regular Meeting
Of the Winthrop City Council
Monday, April 6th, 2015**

A regular meeting of the Winthrop City Council was called to order at 7 p.m. on Monday, April 6th, 2015, 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, Robert Rickheim, Julie Trebelhorn, Pete Machaiek, and Lyle Muth were present. City Administrator Jenny Hazelton, Attorney Don Lannoye, Gordy Grack, Barb Ahlbrecht, Mike Mattison, Karen Johnson, Oscar Olson, Barb Johnson, Kristin McCue, Ryan Froehlich, Jerry Fritz, Lonnie Bacon, Bryan Petzel, Toby Brummer, Dave Trebelhorn, Milda Hedblom, Mark Erickson, Erin Wersal, and Gary Kruggel were also present.
- II. **OPEN PUBLIC FORUM**
Barb Johnson spoke
- III. **ESTABLISH AGENDA**
 - a. Muth added item o. under New Business Sidewalks, and Hazelton added p. under New Business Hubbell house demolition. Motion Rickheim, second Trebelhorn to accept the agenda as amended. Passed Voice Vote.
- IV. **APPROVAL OF CONSENT AGENDA**
 - a. Motion Trebelhorn, second Rickheim to approve the consent agenda. Passed voice vote.
- V. **PUBLIC HEARINGS**
- VI. **NEW BUSINESS**
 - a. **Carver & 8th Street Project Update (A)** Bryan Petzel with I & S Engineers was there to give an update that MR Paving had begun bringing equipment to town and that 8th Street would be closed by the end of the week. Re-routing school busses is going to be an issue. Hazelton said she would get the contacts for I & S so that the schools could work out a new route. Trebelhorn asked if there would be at least one intersection open between Carver & Hennepin at all times and Petzel said that yes there would be one open at all times. Hazelton then told the Council that it has been discussed between Shannon, Joe Ziegler and herself that if residents fix their private sewer lines while the street is open that we would include it as part of the assessment. If

they don't and it is found that storm water is being drained into the sanitary they would have two years to fix it at their own expense. Lannoye suggested an oral resolution stating that for the record. Motion Trebelhorn, second Rickheim to approve Oral Resolution 2015-15 to allow residents to assess private line repairs to their taxes if the work is done during construction, otherwise they have two years to fix any storm water problems at their own expense. Passed Voice Vote.

Mayor Pierson then took the Ambulance Report:

Ambulance Captain Erin Wersal and Crew member Ryan Froehlich presented to the Council that the Finance Committee has met and made a recommendation to allocate \$80,000 of the Fred Pitzner donation toward the new ambulance rig that was purchased last year and to invest the balance of \$100,000 in MidCountry Bank in a Growth Opportunity CD. MidCountry Bank is familiar with investing Government funds and they will be invested accordance with the laws required. Lannoye then suggested a resolution to accept those funds. Motion Muth, second Rickheim to approve Oral Resolution 2015-16 accepting the \$80,000 allocation to the ambulance rig and \$100,000 put into a Growth Opportunity CD in MidCountry Bank. Passed Voice Vote.

- b. RS Fiber Franchise Negotiations (A)** Milda Hedblom, Toby Brummer and Mark Erickson presented to the Council that RS Fiber would like to begin negotiating a franchise agreement with the City of Winthrop. Milda Hedblom and attorney with RS Fiber explained that the current Mediacom franchise has expired in October 2014 and that RS Fiber would like to negotiate a new franchise deal with Winthrop. This franchise agreement would be for television only. The City decides who can initiate the franchise and begin negotiations. Once notice has been announced anyone can apply to provide service to Winthrop. Toby Brummer explained that the television service would be a fiber based system installed underground in the public right-of-ways using mostly directional boring. If customers hook up service when crews are putting the service in there would be no initial cost to the customer for connecting. Hedblom explained that a notice of Public Hearing, that has been provided to Hazelton, would need to be published for two weeks. This Public Hearing would be held on June 1st, at the regular council meeting. The hearing will allow providers and residents to offer input. The franchise will tentatively be awarded July 1, 2015. Motion Muth, second Trebelhorn to begin franchise negotiations and publish notice of intent to consider franchise applications. Passed Voice Vote.
- c. RS Fiber Tower Lease Agreement (A).** Hazelton explained that Winthrop hosted a meeting of neighboring cities and RS Fiber to work out a tower lease agreement that would be the same for all towns. It was decided that RS Fiber would pay each city \$100 per month and

provide a 10% discount on internet service to city offices. The initial lease is two years. Hazelton said that she has gotten approval from Utility Service Company also that the antennae meet the standards of their requirements for water tower maintenance. Lannoye has seen the final lease and had no issues with it either. Motion Rickheim, second Muth to approve the tower lease agreement. Passed voice vote. Mayor Pierson also felt we should have a policy for placing antennae on our water towers. Lannoye said he would provide one for the next meeting.

WEDA Report Erickson then gave his EDA report. He said that the EDA has worked out a lease agreement with RS Fiber to store some supplies and equipment on the Southeast corner of the Industrial Park. RS Fiber would pay City of Winthrop \$400 per month. The initial lease is two years with one year renewals. Erickson would like the lease payments to go to the EDA. They would use the funds for future developments. Motion Trebelhorn, second Rickheim to accept the lease agreement. Passed voice vote.

Motion Muth, second Trebelhorn to allocate lease payments to WEDA. Passed voice vote.

Mayor Pierson then took the Fire Department Report.

Chief Lonnie Bacon and 1st Assistant Chief Jerry Fritz presented to the council some prices on a new grass rig for the department. Bacon has been looking to upgrade the old grass rig to allow for four more seatbelted seats for firemen to arrive at a scene safely. They currently have 16 seatbelted seats and 24 firefighters. This would allow up to 20 seatbelted seats. It is a one ton 2016 Ford and total cost is \$48,959 on state bid. The truck would be here in three months. The City portion is 50% with the remaining divided up on a per section basis with the townships Alfsborg, Bismark, Cornish and Transit. This purchase was discussed at the annual meeting. Motion Machaiek, second Muth to allow Lonnie to go ahead with the purchase of the new truck. Passed voice vote.

Councilor Malheim arrived at the meeting at 7:45 pm.

- d. **R2105-10 Resolution Approving Variance (Honl's Bees) (A)**
Hazelton explained the variance and that the public hearing was held on March 16th at the Planning Commission meeting. Planning Commission reviewed the variance and recommended approval. Motion Rickheim, second Trebelhorn to approve R2015-10. Passed voice vote.
- e. **R2015-11 Resolution Approving Gambling Permit for Chamber (Fun Fest) (A)**
Hazelton explained that the Fun Fest Committee is holding an raffle again this year as well as a bingo event. They need approval from the City to apply to the State for a permit. Motion Trebelhorn, second Malheim to approve R2015-11. Passed voice vote.
- f. **R2015-12 Resolution Approving Sale of 2015A GO Utility Bonds (Carver & 8th Street) (A)**
Shannon Sweeney was unable to attend the

meeting but sent along a memo explaining the process of bidding out the bonds. The bid opening would happen at the next regular council meeting on May 4th, 2015. The total of the bonds being sold is \$1,345,000. Motion Muth, second Trebelhorn to approve R2015-12. Passed voice vote.

- g. R2015-13 Resolution Enforcing Noise Ordinance (Heartland Corn) (A)** Hazelton reported that there have been some complaints of trucks jake breaking out at Heartland Corn. They have been notifying drivers to stop but would like some signs put up at either end of their property. Before MnDOT will put up the signs they need a resolution from us stating that we will enforce our noise ordinance. Motion Malheim, second Muth to approve R2015-13. Passed voice vote.
- h. R2015-14 Resolution Appointing Charter Commission Members and Terms (A)** The Charter Commission met on March 30th, they recommended approval of two new members Ed Pelletier and Mary Jane Ohland. They also rearranged the terms. This resolution lists the new members and new terms for the members. Motion Muth, second Trebelhorn to approve R2015-14. Passed voice vote.
- i. Library Board Agreement (A)** The agreement with the Sibley County Library board has to be updated with the new wages for the Head Librarian. Motion Malheim, second Trebelhorn to accept the agreement with the updated wages. Passed voice vote.
- j. Liquor License Carmelita's Mexican Concina (A)** The background check has been completed and all the paperwork submitted for the liquor license. Motion Rickheim, second Machaiek to approve the liquor license. Passed voice vote.
- k. Public Hearing Policy (A)** Mayor Pierson thought it would be a good idea to have a policy to follow for public hearings. Lannoye put together a policy. Motion Malheim, second Muth to adopt the policy. Passed voice vote.
- l. Highway 19 Parking and Crosswalk (I)** One of the business owners along Highway 19 would like the City to allow parking in front of her business. She feels that they should allow it because her block is the only block where parking is not allowed. There was some discussion about visibility issues at that intersection. Mayor Pierson thought the Street Committee, Gordy, Karen and Jenny should meet with the owner and see if the problem can be resolved. Also, Councilor Malheim would like a pedestrian crossing sign at the intersection of Hennepin and Highway 19. There was some discussion about cost and damage and it was decided to try and speed up the installation of the speed sign set to be installed on the East side of town.
- m. City Tour/Nuisances (I)/(A)** In the past the City would hold a special meeting on a Sunday in May and rent the Trailblazer bus to tour the town for nuisance property. It was decided that staff would take care of that during the week one day and Council could tour the town on their own time to see if they saw any problem properties and report

them to Chief Johnson. Johnson said that it is usually the same offenders and that she would take pictures and bring a report to the Council before any action would be taken. Council thought this would be acceptable to try this year.

- n. Update from City Clerk on Annual Conference/Clerk School (I)/(A)** City Clerk Barb Ahlbrecht said that she attended the MCFOA Annual conference in March at Treasure Island Casino. There was a lot of good information that she brought back. She also said that she received a \$350 grant to attend the MCFOA City Clerk training, which is a three year program. She said that Gibbon City Administrator is also attending the training and that they would be sharing a room to save on expenses. Motion Trebelhorn, second Malheim to send Ahlbrecht to MCFOA City Clerk training. Passed voice vote.
- o. Sidewalks (I)** Councilor Muth presented the Council with some concerns he has with deteriorating sidewalks around town. He would like the City to look in to levying some money for sidewalk replacement and get a program in place for replacing or maintaining sidewalks. Mayor Pierson thought Muth should take the lead and investigate some ways to get a project like that going.
- p. Hubbell House Demolition (A)** Hazelton has been getting some costs for removing the slate tiles on the house at 203 S. Redwood. Estimated for the labor to remove the asbestos tiles and shingles is about \$6,500.00. The City would pay for the dumpster and disposal. Motion Trebelhorn, second Muth to have the shingles and tiles removed. Labor not to exceed \$6,500.00 Passed voice vote.

VII. UNFINISHED BUSINESS

- a. 2015-101 Ordinance Providing Reimbursement/iPad Policy (I)/(A)** Second reading of Ordinance. Motion Rickheim, second Malheim to have a second reading and approve 2015-101. Passed Voice Vote.
- b. 2015-102 Ordinance Regarding Membership on Planning Commission (A)** Second reading of Ordinance. Motion Trebelhorn, second Muth to have a second reading and approve 2015-102. Passed voice vote.
- c. Assessment Policy (I)** Lannoye and Hazelton have not had a chance to meet and discuss this. Will be put on next month's agenda.

VIII. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. ADMINISTRATORS REPORT**

Hazelton provided a written report. In addition Councilor Machaiek inquired about the City having an administrator's report on KNUJ once a month. Hazelton researched and found that there is no charge for this, that the radio station sells advertising to cover the cost. Council thought it would be a good idea to start this.
- b. WEDA REPORT-See Above**
- c. CITY LEGAL REPORT**

d. WATER/SEWER DEPARTMENT REPORT

e. STREET DEPARTMENT

f. ELECTRIC DEPARTMENT REPORT

MMPA Public Notice was included.

g. FIRE DEPARTMENT REPORT-See Above

h. AMBULANCE REPORT –See Above

i. POLICE CHIEF’S REPORT

Councilor Rickheim asked Chief Johnson if anything can be done about some potentially dangerous dogs by the City Park. She noted that at present time the dogs do not fall into the parameters of dangerous dogs. She said that she would address any complaints pertaining to those dogs, and look into a possible solution. She also presented the Council with a model storage policy from Sibley County for consideration when a vehicle is forfeited. Council directed Johnson and Lannoye to work out a policy and bring it back next month.

Johnson also said she was beginning to send out nuisance letters.

Councilor Rickheim left the meeting at this time 8:33 pm.

j. CABLE COMMISSION REPORT

Hazelton presented a written report.

k. FIBER PROJECT REPORT-See Above.

IX. MISCELLANEOUS

Mayor Pierson then presented former Mayor Dave Trebelhorn with a plaque thanking him for his years of service. Trebelhorn thanked the council and felt the three things he was most proud of was: 1) Hiring the first administrator that wasn’t elected. 2) The Industrial Park project that the State provided \$700,000.00 in funding for and 2) The currently in process Fiber to the Home project.

X. ADJOURNMENT

Motion Trebelhorn, second Malheim to adjourn. Passed voice vote. Meeting was adjourned at 8:47 pm.

Mayor

ATTEST:

Administrator