

**Minutes for a Regular Meeting  
Of the Winthrop City Council  
Monday, May 4<sup>th</sup>, 2015**

A regular meeting of the Winthrop City Council was called to order at 7 p.m. on Monday, May 4<sup>th</sup>, 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, Dale Malheim and Lyle Muth were present. City Staff present: City Administrator Jenny Hazelton, Attorney Don Lannoye, Streets Gordy Grack, and Police Chief Karen Johnson. Audience: Shannon Sweeney (David Drown), Ken Vonderharr, CPA, Bryan Petzel (I & S Group), Mike Mattison (Winthrop News), Barb Johnson (Lyle's Café)

- II. OPEN PUBLIC FORUM**  
No one spoke.

- III. ESTABLISH AGENDA**  
**a.** Councilor Machaiek added Shoppers k. under New Business. Motion Malheim, second Rickheim. Passed voice vote.

- IV. APPROVAL OF CONSENT AGENDA**  
**a.** Motion Machaiek, second Rickheim to approve the consent agenda. Passed voice vote.

- V. PUBLIC HEARINGS**

- VI. NEW BUSINESS**  
**a. Carver & 8<sup>th</sup> Street Project Update (A)** Bryan Petzel with I & S Engineers was there to give an update on the project. The intersection at Main & 8<sup>th</sup> will be closed part of the week, but Hennepin and 8<sup>th</sup> will be open. They will be starting to remove pavement on Carver St. next week. They will be coordinating garbage pick-up for the residents with Gaylord Sanitation. Everything is going well. Letters have been sent out to residents with private sewer line problems. Council thanked him and remarked that they are very happy with M & R's crew they are very professional.  
**i. RFP #1 (A)** Presented to council was approved as part of the consent agenda.  
**ii. Change Order #1 (sod for seed) (A)** it was decided to change out the sod for grass seed for replacing boulevards. The City

crew will water the grass seed so it becomes well established. It should produce a better lawn. This change order will save the project \$15,132.00. Motion Malheim, second Trebelhorn, passed voice vote.

- b. **Audit Report (A)** Ken Vonderharr, CPA reported to the council on the 2014 audit. Funds are all doing well. Rubbish and Sewer funds are recovering. Noted the capital purchases out of reserves. Motion Trebelhorn, second Muth to approve the 2014 audit, passed voice vote.
- c. **2015 Utility Reconstruction Bonds/RS Fiber Bonds (A)** Shannon Sweeney with David Drown Associates presented the bond sale documents to the council. Northland Securities was the low bidder at 2.5998%, .0008 above the projected 2.5990%. Council approved Resolution R2015-15 approving the sale to Northland Securities. Motion Rickheim, second Muth, passed voice vote. Sweeney then updated the council on the progress of the RS Fiber bonds. He is anticipating sale in the next three weeks. The RS Fiber Cooperative has lending commitments of more than sufficient funds for Phase I of the project.
- d. **Mosquito Spraying (A)**. Hazelton explained that the Music in the Park committee would like the park to be sprayed for mosquitos prior to their three events. Hazelton has been in contact with the City of Arlington to do the spraying for \$150-\$200 per time. She also explained that it would benefit everyone who uses the park. Machaiek would like the spraying to be done only as needed. If it is dry and the mosquitos aren't bad, skip the spraying. Motion Muth, second Trebelhorn to spray for mosquitos for music in the park events, passed voice vote.
- e. **2015-105 Ordinance to Abolish Health Board (A)** Attorney Lannoye explained that this would clean up City Code. Sibley County has Health Board services if they would ever be needed and the City cannot find people who meet the qualifications for the Health Board so abolishing the board seems reasonable. 1<sup>st</sup> Reading, motion Machaiek, second Rickheim to have the 1<sup>st</sup> reading of 2015-105, passed voice vote.
- f. **Water Tower Lease Policy (A)** Lannoye presented Council with a policy requested by Mayor Pierson regarding leasing space on City water towers. Motion Muth, second Trebelhorn to approve the policy as presented, passed voice vote.
- g. **Vehicle Storage Policy (A)** Lannoye presented the council with a policy that he and Chief Johnson put together regarding the storage of vehicles and costs related to the storage. The City currently does not have a policy in place. Motion Trebelhorn, second Malheim to approve the policy as presented, passed voice vote.
- h. **Credit Card Machine/RevTrack (A)** Hazelton presented to the council that the current company holding the credit card machine is pressuring the city to upgrade the machine at a considerable cost

increase. She also said that she has had Melissa contact RevTrack a company that allows the city to take credit card payments on the web site as well as in person, it also integrates with our billing software Banyon. This would be a considerable savings to the City vs. just leasing another machine and provide residents with another way to pay their bills. Motion Malheim, second Machaiek to purchase the RevTrack software for collecting credit card payments, passed voice vote.

- i. **Stainless Steel Box for Park/Fire Truck (A)** Hazelton reported that Gordy Grack would like to put a stainless steel box on the old grass rig truck that they are getting. It would be a hoist box for ease in dumping. It would cost approximately \$4,300.00. Motion Muth, second Rickhiem to allow Grack to purchase the box contingent on receipt of the truck. Passed voice vote.
- j. **Union Negotiations (A)** Mayor Pierson reported that the Bargaining committee met with the Union to discuss an increase in wages for Melissa Lorenz, Utility Billing Clerk. It was agreed on a \$2/hr. raise. Motion Rickheim, second Malheim to give Lorenz a \$2/hr. raise. Passed voice vote.
- k. **Shoppers (I)** Councilor Machaiek noted that the New Ulm Shopper papers are piling up at some empty residences and are becoming a nuisance. He would like them to clean them up or try and prevent them from being delivered to homes where they don't get picked up. Hazelton said she would give them a call and see if we can come to a resolution.

## **VII. UNFINISHED BUSINESS**

- a. **Street Committee Report Highway 19 Parking/Lyle's Café (I)/(A)**  
The Street Committee met last week and brought in a semi truck to do some research on parking along the highway between Main and Carver Street where it is currently yellow. Chief Johnson made it known that visibility is an issue at that intersection and there were two near accidents during the time the committee was there. She recommended less parking along the highway or if possible having a formal traffic study done there. Barb Johnson owner of Lyle's Café was there requesting parking in front of her café so that trucks can come there to eat, right now because the curb is yellow, they cannot park and she feels she is losing business because of that. Hazelton was instructed to contact MnDOT on having a formal traffic study done on the intersection to see what recommendations that brings back. A decision was tabled at this time.

## **VIII. REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

### **a. ADMINISTRATORS REPORT**

Hazelton provided a written report. In addition she said that she has been approached by Paul Trebelhorn with the Winthrop Softball

Association on using the baseball field during Farm City Fun Fest to expand their tournament and potentially double the number of teams involved. This could potentially bring another 200+ people to town for the celebration. He and Hazelton have been in contact with the City of Norwood Young America about how they use their baseball field during their annual festival for softball without damaging it.

Trebelhorn would work it out with Bi-County baseball also to avoid conflicts. Council agreed to let the Softball Association use the baseball field for the tournament if it can be worked out.

- b. WEDA REPORT** WEDA Director Erickson presented to the council that the fiber rolls are in. They were unable to use the lot in the Industrial Park so they are at the City lot behind the Care Center. The terms of the lease need to reflect that change. Everything else would remain the same. Motion Rickheim, second Machaiek to change the lease to reflect the change in lot. Passed voice vote. Erickson also reported that the RS Fiber Cooperative is purchasing the building behind the Hanson Drug Store (former S & S building) from Ray & Karen Klenk. The building and storage shed behind it will be torn down displacing Lynn & DeAnn Woods carpet and flooring. Erickson would like to allow them to use the garage on the lot across from Hanson Drug for \$100 until October so they have time to find an alternative storage site. There was some question about liability issues for using the garage and Lannoye said it would be addressed in the lease agreement. Motion Malheim, second Rickheim to allow the Woods' to use the garage for \$100 per month until October. Passed voice vote. Lastly, Erickson reported that Dean Conklin has resigned from the WEDA board and that he will be advertising for a replacement for him in the *Winthrop News*.
- c. CITY LEGAL REPORT** Lannoye presented the council with an assessment policy that he put together a few months ago. He said that it was reviewed by staff and they were satisfied with it. He explained how the policy would work for different projects in the future. Council had some question on the percentage stated in the policy. They would like to assess as little as possible. Hazelton said that to get an optimal interest rate the bonding companies require a certain amount of the project be assessed. Council reduced the percentage from 30% to 25%. Motion Malheim, second Rickheim to approve the assessment policy with a reduction in the percentage from 30% to 25%. Passed voice vote.
- d. WATER/SEWER DEPARTMENT REPORT**
- e. STREET DEPARTMENT**
- f. ELECTRIC DEPARTMENT REPORT**  
MMPA Public Notice was included. Machaiek discussed a model solar field being discussed in one of the member cities. 100 acres of land would potentially produce 10 MW of solar power.
- g. FIRE DEPARTMENT REPORT**

**h. AMBULANCE REPORT**

**i. POLICE CHIEF'S REPORT** Chief Johnson provided a written report. She also reported that Winthrop Police Department was part of a bike rodeo with Gibbon and Fairfax Departments at the Elementary school through ECFE. They had a great turn out. Johnson also reported that she has begun mailing out notices to residents about nuisance violations. Councilor Malheim noted that in the morning at the UFC gas station it can become quite congested with cars and some people were parking on the sidewalk portion of the lot. He was wondering if there was some way to talk to them about marking the sidewalk to prevent parking there. Johnson and Hazelton will contact them to see if they can help resolve that situation.

**j. CABLE COMMISSION REPORT**

Hazelton presented a written report.

**k. FIBER PROJECT REPORT-See Above.**

**IX. MISCELLANEOUS**

**X. CLOSED SESSION**

**Potential Litigation (I)** Motion Trebelhorn, second Malheim to close the meeting to discuss a potential litigation situation. Passed voice vote.  
Meeting closed at 8:57.

Motion Muth, second Rickheim to reopen the meeting at 9:10pm. Passed voice vote.

**XI. ADJOURNMENT**

Motion Malheim, second Trebelhron to adjourn. Passed voice vote.  
Meeting was adjourned at 9:10 pm.

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Mayor

ATTEST:

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Administrator