

**Minutes for a Regular Meeting  
Of the Winthrop City Council  
Monday, May 6th, 2013**

A regular meeting of the Winthrop City Council was called to order at 7 p.m. on Monday, May 6th, 2013 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 Dave Trebelhorn at 7:01 p.m.
  
- II. ROLL** Council members Jessica Wiborg, Rob Edwards, Lyle Muth, Colleen Dietz and Pete Machaiek were present. Mark Erickson, Don Lannoye, Mike Mattison, Jenny Hazelton, Ken Vonderharr, Dale Malheim, Ron Hanson, Bob Ropeke, Shannon Sweeney, Diane Fredin, Gordy Grack, Karen Johnson, Lance Wiborg, Darin Haslip and Joe Ziegler were also present.
  
- III. APPROVAL OF AGENDA**
  - a.** Motion Edwards, and a second by Dietz approve the current agenda. Passed on a voice vote.
  
- IV. APPROVAL OF CONSENT AGENDA**
  - a.** Motion Dietz, and a second by Edwards to approve the consent agenda as presented after two bills for the police department (Alpha Wireless and Cars on Patrol) were added. Passed on a voice vote.
  
- V. PUBLIC HEARINGS**
  
- VI. NEW BUSINESS**
  - a. Discussion on Assisted Living Project Financing** – Sweeney explained to the council why the bond sale for the assisted living would be postponed one more week. The clinic and assisted living are two separate projects but will have common site work and they are not fully in sync. He asked the board to call for a special meeting for Monday, May 13<sup>th</sup> at 5:30 p.m. to approve the bond sale. Bonds will be for \$665,000 which is \$15,000 more than originally budgeted. Motion Dietz, second Machaiek to have a special meeting on Monday, May 13<sup>th</sup> at 5:30 p.m. Passed on a voice vote. Closing on the project should happen about May 23<sup>rd</sup>.
  - b. Historical Society Discussion** – Winthrop Historical Society President Ron Hanson and Society Secretary-Treasurer Diane Fredin asked the council for \$1,500 a year in financing so they could pay Pat Bartels rent for the space they are using in Minnesota Reload. They said that while Pat is not asking for the rent they feel they should contribute something. City Attorney Don Lannoye said he was sure it

was a proper city expenditure. He said the city could donate to a county historical society but wasn't sure if they could donate to a city historical society. He would like time to research the matter. Edwards said Lannoye should be given time to research the matter. It was decided to put the item on the June 3<sup>rd</sup> agenda.

- c. **2013 Audit** – CAP Ken Vonderharr presented the council with the 2013 audit report. The audit was submitted on time to the state. Generally speaking he said the city is in good financial shape with good reserves and healthy enterprise funds with the exception of Recycling. Recycling is still showing a deficit but City Clerk Jenny Hazelton suggests that recent rate increases may erase that deficit next year. Motion Edwards, second Dietz to approve the 2013 Audit Report. Passed on a voice vote.
- d. **Electrical Project** – Utility Supt. Gordy Grack informed they council he would like to replace about 800' feet of underground primary from Brown street and 3<sup>rd</sup> Street north under Highway 19. The line is old and City Electrical Engineer Paul Kaeding doesn't want to energize the line with a back feed from the new feeder line until it has been replaced. The cost of the project as quoted by Quade Electric is \$27,460. Grack said he would like to order some of the needed supplies himself to save money. Motion Edwards, second Dietz to approve the quote from Quade electric at a cost of \$27,460. Passed on a voice vote.
- e. **Main Street Parking** – Discussion was held regarding an offer from First Lutheran to donate land across the street of Hahns Restaurant to the city if they will make it a parking lot. The church stipulates the city will need to put a sign on the parking lot naming the person who donated the land to the church and have until May 11<sup>th</sup> to decide at which time the church will explore other options. The cost to put in a parking lot is estimated at \$46,500 but other expenses will be required, including a fence on the north property line, lights and possibly extensive work in the alley to bring it up to grade, pave it and maybe relocate utilities. Wiborg said it is a great way to promote Main Street as ambulances and fire trucks will have more room. Machaiek said he has heard both sides of the story for the parking lot, that it's good and bad. Muth said it was going to cost more money with the alley paving. Edwards said there seems to be a general lack of parking downtown, adding the lot could be used for a farmers market or other events. Grack said the electrical would need to be upgraded in the alley if it was paved. Edwards said there will also be additional snow removal costs. Erickson asked if the council could ask for more time from the church to explore the costs of putting in the parking lot. Motion Wiborg, second Edwards to accept the offer from the church with the intent to build a parking lot. The motion failed on a 2-3 vote. It was decided to ask the church for more time and gather more information on all of the associated costs.

- f. Tree Ordinance** – There was discussion on a new tree ordinance for the city. Wiborg asked if it was prompted by the DNR grant. Erickson said it was prompted by the grant because the city needs to protect the investment being made in new trees and existing trees but it was not a requirement of the grant. Mayor Trebelhorn suggested that the council look at examples of what the tree ordinance will address during the annual inspection tour.
- g. Annual Inspection Tour** – Erickson said the council needs to pick a time for its annual inspection tour. Wiborg questioned the authority of the council to do the tour. She asked if the city was looking for trouble and questioned if the same amount of effort was being spent on dog licenses. Wiborg suggested the tour was an infringement on residents’ personal liberties. Erickson said the tour offered the council a chance to see what was going on in the cities with regard to nuisances issues, streets, trees, the park and other areas. Motion Wiborg, second Edwards to not have the inspection tour this year. The motion failed on a 2-3 vote. It was decided to have the tour on Sunday, June 9<sup>th</sup> starting at 6 p.m. in front of City Hall. Erickson will line up a Trailblazer bus.
- h. Update on Condemnation process of homes** – The council heard an update of the condemnation processes under way with several homes in Winthrop. City Building Inspector Darin Haslip talked to the council and said it is important for the council to stay proactive on properties that need attention. Erickson explained that Elaine Wirtanen would like another month to get a second opinion on her shed behind her house. Haslip talked about the house on Redwood. The owner has been given ample time to make repairs and has not yet even turned in a completed building permit application. He informed Haslip on a recent inspection of the work being done on the property that he will have a licensed electrician and plumber look at the property. Lannoye said this is the second year we have been working on these issues and the city has been patient. Edwards said there needs to be an ending date for these matters. Trebelhorn suggested the city send out a letter to the affected properties informing them the city would be making an inspection tour on June 9<sup>th</sup>. Erickson and Chief Johnson will send out the letter.
- i. John Deere Tractor/Snow blower** – Motion Machaiek, second Dietz to advertise for sealed bids for the John Deere tractor and snow blower and have the council review them at the June 3<sup>rd</sup> council meeting. Passed on a voice vote.
- j. Sport Courts** – Erickson presented the council with an suggested ad to put in the LMC classified section to ask for offers for the sport court material.
- k. Steel Door replacement at City Hall** – Motion Edwards, second Dietz to accept the two bids to replace the doors at city hall submitted by Bussler and Sons Construction. Total cost to replace both doors will be a little more than \$6,000. Passed on a voice vote.

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

### **a. CITY ADMINSTRATOR REPORT**

Erickson said the EDA board offered to pay for half of the cost of a Winthrop Clean Up Day patterned after the clean-up day in Gibbon where they city pays for larger dumpsters and city crews help residents load material into the dumpsters one day a year. They do not allow tires or electronics to be thrown in the dumpsters but residents can buy a tag and drop off the appliances for pick up later. Erickson was asked to find out the cost of the dumpsters and put the item on the special council meeting May 13<sup>th</sup>.

### **b. CITY LEGAL REPORT**

Lannoye presented a revised golf cart users agreements. Edwards asked that “public purpose” be listed as the reason to use the cart. It was decided to make changes and decide at the special meeting May 13<sup>th</sup>.

### **c. WATER/SEWER SUPT. REPORT**

Supt. Ziegler said he would like to purchase a new industrial humidifier for the water plant. Currently the city used residential grade humidifiers. The multiple humidifiers are designed for such a large space and cost more to operate. The newly installed VFDs need to operate in a drier environment than currently exists. The cost of a commercial humidifier is \$2,245 and money is available in the water fund to pay the purchase and installation. Motion Edwards, second Dietz to purchase a commercial grade dehumidifier from Arden Pools at a cost of \$2,245. Passed on a voice vote. Ziegler informed the council that several federal surplus items were made available for the city. In particular the city would be interested in a portable tower for \$500, a handheld GPS unit for \$75 and a side by side Kubota for \$750. Because of a short deadline, Ziegler said he checked with the city administrator and mayor and he was told to put in the request. The city would be responsible for shipping but could share shipping costs with other Minnesota cities who are awarded items.

### **d. STREET DEPARTMENT REPORT**

Grack said a meeting was held with the county on the repair of frost boils on second street in front of the county shop. The county trucks have caused most of the damage. County engineer Darin Mielke suggested the city get borings to determine was the street has for base. Grack estimated it will cost about \$50,000 to do fix the 280 feet that needs repair. Motion Edwards, second Muth to approve up to \$4,000 to have borings in the street. Passed on a voice vote. Grack said he would like to buy 10 new LED street lights at a cost of \$600 each. The cost has come down by \$200 a light. Motion Dietz, second Edwards to purchase 10 LED street lights at a cost of \$6,000. Passed on a voice vote.

**e. AMBULANCE REPORT**

Lannoye said the department did their annual Crop Production walk through. The crew has also decided they want to purchase a new ambulance at a cost of \$170,000. If a demo is available the cost could be reduced some. A decision to purchase the ambulance would not be made until the spring of 2014.

**f. POLICE REPORT**

Chief Johnson informed the council that the Fairfax Vet is shutting down its quarantine services and the city needs to find a new place to take stray animals. She contacted the Hutchinson and New Ulm vets and decided that Hutchinson offered the best services. She reported that the new police vehicle has been delivered and it will take 3-4 weeks for the rear cages to be delivered. The old squad car needs to be stripped and auctioned off and she recommends the council approve Cars on Patrol for the job. Motion Edwards, second Dietz to have Cars on Patrol in Hutchinson strip and auction off the car. Passed on a voice vote. Johnson told the council she is going to have minor knee surgery and will out for 2-3 weeks and is bringing on additional part time officer to help out.

**g. MISCELLANEOUS**

Erickson provided the council an update on the fiber project. The joint powers board is getting closer to a funding solution. The project has been asked to be a US Ignite community which means that software applications will be developed specifically for the fiber network in the areas of education, health care, senior citizens and ag production.

The meeting was adjourned at 9:45 p.m.

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Mayor

ATTEST:

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City Clerk-Administrator