

**Minutes for a Regular Meeting
Of the Winthrop City Council
Monday, June 1st, 2015**

A regular meeting of the Winthrop City Council was called to order at 7 p.m. on Monday, June 1st, 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, City Clerk Barb Ahlbrecht, Police Officers Zach Pierce and Vanessa Hayden, WEDA Director Mark Erickson, Water & Sewer Joe Ziegler and Utility/Parks Oscar Olson. Audience: Mike Mattison (Winthrop News), Bryan Petzel (I & S Group), Toby Brummer (RS Fiber), Milda Hedblom (RS Fiber), Barb Johnson (Lyle's Café), Shelly & Luis Zacate, Kevin & Patti Hesse, Tami & Jon Lott, Gerald & Barb Pagel, Scott Trebelhorn.

- II. OPEN PUBLIC FORUM**
Barb Johnson spoke.

III. ESTABLISH AGENDA

- a. Hazelton added item n. MnDOT crosswalk. Motion Trebelhorn, second Malheim. Passed voice vote.

IV. APPROVAL OF CONSENT AGENDA

- a. Hazelton added Winthrop Publishing \$410.31 to the list of claims. Passed voice vote.

V. PUBLIC HEARINGS

Public Hearing to Consider an Application for a Franchise for RS Fiber. Mayor Pierson opened the public hearing at 7:05 pm. Milda Hedblom and Toby Brummer explained why RS Fiber was requesting the franchise from Winthrop to bring High Definition television to the city along with telephone and high speed broadband internet service. No one else spoke. The public hearing was closed at 7:12 pm.

VI. NEW BUSINESS

- a. **Carver & 8th Street Project Update (A)** Bryan Petzel with I & S Engineers was there to give an update on the project. The infrastructure work is done and crews should be leaving town on Tuesday. As soon as it dries out the roads will be graded and residents

will be allowed to drive on them until the curb crews come in. The project is ahead of schedule and should have no problem meeting the September deadline.

- i. **RFP #1 (A)** Presented to council was approved as part of the consent agenda.
- b. **Water/Sewer Committee Recommendation RE: Private Sewer Lines (A)** During construction it was discovered that there are three homes with sanitary lines that drain into the project area but the homes are not on the project route. These lines are bad and the residents have been notified that they need to be replaced. Because of the length of the current lines it was suggested by staff to have the current service re-routed to the street in front of the homes. Some of the affected homeowners were present to discuss the best situation for them. Trebelhorn's and Hesse's did not like the idea of re-routing the lines to the front and would like to either have the city run a line in the easement behind the house to hook up to or redo the current lines and get easements from the property owners they would be crossing. The council advised staff to get estimates for both. The homeowner on Main Street was a single service who's line ran the length of a block and contributed substantial I & I to the sanitary system. Because the city would like to abandon the line the offered to help the homeowner out by allowing them to assess the cost of re-routing the line to their taxes as part of the project and also help with the tar patch when they were paving the rest of the roads. Motion Machaiek, second Malheim to get some cost estimates for the different scenarios presented. Passed voice vote. Trebelhorn abstained.
- c. **2015-104 Ordinance Regarding Discharge of Storm Water (1st Reading) (A)** This ordinance adds the two year time limit to the current language regarding the discharge of storm water into the sanitary sewer system. Motion Trebelhorn, second Rickheim to have the 1st reading. Passed voice vote.
- d. **Accept Resignation of Don Adema (A).** Don Adema has decided to resign from his duties with the City after 9 years. He has been a great asset to the city both in the summer and in the winter. We are sorry to see him go. Motion Muth, second Malheim to accept Don's resignation. Passed voice vote.
- e. **Hire Part Time Summer Help (A)** Initially it was planned to hire one part time summer helper, but with the resignation of Don Adema it was agreed upon to hire two. Hazelton, Grack and Olson interviewed three candidates and recommend the hire of Tyler Weber and Jacob Woods at \$9/hr. Motion Malheim, second Trebelhorn to hire Weber and Woods at \$9/hr. Passed Voice Vote.
- f. **Active 911 Agreement (A)** Active 911 is a service that the county will provide to the ambulance and fire departments in Sibley County. This policy will regulate the information transferred through this service. The information transferred is private and once the policy is approved

Lannoye will put together a policy on behalf of the city for service members to sign in order to help regulate the distribution of that private information. Motion Rickheim, second Trebelhorn to enter the agreement with the county for Active 911 service. Passed voice vote.

- g. 3.2 Beer Licenses for Tanker Bay and Chamber Fun Fest (A)** Beer licenses need to be approved for the summer. Motion Muth, second Malheim to approve 3.2 beer licenses. Passed voice vote.
- h. Larry Anderson Purchase Agreement (A)** Hazelton explained that she and Dave Trebelhorn with the Winthrop EDA have been in negotiations with Larry Anderson on his property that is surrounded by the Winthrop Industrial Park. What the parties agreed on was \$5,000 on signing the agreement and \$60,000 in one year when the city takes possession of the property. If the city does not need the property in one year's time Anderson would have the option have a six month extension on moving from the property. Motion Trebelhorn, second Muth to approve the purchase agreement. Passed voice vote.
- i. Work session to set up paperless devices (A)** Everyone should soon have their paperless devices. The council agreed to meet one hour prior to the July council meeting to have Scott Trebelhorn help set up for paperless meetings.
- j. Visioning Session (I)/(A)** Hazelton and Erickson have been in contact with Don Salverda to help the council and WEDA put together a visioning session for Winthrop. He has helped Gaylord in the past with their sessions. It would consist of a day long retreat with Council and WEDA members working together to set up some direction for the future of Winthrop. Council discussed some dates in August for the session but no decision was made. Hazelton was instructed to e-mail everyone to set up a date. The cost is approximately \$3,200.
- k. Municipalities Meeting (I)** Winthrop is hosting the bi-annual Sibley County Municipalities Meeting on June 18th at Hahn's Dining and Lounge. All of the cities are invited as well as the county commissioners. The guest speaker will be Michael Langley with Greater MSP.
- l. WEDA Appointment (A)** Dean Conklin tenured his resignation on the WEDA board May 1st. The City put notice in the paper for three weeks to look for someone to fill the vacancy. Ed Pelletier applied. The WEDA board met and recommended his approval as Dean Conklin's replacement to serve out the remainder of his three year term. Motion Machaiek, second Rickheim to appoint Ed Pelletier to the WEDA board. Passed voice vote. Malheim opposed.
- m. Police Officer Recognition (I)** Chief Johnson presented Officers Pierce and Hayden (Bradseth) with certificates of appreciation for their dedicated service. Pierce with narcotics investigation and Hayden with the School Resource Officer position has provided outstanding service to GFW students and area youth. Winthrop is lucky to have you!

- n. **MnDOT Crosswalk (A)** MnDOT provided a final dollar amount for the additional flashing crosswalk at the school intersection of Nicollet and Hwy 19. It is \$2,062.80 higher than the previous estimate for a total of \$20,811.60. Motion Malheim, second Trebelhorn to accept the increase in costs for the crosswalk lights. Passed voice vote.

VII. UNFINISHED BUSINESS

- a. **Street Committee Report Highway 19 Parking/Lyle's Café (I)/(A)** Lannoye provided a written recommendation to the council stating that based on the information provided by MnDOT, I & S Group, and the Street Committee's observance, that the current parking regulations in place on Highway 19 provide for parking for all area business while still allowing visibility for traffic passing through. Mayor Pierson has talked to Barb Johnson owner of Lyle's Café, who is requesting additional parking be allowed on the highway, about a scenario where the trucks would be allowed to park behind the café and pass through her building and the building directly East of her. MnDOT has been contacted about allowing a driveway entrance there but they have not yet responded. This item was tabled until next month.
- b. **2015-105 Ordinance to Abolish Health Board (2nd reading)** Motion Machaiek, second Trebelhorn to have the second reading. Ordinance will come effective 30 days after publication. Passed voice vote.

VIII. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

a. ADMINISTRATORS REPORT

Hazelton provided a written report. The ADA ramps on Highway 19 are almost done, the lighting should be done by June 15th. Fiber is getting started next week. Demolition continues at 203 S. Renville Street. The final meeting with paperless filing vendors was last week, the four towns are going to meet and discuss the different vendors, I am hoping to have it narrowed down to present to council next month. The first installment of the KNUJ Administrator's report was today and will continue every 1st Monday of the month at 3:15pm.

- b. **WEDA REPORT** WEDA Director Erickson presented to the council he has been in negotiations to resign permanently as City Administrator and extend his contract as WEDA Director for three years. His salary would remain the same for the next three years, as well as the benefits package. He will be working 40 hours per week as WEDA Director and he will pay for all fiber related travels out of his own pocket. The WEDA board as well as the Administration Committee have met and approved this contract. No action is being taken until next month.
- c. **CITY LEGAL REPORT**
- d. **WATER/SEWER DEPARTMENT REPORT**
- e. **STREET DEPARTMENT**
- f. **ELECTRIC DEPARTMENT REPORT**
- 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 had done fingerprinting in the Elementary School this past month and it went well.

j. CABLE COMMISSION REPORT-No May Meeting

IX. MISCELLANEOUS

X. ADJOURNMENT

Motion Rickheim, second Malheim to adjourn. Passed voice vote. Meeting was adjourned at 9:00 pm.

Mayor

ATTEST:

Administrator