

**Minutes for a Regular Meeting  
Of the Winthrop City Council  
Monday, July 6<sup>th</sup>, 2015**

A regular meeting of the Winthrop City Council was called to order at 7 p.m. on Monday, July 6<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 7:02 p.m.

**ROLL:** Council members Kelly Pierson, Julie Trebelhorn, Pete Machaiek, Dale Malheim and Lyle Muth were present. City Staff present: City Administrator Jenny Hazelton, Attorney Don Lannoye, City Clerk Barb Ahlbrecht, Police Officer Joshua Fahey, Audience: Mike Mattison (Winthrop News), Bryan Petzel (I & S Group), Milda Hedblom (RS Fiber), Barb Johnson (Lyle's Café), Ed Begeman.

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

- III. ESTABLISH AGENDA**  
**a.** Motion Machaiek, second Malheim to accept the current agenda.  
Passed Voice Vote.

- IV. APPROVAL OF CONSENT AGENDA**  
**a.** Motion Muth, second Trebelhorn to approve the consent agenda.  
Passed Voice Vote.

- V. PUBLIC HEARINGS**  
**No Public Hearing**

- 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. Grading is done, curb & gutter will be put in around July 20<sup>th</sup>. Temporary seeding will be done and final seeding done soon after curb and gutter are completed. Most private lines are also complete.
- i. RFP #3 (A)** Presented to council was approved as part of the consent agenda.
- b. RS Fiber Franchise (A)** Milda Hedblom was present to speak to the council about the franchise agreement. Don explained the ordinance and resolutions presented to the council for consideration. He also discussed his communications with attorney Bob Vose, who is the attorney for the AGGW Cable Commission and RS Fiber. Mediacom is currently in the process of negotiating their contract as well, and

should be completed sometime this fall. The Council then approved the following:

**R2015-18 RS Fiber's Cable Franchise Application Motion**

Trebelhorn, second Muth, passed voice vote.

**2015-106 Ordinance Granting a Franchise to RS Fiber (1<sup>st</sup>**

**Reading)** Motion Machaiek, second Trebelhorn, passed voice vote.

- c. **Electronic Filing Program (A)/(I)** Hazelton explained the quote summary in the agenda packets. The four towns of Winthrop, Gaylord, Arlington and Plato, met and came up with the top three vendors, with most of the towns favoring Crabtree. Hazelton recommended Crabtree because of their association with Banyon Data Systems (our current billing and accounting software), their barcode system for ease in scanning documents in to the system, and their GIS integrations. Motion Machiek, second Malheim to purchase electronic filing system from Crabtree Company at a quoted price of \$11,781.00. Passed voice vote.

**VII. UNFINISHED BUSINESS**

- a. **Highway 19 Parking, Lyle's Café (I)/(A)** The council discussed the parking situation at Lyle's Café and proposed allowing semi-trucks to park along the West side of the Café for a 60 day trial period. Trucks would be directed to turn left at the Main & 5<sup>th</sup> Street intersection to go around the block and enter Highway 19 by the school. The No Trucks sign will be pulled out behind her establishment for the trial period. Council will re address the issue for any concerns or complaints at the September regular meeting. Motion Malheim, second Machaiek to proceed with proposed parking. Passed voice vote.
- b. **2015-104 Ordinance Regarding Discharge of Storm Water (2<sup>nd</sup> reading) (A)** Motion Trebelhorn, second Machaiek to pass ordinance 2015-104. Passed Voice Vote.
- c. **R2015-17 Resolution Extending Mark Erickson's Contract (A)** After some discussion it was decided to approve the resolution with the addition of item 6. **Mr. Erickson's contract is hereby amended to provide that he will submit monthly written reports to the City Council describing and detailing his work activities for that particular month.** Motion Trebelhorn, second Muth to pass resolution R2015-17. Passed voice vote, Malheim Nay.

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

**a. ADMINISTRATORS REPORT**

Hazelton provided a written report which included an update on the League conference in Duluth, and the home on 203 S. Renville scheduled to be demolished. The RS Fiber bonds are sold and the Hanson Drug building sale should be complete in a couple weeks. The Larry Anderson purchase agreement has been finalized. The private sewer lines behind Hennepin & 8<sup>th</sup> have been worked out. Relay for

Life went well in the park. All unattended lawns have been mowed. The budget process is starting in July. Fun Fest is all ready to go. Music in the Park went well. Council is invited to attend the August 27<sup>th</sup> event. The park was sprayed for mosquitos prior to the event. Chief Johnson is coordinating National Night Out on August 4<sup>th</sup>. Crews should be in town the week of July 13<sup>th</sup> to begin boring in fiber to homes. Joe is getting water meter size inventory for a quote on meters.

- b. WEDA REPORT CITY LEGAL REPORT**
- c. WATER/SEWER DEPARTMENT REPORT**
- d. STREET DEPARTMENT**
- e. ELECTRIC DEPARMENT REPORT**
- f. FIRE DEPARTMENT REPORT**
- g. AMBULANCE REPORT**
- h. POLICE CHIEF'S**
- i. CABLE COMMISSION REPORT** The commission is in the process of negotiating the Mediacom franchise agreement. Also, they are working out the RS Fiber process as well.

**IX. MISCELLANEOUS**

Trebelhorn discussed some of the sessions she attended at the LMC Conference in Duluth. The Green Step Cities program is something she feels Winthrop should look into. Hazelton said she would get some information for the next meeting.

**X. ADJOURNMENT**

Motion Malheim, second Trebelhorn to adjourn. Passed voice vote. Meeting was adjourned at 7:50 pm.

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Mayor

ATTEST:

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Administrator