

**Minutes for a Regular Meeting
Of the Winthrop City Council
Tuesday, September 8th, 2015**

A regular meeting of the Winthrop City Council was called to order at 7 p.m. on Tuesday, September 8th, 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 6:58 p.m.

ROLL: Council members: Kelly Pierson, Julie Trebelhorn, Pete Machaiek, Dale Malheim, Bob Rickheim and Lyle Muth were present.

City Staff present: City Administrator Jenny Hazelton, Street Superintendent Gordy Grack, City Clerk Barb Ahlbrecht, Water and Sewer Superintendent Joe Ziegler, Police Officer Zach Pierce.

Audience: Mike Mattison (Winthrop News), Bryan Petzel (I & S Group), Jeff Nielson (UFC), Darv Turbes (UFC), Todd Nelson (UFC), Dave Mueller, LuAnn Alexander, Barb Johnson (Lyle's Café) Mark Satelman, Cindra Bielefeldt, Robert Gurrola, Barb & Gerald Pagel, Jessica Wiborg, Derek Anderson, Mike Anderson, Jeff Bussler, Shelly and Luis Zacate.

- II. OPEN PUBLIC FORUM**

Mark Santelman spoke
LuAnn Alexander spoke

- III. ESTABLISH AGENDA**

a. Administrator Hazelton added Derek Anderson to the agenda item p. Eagle Scout Project. Motion Rickheim, second Malheim to approve the agenda. Passed voice vote.

- IV. APPROVAL OF CONSENT AGENDA**

a. Motion Trebelhorn, second Rickheim to approve the consent agenda. Passed voice vote.

- V. PUBLIC HEARINGS**

No Public Hearing

- VI. NEW BUSINESS**

p. **Derek Anderson Eagle Scout Project (A)** Derek Anderson presented to the Council that he would like to put a flag pole, monument and bench on the corner of 1st and Main at the new fire station for his Eagle Scout project. Grack had some concerns with the monument and flag pole interfering with snow removal on that corner. Motion Rickheim, second Muth to approve the Eagle Scout project

contingent on meeting with Grack and Hazelton to work out the locations. Passed voice vote.

- a. **Carver & 8th Street Project Update (A)** Bryan Petzel with I & S Engineers presented to the council that the project was almost completed. The final camera of the sewer line was completed today and all looked ok. There will be some re-seeding done in some areas as well. He also explained the change order which included some additional work at the water plant and some shut offs that needed to be replaced.
 - i. **RFP #5 (I)** Presented to council was approved as part of the consent agenda.
 - ii. **Change Order #2 (A)** Motion Trebelhorn, second Malheim to approve the change order. Passed voice vote.
- b. **Dave Mueller private sewer line (I)** Mr. Mueller presented to the council on some concerns he had due to a problem with his private sewer line. He also continues to have a sewer odor in his basement. Barb Pagel commented that she also has odor in her home. Council thanked him for his comments and requested Water & Sewer Supt. Ziegler to look in to the odor problems.
- c. **Lyle's Café Semi Parking on Main Street (A)** Mayor Pierson updated the council on the parking allowed along Main Street for Lyle's Café. There have been no comments or complaints thus far and the recommendation was to permanently allow semi parking on Main Street along Lyle's Café. Motion Machaiek, second Muth to approve parking. Passed voice vote.
- d. **Jeff Bussler tree removal at trailer park (A)** Jeff Bussler presented to the Council that a number of years ago, Zinniel Boring was in town doing some electrical work and hit a tree at the property located at 1001 N. Carver. He decided to wait and see if the tree would live and not take it down right away. He feels that the tree is now dying and has a significant crack at the top. He also feels that this crack could cause the tree to fall on one of the trailers. Grack had Dean Conklin look at the tree and Conklin said that the tree is not dying at this time, and the damage to the tree was not significant enough to kill it. Council instructed Hazelton to have Jon at Belek Tree Service look at the tree and give his opinion on whether it should be taken down. Bussler also noted that some of the cement on the new curb and gutter showed some damage already and wanted it on record that it was there so Grack did not get blamed for hitting it with the snow removal equipment over winter.
- e. **Planning Commission recommendation for UFC Diesel Fueling Station (A)** Darv Turbes from UFC updated the Council on the fueling station project. They are in the process of acquiring the neighboring property and have an agreement with them to keep the existing fence until the property is obtained. This will not change

the scope of the project at all and the fence proposed will be put up once the house is removed. It will be put up between the UFC property and the First Lutheran Church property. Don provided the council with his written recommendation and Hazelton presented the recommendation for approval from Planning Commission. Motion Rickheim, second Muth to approve recommendation from Planning Commission. Passed voice vote.

- f. **Tax ID for Joint Powers Board (A)** Council was presented with a request for the Joint Powers Board to work under the City of Winthrop tax id number. Shannon recommended that it would work similar to a capital improvements fund. Due to Winthrop being lead issuer on the bonds and Councilor Trebelhorn the treasurer for the board it seems logical to allow them to work under the Winthrop account. Motion Trebelhorn, second Malheim to allow the Joint Powers Board to operate under the City of Winthrop tax id number. Passed voice vote.
- g. **Primary Power Distribution Upgrade (I)** Grack will present in the electric report.
- h. **R2015-21 Resolution Approving Exempt Permit for St. Francis de Sales (A)** Motion Machaiek, second Rickheim to approve resolution R2015-21. Passed voice vote.
- i. **R2015-22 Resolution for Hearing on Final Assessment 2015 Utility Project (A)** The date will be October 5th, 2015 at 7pm. Motion Malheim, second, Trebelhorn to approve R2015-22. Passed voice vote.
- j. **R2015-23 Resolution Adopting Proposed 2016 Tax Levy (A)/2016 Budget (I)** Councilor Trebelhorn would like to put some additional funds in reserves for future projects that may arise. Council agreed to increase the levy \$15,000 for future projects, with the understanding that this can be removed at a later date. Motion Machaiek, second Trebelhorn to set the levy at \$708,308 and approve R2015-23. Passed voice vote. Motion Malheim, second Trebelhorn to set the Truth in Taxation hearing for December 7th at 7 pm. Passed voice vote. A work session was set for September 30, 2015 at 7pm to go over the 2016 budget.
- k. **R2015-24 Resolution Minnesota Government Access Authorization (A)** This resolution gives Schauer Law Office online access to court files. Motion Rickheim, second Trebelhorn to approve R2015-24. Passed voice vote
- l. **R2015-25 Resolution Hiring City Clerk & City Administrator Positions (A)** The administration committee interviewed candidates and this resolution outlines their recommendation. Motion Trebelhorn, second Malheim to approve R2015-25. Passed voice vote.
- m. **Plat Correction (A)** This resolution corrects a mistake in the plat that was discovered in 2009 but did not get recorded. Motion

Machaiek, second Muth to approve the plat correction. Passed voice vote.

- n. **Web Site Upgrade (A)** Hazelton would like to have GovOffice update the city web site to clean it up and make it more user friendly. The proposal came in at \$1,750. Motion Muth, second Rickheim to go ahead with the update. Passed voice vote.
- o. **Utility Billing Clerk Desk/Remodel (A)** The office staff has found a receptionist station that would allow Billing Clerk Lorenz to move the monitors and be facing customers as they enter the building. Moving the monitors will help prevent customer information from being visible to people as they enter. There are sufficient funds in the utility billing remodel fund in reserves for this project. Motion Trebelhorn, second Rickheim to approve purchase of the receptionist station. Passed voice vote.

VII. UNFINISHED BUSINESS

NONE

VIII. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. **ADMINISTRATORS REPORT** Hazelton reported that she and Ziegler were still working on putting costs together for an AMI metering system. MMUA conference focused on solar energy and conservation. MMPA has been in contact with the school and are helping them apply for some rebate funds as well as a 5kW solar grant program. MMPA's Clean Energy Choice application is in the bills this month there should also be a write up in the paper explaining the program this week. The visioning session went well the EDA has reviewed the preliminary report and will be working on what to do with the information. We met with Expert T Billing to go over some solutions to increase revenue from runs. This was passed along to the Ambulance Captain. I also met with Gaylord and Arlington to discuss a community paramedic program and ideas to recruit and retain crew. Retrofit Company came and did an energy audit on the lighting at City Hall. And, Mandy and I discussed some ideas on how to assess a need for different library hours.
- b. **WEDA REPORT** Erickson provided a written report.
- c. **CITY LEGAL REPORT** None
- d. **WATER/SEWER DEPARTMENT REPORT** Ziegler reported the Empire Pipe is in town televising the downtown area out to the cemetery and Highway 19. He will provide a report once that is complete.
- e. **STREET DEPARTMENT** Grack reported that most work is currently on hold due to the amount of time required to do locating right now.

- f. **ELECTRIC DEPARTMENT REPORT** Grack reported that Paul Kaeding and Mark Mackenthun came and met with him to discuss electric needs at the new Dollar General store as well as upgrading the line from 1st street to 9th Street between Carver and Hennepin. He also reported that he will be looping the electric that runs out to Dave's Auto around the East Addition and Oak Lane.
- g. **FIRE DEPARTMENT REPORT** None
- h. **AMBULANCE REPORT** None
- i. **POLICE CHIEF'S REPORT** Karen provided a written report.
- j. **CABLE COMMISSION REPORT** Next meeting is Wednesday, September 23rd, 2015.

IX. MISCELLANEOUS

X. ADJOURNMENT

Motion Trebelhorn, second Muth to adjourn. Passed voice vote.
Meeting was adjourned at 8:30 pm.

Mayor

ATTEST:

Administrator