

Mayor

Kelly Pierson

City Council President

Peter Machaiek

Electric, Water & Sewer, F&A

City Administrator

Jenny Hazelton

City Attorney

Donald Lannoye

AGENDA

REGULAR MEETING
OF THE
WINTHROP CITY COUNCIL

MONDAY NOVEMBER 7TH, 2016

Councilmembers

Lyle Muth

Park, Street

Robert Rickheim

Street, F & A, Police

Dale Malheim

W&S, Admin, Police

Julie Trebelhorn

Electric, Park, Admin

A Regular Meeting of the City Council of the City of Winthrop will be called to order at 7 p.m. on Monday, November 7th, 2016, in the city council chambers of the City Hall for the purpose of conducting city business.

PLEDGE OF ALLEGIANCE

- I. CALL TO ORDER
- II. OPEN PUBLIC FORUM (Speakers will be limited to two minutes)
- III. APPROVAL OF AGENDA
 - a. Establish Current Agenda
- IV. CONSENT AGENDA
 - a. Minutes
 - i. Regular Meeting of October 3rd, 2016 – **Enclosed**
 - b. Claims for month of October– **Will be e-mailed out Friday**
 - c. R2016-20 Resolution Approving the Minnesota General Records Retention Schedule—**Enclosed**
- V. PUBLIC HEARINGS
 - a. None
- VI. NEW BUSINESS
 - a. Ambulance Request to Spend Funds—(A)
 - b. 2017 Utility Budgets—(A)
 - c. Rate Study (Electric Committee Recommendation)—(A)
 - d. Arc Flash Analysis (Electric Committee Recommendation)—(A)

VII. UNFINISHED BUSINESS

- a. None

VIII. REPORTS OF OFFICERS, BOARDS AND COMMITTEES

- a. City Administrator Report-**Enclosed**
b. WEDA Report—**Enclosed**
c. City Legal Counsel Report
d. Water/Sewer Department Report
e. Street Department Report
f. Electric Department Report
 i. MMPA public summary—**Enclosed**
 ii. Cross arm supports report from Kaeding—**Enclosed**
g. Fire Chief's Report
h. Ambulance Captain's Report
i. Police Chief's Report—**Enclosed**
j. Cable Commission Report-I did not attend this month.

IX. MISCELLANEOUS

X. ADJOURNMENT

(A) – Actionable Item

(I) Informational Item

Upcoming Meetings/Events:

- 6:45 am Thursday November 10th Winthrop Chamber Board Meeting
- 7:00 pm Monday November 14th Special Council Meeting 2017 Budget
- 6:00 pm Saturday November 19th Winthrop Annual Chamber Banquet
- 5:00 pm Monday November 21st Planning Commission Meeting

Summary of Agenda Items

11/07/16

CONSENT AGENDA

- a. Regular Meeting October 3rd—**Enclosed**
- b. Claims for October-**Barb will send out Friday**
- c. R2016-20 Resolution Approving the Minnesota General Records Retention Schedule—**Enclosed**
This schedule is a guideline of the minimum amount of time we need to keep records at city hall, and allows us to destroy certain records after that time, as well as other guidelines for city documents. I contacted the State Historical Society to see if they had record of us adopting this previously and they do not.

PUBLIC HEARING

None

NEW BUSINESS

- a. **Ambulance Request to Spend Funds—(A)** Cheryl Malhiem will be here to request to spend funds from the Fred Pitzner donation fund for an advanced type of defibrillator which can help save lives during a STEMI heart attack, in which one of the hearts major arteries is blocked. They are requesting \$29,241.95. She has provided some information which is enclosed in the packet. The CD invested with the Pitzner funds won't mature until November 29th, 2021, but we do have 2 CD's maturing in 2017, one in April for \$58,000 and one in December for 120,000 we can use funds from those and pay it back when the 2021 CD matures if you so choose.
- b. **2017 Utility Budgets -- (A)** Enclosed are the 2017 Utility Fund budgets. I have provided copies to the department heads and asked for any feedback/changes and I have not heard back. They have not changed much from last year. Adopting these budges does not affect the levy at all.
- c. **Rate Study (Electric Committee Recommendation)—(A)** I have been in contact with Dave Berg with Dave Berg Consulting to give me an estimate on doing a rate study analysis for the city of Winthrop. The last time we had a rate analysis done was in 1988. The cost of the study is \$13,000 and would start early in 2017 with review of the 2016 unaudited funds. The Electric Committee has reviewed the proposal and have recommended the study be done. I have also asked Paul Kaeding our electrical engineer what he thought and he agreed that we should probably have a study done and that Dave would do a good job and the price was fair. I also contacted 15 references off his reference list (I've heard back from 10) and they all had great things to say about his work. I have copies of the responses if anyone would like to read them.
- d. **Arc Flash Analysis (Electric Committee Recommendation) -- (A)** Also when Paul Kaeding was out a couple weeks ago Kelly and Pete were there to discuss the arc flash analysis. He explained how the process works and he was also working on one for the city of Buffalo. The committee recommends hiring Barr Engineering to work up to \$5,000 on the arc flash analysis. Paul has worked on our system since the 1980's and knows it very well.