

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, JANUARY 8, 2018**

**CALL TO ORDER**

The regular meeting of the Zimmerman City Council was called to order at 7:00 p.m. at City Hall by Mayor Earenfight, followed by the Pledge of Allegiance.

**ROLL CALL**

Present: Mayor Earenfight, Council Members Nathe, Smith and Whiting. Member Brisbin was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Johnson and Engineer Bittner.

**AGENDA APPROVAL**

**Smith/Nathe unanimous to approve the agenda as presented.**

**APPROVAL OF MINUTES**

**Whiting/Smith unanimous to approve the minutes of the December 18, 2017 Regular Meeting of the City Council as presented.**

**CONSENT AGENDA**

Tillmann advised Council that the invoice for Delta Dental in the January 8, 2018 Vendor Payments contained a typographical error. The correct amount of the invoice was \$91.35, reducing the total amount of the January 8, 2018 Vendor Payments to \$7,396.24.

**Nathe/Whiting unanimous to approve the consent agenda as follows:**

- a. Ratify approval of the payment of claims for 2017 Year End (checks #39692 - #39721) in the amount of \$32,673.79 and December 2017 electronic payments (e-checks #1589 - #1597) in the amount of \$64,620.66 as presented.
- b. Approve the payment of January 8, 2018 claims (checks #39722 - #39733) in the amount of \$7,396.24 as presented.
- c. Authorize payment in the amount of \$7,500.00 (ck #39734) to Abdo, Eick & Meyers, as partial payment for certified audit services for the year ended December 31, 2017, per the agreement on file in the Clerk/Treasurer's Office.
- d. Accept Invoice #1320 in the amount of \$6,509.85 (ck #39738) authorizing payment to Metro West Inspection Services, Inc., for professional Building Inspection Services in the City of Zimmerman for the month of November 2017, as recommended by staff.
- e. Authorize payment in the amount of \$13,108.86.00 (ck #39737) to Fergus Power Pump, for semi-annual bio-solids hauling, with funds to be taken from the SBR Budget (602-49480-460), as recommended by the Public Works Director.
- f. Authorize payment to Total Control Systems as identified on Invoice #8178 in the amount of \$12,750.00 (ck #39739) for the filter panel upgrade/replacement at the 6<sup>th</sup> Avenue Water Plant, as approved by Council in November 2016, with funds to be taken from the Water Fund Budget (601-49400-408), as recommended by the Public Works Director.
- g. Approve the Building Permit Summary Report for December 2017 as presented.
- h. Approve the license application to operate a Billiard Table for the period of January 1 – December 31, 2018 for the following establishments:
  - Kriesel Jacobson American Legion Post #560 – 12674 Fremont Avenue, Zimmerman, MN 55398
  - ZBG/Angeno's Pizza, Pasta and Bar, 13100 Fremont Avenue, Zimmerman, MN 55398
- i. Approve the license application to operate Bingo for the period of January 1 – December 31, 2018, for the following establishments:
  - Kriesel Jacobson American Legion Post #560 – 12674 Fremont Avenue, Zimmerman, MN 55398
  - TJP Bowl, Inc., dba The Zimmerman Bowl, 25920 Gateway Drive, Zimmerman, MN 55398

- ZBG/Angeno's Pizza, Pasta and Bar, 13100 Fremont Avenue, Zimmerman, MN 55398.
- j. Approve the license application to operate a Bowling Alley for the period of January 1 – December 31, 2018, for TJP Inc., dba The Zimmerman Bowl, 25920 Gateway Drive, Zimmerman, MN 55398.
  - k. Approve the license application to operate Electronic Entertainment Devices for the period of January 1 – December 31, 2018 for the following establishments:
    - Kriesel Jacobson American Legion Post #560 – 12674 Fremont Avenue, Zimmerman, MN 55398
    - ZBG/Angeno's Pizza, Pasta and Bar, 13100 Fremont Avenue, Zimmerman, MN 55398
  - k. Approve license application to operate as a Garbage & Refuse Collector within City limits for the period of January 1 – December 31, 2018:
    - Ace Solid Waste, Inc. – 6601 McKinley Street NW, Ramsey, MN 55303
    - Jim's Mille Lacs Disposal, Inc., -- PO Box 275, 205 – 2<sup>nd</sup> Avenue NE, Milaca, MN 56353
    - Randy's Sanitation, Inc. dba Randy's Environmental Services – PO Box 169, 4351 US Highway 12, Delano, MN 55328
  - l. Approve license applications for the following gasoline sales vendors for the period of January 1 – December 31, 2018:
    - Casey's Retail Company, dba Casey's General Store #3458, 13140 Fremont Avenue, Zimmerman, MN
    - Holiday Station Stores, Inc., dba Holiday Station Store #239 – 26125 Highway 169, Zimmerman, MN
    - Northern Tier Retail, LLC, dba SuperAmerica Store #4535 – 26075 – 3<sup>rd</sup> Street E, Zimmerman
  - m. Approve the license application to operate a pawn shop for the period of January 1 – December 31, 2018, for David Ziemke, dba Zimmerman Trading Post, 25860 Highway 169, Zimmerman, MN 55398
  - n. Approve license applications for the following Sewer and Water Installers, for the period of January 1 – December 31, 2017:
    - Advanced Excavating, Inc., 7104 – 253<sup>rd</sup> Avenue NW, St. Francis, MN 55070
    - Curtis Stranlund, dba Classic Construction of Cedar, MN Inc., 18542 Ulysses Street NE, East Bethel, MN 55011
    - Ryan Sarkinen, dba RC Grading & Excavating, PO Box 405, Montrose, MN 55363
    - Richard Carty, dba Rick's Plumbing, Inc., Richard Carty – 1701 – 221<sup>st</sup> Avenue NW, Cedar, MN 55011

## **PUBLIC WORKS REPORT**

### Completion of Probationary Employment

Public Works Director Johnson reported that Maintenance Technician Karl Anderson will celebrate his 6-month employment anniversary with the City on January 10, 2018. Based on his job performance, Anderson should be considered a "Regular" employee by standards set with the City's Personnel Policy.

**Earenfight/Whiting unanimous to accept the recommendation of the Public Works Director and approve the end of the 6-month employment probationary period for Karl Anderson, Maintenance Technician, and consider him to be a "regular" permanent full-time employee of the City of Zimmerman.**

### Change Order #1 -- 3<sup>rd</sup> Avenue S Improvement Project

C & L Excavating was contracted to perform the 2017 3<sup>rd</sup> Avenue S Improvement Project. Additional expenses were incurred to address issues that developed during construction including a watermain conflict at the Main Street intersection requiring additional excavation and pipe work, an additional bituminous patch at the Legion parking lot, new residential stairs installed to match the grade of the City's new sidewalk and additional tree removal necessitated by sidewalk and utility extensions that cut tree roots.

Bolton & Menk and City staff have reviewed the change order with staff and recommend approval.

**RESOLUTION #18-01-01     Smith/Nathe unanimous to adopt RESOLUTION #2018-01-01, approving Change Order #1, increasing the contract price for the 2017 3<sup>rd</sup> Avenue**

**South Improvement Project in the amount of \$7,878.67, as requested by C & L Excavating, Inc., as recommended by staff and the City Engineer.**

Pay Request #5 – 3<sup>rd</sup> Avenue South Improvement Project

C & L Excavating was contracted to perform the 2017 3<sup>rd</sup> Avenue South Improvement Project, which includes reconstruction of a portion of 2<sup>nd</sup> Street West lying south of CSAH 4 and 3<sup>rd</sup> Avenue South, lying west of Main Street. Work completed to date totals \$796,014.13, less 5% retainage of \$39,800.71, leaving a balance owing for work on the project to date of \$39,512.22. The City Engineer and city staff have reviewed the pay request and recommend approval of Pay Request #5.

**RESOLUTION #2018-01-02 Smith/Whiting unanimous to adopt RESOLUTION #2018-01-02, approving Pay Request #5 in the amount of \$39,512.22 (ck #39735), submitted by C & L Excavating for expenses related to the 2017 3<sup>rd</sup> Avenue South Improvement Project, as recommended by the City Engineer.**

Lift Station #2 Forcemain Project

Engineer Bittner was present to provide an update of the Lift Station #2 Forcemain Project proposed for 2018. Engineering staff has nearly completed plans for the project. A Utility Design meeting has been scheduled for next week. The proposed project would include the installation of a new 4-inch forcemain for Lift Station #2 parallel to the existing forcemain to maintain operation during construction. A new 2-inch forcemain for Lift Station #8 would be realigned to the south along Fremont Drive and under CSAH 4. The two forcemains would then be inserted into a casing pipe on the south side of CSAH 4 and bored under TH 169 to a manhole near SuperAmerica. Permits would be required from both MN DOT and Sherburne County. A 10-foot utility easement will also be required from property owners along CSAH 4. Estimated cost of construction is \$300,000. City staff is currently reviewing the plans proposed by the City Engineer. Bid opening in March is anticipated.

**RESOLUTION #18-01-03 Nathe/Whiting unanimous to adopt RESOLUTION #2018-01-03, accepting the plans and specifications for the replacement of forcemains from Lift Stations #2 and #8, subject to final staff review, and acquisition of necessary permits and easements, and direct the City Clerk to prepare the advertisement for bids for publication in the City's official paper and in the Finance & Commerce publication for the making of such improvement under the approved plans and specifications.**

2018 Pavement Preservation

2018 will be the 3<sup>rd</sup> consecutive year for the City's Pavement Preservation program, which includes crack sealing, chip sealing and fog sealing of roads throughout the City as identified by staff and the City Engineer. This year, staff anticipates preservation of pavement in Maefield Estates I, Marturano Woods I and II, Tall Pines, and portions of Main Street. Crack sealing and fog sealing would also be completed on bituminous walking paths in the identified subdivisions, as well as in the subdivisions where pavement preservation was completed in 2016 and 2017. Engineer Bittner requested Council approval to bid the project for 2018.

**Nathe/Smith unanimous to approve the 2018 Pavement Preservation project area and authorize the advertisement for bids, as requested and as recommended by staff and the City Engineer.**

**FIRE DEPARTMENT REPORT**

**Fire Chief Ryan Maloney** presented the Fire Department report for the month of December 2017. The Department assisted on 11 medical calls, 1 gas leak, 5 vehicle accidents with injuries, 2 fire alarms, a good intent call, a vehicle fire, an outdoor rubbish fire and a residential house fire within City limits. Currently, Maloney is working on a FEMA grant application in cooperation with the Sherburne County Sheriff's Department to secure

funding for new radios to replace the Department's current 800 MHz radios. If funding is provided, the Department would be able to purchase new radios by the end of 2018.

**Council accepted the Fire Department Report for December 2017 by unanimous consensus.**

**FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann**

2018 Board of Appeal and Equalization

The County Assessor's Office has notified the City of the scheduled date and time for the annual Local Board of Appeal and Equalization meeting.

**Whiting/Smith unanimous to schedule the annual Local Board of Appeal and Equalization meeting for Monday, April 16, 2018 at 9:00 a.m., at the Zimmerman City Hall as requested by the Sherburne County Assessor.**

Change in Property/Casualty Insurance Agent

Over the past few years, staff has discussed a potential change in agents handling the City's property and casualty and Worker's Compensation insurance through LMCIT. Staff is requesting Council to consider appointing Foster White Insurance Agency out of Monticello to service the City's account. Switching vendors will save approximately 25% on the agent fees paid with annual Property/Casualty premiums and will potentially improve responsiveness to claims and questions due to the closer proximity of the agency.

**RESOLUTION #18-01-04 Whiting/Nathe unanimous to adopt RESOLUTION #2018-01-04, appointing Foster White Insurance Agency as its agent for the purposes of the City's participation in LMCIT insurance programs effective immediately and continuing until terminated or amended by Council action.**

Mayor Earenfight declared a recess at 7:18 p.m. and reconvened the Regular Meeting at 7:50 p.m.

**MAYOR/COUNCIL ITEMS**

2018 Appointments

Discussion was held regarding the proposed annual Council appointments. The Park Board proposes a change in the Park Board Chair for 2018, from Barry Wendorf to Josh Bondhus.

**RESOLUTION #18-01-05 Nathe/Whiting unanimous to adopt RESOLUTION #2018-01-05, approving the 2018 Annual Appointments and Designations as amended.**

Upcoming events

Mayor Earenfight noted the following upcoming events:

- January 27, 2018 – Passing the Bread Food Distribution; 9 – 11 a.m. at UMA Precision Machining
- Winter Parking Regulations are currently in effect until May 1, 2018. No parking allowed on City streets between midnight and 8:00 a.m.

Before adjourning, Mayor Earenfight asked for a moment of silence in honor of US military personnel.

**Smith/Nathe unanimous to adjourn the meeting at 7:51 p.m. Motion carried.**

Approved this 22nd day of January 2018.

s/s Kary Tillmann, Clerk/Treasurer

Approved 01/22/2018