

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, JANUARY 9, 2017**

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-Elect Earenfight, followed by the Pledge of Allegiance.

ROLL CALL

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

OATH OF OFFICE

The Oath of Office was administered by Clerk/Treasurer Tillmann to David Earenfight, Mayor-Elect, and Elizabeth Smith and Jay Whiting, Council Members-Elect.

AGENDA APPROVAL

Smith/Whiting unanimous to approve the agenda with the following amendment:

- **Delay Eagle Scout Service Project Report until January 23**

APPROVAL OF MINUTES

Nathe/Whiting unanimous to approve the minutes of the December 19, 2016 Regular Meeting of the City Council as presented.

CONSENT AGENDA

Whiting/Smith unanimous to approve the consent agenda as follows:

- a. Ratify approval of the payment of claims for 2016 Year End (checks #38694 - #38741) in the amount of \$57,899.56 and December 2016 electronic payments (e-checks #1428 - #1433) in the amount of \$63,963.18 as presented.
- b. Approve the payment of January 9, 2017 claims (checks #38742 - #38752) in the amount of \$9,882.15 as presented.
- c. Approve the Building Permit Summary Report for December, 2016 as presented.
- d. Authorize payment in the amount of \$15,000 (ck #38756) to Water Tower Clean & Coat, Inc., as payment for two (2) air mixer/tank agitation systems for Water Towers #2 and #3 as identified on Invoice #WT7794 to be paid from Fund 601, as recommended by staff.
- e. Accept the following invoices to authorizing payment to Bolton & Menk (ck #38753) for contracted Engineering services for the period of October 22 – December 2, 2016, as follows and as recommended by staff:
 - Invoice #198145 in the amount of \$16,194.52, for Project Management Services related to the 2016 Fremont Drive Realignment Project;
 - Invoice #198183 in the amount of \$10,081.00 for Project Management Services related to the 2016 Main Street Improvement Project;
 - Invoice #198144 in the amount of \$7,881.00, for Project Management Services related to the 2017 3rd Avenue South Improvement Project.
- f. Approve payment in the amount of \$8,155.00 (ck #38755) to Vessco, Inc., for the replacement of control valves in the 4th Avenue Water Treatment Plant, as identified on invoice #68153, to be paid from account 601-41940-402, as recommended by staff.
- g. Approve the license application to operate a Billiard Table for the period of January 1 – December 31, 2017 for the Kriesel Jacobson American Legion Post #560 – 12674 Fremont Avenue, Zimmerman, MN 55398.

- h. Approve the license application to operate Bingo for the period of January 1 – December 31, 2017, 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
- i. Approve the license application to operate a Bowling Alley for the period of January 1 – December 31, 2017, for TJP Inc., dba The Zimmerman Bowl, 25920 Gateway Drive, Zimmerman, MN 55398.
- j. Approve the license application to operate Electronic Entertainment Devices for the period of January 1 – December 31, 2017 for the Kriesel Jacobson American Legion Post #560 – 12674 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, 2017:
 - Ace Solid Waste, Inc. – 6601 McKinley Street NW, Ramsey, MN 55303
 - Jim’s Mille Lacs Disposal, Inc., -- PO Box 275, 205 – 2nd 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, 2017:
 - 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 – 3rd Street E, Zimmerman
- m. Approve the license application to operate a pawn shop for the period of January 1 – December 31, 2017, 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:
 - 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 – 221st Avenue NW, Cedar, MN 55011

CONSIDERATION OF EVENT PERMIT APPLICATION – 2017 WILD WEST DAYS

In Fall, 2016, Council met with the Zimmerman Civic Club and affected business owners regarding a request by the Civic Club to close Main Street as part of the 2017 Wild West Days Event. Business owners have requested Council consider shortening the length of time Main Street is closed during the 4-day event, or leave Main Street open completely. Several options for additional space for the Civic Club have been suggested, each of which does not appear to be amenable to the event.

Mayor Earenfight stated that he believes the Council’s priority in relation to the event is public safety and feels an obligation to ensure the event is safe for the entire community. He thinks the best option to ensure adequate public safety is to close the road as requested. Councilmembers concurred with Earenfight’s suggestion.

Smith/Nathe unanimous to approve the closure of Main Street between 2nd Street East and 3rd Avenue South from 12:00 Noon on Friday, May 26, 2017 until 4:00 p.m. on Sunday, May 28, 2017, for the 2017 Wild West Days Event, as requested by the Zimmerman Civic Club.

Brief discussion was held regarding event security by the Sheriff’s Reserves. Council will discuss with Captain Stangler at the January 23rd Council meeting.

FIRE DEPARTMENT REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of December, 2016. The Department assisted on 3 medical calls, 2 vehicle accidents, 2 fire alarms, a good intent call, a rubbish fire and

provided mutual aid on 4 fire calls. 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 2017. The Fire Board has requested an appraisal for the land being considered for purchase for a future Fire Hall. The appraisal report is due back around January 13.

Council accepted the Fire Department Report for December, 2016 by unanimous consensus.

PUBLIC WORKS REPORT

PUBLIC HEARING—2017 Street Improvements

Mayor Earenfight closed the meeting at 7:12 p.m. and opened a public hearing for the purpose of taking comment on the proposed 2017 improvements to 2nd Street West and 3rd Avenue South. Engineer Bittner was present to explain the proposed project and answer any questions of the public.

The project will be a full reconstruction of approximately 1,600 feet of City Street in 2 different segments. Existing streets proposed for reconstruction include 2nd Street West from Fremont Avenue to 3rd Avenue South and 3rd Avenue South from 2nd Street West to Main Street. The streets being considered for street reconstruction are currently part of the City's Municipal State Aid Street (MSAS) system and eligible for MSAS funding. The total project cost is approximately \$1,100,000, of which about \$700,000 will be covered by MSAS funding. A portion of the project costs are proposed to be assessed to benefitting property owners based on 30% of the storm and street costs.

The proposed improvement would consist of a 38-foot wide road, increased from the current 22-foot wide, to provide on-street parking on both sides of the road. The street is proposed as a 2-lane, 30 mile per hour roadway with concrete curb and gutter. Sidewalk replacement is proposed on the west side of 2nd Street and new sidewalk on the south side of 3rd Avenue within the existing right-of-way. The new 6-foot wide sidewalk would enhance the City's current sidewalk network and promote pedestrian safety. The existing sanitary sewer main will be replaced and upgraded to an 8-inch pipe. All existing water main in the project area will be replaced, and concrete curb and gutter will be utilized for storm water management.

Bittner addressed the need for acquisition of additional right-of-way on 2nd Street West and again reviewed the project schedule. The project is slated to begin in June after the completion of Wild West Days and would be completed prior to the start of school in the fall.

The following public comments were heard:

Colleen and Chris Bennett, 25960 – 2nd Street West, questioned how wide the road is currently. Colleen and Chris are concerned the new sidewalk will encroach too far into their property and they will lose a significant portion of their front yard. Bittner stated that the current road width varies. At the curve, it is 22 – 24 feet wide. The new sidewalk will remain in the location of the existing sidewalk. Bittner also stated that some of the trees on Bennett's property may have to be removed in order to improve drainage in that area.

Russ Aubart, 25970 - 2nd Street West, commented that he has rarely seen anyone use on-street parking in the area by his house, with exception of Wild West Days. Engineer Bittner stated that the wider street is proposed due to traffic use in the area. The northerly portion is also commercially zoned and additional on-street parking that close to CSAH 4 would be beneficial for those businesses. Aubart has concerns about drainage near his property and through adjacent property owned by Vern and Linda Frederick and questioned if that would be addressed through this project. He added that he is in favor of the project if his drainage concerns will be addressed.

Dennis and Sherry Booth, 26019 - 2nd Street West, questioned how funding through the MSAS would work. Engineer Bittner explained how certain City Streets are placed on the MSAS system and the City is granted funds annually to use for improvements on those streets. MSAS funds can be accumulated over time or the City is able to borrow ahead up to five years to fund projects. The City will borrow ahead for this project. The portion of the project scheduled to be assessed is approximately \$170,000. Booth questioned if curbs were necessary as he prefers a more rural look. Bittner stated that curbing will help with drainage and will prolong the life of the bituminous pavement. Booth also questioned if any trees on his property would be disturbed. Bittner stated the trees on his property would not be affected. Sherry Booth added that the project seems to be very expensive and their proposed assessment seems high at \$8,700 to service a road used by a small volume of traffic. Bittner stated that typically, the Council has offered a 10-year payback on special assessments. The 2016 Main Street Improvements, which was the City's most recent assessable project, carried a 4% interest rate over 10-years if not paid prior to the date the assessments were finalized.

Mayor Earenfight closed the public hearing at 7:44 p.m. and reopened the council meeting.

Discussion was held regarding the potential to reduce the width of the road to 32-feet and only allow on-street parking on one-side of the road. Public Works Director Johnson added that reducing the width of the road would have an impact on how much MSAS funds were available to the City for these improvements, thereby potentially increasing the amount of proposed assessments. Reducing the width of the road would provide a minimal reduction in the assessment amounts.

Further discussion was held regarding on-street parking, the street width, drainage, and future road projects in the area. Bittner again reviewed the project schedule for the Council and audience members.

Smith/Nathe unanimous to include a 38-foot street width as part of the proposed reconstruction project, as recommended by staff and the City Engineer.

RESOLUTION #17-01-01 Nathe/Whiting unanimous to adopt RESOLUTION #17-01-01, authorizing the 2017 improvements to 2nd Street West and 3rd Avenue South, and ordering plans and specifications to be drafted by the City Engineer, as recommended by staff.

Pay Request #1 – Lift Station #1 Rehabilitation

Public Works Director Johnson reported that Northern Plains Contracting has begun preparing for the rehabilitation of Lift Station #1. Electronic components have been ordered and once they are manufactured and delivered, the contractor will begin the improvement work. Staff and the City Engineer have reviewed the pay request and recommend approval.

RESOLUTION #17-01-02 Smith/Whiting unanimous to adopt RESOLUTION #17-01-02, approving Pay Request #1 submitted by Northern Plains Contracting in the amount of \$12,988.85, (ck #38754) for expenses related to the Lift Station #1 Rehabilitation Project, as recommended by staff and the City Engineer.

Proposal for Water Tower Interior Cleaning

At the May 2, 2016 meeting, Council accepted proposals from Water Tower Clean & Coat for three separate projects, including the interior inspection and cleaning of both of the City's water towers for a total cost of \$6,400.00. The vendor has completed the exterior cleaning of both towers, as well as the installation of the interior water mixing systems. Per Department of Health requirements, the towers must be inspected in 2017. Because the vendor did not complete the inspections in 2016, he has submitted a new proposal to complete the work in 2017, at a cost of \$5,600.00, which is a cost savings of \$800. Staff recommends acceptance of the proposal.

Smith/Nathe unanimous to accept the quote from Water Tower Clean & Coat, Inc., in the amount of \$5,600.00, to conduct an interior cleaning and MN Dept. of Health inspection of Water Towers #2 and #3, to be paid from the Water Fund (Fund 601), as recommended by staff.

Pump Replacement

Johnson reported that the large pump used by Public Works to pump lift stations has broken. A new replacement pump could cost up to \$25,000. Johnson would like to rebuild the existing pump instead of purchasing a new one. Staff can purchase parts to repair it for approximately \$12,000 - \$15,000.

Nathe/Whiting unanimous to authorize the repair of the existing 6-inch portable lift station pump at a cost not to exceed \$15,000, with funds to be taken from the Sewer Fund.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

2017 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.

Earenfight/Smith unanimous to schedule the annual Local Board of Appeal and Equalization meeting for Monday, April 17, 2017 at 9:00 a.m., at the Zimmerman City Hall as requested by the Sherburne County Assessor.

Appointment of Authorized Signatory on City Financial Accounts

Two signatures are required on all City issued checks and three signatures are required on investment or Certificate of Deposit transactions. Currently Mayor Earenfight, former Council Member Mathison and Administrator Piasecki are signers on the accounts. Mathison's term on the City Council ended on December 31, 2016 and a new signer must be appointed. In order to maintain proper segregation of duties, staff requests the third signer be a Councilmember.

RESOLUTION #17-01-03 Earenfight/Whiting unanimous to adopt RESOLUTION #17-01-03, authorizing Council Member Beth Smith as a signer and removing Ron Mathison as a signer on all City financial accounts, effective January 10, 2017.

ADMINISTRATOR'S REPORT –presented by Administrator Piasecki

Assignment of Easement from Sherburne County

Staff has been working with Sherburne County for the past three years on the planning, development and construction to relocate Fremont Drive. This past year, the Fremont Drive relocation project was completed as part of a larger project spearheaded by Sherburne County. Fremont Drive was relocated and reconstructed within a 60-foot easement obtained from a private landowner by Sherburne County. Construction is complete and Fremont Drive is now controlled by the City. The County wishes to convey the street easement to the City of Zimmerman. Staff has reviewed the documentation drafted by the County Attorney's Office and agrees with assignment of the easement to the City. Staff recommends approval.

Whiting/Smith unanimous to accept the assignment of the Fremont Drive easement from Sherburne County and add said right-of-way to the City Street and utility maintenance programs and mapping, as recommended by staff.

Request for 2017 Initiative Foundation Funding

The Initiative Foundation (IF) has requested Council consider a contribution to the IF in 2017. This has been a budgeted item in the past.

Smith/Nathe unanimous to approve a \$110 contribution to the Initiative Foundation for 2017.

Temporary Part-Time Public Works Position

Piasecki reported that a City Public Works employee is out on a long-term leave of absence. Staff would like to hire a part-time temporary person to work in the Public Works Department one day per week for three months to help with day-to-days tasks and projects.

Smith/Whiting unanimous to approve the hiring a Chris Dallager as a temporary part-time employee in the Public Works Department to work one day per week for a period of three months, to fill-in for an employee long-term leave of absence, as requested and as recommended by staff.

MAYOR/COUNCIL ITEMS

2017 Appointments

RESOLUTION #17-01-04 Nathe/Smith unanimous to adopt Resolution #17-01-04, approving the 2017 Annual Appointments and Designations as presented.

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

Whiting/Nathe unanimous to adjourn the meeting at 8:34 p.m. Motion carried.

Approved this 23rd day of January, 2017.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 01/23/2017