

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, MARCH 20, 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 Earenfight, followed by the Pledge of Allegiance.

ROLL CALL

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

AGENDA APPROVAL

Brisbin/Whiting unanimous to approve the agenda with the following addition:

- **Replacement of WWTP Actuator Valves**

APPROVAL OF MINUTES

Whiting/Brisbin unanimous to approve the meeting minutes of the March 6, 2017 Regular Meeting as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #38872 - #38904) in the amount of \$17,936.29 and electronic payments (e-checks #1455 – #1463 and #1467 - #1468) in the amount of \$34,752.08, as presented.
- b. Authorize payment in the amount of \$14,000 (ck #38905) to Abdo, Eick, & Meyers, as partial payment for certified audit services for the year ended December 31, 2016, per the agreement on file in the Clerk/Treasurer's office, as recommended by staff.
- c. Accept the following invoices authorizing payment to Bolton & Menk (ck #38906) for contracted Engineering services for the period of December 30, 2016 – January 27, 2017, as follows and as recommended by staff:
 - Invoice #200096 in the amount of \$53,478.90, for Project Management Services related to the 2017 3rd Avenue South Improvement Project;
 - Invoice #200098 in the amount of \$8,547.34 for Project Management Services related to the 2016 Main Street Improvement Project.
- d. Accept invoice #ZIM1701 in the amount of \$35,723.39 (ck #38908), authorizing payment to Metro West Inspection Services, Inc., for professional Building Inspection Services in the City of Zimmerman for the month of February 2017, as recommended by staff.
- e. Accept the January 2017 Monthly Budget report as presented by the Finance Department.
- f. Accept the January 2017 Investment/Funds report as presented by the Finance Department.
- g. Accept the Building Permit Surcharge Report for February 2017 as presented.
- h. Adopt **RESOLUTION #17-03-01**, approving a Temporary On-Sale Liquor License for the Zimmerman Lions Club for the period of May 25 – 28, 2017, to be used in designated areas at the City of Zimmerman Municipal Park, located at 25800 Main Street, Zimmerman, MN 55398.
- i. Approve the event permit application for worship on the lawn to be held on June 25, July 23, August 20 and September 16, 2017, at 12515 Fremont Avenue, Zimmerman, as requested by Restoring Lives Community Church.

OPEN FORUM

There was no one present to address the Council during open forum.

PARK BOARD REPORT

Jay Whiting presented the March 7, 2017 Park Board Report. The Board anticipates a resignation of one of its members due to a schedule conflict and reviewed an application from a resident desiring membership on the Board. The Board discussed holding a public event in the City Park in conjunction with Minnesota Night to Unite on August 1. The Board will coordinate with staff to plan and execute.

The Park Board reviewed three proposals for improvements to the backstop fencing on Fred Schultz and Ron Ehley Fields, due to safety concerns from the Youth Baseball Association. Three proposals were received and reviewed by the Board, to increase the height of existing fencing between the two fields, as well as adding 6' hoods to the top and repairing the bottoms of the backstops. The Park Board recommends acceptance of the quote from North Star Fence, Inc., for the improvements, at a total cost of \$9,100.00. The Park Board will seek donations from local charitable organizations to offset the cost.

Brisbin/Nathe unanimous to accept the quote from North Star Fence in the amount of \$9,100.00 to increase the height of the fences to 12', as well as repair the bases and add hoods to each backstop, with funding to be taken from the Park Fund, as recommended by the Park Board.

The Board also discussed the placement of wood duck boxes throughout the City by the local Girl Scout Troop and miscellaneous minor issues at several parks.

Brisbin/Nathe unanimous to accept the Park Board Report of March 7, 2017, as presented.

FIRE PROTECTION REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of February, 2017. The Department responded to 3 medical assists, 3 fire alarms, 2 grass fires, and provided mutual aid to the Big Lake and Elk River Fire Departments on two residential garage fires. Maloney stated the Department provided assistance to Sherburne County in the aftermath of tornado event on Monday, March 6, 2017. No injuries were reported as a result of the severe weather emergency. The Department will be participating in a mock car crash at Zimmerman High School on April 20th.

Council accepted the Fire Department Report for February, 2017 by unanimous consensus as presented.

PUBLIC WORKS REPORT

Lift Station #1 Rehabilitation -- Pay Request #3 – Northern Plains Contracting

Northern Plains Contracting, Inc. was contracted to perform the Lift Station #1 Improvement project at a contract price of \$169,630.00. The contractor has submitted Pay Request #3 for consideration of expenses incurred in February 2017. A majority of the work has been completed, including the installation of the pumps and control panel. The station is currently functioning. Remaining work and retainage on the project is \$48,346.35. Staff and the City Engineer have reviewed the Pay Request and recommends approval of the pay request.

RESOLUTION 17-03-02 Nathe/Brisbin unanimous to adopt RESOLUTION #17-03-02 accepting Pay Request #3, approving payment to Northern Plains Contracting in the amount of \$83,108.10 (ck #3838909) for expenses related to the Lift Station #1 Improvement Project, as recommended by staff and the City Engineer.

Portable Generator for Emergency Lift Station Power

An existing portable generator used to power lift stations was significantly damaged while in use during the tornado emergency on March 6, 2017. The City is currently without an adequate number of portable generators to provide emergency power to all the City's lift stations. Staff has located several viable options of adequate size to power multiple stations including single and 3-phase electrical units.

Brisbin/Whiting unanimous to approve the purchase of a portable generator for emergency lift station power at a cost not to exceed \$10,000, as recommended by staff, with funds to be taken from the Sewer Fund (Fund 602).

WWTP Actuator Valve Replacement

The existing Wastewater Treatment Facility provides mechanical treatment of wastewater and is approaching 20 years old. All components must be fully functional in order to complete the treatment process. Due to the aging and deterioration of components, the plant has issued “alarms” that have resulted in 6 hours of on-call overtime by city Public Works staff in the past 10 days. Three existing (original) actuator valves for the decant portion of the treatment process have been found to be faulty and obsolete. Contractors have reviewed the actuators, determined they are obsolete, and recommend they be replaced with new valves.

Staff had anticipated bringing this request to Council at the April 3rd meeting, but because the faulty valves have caused significant overtime response calls in the past 10 days, staff feels this issue must be addressed to avoid additional alarms and costs in the near future. Public Works Director Johnson has secured two quotes for replacing the 3 obsolete valves. Both have quoted compatible replacement valves. The Vessco quote is \$14,115 and includes installation and start-up costs. The quote from Swanson Flo is \$15,267, plus a \$600 installation fee per valve, for a total cost of \$17,067. Staff recommends acceptance of the quote from Vessco, Inc.

Nathe/Whiting unanimous to accept the quote from Vessco, Inc., for the purchase and installation of 3 (three) Rotork Model IQT electric actuator valves for the Wastewater Treatment Facility, as a cost of \$14,115.00, with funds to be taken from the Sewer Fund (Fund 602), as recommended by staff.

MAYOR/COUNCIL ITEMS

Mayor Earenfight noted the following upcoming events:

- March 25, 2017 -- Passing the Bread Food Distribution -- 9 – 11 a.m.; UMA Precision Machining, 26833 – 5th Street West
- March 25, 2017 – Chamber of Commerce Business & Community Expo – 9 a.m. – 2 p.m.; Zimmerman High School/Middle School
- Local Board of Appeal and Equalization – Monday, April 17, 2017; 9:00 a.m., Zimmerman City Hall

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

Whiting/Brisbin unanimous to adjourn the meeting at 7:27 p.m. Motion carried.

Approved this 3rd day of April, 2017.

s/s Kary Tillmann, City Clerk/Treasurer