

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, MAY 15, 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 Smith. Member Whiting was excused absent. Also present were Administrator Piasecki and Public Works Director Johnson.

AGENDA APPROVAL

Brisbin/Nathe unanimous to approve the agenda with the following additions:

- **Re-investment of City Funds**
- **Request for Advance of Municipal State Aid Funds**

APPROVAL OF MINUTES

Smith/Brisbin unanimous to approve the minutes of the May 1, 2017 Regular Meeting as presented.

CONSENT AGENDA

Brisbin/Smith unanimous to approve the consent agenda as presented as follows:

- a. Approve the payment of claims (check #39022 - #39060) in the amount of \$23,437.53 and electronic payments (e-check #1489 - #1496) in the amount of \$36,783.83 as presented.
- b. Authorize payment in the amount of \$14,220.00 (ck #39064) to the Sherburne County Auditor/Treasurer's Office for 2017 Appraisals of Real and Personal Property and Mobile Homes (Invoice #8902) by the Sherburne County Assessor's Office, per the agreement on file in the City Clerk/Treasurer's Office, as recommended by staff.
- c. Approve payment to Fergus Power Pump, Inc., in the amount of \$14,851.62 (ck #39062) 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.
- d. Authorize payment in the amount of \$16,304.59 (ck #39063) to Metron-Farnier, LLC, for the purchase of water meters and related parts, as recommended by staff, with fund to be taken from Water (601) and Sewer (602) Funds as identified by the Public Works Director.
- e. Authorize payment in the amount of \$25,425.00 (ck #39061) to Coordinated Business Systems as payment for GlobalSearch Professional Edition Software License and related software and support as identified on the sales order from Coordinated Business Systems, Ltd, to be paid from the General Fund Capital Improvements (101-49990-580) and Fund 601 and 602, as recommended by staff.
- f. Accept the Investment/Funds Report for March 2017 as presented by the Clerk/Treasurer.
- g. Accept the monthly budget report for March 2017 as presented.
- h. Approve liquor license renewals for the following establishments, for the period of July 1, 2017 – June 30, 2018, pending receipt and acceptance of all application materials, as recommended by staff:
 - Bohnhoff Enterprises, Inc., dba Frontier Liquor (Off Sale) – 26207 Fremont Drive
 - Casey's Retail Company, dba Casey's General Store #3458 (3.2 Off Sale) – 13140 Fremont Avenue
 - JDJ Inc., dba Uptown Off-Sale (Off Sale) – 25965 Main Street
 - Kriesel-Jacobsen American Legion Post 560 (Club On-Sale) – 12674 Fremont Avenue
 - Northern Tier Retail LLC dba Speedway Super America #4535 (3.2 Off Sale) – 26075 – 3rd Street East
 - NVL2 LLC dba P & A Liquor (Off Sale) – 26025 – 3rd Street East
 - S & M Zimmerman Enterprises LLC dba Angeno's Pizza, Pasta and Bar/Zimmerman Bar & Grill (On-Sale) – 13100 Fremont Avenue

- Stroh, Curtis R., dba Papa's Italian (Wine On-Sale) – 26140 – 3rd Street East
 - TJP Bowl, Inc., dba Zimmerman Bowling Alley (On-Sale) – 25920 Gateway Drive
- i. Approve the permit application for a public parade to be held on Friday, June 2, 2017, as requested by the Zimmerman High School Class of 2017, 25900 4th Street West, with staging at Refuge Evangelical Free Church and ending at the Zimmerman High School, approving the closing of certain roads, identified on the map provided for the duration of the parade, to be held from 7:00 – 7:20 a.m.
 - j. Approve the permit application for a public parade to be held on Wednesday, September 27, 2017, as requested by the Zimmerman High School Quarterback Club, 25900 4th Street West, with staging at Zimmerman High School/Middle School and ending at the City Park, approving the closing of certain roads, identified on the map provided for the duration of the parade.
 - k. Approve the use of the City Park for a bonfire and other Homecoming related activities from 7 – 9 p.m. on Wednesday, September 27, 2017, as requested by the Zimmerman Quarterback Club.

OPEN FORUM There was no one to address the Council during Open Forum.

PARK BOARD REPORT

No members were in attendance to present the report. Minutes were included in the packet for Council's review.

Smith/Brisbin unanimous to accept the May 2, 2017 Park Board Report as submitted.

LAW ENFORCEMENT REPORT

Patrol Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of activities for the month of April, 2017. The department received 361 calls for service, including 116 traffic stops with 36 offenses charged by citation, as opposed 320 calls for service in the same time period in 2016 and 313 calls in 2015. There were 6 thefts reported during the month of April, plus 2 crashes with injuries, 4 property damage vehicle crashes including a hit and run resulting in a DUI, and 6 property damage complaints received and investigated by the Sheriff's Department.

Stangler reported that this week is National Law Enforcement Memorial Week and the Sherburne County Board of Commissioners have approved a proclamation designating the same in Sherburne County. The 21st Annual Senior Day Out is scheduled for Wednesday, May 17, 2017 at the Friendly Buffalo in Big Lake.

Council agreed by unanimous consensus to accept the Law Enforcement Report for April, 2017, as presented.

PUBLIC WORKS REPORT

Recognition – MPCA Certificate of Compliance for Wastewater Treatment Plant

Public Works Director Johnson informed Council that the City has received a commendation from the MPCA for outstanding permit compliance in wastewater plant operation. Plant Operator Mike Gwynn accepted the award on behalf of the City at the annual MPCA Wastewater Operations Conference in March 2017. Council thanked Gwynn for a job well done.

Consideration of Safety Management Services

Johnson informed Council the City has used a local private vendor for safety training in the past, but would like to pursue more detailed training, program development and general safety assistance from a consultant. The Minnesota Municipal Utilities Association (MMUA) provides Safety & Compliance Management Program for cities and other public utilities, and has presented a proposal to staff. The proposal includes MMUA staff spending 1 day (8 hours) per month in the City conducting safety related training, reporting, documentation and record keeping, and assisting with general safety issues. MMUA would also serve as the City's representation

with OSHA for compliance, program development, grant funding, and in the response to OSHA inspections or catastrophic accidents.

MMUA's service is much more comprehensive and the on-site training, record keeping, and program development is invaluable given the limited time constraints of the current staff. MMUA has quoted a price of \$10,500 per year to provide this service, and would pro-rate that fee for the balance of 2017. Monies have been budgeted for safety training in the 2017 budget. If authorized to proceed, staff would prepare the 2018 budget to ensure department's budgets are sufficient or proportional amounts are budgeted to pay 2018 and subsequent year's expenses.

Council questioned if MMUA would be willing to provide service for the remainder of their fiscal year, ending September 30, 2017, and allow staff to make recommendation as to a yearly agreement at that time. Staff will verify the pro-rated terms of an agreement for the balance of MMUA's remaining fiscal year 2017.

Brisbin/Nathe unanimous to authorize staff to enter into an agreement with the Minnesota Municipal Utilities Association (MMUA) on behalf of the City for participation in a comprehensive City-wide safety program for the balance of MMUA's current fiscal year ending September 30, 2017, and authorize the City Administrator to sign said agreement on behalf of the City, as recommended by staff.

ADMINISTRATOR'S REPORT

Re-Investment of City Funds

Piasecki reported that one of the City's investments valued at approximately \$240,000 matured today. Staff would like to re-invest the proceeds with Multi-Bank Securities for a 4-year term.

Smith/Nathe unanimous to approve the re-investment of \$240,000 with Multi-Bank Securities (MBS) for a period of 4 years at a rate of 2.25% with Capital One Bank NA – McLean VA, authorizing a transfer from the City's MBS brokerage account in the amount of the cashed out investment by May 17, 2017 to complete the transaction.

Request for Advance of Municipal State Aid Funds

Engineer Bittner has requested Council adopt a resolution requesting MNDOT advance \$585,000 in Municipal State Aid System (MSAS) funding for the reconstruction of the streets in the 2nd Street West and 3rd Avenue South Reconstruction Project. The City would be borrowing 3-years allocation in advance for this project. Mayor Earenfight questioned if this advance meant the next reconstruction would be delayed for 3 years. Piasecki stated there will likely be a delay in actual reconstruction, but Council may see staff requests to complete the planning process and base surveys for future reconstruction projects in this time frame.

RESOLUTION #17-05-04 Nathe/Smith unanimous to adopt RESOLUTION #17-05-04, requesting an advance of \$585,000 in Municipal State Aid (MSAS) funding from the MN Department of Transportation (MNDOT) for the 2017 3rd Avenue South Improvement Project as recommended by staff and the City Engineer.

MAYOR/COUNCIL ITEMS

Mayor Earenfight identified the following upcoming events:

- May 20 – Passing the Bread Food Distribution – UMA Precision Machining
- May 25 – 29 Wild West Days activities throughout the City
- June 6 – Zimmerman Farmer's Market – City Park
- June 9 -- Zimmerman Area Chamber of Commerce Golf Tournament -- Princeton Golf Course

- June 17 – Zimmerman/Livonia Fire District Golf Tournament -- Princeton Golf Course
- June 24 – Passing the Bread Food Distribution – UMA Precision Machining

Prior to adjourning the meeting, Mayor Earenfight asked for a moment of silence in honor of US Military Personnel and their families.

Brisbin/Smith unanimous to adjourn the meeting at 7:25 p.m. Motion carried.

Approved this 5th day of June, 2017.

s/s Kary Tillmann, Clerk/Treasurer

Approved 06/05/2017