

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, MAY 21, 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 Brisbin, Mathison and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Johnson and Operations Coordinator Koehler.

**OATH OF OFFICE**

The Oath of Office was administered by Clerk/Treasurer Tillmann to Ronald Mathison, who was appointed at the May 7, 2018 meeting to fill the Council seat vacated by Jeremy Nathe.

**AGENDA APPROVAL**

**Brisbin/Whiting unanimous to approve the agenda as presented.**

**APPROVAL OF MINUTES**

**Whiting/Mathison unanimous to approve the minutes of the May 7, 2018 Regular Meeting as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #40033 - #40056, #40063 - #40073 and #40075 - #40079) in the amount of \$23,440.40 and electronic payments (e-check #1647 - #1648) in the amount of \$32,842.32 as presented.
- b. Authorize payment in the amount of \$6,118.11 (ck #40057) to Bjorklund Companies, LLC, for the purchase of red ballfield ag lime, as identified on Invoice #28282, with funds to be paid from the Park Department, as indicated by the Public Works Director.
- c. Approve payment to Metron-Farnier, LLC., in the amount of \$29,424.40 (ck #40058) for the purchase of water meters and related parts, as recommended by staff, with funds to be taken from the Water (601) and Sewer (602) budgets, as recommended by the Public Works Director.
- d. Approve liquor license renewals for the following establishments, for the period of July 1, 2018 – June 30, 2019, 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 – 3<sup>rd</sup> Street East
  - NVL2 LLC dba P & A Liquor (Off Sale) – 26025 – 3<sup>rd</sup> 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 – 3<sup>rd</sup> Street East
  - TJP Bowl, Inc., dba Zimmerman Bowling Alley (On-Sale) – 25920 Gateway Drive
- e. Approve the tobacco license application for Dollar General Store #19543, 12855 Fremont Avenue, Zimmerman, for the period of July 1, 2017 – June 30, 2018, as recommended by staff.
- f. Approve the tobacco license renewals for the following establishments, for the period of July 1, 2018 – June 30, 2019, pending receipt and acceptance of all application materials as recommended by staff:
  - Casey's General Store #3458 – 13140 Fremont Avenue
  - Dollar General Store #19543 – 12855 Fremont Avenue

- Frontier Liquor – 26207 Fremont Drive
  - Holiday Stationstore #239 – 26125 Highway 169
  - Jim’s Market – 26233 – 2<sup>nd</sup> Street East
  - P & A Liquor – 26025 – 3<sup>rd</sup> Street East
  - Speedway SuperAmerica #4535 – 26075 – 3<sup>rd</sup> Street East
  - Uptown Off-Sale – 25965 Main Street
- g. Approve the permit application for a public parade to be held on Friday, June 1, 2018, as requested by the Zimmerman High School Class of 2018, 25900 - 4<sup>th</sup> 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.
- h. Approve the permit application for a public parade to be held on Wednesday, September 19, 2018, as requested by the Zimmerman High School Quarterback Club, 25900 4<sup>th</sup> 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.
- i. Approve the license application for a Solicitor for the period of May 22, 2018 – May 21, 2019, for a mobile food truck for Wariya Thompson, dba High Thai Food, 27931 – 116<sup>th</sup> Street NW, Zimmerman, MN 55398.

**OPEN FORUM**

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

**PARK BOARD REPORT**

Member Jay Whiting provided an overview of the May 1, 2018 Park Board Meeting. The most notable item discussed was the Concession Building in Lions Park. The Park Board recommends the City remove the structure, which is located by the Randy Johnson fields, due to repeated vandalism and the need for significant building upgrades. Discussion was also held regarding the creation of a dog park within City limits. The Park Board is in favor of adding a dog park if an appropriate location can be determined.

**Brisbin/Mathison unanimous to accept the May 1, 2018 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, 2018. The department received 514 calls for service, including 196 traffic stops with 56 offenses charged by citation, not including long form or in-custody arrests. During the same period in 2017, there were 360 calls for service, and 320 calls in 2015. The department responded to 7 reported thefts during the month, plus 1 theft from a motor vehicle, 8 property damage vehicle crashes and 3 criminal damage to property complaints.

Stangler reminded residents that last year, there were a large number of car break-ins in the community shortly after school was out for the summer. He encouraged people to remove valuables from vehicles and lock car doors. Three arrests were made last year summer after a string of break-ins and thefts.

**Council agreed by unanimous consensus to accept the Law Enforcement Report for April, 2018, as presented.**

**FINANCE REPORT**

**Council Vacancy**

Clerk/Treasurer Tillmann reported that Councilmember Smith submitted her written resignation from the City Council effective May 8, 2018. Smith’s term expires on December 31, 2020. Because there is more than 2 years remaining of her term, a Special Election must be held to fill the vacancy at or before the next regular City Election, which happens in November of this year. Since a special election is necessary, Council must appoint

someone to hold the vacant position until voters elect a candidate to serve in the position at the Special Election. Staff recommends Council advertise the vacancy and solicit applications from interested persons for the seat.

**Whiting/Brisbin to accept resignation of Member Smith from the City Council effective May 8, 2018, and declare a vacancy on the City Council.**

Council agreed by unanimous consensus to advertise the vacancy in the City's legal newspaper and solicit applications from interested persons until 5:30 p.m. on Thursday, June 7, 2018.

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 Smith and Administrator Piasecki are signers on the accounts. Smith resigned her seat on the City Council effective May 8, 2018 and a new signer must be appointed. In order to maintain proper segregation of duties, staff requests the third signer be a Councilmember.

**Brisbin/Whiting to remove Member Smith as a signatory on all City Financial accounts, effective May 22, 2018.**

**RESOLUTION #18-05-01 Whiting/Brisbin unanimous to adopt RESOLUTION #18-05-01, authorizing Council Member Ronald Mathison as a signer in place of Member Beth Merwin-Smith on all City financial accounts, effective May 22, 2018.**

**ADMINISTRATOR'S REPORT**

Public Works Employee Re-classification

When the current compensation system was adopted in 2008, it included 2 compensation levels for Maintenance Technicians in the Public Works Department. Grade 3 was created for those employees holding minimum licensure for water and wastewater, plus a CDL. Grade 2 was created for any new hires in the Department that didn't have water, wastewater or CDL licensing at the time of hire.

Maintenance Technician Dallager was hired February 2017 at grade 2 since he did not have a commercial driver's license, or Class D water or wastewater licenses when hired. He was placed at step 2 due to his previous part-time employment with the City. Dallager has since received his commercial driver's license and served as a plow driver this past snow season. He has also tested and was awarded his Class D wastewater license and Class C water license, making him eligible to be re-classified to grade 3, step 1 of the 2018 pay scale.

Staff recommends and requests Council approve the re-classification of Public Works employee Chris Dallager to Maintenance Technician grade 3, step 1, at a rate of \$20.82 hourly, retroactive to April 29, 2018, as he has completed the licensing requirements for the Maintenance Tech position.

**Brisbin/Mathison unanimous to approve the re-classification of Maintenance Technician Dallager to grade 3, step 1 of the City's adopted 2018 salary schedule, at a rate of \$20.82/hour retroactive to April 29, 2018, as recommended by the Public Works Director and City Administrator.**

**MAYOR/COUNCIL ITEMS**

Mayor Earenfight identified the following upcoming events:

- May 24 – 28 Wild West Days activities throughout the City
- June 8 -- Zimmerman Chamber of Commerce Golf Tournament -- Princeton Golf Course

- June 9 – Zimmerman/Livonia Fire District Golf Tournament -- Princeton Golf Course
- June 23 – Passing the Bread Food Distribution – UMA Precision Machining, with setup on June 22

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

**Mathison/Whiting unanimous to adjourn the meeting at 7:24 p.m. Motion carried.**

Approved this 4th day of June, 2018.

s/s Kary Tillmann, Clerk/Treasurer

Approved 06/04/2018