

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, JUNE 5, 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 Nathe and Whiting. Members Brisbin and Smith were excused absent. Also present were Administrator Piasecki, Public Works Director Johnson and Engineer Bittner.

AGENDA APPROVAL

Whiting/Nathe unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Nathe/Whiting unanimous to approve the meeting minutes of the May 15, 2017 Regular Meeting as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #39065 - #39099) in the amount of \$39,933.52 and electronic payments (e-checks #1497 - #1501) in the amount of \$31,126.30 as presented.
- b. Authorize payment in the amount of \$5,600.00 (ck #39102) to Water Tower Clean & Coat, Inc., as payment for the interior cleaning of Water Towers #2 and #3, to be paid from Fund 601, as recommended by staff.
- c. Approve payment to Vessco, Inc., for the purchase and installation of 3 Rotork Model IQT electric actuator valves for the Wastewater Treatment Facility, in the amount of \$14,115.00 (ck #39101), as identified on Invoice #69660, with payment from Fund 602, as recommended by staff.
- d. Accept the Building Permit Summary Report for May, 2017 as presented.
- e. Approve tobacco 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:
 - Casey's General Store #3458 – 13140 Fremont Avenue
 - Frontier Liquor – 26207 Fremont Drive
 - Holiday Stationstore #239 – 26125 Highway 169
 - Jim's Market – 26233 – 2nd Street East
 - P & A Liquor – 26025 – 3rd Street East
 - Speedway SuperAmerica #4535 – 26075 – 3rd Street East
 - Uptown Off-Sale – 25965 Main Street
- f. Approve the permit application for public dances and entertainment to be held on the following dates in June, 2017, until 12:00 a.m., as requested by ZBG/Angeno's, 13100 Fremont Avenue, Zimmerman, MN 55398.
 - June 9, 2017
 - June 17, 2017
 - June 23, 2017
- g. Approve the permit application for a Solicitor's License for the selling of educational children's books for Sanita Aldina through Southwestern Advantage Book Sales, 720 – 6th Avenue N, St. Cloud, MN 56303, for the period of June 6, 2017 – June 5, 2018.

OPEN FORUM

There was no one present to address the Council during Open Forum:

PUBLIC WORKS REPORT

Engineer Bittner provided the following project updates:

Lift Station #1 Rehabilitation – Change Order #2 and Pay Request #5

Northern Plains Contracting, Inc. was contracted to perform the Lift Station #1 Rehabilitation. The project is now complete and the lift station is operational and functioning properly. The contract included an owner's allowance of \$12,000 for any contingency items that may have been needed during construction. This allowance was not utilized, so the contractor has submitted Change Order #2 to decrease the project contract price from \$169,630 to \$157,630. The contractor has also submitted Pay Request #5 (final) for close out project expenses incurred for the period of April 1 – 30, 2017. The pay request in the amount of \$8,104.85 has been reviewed by staff and the City Engineer. Engineer Bittner recommends approval of both Change Order #2 and Pay Request #5.

RESOLUTION #17-06-01 Nathe/Whiting unanimous to adopt RESOLUTION #17-06-01, approving Change Order #2, decreasing the contract price of the Lift Station #1 Rehabilitation by \$12,000, and approving Pay Request #5 (final) as submitted by Northern Plains Contracting, Inc., in the amount of \$8,104.85 (ck #39100), for expenses related to the Lift Station #1 Rehabilitation Project, as recommended by staff and the City Engineer.

2017 Pavement Preservation

Due to weather delays on other projects, the contractor will begin crack sealing the week of June 26th. Chip sealing will begin the week of July 11. Earenfight questioned if material storage areas have been determined. Johnson stated the contractor will be storing materials in the large cul-de-sacs in Pleasant Hills unless another site is located. No action taken.

2017 3rd Avenue South Improvement

Connexus Energy anticipates moving power poles later this week, or possibly the week of June 12th. The contractor will begin installation of temporary water main services and removal of blacktop the week of June 12th. Earenfight requested the Bolton & Menk inspector introduce himself to the property owners in the project area. Bittner stated he had met on site with Bud Malingois to discuss his concerns regarding emergency access and location of the curb line near his property. The contractor expects the project to be complete in approximately 10 weeks, and Bittner stated the contractor will be required to have the project complete prior to Labor Day weekend. No action taken.

Purchase John Deere R280 Disc Mower

Public Works Director Johnson reminded Council that at the May 1 meeting, Council granted approval to trade-in the City's New Holland Tv6070 tractor and John Deere 1445 commercial mower/deck, for a new non-current 2015 tractor, commercial mower and mower deck from Midwest Machinery. The City's existing ditch mower is in need of replacement after 20+ years of use and being rebuilt by staff many times. Johnson presented pricing on a new ditch mower, requesting permission to replace the existing equipment.

Nathe/Whiting unanimous to approve the acquisition of a John Deere R280 Disc (ditch) Mower from Midwest Machinery, Co., at a cost of \$12,150.00, to be paid from 101-49990-550.

Public Works Maintenance Technician Vacant Position

The Public Works Department is currently short two Maintenance Technicians due to a long-term medical leave and a recent resignation. The vacant position has been advertised and 40 applications were received. Staff has reviewed applications and selected 4 applicants for interviews, which were conducted last week. A recommendation for hire will be made at the June 19, 2017 Council meeting. No action taken.

Wastewater Treatment Plant Diesel Generator

Johnson advised Council that the back-up generator at the wastewater plant recently suffered mechanical failures. A repair contractor has estimated repairs to be approximately \$70,000. Staff has filed an insurance claim with the League of Minnesota Cities Insurance Trust (LMCIT), and the LMCIT adjuster has been on site advising that the

League will likely cover the repair costs plus 1 month of portable generator rental at approximately \$5,000 for the month. A portable generator has been placed on site to keep the plant operational should a power outage occur, and to keep the City in the Connexus Energy Peak Shaving Program. In times of peak electrical consumption, Connexus can turn off power to the waste plant, and the backup generator temporarily powers the operation. The annual discount to the City for participating in the Peak Shaving Program is approximately \$17,000.

Since the current generator is 18 years old and installed as part of the original plant construction, staff is researching costs of a new generator sized to power the existing plant operation, plus the next expansion. Staff is working with Eric Meester of Nero Engineering to adequately size the generator. Meester was part of the engineering design team that designed both the original plant and 2009 expansion. The amount of the repair cost would be paid by the LMCIT and would be applied to the cost of a new generator. Council agreed with staff to pursue the purchase of a new generator to replace the existing. More information will be presented on future agendas. No action taken.

ADMINISTRATOR'S REPORT –presented by Administrator Piasecki

Conditional Use Permit – Home Occupation Hair Salon

The Planning Commission met on May 24, 2017 to conduct a public hearing for a Conditional Use Permit (CUP) as requested by Keila Bibeau, for a home occupation hair salon in an attached garage at her property located at 13584 – 4th Avenue South. The garage space would be remodeled per the City Code if the CUP is granted, with off-street parking provided in the 3-stall wide driveway. The site is located in the southeast corner of County Highway 46 and 4th Avenue South. The Planning Commission recommends approval of the request.

Whiting/Nathe unanimous to approve the Conditional Use Permit application submitted by Keila Bibeau for a home occupation hair salon in the R-1 zoning district, to allow the construction and operation of a 1-chair hair salon in the third stall of an attached garage on the property located at 13584 – 4th Avenue South, Zimmerman, legally described as Lot 1, Block 5, Marturano Meadows, as recommended by the Planning Commission.

Community Shred Event

Council has approved a Community Shred Event for the past 7 years, which has been held in conjunction with the Annual Fire Department Open House. A vendor has been stationed at City Hall to collect and shred documents dropped off by residents, as well as City records ready for destruction per the approved record retention schedule. Staff is requesting authorization to schedule a 2017 Shred Event.

Nathe/Whiting unanimous to approve a Community Shred Event for Saturday, September 9, 2017 and authorize staff to engage a vendor for said event at City Hall.

MAYOR/COUNCIL ITEMS

Payment for Fire Board Meeting Attendance

When the City Council established the “Special Meeting” rate for Council members for attending Special Meetings, Council agreed that attendance at Fire Board meetings would be compensated at the Special Meeting rate. However, the motion specifically identified that the Mayor, if a Fire Board representative, would not be paid to attend Fire Board meetings. Due to the time spent reviewing materials and preparing for meetings, it is appropriate that a Fire Board representative who also holds the Mayor seat, should be eligible to be compensated if attending Fire Board meetings.

Nathe/Whiting unanimous to authorize special meeting pay for the Mayor and City Council members appointed to the Joint Fire Board for attendance at Fire Board Meetings.

Due to a lack of agenda items, Council agreed to cancel the Committee of the Whole Meeting scheduled for Monday, June 12, 2017

Mayor Earenfight noted the following upcoming events:

- Tuesdays – Farmer’s Market – 2:30 – 6 p.m. -- City Park
- June 9 – Zimmerman Chamber of Commerce Golf Tournament – Princeton Golf Course
- June 16 – 18 – ZAYAA Baseball Tournament – City Park
- June 17 – Zimmerman/Livonia Fire Department Golf Tournament – Princeton Golf Course
- June 23 - 25 – ZAYAA Baseball Tournament – City Park
- June 24 – Passing the Bread Food Distribution – UMA Precision Machining

On behalf of the City Council, Mayor Earenfight extended gratitude to the Zimmerman Civic Club for a successful Wild West Days event.

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

Whiting/Nathe unanimous to adjourn the meeting at 7:33 p.m. Motion carried.

Approved this 19th day of June, 2017.

s/s Kary Tillmann, Clerk/Treasurer

Approved 06/19/2017