

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, JANUARY 25, 2016**

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 Nathe, and Smith. Also present were Clerk/Treasurer Tillmann and Public Works Director Johnson.

AGENDA APPROVAL

Nathe/Brisbin unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Mathison/Smith unanimous to approve the minutes of the January 4, 2016 Regular Meeting as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #37730 - #37773) in the amount of \$45,885.00 and electronic payments (e-check #1277 - #1284) in the amount of \$39,044.82 as presented.
- b. Authorize payment in the amount of \$7,708.00 (ck #37775) to the League of Minnesota Cities Insurance Trust as payment for the final audit adjustment for 2014 – 2015 Worker’s Compensation coverage, as recommended.
- c. Authorize payment in the amount of \$9,729.00 (ck #37776) to DJ Electric Services, Inc., as final payment for electrical work related to the installation of four (4) Variable Frequency Drives (VFDs) on the blowers at the Wastewater Treatment Plant, as part of the VFD project approved by the City Council on August 3, 2015, with funds to be taken from the Sewer Fund (Fund 602), as recommended by staff.
- d. Approve the interfund loan payment to the Sewer Fund (Fund 602) in the amount of \$9,173.51, for redevelopment purposes, as authorized in Resolution #2014-10-03 and EDA Resolution #2014-10-02.
- e. Approve the interfund loan payment to the Water Fund (Fund 601) in the amount of \$9,440.00 for the purchase of the New Holland Tractor, as authorized in Resolution #2014-11-02.
- f. Accept the Investment/Funds Report of December 2015 as presented by the Clerk/Treasurer.
- g. Accept the Monthly Budget Report for December 2015 as presented.
- h. Approve the license application for three (3) Billiard Tables for the period of January 1 – December 31, 2016, for ZBG/Angeno’s Pizza, Pasta and Bar, 13100 Fremont Avenue, Zimmerman, as requested.
- i. Approve the license application for a Bingo Operator for the Zimmerman/Livonia Fire Department Relief Association, 13028 Fremont Avenue, Zimmerman, for the period of January 1 – December 31, 2016, to conduct bingo at the following locations:
 - ZBG/Angeno’s Pizza, Pasta and Bar, 13100 Fremont Avenue, Zimmerman
 - Zimmerman Bowling Alley, 25920 Gateway Drive, Zimmerman
- j. Approve the license application for five (5) Electronic Entertainment Devices for the period of January 1 – December 31, 2016, for ZBG/Angeno’s Pizza, Pasta and Bar, 13100 Fremont Avenue, Zimmerman, as requested.
- k. Approve the Sewer & Water Installer License Application for Ryan Sarkinen, dba RC Grading & Excavating, PO Box 405, Montrose, MN 55363, for the period of January 1 – December 31, 2016.

OPEN FORUM

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

PARK BOARD REPORT

Barry Wendorf, Park Board Chair, presented a report of the January 5, 2016 Park Board Meeting. The Park Board has been working on a survey to be distributed to City and Township residents regarding parks and recreational opportunities within City limits. Wendorf reviewed the draft survey with the Council and requested approval to distribute the survey with an upcoming utility bill. Tillmann reported that the survey link will be accessible on the City's website and an informational bulletin with the survey link will be advertised on the City's Cable Access Channel. Staff has contacted Livonia Township, and the Township has agreed to include the survey link in their next newsletter, which will be distributed in early February.

Council agreed by unanimous consensus to allow the park board survey to be distributed by staff as requested by the Park Board and to coordinate distribution to Township residents with Livonia Township staff.

Wendorf also reported that there are currently two vacancies on the Park Board. Applications and information are available from staff at City Hall.

Mathison/Brisbin unanimous to accept the minutes of the January 5, 2016 Park Board meeting as presented.

PUBLIC WORKS REPORT – presented by **Public Works Director Johnson**

2016 Water/Sewer Fund Budgets

Public Works Director Johnson presented the 2016 Water and Sewer Fund budgets for review and consideration. Both revenues and expenditures have remained consistent compared to 2015. Staff is currently looking into purchasing new water meters or upgrading meter reading equipment due to changes in technology and the age of existing meters in properties. More information will be provided later in the year as it becomes available. There are funds included in the budget to cover the cost of a portion of any new meters or new technology if it is necessary to make a change yet this year. However, Johnson stated that the process will likely be funded across more than one budget cycle.

Brisbin/Nathe unanimous to approve the proposed 2016 Water (601) and Sewer (602) Fund budgets as presented and as recommend by staff.

LAW ENFORCEMENT REPORT

Patrol Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of activities for the month of December, 2015, drawing attention to the Youth Hunter Safety Field Day/Practical Exam scheduled for March 25. The Field Day is for those youth aged 11 and older that have completed the online Hunter Safety course. Pre-registration is required through the Sheriff's Department.

In December, the Sheriff's Department responded to 313 calls for service, compared to 324 calls in 2014 and 315 in 2013. Seventy-two (72) traffic stops were initiated with 29 charged by citation, not including long-form complaints. Two burglaries are currently under investigation. Eleven thefts were reported, with 5 currently being investigated, 1 resolved with an arrest, 2 determined to be civil in nature and 3 unresolved at this point. The Department responded to 10 property damage vehicle accidents including 1 with an injury and 5 criminal damage to property complaints.

Stangler reported that the Department continues to receive reports of thefts, damage to property and trespassing complaints in and near the new residential construction in Maefield Estates. Some calls have resulted in several thousand dollars of damage to properties under construction. The Sheriff's Office is asking anyone in the area who notices any suspicious activity to call the Sheriff's Department. Officers are providing extra patrol in the area as well.

Council agreed by unanimous consensus to accept the Law Enforcement Report for December, 2015, as presented.

FINANCE REPORT – presented by Clerk/Treasurer Tillmann

Report of Pay Equity Compliance

The City is required by statute to submit a report of Pay Equity Compliance every three years. 2015 is a required reporting year for the City, with the 2015 compliance report due on January 31, 2016. Tillmann presented the completed report to Council for review and discussion.

Mathison/Smith unanimous to accept the 2015 Report of Pay Equity Compliance as presented, and authorize the Mayor to sign said report prior to submission, on file in the City Clerk's Office, as recommended by staff.

Letter of Support – MCFOA Regional Vice President

Tillmann reported that she has recently been nominated by the Region IV membership of Minnesota Clerks and Finance Officers Association (MCFOA) to serve as a Regional Vice President of the MCFOA for a 2-year term (March, 2016 – March, 2018). The MCFOA is a professional organization that provides training and educational opportunities for Municipal and Township Clerks and Finance professionals to better carry out job functions and responsibilities. Tillmann has been an active member of the MCFOA since 2002. Region IV is the geographical region that Zimmerman is located within.

Responsibilities for a Regional Vice President position with the MCFOA include coordinating trainings and educational opportunities for members in the regional area, approximately 4 – 6 times per year. As part of the application process, a letter of support from the City Council to serve in this capacity is required. Tillmann respectfully requested the support of the Council to move forward through the selection process.

Brisbin/Smith unanimous to support the application of Clerk/Treasurer Tillmann for Region IV Vice President for the Minnesota Clerks and Finance Officers Association (MCFOA) for a two-year position, and authorize the Mayor to sign a letter of support on Tillmann's behalf.

MAYOR/COUNCIL ITEMS

Upcoming Events

- Passing the Bread Food Distribution - Saturday, January 30th, 9 – 11 a.m. at the Sherburne County Public Safety Building
- Chamber of Commerce Business and Community Expo – March, 12, 2016, at Zimmerman High School.

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

Brisbin/Nathe unanimous to adjourn the meeting at 7:29 p.m. Motion carried.

Approved this 1st day of February, 2016.

s/s Kary Tillmann, Clerk/Treasurer