

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, FEBRUARY 10, 2014**

- CALL TO ORDER** The Committee of the Whole 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, Clough and Mathison. Member Merwin was excused absent. Also present were Administrator Piasecki and Public Works Director Horvath.
- AGENDA APPROVAL** **Brisbin/Clough unanimous to approve the agenda as presented.**
- OPEN FORUM** There was no one present to address the Council during Open Forum.

Equipment Upgrade for Web Broadcasting of Council Meetings

Dustin Hoepfer, who provides cablecast broadcast services for the City, updated Council on equipment necessary to web broadcast City Council meetings. Council had authorized purchase of equipment for webcast in 2013, but the equipment was not acquired. During research, Hoepfer found the webcast equipment would not be compatible with the City's television broadcast equipment if upgraded. Several components of the television broadcast equipment have failed over the past few years, and the system is becoming obsolete. Council did consider replacement of the broadcast equipment in 2013, however no decisions were made.

Hoepfer presented quotes from two vendors proposing to replace the City's existing television broadcast equipment, cameras, character generator and adding webcast capabilities. The quotes are comparable and are in the \$72,000 - \$75,000 range. EPA Audio Visual, Inc., the vendor of the current equipment, is the lowest quote and Hoepfer recommends the City consider the proposal from EPA if they wish to upgrade.

Council discussed the need to upgrade and update the equipment and add the webcast capability. Hoepfer will obtain updated quotes from vendors for Council consideration at an upcoming meeting.

2014 Water/Sewer Fund Budgets

Public Works Director Horvath presented proposed 2014 Water/Sewer Fund Budgets and department updates, and questioned if Council had any specific questions. Hearing none, Horvath summarized the Water Fund Budget. Previously, Council approved the addition of a Part-Time temporary employee for the Water Fund, and \$8,000 have been included for wages, plus increases for limited benefits, including Social Security and Medicare. The Zimmerman High School Guidance Counselor has been made aware of potential opportunity for students to apply. Expense lines #240, #344, #401, #408 and #460 show amounts necessary to repair and replace equipment and components, insulate the 6th Ave Water Plant exterior walls, and pay for contract tower inspections. Horvath stated the City's inclining rate structure appears to be working as a deterrent to high water consumption. The State also is proposing to increase water appropriation permit amounts, which if adopted, will increase the city's production expenses.

Discussion of the Sewer Fund Budget included an update on a computer board failure at the SBR which required staff to manually operate the plant for a short time. Horvath indicated the board has been bypassed and the plant is currently functioning correctly. Alternate control equipment is on order for approximately \$14,000 and will be installed in 2-3 weeks. The \$150,000 expenditure for a crane truck has been proposed in the sewer budget, however Horvath requested that amount be shifted to a capital equipment line instead. Engineer Bittner is preparing a feasibility study to replace lift station #7 behind the fire hall, with a new deeper station approximately 200 feet east of

the current location. Horvath believes the lift station work to be more critical at this time than the crane truck. It is expected the City could acquire and assemble a new truck chassis, work box and crane unit for approximately \$65,000, based on discussions with owners of similar vehicles. The City can utilize proposed tower lease revenues at the SBR to finance the truck acquisition when necessary. Computer upgrades are necessary in the departments, and the 2014 budgets will incur expenses to replace existing units.

The SBR expenses were summarized, with anticipated increases to the chemical and electric expense lines. Other expenditures appear in line with past budgets. Clough questioned if any of the electrical needs could be met using solar options. Horvath informed Council the SBR and water plants “are on the list” with Connexus Energy to possibly receive solar equipment to supply partial power. More information will be provided in the future. Council had no further questions regarding the 2014 Water/Sewer Fund Budgets.

COMMUNICATIONS & MISCELLANEOUS BUSINESS

Mayor Earenfight noted the following events and activities:

- City offices will be closed February 17th in observance of President’s Day
- Passing the Bread will hold a Food Distribution on February 22nd from 8 – 10 a.m. at the Sherburne County Public Safety Building
- The Chamber of Commerce Business Expo will be held on March 15th at the Zimmerman High School from 10 a.m. – 2 p.m.

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

Mathison/Brisbin unanimous to adjourn the meeting at 8:09 p.m.

Approved this 24th day of February, 2014.

s/s Randy Piasecki, City Administrator

APPROVED 02/24/2014