

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, APRIL 6, 2015**

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, Merwin and Nathe. Member Mathison was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Johnson.

AGENDA APPROVAL

Brisbin/Nathe unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Merwin/Brisbin unanimous to approve the meeting minutes of the March 16, 2015 Regular Meeting as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #36962 - #37004) in the amount of \$63,504.44 and electronic payments (e-checks #1160 - #1165) in the amount of \$58,713.36 as presented.
- b. Accept the Building Permit Summary Report for March 2015 as presented.
- c. Approve the League of Minnesota Cities Worker's Compensation Policy renewal as presented and authorize premium payment in the amount of \$27,554.00 (ck#37006) to the League of Minnesota Cities Insurance Trust as presented and as recommended by staff.
- d. Approve payment to Hawkins, Inc., in the amount of \$5,756.85 (ck#37005) for bulk chemicals to be used at the Wastewater Treatment Plant as identified on Invoice #3702154, with funds to be paid from the SBR budget in the Sewer Fund, as authorized by the Public Works Director.
- e. Approve payment to the Sherburne County Auditor/Treasurer's Office in the amount of \$14,012.00 (invoice #8644) for 2015 Appraisals of Real Estate and Personal Property and Mobile Homes by the Sherburne County Assessor's Office (ck #37007), as recommended by staff.
- f. Approve the license application to operate Bingo for the period of January 1 – December 31, 2015 for Kraigger's Inc., dba The Whistling Pickle, 12606 Fremont Avenue, Zimmerman, MN 55398.
- g. Approve an event permit application for a 5K Run to be held on Saturday, April 11, 2015, as requested by the Glen Bye Foundation/Zimmerman High School Baseball Team, 25959 4th Street West, with staging at the Zimmerman High School, and approve the closing of certain roads, identified on the map provided, for the duration of the event.
- h. Approve an event permit application for a 4-mile Run/Walk to be held on Saturday, May 25, 2015 as part of Wild West Days activities, as requested by the Jacob VanHoever Memorial Scholarship Fund, with staging at Fitness Evolution, 26275 Fremont Drive, and approve the closing of certain roads, identified on the map provided, for the duration of the event.

OPEN FORUM

There was no one present to address the Council during open forum.

LMCIT INSURANCE RENEWAL

Randy Hadaway, Agent, Liberty Insurance, was present to provide renewal information for the City's property and liability insurance policies. Coverage has been bound since March 7, 2015. Overall, the policy reflects a 7% decrease for property and liability insurance over the previous year. There were some changes to the City's property values, some relatively small base rate changes, and the influence of the new liability rating plan from the League. Also in the 2014, the revised Law Enforcement Contract with the Sherburne County Sheriff's Department was approved, saving the City approximately \$6,000 in liability premium. Hadaway also explained

that the experience rating for Worker's Compensation insurance decreased from 1.48 to 1.25, which decreases the Worker's Compensation premium by 17% from 2014-2015 levels.

Nathe/Brisbin unanimous to authorize payment to the League of Minnesota Cities Insurance Trust in the amount of \$74,086.00 (ck #37006) to the League of Minnesota Cities Insurance Trust, for the 2015 – 2016 plan year, as recommended by staff.

Brisbin/Merwin unanimous to not waive the statutory liability limits of municipal tort liability, as recommended by staff and the Insurance Agent.

FIRE PROTECTION REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of March, 2015. The Department responded to 4 medical assists, 1 fire alarm, 2 grass fires, and 4 residential house fires. Burning restrictions are currently in place. Maloney is looking to fill 4 vacant Firefighter positions within the Department. Daytime volunteers are preferred, but any availability will be considered.

The Department will be working with local emergency response agencies and the Zimmerman High School on a mock car crash on May 21st. This year's focus will be distracted driving. The ISO review is completed and results will be available in approximately 6 months. Maloney appreciates the assistance provided by City Staff to complete the review.

Council accepted the Fire Department Report for March, 2015 by unanimous consensus as presented.

PUBLIC WORKS REPORT

Feasibility Study – Lift Station #2 Force Main Replacement

At the March 16, 2015 Council meeting, Engineer Bittner updated the Council on potential projects as part of the County's relocation of Fremont Drive. Bittner suggested Council consider authorizing a feasibility study of the proposed project or projects to comply with Chapter 429, allowing the City to consider the use of assessments to partially fund the infrastructure projects.

RESOLUTION #2015-04-01 Brisbin/Nathe unanimous to adopt RESOLUTION #15-04-01 ordering a feasibility study for the proposed Lift Station #2 forcemain replacement and Fremont Drive Street and Utility Improvements, as recommended by staff and the City Engineer.

Public Works Operations Coordinator Position Appointment

Johnson advised that staff reviewed applications and interviewed candidates for the Public Works Operations Coordinator position vacated with Johnson's appointment to Public Works Director. Staff recommends the hiring of Keith Koehler, based on his interview, background, municipal government and supervisory experience and licensure requirements.

Brisbin/Nathe unanimous to approve the appointment of Keith Koehler to Public Works Operations Coordinator, with a start date of April 21, 2015, at 2015 Level 5, Step 3 (\$27.18 per hour), as recommended by the Public Works Director and the City Administrator.

ADMINISTRATOR'S REPORT –presented by Administrator Piasecki

2015 Farmer's Market Use Agreement

In the spring of 2012, the Zimmerman Farmer's Market relocated to Lions Park for the weekly Farmer's Market. The Market is scheduled to start their summer season in mid-May. Staff recommends granting the 2015 User Agreement, as requested by the Farmer's Market Association.

Brisbin/Merwin unanimous to approve the Agreement for Use of Property for a Farmer's Market between the City of Zimmerman and the Zimmerman Farmer's Market Association, for the period of May 1 – November 1, 2015, as recommended by staff.

Planning Commission Report of April 1, 2015

Casey's Retail Company has entered into a purchase agreement to acquire Lot 1, Block 1, City Center, and proposes to construct a Casey's General Store on said property. All applicable plans, specifications, surveys, site plans, etc., have been submitted to the City. Staff has forwarded plan sets on for engineering review and to the contract building inspection services for permit review. Based upon information submitted and reviewed, the submission appears to be in order to grant site plan approval.

Engineer Bittner has provided his summary review of grading and drainage issues to Casey's engineer and they have provided revisions and explanation as requested. The second submission has minor modifications Bittner would like to discuss, but would not preclude a site plan approval. Building plans appear to be in order and can be issued soon after site plan approval is granted.

Utility service will be installed by tapping the existing water and sewer mains in the City Outlot immediately west of the site. The driveway serving Tinkertown Station will have to be cut and patched in order to access the mains. Then entire City Outlot is under a utility easement, with Tinkertown allowed to use the property as a drive access due to the former 10th Street West vacation.

The Planning Commission unanimously to recommend Council approval of the site plan as submitted by Casey's Retail Company for a Casey's General to be constructed on Lot 1, Block 1, City Center, with the following conditions:

1. City Engineer approval of grading and storm water management plans.
2. Landscaping of the entire site in accordance with City Code, including the installation of a minimum of 4" of black dirt prior to the sodding or seeding of the lot.

Mayor Earenfight declared a recess at 7:32 p.m. and reconvened the meeting at 7:35 p.m.

Nathe/Merwin unanimous to approve the Casey's site plan as submitted by Casey's Retail Company for a Casey's General to be constructed on Lot 1, Block 1, City Center, with the following conditions, and as recommended by staff and the Planning Commission:

1. City Engineer approval of grading and storm water management plans.
2. Landscaping of the entire site in accordance with City Code, including the installation of a minimum of 4" of black dirt prior to the sodding or seeding of the lot.

Brisbin/Nathe to accept the minutes of the April 1, 2015 Planning Commission meeting as presented.

City Hall Server Upgrade

Staff was notified in early 2015 that the software of the existing server would no longer be supported by the manufacturer as of June 1, 2015. The City's technology consultant, RB's computer Service, has provided an estimate for a replacement server. The estimate does not include labor to set up the new equipment, which is

anticipated to be 10 – 14 hours. This is not a budgeted item, however, there are funds available in the 2015 budget to cover the upgrade.

Brisbin/Merwin unanimous to approve the purchase of a Lenovo Think Server and related software and equipment from RB’s Computer Service, at a cost of \$5,043.92 plus labor, as identified on Estimate #546, with funds to be split between the General Fund, and Water and Sewer Funds, as recommended by staff.

MAYOR/COUNCIL ITEMS

Mayor Earenfight noted the following upcoming events:

- April 7 – Senator Benson/House Speaker Daudt Town Hall Meeting – 7 p.m. City Hall
- April 7 – Zimmerman Steering Committee – ZHS/ZMS Media Center – 7 p.m.
- April 13 -- Due to a lack of agenda items, Council agreed to cancel the Committee of the Whole Meeting scheduled for Monday, April 13
- April 20 – Local Board of Appeal and Equalization – 9:00 a.m. City Hall
- April 25 – Passing the Bread Food Distribution – Sheriff’s Department Public Safety Building 8 – 10 a.m.

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

Merwin/Brisbin unanimous to adjourn the meeting at 7:47 p.m. Motion carried.

Approved this 20th day of April, 2015.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 04/20/2015