

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, APRIL 7, 2014**

**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 Clough, Mathison and Merwin. Member Brisbin was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann and Public Works Director Horvath.

**AGENDA APPROVAL**

**The agenda was approved by unanimous consensus as presented.**

**ACCEPTANCE OF DONATION**

**RESOLUTION 14-04-01**

**Clough/Merwin unanimous to adopt RESOLUTION #14-04-01, accepting the donation of a wall hanging for the City Council Chambers valued at \$650.00 from Ron Mathison.**

**APPROVAL OF MINUTES**

**Mathison/Clough unanimous to approve the minutes of the March 17, 2014 Regular Meeting of the City Council as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #35960 - #36007) in the amount of \$62,098.01 and electronic payments (e-check #1009 - #1014) in the amount of \$61,501.71 as presented.
- b. Accept the Building Permit Summary Report for March, 2014, as presented.
- c. Approve the League of Minnesota Cities Insurance Trust Worker's Compensation policy renewal as presented and authorize premium payment in the amount of \$33,376.00 (check #36008) to the League of Minnesota Cities Insurance Trust, as presented and as recommended by staff.
- d. Approve payment to Total Control Systems, Inc., in the amount of \$12,825.00 (check #36010) for a computer board upgrade for the Wastewater, as presented and as recommended by staff.
- e. Approve payment to the Sherburne County Auditor/Treasurer's Office in the amount of \$13,998.00 (ck #36009) for 2014 Appraisals of Real and Personal Property and Mobile Homes by the Sherburne County Assessor's Office (invoice #8545), as recommended by staff.
- f. Approve the donation of \$500 to the Zimmerman High School Booster Club for the 2014 All-Night Graduation Party, from account #101-41110-490.
- g. Approve the Bingo Operator License Application for Kraigger's Inc., dba The Whistling Pickle, 12606 Fremont Avenue, PO Box 9, Zimmerman, MN 55398, for the period of January 1 - December 31, 2014.
- h. Approve the permit application for public dances and entertainment to be held May 23 - 25, 2014, until 1:00 a.m., as requested by Kraigger's Inc., dba The Whistling Pickle, 12606 Fremont Avenue, PO Box 9, Zimmerman, MN 55398.
- i. Approve the permit application for public dances and entertainment to be held Saturday, May 24, 2014 from 7:30 - 11:30 p.m. and Sunday, May 25, 2014, from 1:00 - 5:00 p.m. at the Zimmerman City Park in conjunction with Wild West Days, as requested by the Zimmerman Civic Club, PO Box 336, Zimmerman, MN 55398.
- j. Adopt **RESOLUTION #14-04-02**, approving a Temporary On-Sale Liquor License for the Zimmerman Lions Club for Wild West Days to be held May 22 - 25, 2014, to be used in designated areas at the City of Zimmerman Municipal Park.

**OPEN FORUM**

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

## **LAW ENFORCEMENT REPORT**

**Patrol Captain Bob Stangler, Sherburne County Sheriff's Department**, provided an overview of activities for the month of March, 2014. The department received 388 calls for service, including 170 traffic stops with 55 offenses charged by citation, as opposed 402 calls for service in the same time period in 2013 and 314 calls in 2012. There were a number of thefts including several gas drive offs, theft of medication, and money from laundry machines at one of the apartment buildings.

Stangler reported that April is Distracted Driving Awareness Month and reminded residents of the "Move Over Law", requiring drivers to move over one lane for authorized emergency vehicles stopped on or next to street or highway. Two seminars targeting teen drivers will be held in the near future. Information can be found in the most recent Preserving the Peace newsletter available from the Sheriff's Department.

**Council agreed by unanimous consensus to accept the Law Enforcement Report for March, 2014, as presented.**

## **FIRE DEPARTMENT REPORT**

**Fire Chief Ryan Maloney** presented the Fire Department report for the month of March, 2014. The Department responded to 3 medical assists, 1 gas leak, 4 injury accidents, 2 fire alarms, residential garage fire and an oven fire. Maloney reported that during the April test of the Civil Defense Sirens, the City's sirens did not activate. He is working with the County Emergency Operations Staff and Nelcomm, and determined that there is a siren somewhere in the County that is cancelling out the City's siren. The County has developed a contingency plan for activating the City's sirens in case of inclement weather. Maloney also reported that burning permits are now required and burning restrictions will likely be put in place around April 14.

**Council accepted the Fire Department Report for March, 2014 by unanimous consensus as presented.**

## **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, 2014. Overall, the policy reflects a 2.6% increase for property and liability insurance. The greatest increases were to municipal liability which includes increases due to the number of households and sewer connections. The updated executed Law Enforcement contract reduced the City's premium by \$6,800. Hadaway also explained that the experience rating for Worker's Compensation insurance increased from 1.18 to 1.48, which increases the Worker's Compensation premium by \$9,000 over 2013-2014 levels.

**Merwin/Clough unanimous to approve the 2014 - 2015 League of Minnesota Cities Insurance Trust policy renewal as presented, and authorize premium payment to the League of Minnesota Cities Insurance Trust as recommended by staff.**

## **PUBLIC WORKS REPORT**—presented by **Public Works Director Horvath**

### **Preliminary Engineering Report – Lift Station #7**

Horvath reported that Bolton & Menk has prepared a Preliminary Engineering Report on the proposed relocation and improvement of Lift Station #7, which is located in the rear yard of a single family home immediately south of the Fire Station. The current station lacks sufficient pump size and capacity to operate efficiently. Increased demand on the existing structure will soon require improvement by adding new higher capacity pumps and replacement of force main. Staff proposes to relocate and reconstruct it as a larger station approximately 250 feet to the east, on city-owned property immediately south of City Hall. The alternative as proposed would relocate the structure, increase pump capacity and increase the size of the lift station. This will enable the station to continue to provide service now and in the future, utilizing the existing force main.

The estimated project cost to reconstruct and relocate the station is \$256,000, or \$234,000 to simply reconstruct the station in the existing location. Horvath requested Council accept the report and authorize the order of plans and specifications.

**RESOLUTION #14-04-03 Mathison/Clough unanimous to adopt RESOLUTION #14-04-03, accepting the Preliminary Engineering Report for Lift Station #7 Replacement prepared by Bolton & Menk, and order final plans and specifications, as recommended by staff and the City Engineer.**

Maintenance Technician Position

Maintenance Technician Bruce Hooker submitted his resignation effective July 12, 2014. Staff requests Council authorize advertisement of the position to fill the upcoming vacancy, with an anticipated start date of June 16, 2014. Maintenance Technician DeGreeff has taken over the responsibilities of Safety Director.

**Clough/Merwin unanimous to authorize staff to advertise a position opening for Maintenance Technician, as requested and as recommended by staff.**

Work Boot Policy

Staff presented a draft Protective Footwear Policy for Council consideration which would require the use of specific protective footwear when in the field, shop, facilities, or operating equipment. Minimum standards are identified in the draft policy, which will be provided to staff upon approval of the policy.

**Mathison/Clough unanimous to accept the Protective Footwear Policy as presented and as recommended by staff.**

Mayor Earenfight declared a recess at 7:41 p.m. and reconvened the meeting at 7:43 p.m.

**ADMINISTRATOR'S REPORT –presented by Administrator Piasecki**

Equipment Upgrade for Web Broadcasting of Council Meetings

On several occasions in 2013, Council discussed upgrading the cable equipment for cable cast and web broadcasting of City Council meetings. The equipment is over 10 years old and components continue to fail. Council requested updated quotes from vendors at the February 10, 2014 COW meeting. Dustin Hoepfer, who provides cablecast broadcast services for the City has received quotes from 2 vendors regarding updating and upgrading the system. Proposals were included in the packet for Council review and consideration.

Further compounding issues with the equipment was an electrical transformer failure at City Hall on March 27<sup>th</sup>. Power was restored shortly after the failure, but staff has been unable to restart the character generator for the public access channel, and tests of the broadcast system have failed. A technician from EPA, the vendor who services the equipment, has reviewed the broadcast system in an attempt to restore the system and return it to operation. However, the outage caused the loss of the internal and external power supplies feeding the equipment. Without replacement of these components, the technician was unable to determine if any other problems exist with the system.

Staff recommends the replacement and upgrade of the system rather than continue with temporary fixes. Hoepfer was present to answer questions of council, stating he preferred the quote from EPA as they are currently servicing the equipment, have a good understanding of the City's needs and have been pretty responsive to requests for service. He anticipates the upgrade to happen in 6 – 8 weeks, depending on equipment availability and EPA's schedule, but he'll have a better idea once they are contacted. Staff suggests the expenses to upgrade the system be paid with Uncommitted Fund Balance.

**RESOLUTION #14-04-04 Mathison/Merwin unanimous to adopt RESOLUTION #14-04-04, accepting the quote from EPA Audio visual in the amount of \$72,509.71, for the replacement and upgrade of the cable access system with funds to be taken from Uncommitted Fund Balance, as recommended by staff.**

**MAYOR/COUNCIL ITEMS**

Mayor Earenfight noted the following upcoming events:

- April 14 – The Committee of the Whole Meeting was cancelled due to a lack of agenda items.
- April 21 -- Local Board of Appeal and Equalization – 9:00 a.m. in the Council Chambers at City Hall  
Residents wanting to appear should contact the Sherburne County Assessor’s Office for scheduling.
- April 26 – Passing the Bread Food Distribution – 8 – 10 a.m.; Sherburne County Public Safety Building. Set up occurs on Friday morning at 9 a.m.

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

**Mathison/Clough unanimous to adjourn the meeting at 7:52 p.m. Motion carried.**

Approved this 21st day of April, 2014.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 04/21/2014