

**MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, APRIL 8, 2013**

**CALL TO ORDER**

The Committee of the Whole meeting of the Zimmerman City Council was called to order at 7:02 p.m. at City Hall by Mayor Dave Earenfight, followed by the Pledge of Allegiance.

**ROLL CALL**

Present: Mayor Earenfight, Council Members Brisbin, Clough, Laney and Mathison. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann and Public Works Director Horvath.

**AGENDA APPROVAL**

**Laney/Clough unanimous to approve the agenda as presented.**

**OPEN FORUM**

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

**ORDER OF DISCUSSION**

**Equipment Upgrade for Web Broadcasting of City Council Meetings**

At the April 1 meeting, Member Mathison requested discussion on the possibility of upgrading broadcast equipment to allow for web broadcasting of Council meetings. Dustin Hoyer, who provides cablecast broadcast services to the City, was present to discuss options available to the Council. Currently, not all residents have access to the cable access channel through the cable service providers. A broadcast and replay through the website would allow most residents to have access to Council meetings through cable or internet service providers.

Livestream.com is one possibility; however, it only allows for one camera angle and does not allow for any sound control in the room.

EPA Audio Visual, who installed the cablecast equipment originally, has provided a quote in the amount of \$2,432 for an additional piece of equipment that would allow for live streaming and rebroadcasting of meetings on the City's website. Meetings could be recorded as they currently are, with titles and sound control, and then sent in a digital format through the additional equipment and uploaded to the website. The price quote does not include installation, but Hoyer believes that if it were simple enough, he would be able to complete the install. Council requested Hoyer contact EPA to see if we could try the equipment to see how it works before approving the purchase and installation.

Hoyer also reminded Council the current equipment, which is analog based, has not been upgraded for at least 10 years. With technology moving towards more digitally based functions, it may be an opportune time to start considering a system upgrade. Council suggested Hoyer also ask for recommendations for system overhaul. Hoyer will attempt to secure an answer by the April 15<sup>th</sup> meeting.

Mayor Earenfight declared a recess at 7:16 p.m. and reconvened the meeting at 7:18 p.m.

**Proposed Resident Survey on City Hall Office Hours**

Mayor Earenfight stated that by his calculation, there have been nearly 100 meetings and 5 Business Expos since Council changed City Hall office hours to four days per week. He has not received any complaints from residents about City Hall only being open 4 days a week and feels that pursuing a change at this time is a waste of Council and staff resources, unless there is a large group requesting the change be considered. Member Mathison added that he has not been contacted by anyone, either for or against the office hours at City Hall. Member Brisbin stated that he has taken two phone calls – one in favor of a change and one against. Member Laney is in favor of a survey, stating that while he was campaigning in 2012, he received a lot of comments from people regarding City Hall not being open on Fridays. According to Laney, a lot of people said they were fine with the hours, but some questioned why City Hall was closed. He suggested Council consider conducting the survey electronically, through SurveyMonkey.com, which is a free survey website. Council could

advertise the survey link in the water bill and results would be tabulated through the website. He feels we should give three options for hours for people to choose from. He feels that if there is no cost to the City, a survey should be done. Member Clough stated that he has not been personally contacted by anyone about the office hours at City Hall, but had driven by City Hall on a Friday and had seen someone at the door, which is why he raised the concern in the first place.

Member Brisbin questioned how surveys would be distributed to those residents that don't receive water bills. Staff responded that there are several areas in the City, including the mobile home park, apartment buildings, etc., that would need to be mailed paper copies. Council requested staff research additional costs, including staff time, and report back with updated cost information as soon as it is compiled.

Announcements and Events

- April 15 -- Local Board of Appeal and Equalization – 6:30 p.m. in the Council Chambers at City Hall prior to the Regular Council Meeting. Residents wanting to appear should contact the Sherburne County Assessor's Office for scheduling.
- April 27 – Passing the Bread Food Distribution – 8 – 10 a.m. at the Public Safety Building. Volunteers are needed on Friday morning to help unload items into the building.
- Mayor Earenfight noted that an area resident, US Army Specialist Zachary Mettling, has returned from 10 months in Iraq and Afghanistan as part of the 257<sup>th</sup> Military Police Company based out of Monticello.

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

**Mathison/Clough unanimous to adjourn the meeting at 7:29 p.m.**

Approved this 15th day of April, 2013.

s/s Kary Tillmann, City Clerk/Treasurer