

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, SEPTEMBER 12, 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 Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Johnson and Engineer Bittner.

AGENDA APPROVAL

Brisbin/Smith unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Mathison/Nathe unanimous to approve the meeting minutes of the August 22, 2016 Regular Meeting of the City Council as presented

CONSENT AGENDA

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

- a. Approve the payment of claims (check #38331 - #38379) in the amount of \$48,261.28 and electronic payments (e-check #1378 - #1380) in the amount of \$31,885.62 as presented.
- b. Accept the following invoices to authorizing payment to Bolton & Menk (ck #38380) for contracted Engineering Services for the period of July 2 - 29, 2016, as follows and as recommended by staff:
 - Invoice #193863 in the amount of \$6,829.50, for Project Management Services related to the 2016 Main Street Improvement Project;
 - Invoice #193874 in the amount of \$21,161.00, for Project Management Services related to the 2016 Fremont Drive Realignment Project.
- c. Accept Invoice #48643 authorizing payment to Sylva Corporation, Inc., in the amount of \$6,300.00 (ck#38383) for grinding services at the City Compost Site, as recommended by staff.
- d. Authorize payment to Water Tower Mixing Systems/ Water Tower Clean & Coat, Inc., for exterior cleaning of both the 6th Avenue and 4th Avenue Water Towers as detailed in the proposal, at a cost of \$8,400.00 (ck #38384), with funds to be taken from the Water Fund Budget (601-49400-402 and 601-49410-402), as recommended by the Public Works Director.
- e. Adopt **RESOLUTION #16-09-01**, approving the commitment of \$260,000 in General Fund Reserves for capital expenditures, as recommended by staff.
- f. Accept the August 2016 Building Permit Summary Report as presented.
- g. Approve the Sewer & Water Installer License Application for Randy Kasper, dba Kasper Excavating, 16150 – 64th Street SE, Becker, MN 55308, for the period of September 13 – December 31, 2016.

OPEN FORUM

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

FIRE DEPARTMENT REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of August, 2016. The Department responded to 4 medical assists, 2 gas leaks, 3 injury accidents, 1 fire alarm, 1 downed power line, a vehicle fire and provided assistance for a residential garage fire in Baldwin Township. The Fire Department Open House and Firemen's Dance were held on Saturday, September 10 and both events were well attended. Maloney thanked the many local businesses that supported their annual event by donating prizes and silent auction items and residents who attended throughout the day. The month of October is Fire Prevention Month and department members will be conducting presentations in area schools and will also be available to meet with daycare centers and home daycares by contacting the Fire Station. In the near future, the American Red Cross will have smoke detectors

available for those needing to replace detectors in their homes. Maloney will have additional information about the program at the October 3 Council meeting.

Council accepted the Fire Department Report for August, 2016 by unanimous consensus as presented.

PUBLIC WORKS REPORT – presented by Public Works Director Johnson

Current Project Updates

Engineer Bittner was present to provide updates on the following projects:

- Fremont Drive Realignment -- The realigned segment of Fremont Drive should be paved by the end of this week and opened shortly thereafter to grant access to the Holiday Gas Station by the weekend. Next week, the contractor will start sanitary sewer work to extend the service line south for future connection. Temporary traffic control systems are being installed until the new control equipment is delivered. CSAH 4 will be temporarily closed on the west side when the storm sewer work is done, however, that will not happen until Main Street is completed in order to maintain access into town. New concrete islands will be constructed to hold the new traffic control equipment.
- Main Street Improvements – Storm Sewer work is finishing today and the contractor is prepping the street for the installation of curb and gutter next week. New pavement will be put down the week of the 26th. The project is a few days behind schedule and the contractor may be requesting an extension due to unexpected groundwater conditions and unmarked utilities causing delays. Staff will keep Council apprised of any requests to extend the project schedule.

No action taken.

Proposed 2017 Street & Utility Project

During the 2017 budget discussion at the August 8th COW meeting, staff discussed a proposed street and utility project for Council to consider for 2017. The proposed project would reconstruct the remaining “old” infrastructure on the west side of TH 169 prior to any future reconstruction around Lake Fremont. The proposed project area lies east of CH 45, south of CSAH 4, and west of Main Street. Engineer Bittner believes the project could be completed in 2 phases, with the first phase in 2017 and the second phase in 2019.

Engineer Bittner was present to discuss the proposed project in greater detail, including potential funding sources because these streets are identified in the MSA streets system. The City can borrow up to 5 years ahead on the annual allocation. The total project cost is approximately \$850,000, which would be allocated between street and storm sewer (\$550,000) and sanitary sewer and water main (\$300,000). Funding would be pre-dominantly from the MSA account by borrowing ahead per State Aid procedures. Engineering expense would be an additional \$19,500.

Staff recommends Council move forward with authorizing the City Engineer to prepare a Feasibility Report for the proposed project.

RESOLUTION #16-09-02 Mathison/Brisbin unanimous to adopt RESOLUTION #2016-09-02, ordering the preparation of a feasibility report on the proposed improvement of 2nd Street West lying south of CSAH 4, and 3rd Avenue South lying west of Main Street to intersect 2nd Street West, as recommended by staff and the City Engineer.

Consideration of Plow Truck Bid

Council had previously authorized staff to advertise for bids for the purchase of a new snow plow truck. The City Attorney assisted staff in developing a minimum set of truck specifications and bid notice. The truck bid was advertised in the August 13th and 20th issues of the City's legal newspaper. One bid was received from Mid-State Truck Service Inc., of Chippewa Falls, WI. The bid financial summary from Mid-State's Proposal #3592-01 was provided for Council review, showing the sales price of \$148,812.46, plus MN sales tax, and title and licensing fees.

Staff requested Council approve the purchase of a 2016 International 7400 SFA 4x2 plow truck from Mid-State Truck Service, Inc., at a bid price of \$148,812.46 plus sales tax and license fees, with payment from committed capital reserves.

Brisbin/Nathe unanimous to accept the bid submitted by Mid-State Truck Service, Inc., authorizing the purchase of a 2016 International 7400 SFA 4x2 snow plow truck at a bid price of \$148,812.46 (ck #38381), plus sales tax and license fees, from committed capital reserves, as recommended by staff.

FINANCE REPORT– presented by Clerk/Treasurer Tillmann

Re-Investment of City Funds

Tillmann reported that the City had an investment that was called on Saturday, September 10th, and received investment rates from a majority of the City's brokers throughout the day, which were presented for consideration at this meeting. Staff recommends a 5-year investment with UBS Financial Services, the holder of the called investment, at this time.

Mathison/Brisbin unanimous to approve the investment of \$250,000 through UBS Financial Services for 5 years at a rate of 1.65% with JP Morgan Chase, using funds from the investment held by UBS that was called on September 10, 2016, as recommended by staff.

2017 Preliminary Budget and Levy

The preliminary 2017 budget and levy must be certified to Sherburne County by September 30, 2016. Council reviewed the budget during the month of August, directing staff to prepare preliminary budget and levy documents for approval at this meeting. The expenditure budget includes \$225,000 proposed to be levied and expended for the second year of a Pavement Preservation Program. Staff noted that the proposed 2017 levy is equal to the amount levied in 2016, which was set at \$1,494,000 and includes three special levies for debt services and capital expenditures. Once the preliminary levy is set, Council is still able to reduce the budget and levy before final certification in December.

RESOLUTION #16-09-03

Brisbin/Smith unanimous to adopt RESOLUTION #16-09-03 approving the proposed Preliminary General Fund Levy for taxes collectible in 2017 as follows: General Fund: \$1,388,000; Debt Service: \$69,000; Capital Expenditures: \$37,000, for a total levy amount of \$1,494,000 upon taxable property in the City of Zimmerman.

RESOLUTION #16-09-04

Brisbin/Mathison unanimous to adopt RESOLUTION #16-09-04, approving the proposed 2017 Preliminary General Fund Budget as presented.

Tillmann reported that Council must hold a public comment meeting prior to adopting the final 2017 General Fund Operational Budget. According to statute, this meeting must be held after November 24, 2016 and cannot begin before 6:00 p.m. The final budget must be adopted between November 25 and December 30, 2016. The public meeting date must be certified to the Auditor/Treasurer's Office by September 30. Staff recommends setting the public comment meeting for Monday, December 5, 2016 at or after 7:00 p.m., to coincide with

Council's regular meeting schedule and allow staff time to make changes to the budget prior to final adoption on December 19th.

RESOLUTION #16-09-05 **Smith/Brisbin unanimous to adopt RESOLUTION #16-09-05, setting the public comment meeting for the 2016 General Fund operational budget and levy for Monday, December 5, 2016, at 7:00 p.m., or as soon as possible thereafter, pursuant to MS 275.065, subd 1 and 3.**

ADMINISTRATOR'S REPORT – presented by Administrator Piasecki

Administrator Piasecki informed Council he is working with the City Attorney to resolve title discrepancies and determine the best way to complete the platting of North Ridge Entry and Winter Park 2nd Addition, originally begun 10 years ago. Staff will present a resolution for consideration in the future. No action taken.

MAYOR/COUNCIL ITEMS

Mayor Earenfight noted the following items:

- Farmer's Market – Tuesdays through October 6; 2:30 p.m. – 6:00 p.m. – City Park
- Zimmerman/Livonia Youth Day – Saturday, September 17th; 5 p.m. – Dusk – City Park
- Passing the Bread Food Distribution – Saturday, September 24th 9 – 11 a.m.; Sheriff's Department Substation

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

Brisbin/Mathison unanimous to adjourn the meeting at 7:37 p.m. Motion carried.

Approved this 19th day of September, 2016.

s/s Kary Tillmann, Clerk/Treasurer

Approved 09/19/2016