

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, SEPTEMBER 19, 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, and Nathe. Member Smith 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 with the following additions:

- **Event Permit Application – The Whistling Pickle**
- **Pay Request #1 – Main Street Project – LaTour Construction**

APPROVAL OF MINUTES

Nathe/Brisbin unanimous to approve the meeting minutes of the September 12, 2016 Regular Meeting of the City Council as presented

CONSENT AGENDA

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

- a. Approve the payment of claims (check #38382 and #38385 - #38414) in the amount of \$26,452.42 and electronic payments (e-check #1381 - #1384) in the amount of \$30,323.25 as presented.
- b. Accept the June 2016 Investment/Funds Report as presented.
- c. Accept the June 2016 Budget Report as presented.
- d. Accept the July 2016 Investment/Funds Report as presented.
- e. Accept the July 2016 Budget Report as presented.
- f. Approve the purchase and installation of 4 Goodyear GP2B General Purpose Loader Tires from Billings Service at a cost of \$7,742.60, to be paid from the Street Maintenance Budget, as requested and recommended by the Public Works Director.
- g. Adopt **RESOLUTION #16-09-06**, approving a Temporary On-Sale Liquor License for the Zimmerman Area Chamber of Commerce for a Wine Tasting event to be held September 22, 2016 at The Bank of Elk River, 26319 – 2nd Street East, Zimmerman, MN 55398.
- h. Accept the Park Board Minutes of September 6, 2016 as presented.
- i. Approve the License Application for Sewer and Water Installer for the period of September 21– December 31, 2016, as requested by Sean Olson, dba Grade A Excavating & Landscape, 18015 Coral Sea Street NE, Ham Lake, MN 55304.
- j. Approve the permit application for an outdoor event with outdoor music to be held November 5, 2016, from 7:00 p.m. – 12:00 midnight, as requested by The Whistling Pickle, 12606 Fremont Avenue, Zimmerman, MN.

OPEN FORUM

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

CONSIDERATION OF EVENT PERMIT APPLICATION

Members of the Zimmerman Civic Club were present to discuss their event permit application for 2017 Wild West Days. Discussion centered on concerns from businesses located on Main Street about the duration of the closure of Main Street for the event. Business owners have requested Council consider shortening the length of time Main Street is closed throughout the 4-day event. Civic Club President Bill Potrament stated he was providing liquor liability certificates to the City that had previously not been asked for. He continued that revenue generated from Wild West Days Mercantile vendors totals approximately \$3,000. He feels that without that revenue, event organizers will not be able to improve the event and they are trying to make the event better for

guests by continually trying new and different things. They have very limited space for the Mercantile and can't make the area physically large. He went on to say that without the Mercantile, it would be difficult to continue with Wild West Days. He added that he sympathizes with the businesses in the area and stated that there has to be a way to balance the needs of business owners with the needs of the Civic Club for the event. Potrament stated that another reason the road is closed for so many days is for the safety of event-goers. There is a significant amount of pedestrian and bike traffic in the area during the event and having the road closed lessens the chance of accidents.

Comments were heard from **Scott Trenholm, Owner, Elk River Muffler and Brake, 25945 Main Street**, who stated that he can lose a lot of money in one day by the road being closed. He offered the use of the empty lot next to his building for vendor space for the Mercantile provided the Civic Club provide proof they are a legal non-profit group. Potrament assured Trenholm the Civic Club was a legal non-profit and would seek confirmation from their accountant. Member Amy Hicks stated that they wanted their Mercantile vendors on level ground, so they want to keep the vendors on the street. Member Nathe suggested that the road not be closed until 6:00 p.m. on Friday to accommodate Trenholm's shop hours, or move the closure to the south, past Trenholm's driveway, until after his shop closes for the day on Friday, so he is not as affected by the closure during shop hours.

Patrol Captain Strangler added that from a law enforcement standpoint, the road being closed has worked well for the past few years due to the number of pedestrians and bikers and guests consuming alcohol in the area. Law Enforcement will work with event organizers and the City to ensure appropriate public safety no matter what Council decides on the road being open or closed.

Council agreed to delay any decision on the event permit application until October 3 when all Council members would be present and able to participate in the decision.

LAW ENFORCEMENT REPORT

Patrol Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of activities for the month of August, 2016. The department received 324 calls for service, including 91 traffic stops with 39 offenses charged by citation, as opposed 301 calls for service in the same time period in 2015 and 346 calls in 2014. There were 17 thefts reported during the month, with the majority of those being gas drive-offs. Seven of those have been resolved. Eleven vehicle crashes were reported, having two with injuries. Three Criminal Property Damage complaints were reported.

Council accepted the Law Enforcement Report of August, 2016, as presented.

FINANCE REPORT – presented by Clerk/Treasurer Tillmann

City Hall Copy Machine Lease

Tillmann reported that the lease agreement for the current copy machine at City Hall is due to expire on November 1st. The current monthly lease payment is \$847. Over the past few months, staff has solicited proposals from area vendors to replace the current machine with a new lease. Five proposals were received, including a proposal from the current vendor and reviewed based on the machine, lease price and service provisions. Tillmann provided a review of proposals received and recommends entering into a 5-year lease agreement with Coordinated Business Systems based on the cost, service and references received. Leasing through Coordinated Business Systems would save the City approximately \$525 per month from the current lease amount.

Brisbin/Nathe unanimous to approve the lease agreement with Coordinated Business Systems for the lease of a copier machine for use at City Hall for a period of 60-months, with funds to be taken from the City Clerk's budget (101-41400-413 – Office Equipment Rental), as recommended by staff.

ADMINISTRATOR'S REPORT

Consideration of Vehicle Purchase

Piasecki reported that over the past 4 years, the City has purchased 4 pickup trucks from MN DOT for the Public Works Department. Piasecki and Public Works Director Johnson have discussed the possibility of adding a passenger vehicle to the City's fleet, for use primarily by City Hall staff for meter readings and to use when attending off-site meetings, trainings and conferences. Currently, if personal vehicles are used for work-related business, staff is reimbursed at the current IRS mileage reimbursement rate. MN DOT Fleet Services recently contacted the City that it currently has a 2013 Chevrolet Impala with 23,000 miles available at a purchase price of \$9,500. Staff requested Council consider the purchase of this vehicle from Fleet Services. The 2016 Water Fund budget includes \$15,000 for a vehicle purchase

Council agreed by consensus to delay consideration of the request until the October 3rd meeting.

Pay Request #1 – Main Street Project – LaTour Construction

LaTour Construction was contracted to perform the 2016 Main Street Improvement Project, which includes reconstruction of 2 segments of Main Street and storm sewer installation in 2nd Street East lying south of Main Street. Pay Request #1 has been submitted for work completed through August 26, 2016 and totals \$66,875.82. The Pay Request has been reviewed by the City Engineer, who recommends approval.

RESOLUTION 16-09-07 Brisbin/Nathe unanimous to adopt RESOLUTION #16-09-07, approving Pay Request #1 for the Main Street Reconstruction Project to LaTour Construction, Inc., in the amount of \$66,875.82 (ck #38415), as recommended by staff and the City Engineer.

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
- Absentee Voting for General Election – September 23 – November 7
- Election Judges are still needed the November 8 General Election. Contact City Hall if interested.
- Passing the Bread Food Distribution – September 24; 9 – 11 a.m. – Sheriff's Department Substation
- Voter Pre-Registration for General Election Closes -- October 18

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

Mathison/Brisbin unanimous to adjourn the meeting at 7:44 p.m. Motion carried.

Approved this 3rd day of October, 2016.

s/s Kary Tillmann, Clerk/Treasurer