

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, JANUARY 27, 2020**

**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 Stay, followed by the Pledge of Allegiance.

**ROLL CALL**

Present: Mayor Stay, Council Members Bondhus, Frederick, Shepard and Whiting. Also present were Clerk/Treasurer Tillmann and Public Works Director Koehler.

**AGENDA APPROVAL**

**Whiting/Bondhus unanimous to approve the agenda with the following changes:**

- **Sheriff Brott will not present the 2020 Law Enforcement Report**
- **Employee Resignation – Public Works Report**
- **Liability Waiver for LMCIT Insurance Renewal – Finance Report**

**APPROVAL OF MINUTES**

**Shepard/Frederick unanimous to approve the meeting minutes of January 6, 2020 Regular Meeting as presented.**

**CONSENT AGENDA**

**Frederick/Shepard unanimous to approve the consent agenda as follows:**

- a. Approve the payment of claims (check #41687 and #41690 - #41727) in the amount of \$16,627.68 and electronic payments (e-checks #1938 – #1942) in the amount of \$34,907.41, as presented.
- b. Authorize payment in the amount of \$8,000.00 (check #41728) to Abdo, Eick & Meyers, as partial payment for certified audit services for the year ended December 31, 2019, per the agreement on file in the Clerk/Treasurer's Office.
- c. Accept Invoice #2269 in the amount of \$5,546.69 (ck #41730), authorizing payment to Metro West Inspection Services, Inc., for professional building inspection services for November 2019, as recommended by staff.
- d. Authorize payment to Heins Plumbing & Heating in the amount of \$9,600.00 (ck #41729) for the replacement and installation of an AC Unit at the Wastewater Treatment Plant from the 2020 Sewer Fund Budget, as recommended by staff.
- e. Approve the donation of \$500.00 (ck #41731) to the Zimmerman High School Booster Club for the 2020 ZHS All-Night Graduation Party, from account #101-41110-490.
- f. Accept the monthly Budget/Investment Funds report of December 2019 as presented.
- g. Approve the interfund loan payment to the Sewer Fund (Fund 602) in the amount of \$9,173.51, for redevelopment purposes, as authorized in City Council Resolution #2014-10-03 and EDA Resolution #2014-10-02.
- h. Adopt **RESOLUTION #20-01-XX**, appointing identified persons to serve as Election Judges for the 2020 Presidential Nominating Primary Election on March 3, 2020, with the understanding that amendments may be necessary to the appointments in order to fill vacancies and meet party splits; and approve payment of an hourly wage of \$11.50 per hour for Head Election Judges and \$10.50 per hour for Regular Election Judges for election judge training and time served on Election Day.
- i. Adopt **RESOLUTION #20-01-XX**, approving the Application for Exempt Permit for Post #560 Sons of the American Legion for a gambling event to be held at a banquet at the Kriesel-Jacobsen American Legion Post #560, 12674 Fremont Avenue, Zimmerman, on March 14, 2020.
- j. Adopt **RESOLUTION #20-01-XX**, approving the Application for Exempt Permit for Post #560 American Legion Auxiliary Unit for a gambling event to be held at the Kriesel-Jacobsen American Legion Post #560, 12674 Fremont Avenue, Zimmerman, on March 7, 2020.

- k. Approve the license application for a Solicitor for the period of January 28, 2020 – January 27, 2021, for a mobile ice cream truck for Michelle Remick, dba Brain Freeze Ice Cream, 16087 – 225<sup>th</sup> Avenue NW, Big Lake, MN 55309.

**OPEN FORUM**

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

**2020 WILD WEST DAYS UPDATE**

**Kim Stasica and Brian Heins**, representing the newly formed **Zimmerman Community Club** were present to explain the Club's plans for the 50<sup>th</sup> Anniversary 2020 Zimmerman Wild West Days. Previous Wild West Days committee members are no longer a part of the group, and the group has filed and been approved for non-profit status from the Minnesota Secretary of State's Office as of December 20, 2019. The club intends to keep the 2020 Wild West Days very similar to the previous year, however, are planning to add additional events on Sunday afternoon/evening ahead of the annual fireworks display. Stasica and Heins have met with City staff and will remain in close contact with staff throughout the planning process. Discussion was held regarding the regular parade route, which may be amended in 2020 after discussion with Sherburne County Public Works.

**Stay/Shepard unanimous to approve the Event Permit for the 2020 Wild West Days and authorize the closure of Main Street between 2<sup>nd</sup> Street East and 3<sup>rd</sup> Avenue South from 12:00 p.m. on Friday, May 22, 2020 until 4:00 p.m. on Sunday, May 24, 2020, and approve the permit application for a public parade to be held on Saturday, May 23, 2020 with staging and ending at the Zimmerman High School/Middle School, approving the closing of certain roads identified on the map provided for the duration of the parade, to be held beginning at 12:00 Noon, as requested by the Zimmerman Civic Club.**

**PARK BOARD REPORT**

The January 7, 2020 Park Board Report was presented by Park Board Chair Bondhus. Three Park Board member terms will renew at the end of January. Member Bondhus will continue as Chair of the Park Board. Aerators have been placed in Lake Fremont due to low oxygen levels caused by early snow. The DNR will conduct a lake inspection the near future to determine if the aerators are improving lake conditions.

**Whiting/Shepard unanimous to reappoint Tom Wilkinson, Ron Mathison and Barry Wendorf, each for a three (3) year term on the Park Board expiring January 31, 2023 and confirm the re-appointment of Josh Bondhus as the Park Board Chair and Travis Wiskur as Park Board Vice Chair for 2020, as recommended by the Park Board.**

**Whiting/Frederick unanimous to accept the January 7, 2020 Park Board Report as presented.**

**PUBLIC WORKS REPORT**—presented by Keith Koehler, Public Works Director

**Meter Reading Software**

Public Works Director Koehler reported that the meter reading software currently used by the City is failing, making it difficult to acquire meter readings for monthly utility bills. As Administrator Piasecki reported at the January 6 meeting, staff has found software through a local vendor that is compatible with the City's existing UB software and Metron meters currently being installed in new residential properties. The new software would allow staff to initiate water shut-offs from City Hall instead of sending Public Works staff out to turn off water, includes the ability to check water pressure and can check water temperature to determine if water lines are in danger of freezing in colder weather. The software upgrade would also include up to 24 new water meters.

**Frederick/Whiting unanimous to approve the purchase of a utility billing software upgrade for Sensus Flexnet direct read software, support components and an annual support contract at a cost not-to-exceed \$15,000 from Core & Main, to be paid from the Water Fund (601) and Sewer Fund (602), as recommended by staff.**

Employee Resignation

Public Works Maintenance Technician II Brett Johnson presented his resignation on January 23, 2020. Johnson's last day of City employee will be February 7, 2020.

**Stay/Shepard unanimous to accept the resignation of Brett Johnson, Public Works Maintenance Technician II, effective February 7, 2020.**

**FINANCE REPORT – presented by Kary Tillmann, Clerk/Treasurer**

Local Board of Appeal and Equalization

The County Assessor's Office has notified the City of the scheduled date and time for the 2020 Local Board of Appeal and Equalization meeting.

**Whiting/Shepard unanimous to schedule the annual Local Board of Appeal and Equalization meeting for Monday, April 13, 2020 at 9:00 a.m., at the Zimmerman City Hall as requested by the Sherburne County Assessor.**

LMCIT Liability Insurance Waiver

As part of the City's annual property and casualty insurance renewal, Council is asked to consider a waiver of the statutory liability limit from \$300,000 to \$1 million per person and occurrence and the purchase of excess liability insurance through the League of Minnesota Cities Insurance Trust. Previous Councils did waive the statutory liability limits for several years but reversed that decision in 2007. The City has not waived the statutory limits, nor purchased excess liability insurance, since that time.

Staff is currently working on the 2020 – 2021 insurance renewal with the City's agent. In the past, Council acts on the waiver at the time the renewal is presented. This year again, LMCIT is asking for a Council decision prior to renewal, so any excess liability insurance purchased can be included in the premium amount from the onset instead of being billed afterwards.

**Stay/Fredrick to not waive the statutory liability limits of municipal tort liability established by Minnesota Statutes §466.04 for the liability insurance policy through the League of Minnesota Cities Insurance Trust, as recommended by staff and the City's Insurance Agent**

**MAYOR/COUNCIL ITEMS**

Member Whiting provided an update of Fire Board activities for January 2020. The Fire Hall Building Committee has been meeting regularly with the contracted architect and the building plan is nearly complete. The Board will interview for a Construction Manager at Risk next week. The Board has also switched to monthly meetings until the building project is complete.

Mayor Stay noted the following upcoming events:

- February 17 -- President's Day Holiday – All City Offices closed
- February 22 – Passing the Bread Food Distribution 9 – 11 a.m. at UMA Precision Machining

Before adjourning, Mayor Stay asked for a moment of silence in honor of active and retired US military and emergency services personnel and their families.

**Bondhus/Frederick unanimous to adjourn the meeting at 7:34 p.m. Motion carried.**

Approved this 3rd day of February 2020.

s/s Kary Tillmann, Clerk/Treasurer

Approved 02/03/2020