

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, FEBRUARY 26, 2018**

**CALL TO ORDER**

The regular meeting of the Zimmerman City Council was called to order at 7:00 p.m. at City Hall by Acting Mayor Brisbin, followed by the Pledge of Allegiance.

**ROLL CALL**

Present: Acting Mayor Brisbin, Council Members Nathe, Smith and Whiting. Mayor Earenfight was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Operations Coordinator Koehler.

**AGENDA APPROVAL**

**Nathe/Smith unanimous to approve the agenda as presented.**

**APPROVAL OF MINUTES**

**Whiting/Nathe unanimous to approve the meeting minutes of February 5, 2018 Regular Meeting as presented.**

**CONSENT AGENDA**

**Smith/Whiting unanimous to approve the consent agenda as follows:**

- a. Approve the payment of claims (check #39812 - #39847) in the amount of \$19,524.90 and electronic payments (e-checks #1608 – #1616) in the amount of \$138,928.13, as presented.
- b. Authorize payment in the amount of \$18,000 (ck#39848) to Abdo, Eick, & Meyers, as partial payment for certified audit services for the year ended December 31, 2017, per the agreement on file in the Clerk/Treasurer's office, with funds to be taken from 101-41540-460, as recommended by staff.
- c. Accept invoice #2391 in the amount of \$5,400.00 (ck #39850) authorizing payment to Brenteson Inc., for a water main repair at 3<sup>rd</sup> Street and 2<sup>nd</sup> Avenue, as requested and recommended by staff.
- d. Accept invoice #C5339 in the amount of \$5,500.00 (ck# 39849), authorizing payment to Braham Precast Step Co., for the purchase of concrete fenceposts to be installed in the City Park, as requested and as recommended by staff.
- e. Rescind approval of the Lawful Gambling Application for Exempt Permit for the Knights of Columbus Council #8571, as considered and approved by the City Council on February 5, 2018, due to the event taking place outside of City limits.
- f. Approve the license application for a Sewer and Water Installer, for the period of February 27 – December 31, 2018, as requested by Rene Perkins, dba Dave Perkins Contracting, Inc., 19745 Nowthen Blvd NW, Nowthen, MN 55303.

**OPEN FORUM**

**Mike Pinor, 26254 9<sup>th</sup> Street West, Zimmerman**, was present to request City Council consider an ordinance amendment prohibiting snowmobiles on any street within the City limits of Zimmerman. After the recent snowfalls this weekend, Pinor noted snowmobiles being driving up and down his City street and onto his private property regularly throughout the past weekend. Pinor stated that they were driving at excessive and reckless speeds and being disrespectful of motorists and property owners.

Member Smith suggested Council review the City's noise ordinance as it relates to snowmobiles as well. Administrator Piasecki reported that currently snowmobilers may only drive on City streets if being used to access the closest snowmobile trail location. The ordinance is also very clear that driving on private property is not allowed without permission. Council can consider a more restrictive ordinance should they chose. Staff will advise the Sheriff's Department of the complaint as well. No action taken.

## **PUBLIC WORKS REPORT**

### Upgrade to SBR Computer SCADA Systems

PW Operations Coordinator Koehler reported that the existing computer system at the SBR is currently running the Windows XP platform, which is no longer supported. The programs necessary to operate the SBR and housed on the computer and currently being upgraded are no longer compatible with the existing computer, causing the system to malfunction frequently and jeopardizing operation of the SBR.

Staff has contacted Aqua Aerobic Systems, the current vendor for the SBR computer and related components, for a quote for an upgraded system. Aqua Aerobics is proposing a replacement computer with dual hard drives, automatic back up system, monitor, software, programming and testing at a total cost of \$18,735. Staff feels the replacement is necessary to ensure proper function of the SBR and should be done as soon as possible. The new system would be paid out of the SBR Department.

**Nathe/Whiting unanimous to approve the purchase of a new computer, Wonderware software and SCADA systems upgrades for the Wastewater Treatment Facility (SBR) from Aqua-Aerobic Systems, Inc., at a cost of \$18,735, with funds to be taken from the Sewer Fund, as recommended by staff.**

## **FINANCE REPORT**

### Letter of Support – MCFOA Region IV Vice President

Tillmann advised that her current term as Region IV Vice President of the Minnesota Clerks and Finance Officers Association (MCFOA) will expire in March 2018. She relayed that she would like to serve a second 2-year term as Region IV Vice President. As part of the consideration process, a letter of support from the City Council is required to be submitted with Tillmann's application.

**Smith/Nathe to unanimous to support the application of Clerk/Treasurer Tillmann for Region IV Vice President for the Minnesota Clerks and Finance Officers Association (MCFOA) for a two-year position and authorize the Mayor to sign a letter of support as requested.**

### Re-Investment of City Funds

Tillmann advised that the City had a CD valued at \$100,000 mature earlier in the day. Rate information was requested from brokers, however, but only a few responses were received. Tillmann would like to delay consideration on a re-investment until the March 5 meeting.

Council agreed by unanimous consensus to defer action on the re-investment of City Funds until the next regular Council meeting.

## **ADMINISTRATORS REPORT**

### NSP Grant Repayment

The City provided a \$27,500 grant to a resident to purchase a home at 13505 – 3<sup>rd</sup> Avenue South through the Neighborhood Stabilization Program (NSP) in 2010. NSP funds were provided through the City by the Federal Government, administered by the MN Housing Finance Authority (MHFA). Per the recorded mortgage, the full amount of the grant is forgivable after 10 years. The property was recently sold, with 30 months remaining on the life of the grant, which must now be repaid. As of the closing date of the sale, \$6,875.00 is due as repayment on the grant, which has been remitted to the City by the title company.

Since the City does not administer the grant, the grant funds must be returned to MHFA to complete the grant repayment process.

**Smith/Nathe unanimous to approve payment to MHFA in the amount of \$6,875 (ck# 39852) for repayment on the outstanding balance of the \$27,000 NSP Grant for the property located at 13505 3<sup>rd</sup> Avenue South, Zimmerman, as recommended by staff.**

Pay Request #5 – Main Street Improvement

LaTour Construction was contracted to complete the 2016 Main Street Improvement Project, which included the reconstruction of 2 segments of Main Street, and storm sewer installation in 2<sup>nd</sup> Street East lying south of Main Street. The final Pay Request (#5) has been submitted for work completed through October 31, 2017 and totals \$46,911.13. The pay request includes the project retainage and close out. The 2-year warranty period will begin upon final payment. Staff and the City Engineer have reviewed the pay request, find it to be complete and recommend payment to the contractor.

**RESOLUTION #2018-02-02 Whiting/Nathe unanimous to approve Pay Request #5-Final in the amount of \$45,911.13 (ck #39851), submitted by LaTour Construction, Inc., for final expenses related to the 2016 Main Street Improvement Project, authorize the close-out of the project and start the 2-year warranty period, as recommended by the City Engineer.**

MAYOR/COUNCIL ITEMS

Acting Mayor Brisbin noted the following upcoming events:

- March 24, 2018 -- Passing the Bread Food Distribution – 9 – 11 a.m., UMA Precision Machining
- April 16, 2018 -- Board of Appeal & Equalization – 9:00 a.m., Zimmerman City Hall

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

**Smith/Nathe unanimous to adjourn the meeting at 7:13 p.m. Motion carried.**

Approved this 5th day of March 2018.

s/s Kary Tillmann, Clerk/Treasurer