

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, FEBRUARY 27, 2017**

**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 Whiting. Councilmember Smith was excused absent. Also present were Administrator Piasecki, Public Works Director Johnson, and Engineer Bittner.

**AGENDA APPROVAL**

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

**APPROVAL OF MINUTES**

**Whiting/Brisbin unanimous to approve the meeting minutes of February 6, 2017 Regular Meeting as presented.**

**CONSENT AGENDA**

**Brisbin/Nathe unanimous to approve the consent agenda as follows:**

- a. Approve the payment of claims (check #38825 - #38847) in the amount of \$18,072.20 and electronic payments (e-checks #1447 – #1453) in the amount of \$35,456.69, as presented.
- b. Authorize payment in the amount of \$7,000 (ck#38848) to Abdo, Eick, & Meyers, as partial payment for certified audit services for the year ended December 31, 2016, 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. Authorize payment in the amount of \$16,304.33 (ck #38849) to Metron-Farnier, LLC, for the purchase of water meters and related parts, as recommended by staff, with funds to be taken from the Water (601) and Sewer (602) Funds.
- d. Approve license applications for the following Sewer and Water Installers, for the period of February 27 – December 31, 2017:
  - Becky Moritz or Brad Bartz, dba Advanced Excavating, Inc., 7104 – 253<sup>rd</sup> Avenue NW, St. Francis, MN 55070
  - Gordon Hoppe, dba Gordy's Custom Cabinetry & Excavating, 1861 Viking Blvd NE, East Bethel, MN 55011

**OPEN FORUM**

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

**2016 LAW ENFORCEMENT ANNUAL REPORT**

**Joel Brott, Sherburne County Sheriff**, presented an annual report of activities and services provided by the Sherburne County Sheriff's Department for 2016. This is an overview of the reports that Captain Stangler has provided on a monthly basis. The Sheriff's Department has provided contracted law enforcement services for the City of Zimmerman for more than 20 years and enjoys a solid partnership with the City. In 2016, deputies made 4,041 contacts in the City, including traffic complaints, accidents, medical related incidents, fires, assaults, burglaries, drug related incidents and conducted many types of investigations. Brott noted that the numbers reflected contacts with people within the City limits, but not necessarily with City residents. The call load has increased slightly from 2015. Brott noted that in 2014, the Department responded to 3,878 incidents in Zimmerman and in 2015, there were 3,748 calls for service. The vast majority of 2016 contacts were traffic stops, traffic related complaints or special traffic saturation projects occurring in the city, however serious crimes were reported in several different areas, including assaults, burglaries, thefts and criminal damage to property complaints.

Council thanked Sheriff Brott and the Sheriff's Department for their work within the City.

### **COUNTY ATTORNEY'S UPDATE**

**Kathleen Heaney, Sherburne County Attorney**, was present to provide an update of activities and services provided by the Sherburne County Attorney's Office through the prosecution contract with the City. In 2016, one-third of the City's fine revenue collected, totaling \$5,544, was turned back the County Attorney's Office for prosecution services for petty and gross misdemeanors in the City. County-wide, the County Attorney's Office has seen a 10% increase in felonies, a 29% increase in gross misdemeanors, 15% increase in misdemeanors, and a 6% increase in adult probation violations. Juvenile crime has also increased.

Earenfight questioned drug-related offenses, and Heaney stated the County use of methamphetamine and abuse of prescription medications are most common. Heaney informed Council the County works towards removing unwanted or unused prescription drugs by providing drop box collection sites are location throughout the County, including the Sheriff's Office in Elk River. By providing a way to safely dispose of prescription medications, the program lessens or removes opportunities for people to abuse them. Sheriff Brott has been a strong advocate for this program.

Council thanked Attorney Heaney and the County Attorney's Office for their work within the City.

### **WELLHEAD PROTECTION PLAN REVIEW**

Robyn Hoerr, MN Rural Water, was present to assist in the presentation of Part I of the City's amended Wellhead Protection Plan. The MN Department of Health requires these plans to be updated every 10 years, with the City's amended plan requiring adoption prior to year-end 2017. Council authorized Bolton & Menk and their sub-consultant LBG to prepare Part I, which has been completed, submitted to, and approved by the Department of Health. The finding of Part I show the 2 municipal wells to be classified ad moderately vulnerable, due to impervious confining layers allowing surface water to access the aquifer. A moderate vulnerability classification will require additional monitoring and management actions which will be developed in the Part 2 of the Plan.

Council briefly discussed the content of Part I and its impacts on the City's ability to provide safe drinking water. Hoerr stated the findings do not mean there is issues the water quality, just the need to be aware that the impervious confining layer may allow surface water to recharge the aquifer quicker that thought in the 2007 Plan. Hoerr stated the next step in the Wellhead Protection Plan amendment process would be working to complete Part 2 of the Plan. Staff will be working with the Department of Health Water Planner and engineers to develop and present Part 2 prior to the end of the year.

### **PARK BOARD REPORT**

The February 7, 2017 Park Board Report was presented by Park Board Member Whiting. The Park Board had considered hosting a "Party in the Park" as a fundraiser for the Park Fund. After further discussion, the Board feels it may be difficult to raise funds, and instead is considering an event to bring awareness to the parks, features, the Park Board and their role. Discussion was held regarding installation of additional fencing at the ball fields to install canopies on back stops, and increase the height of fencing on the sidelines. These proposed installations would increase safety to participants and spectators. Local Girl Scouts would like to install wood duck nesting boxes in parks, and Chairman Wendorf will discuss with Public Works Director Johnson. The Board expects to interview an applicant to the Park Board at their March meeting.

**Nathe/Brisbin unanimous to accept the February 7, 2017 Park Board Minutes as presented.**

**Whiting/Nathe unanimous to re-appoint Tom Wilkinson, Ron Mathison and Barry Wendorf to the Park Board, each for a 3-year term, effective February 1, 2017 – January 31, 2020, and re-appoint Barry Wendorf as Park Board Chair, effective February 1, 2017 through January 31, 2018, as recommended by the Park Board.**

## **PUBLIC WORKS REPORT**

### **Employee Resignation**

Johnson reported that Maintenance Technician Blake Bistodeau recently submitted his resignation and ended his employment with the City on February 22, 2017. Bistodeau was hired in 2015.

**Brisbin/Whiting unanimous to accept the resignation of Maintenance Technician Blake Bistodeau, effective February 22, 2017.**

### **Maintenance Technician Vacancy**

Public Works Director Johnson informed Council his department is currently short 2 Maintenance Technicians due to an extended medical leave and the resignation of an employee. Council authorized the part-time hire of Chris Dallager in January, 2017, and he has worked Fridays since his approved hiring. After much internal discussion, Johnson requested Council consider filling the vacant position by appointing Dallager full-time. Dallager has attended Hennepin Technical College, receiving a diploma after successfully completing the Street, Utility, and Park Maintenance Technician Program. He also submitted applications to the City for the two most recent Public Works positions in 2015. Dallager does not have water or wastewater licenses, or a commercial driver's license (CDL), but will pursue those licensures if hired. Piasecki stated the current compensation plan has 2 levels for Maintenance Technician, Level 3 for those fully licensed, and Level 2 for those who have not yet achieved licensure for water, sewer, and commercial driver's license. Upon successful licensure, Johnson would recommend Dallager be promoted to the Level 3 pay scale. Council consensus was to move forward with the full-time hiring of Chris Dallager as recommended by staff.

**Brisbin/Nathe unanimous to approve the appointment of Chris Dallager to fill a vacant Public Works Maintenance Technician position, at the 2017 Level 2 Step 2 rate of \$18.71/hour, as recommended by the Public Works Director, Operations Coordinator and City Administrator.**

## **ADMINISTRATORS REPORT**

### **Livonia Township Clean-Up Day**

The Township conducts annual clean-up day events each Spring, and in the past has not turned away City residents. The Township does incur expenses by allowing City residents to participate, and a Board member has questioned if the City would consider assisting with the event costs. Consensus of the Council was willingness to assist as the Township is providing service to our residents. Staff was requested to provide additional information for consideration at the March 6, 2017 meeting.

## **MAYOR/COUNCIL ITEMS**

Mayor Earenfight noted the following upcoming events:

- March 25, 2017 -- Passing the Bread Food Distribution – 9 – 11 a.m., Zimmerman Public Safety Building
- March 25, 2017 -- Chamber of Commerce Community & Business Expo – 9 a.m. – 2 p.m., Zimmerman High School/Middle School
- April 17, 2017 -- Board of Appeal & Equalization – 9:00 a.m., Zimmerman City Hall

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

**Brisbin/Whiting unanimous to adjourn the meeting at 7:54 p.m. Motion carried.**

Approved this 6th day of March, 2017.

s/s Kary Tillmann, Clerk/Treasurer