

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, MARCH 19, 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 Mayor Earenfight, followed by the Pledge of Allegiance.

**ROLL CALL**

Present: Mayor Earenfight, Council Members Brisbin, Nathe, Smith, and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Johnson, Public Works Operations Coordinator Koehler, and Engineer Bittner.

**AGENDA APPROVAL**

**Smith/Brisbin unanimous to approve the agenda with the following addition:**

- **Replacement of Grit Pump at Wastewater Treatment Facility**

**APPROVAL OF MINUTES**

**Whiting/Nathe unanimous to approve the meeting minutes of the February 26, 2018 Regular Meeting as presented.**

**CONSENT AGENDA**

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

- a. Ratify approval of the payment of March 5, 2018 claims (check #39853 - #39871) in the amount of \$26,161.04, and electronic payments (e-checks #1618 - #1621) in the amount of \$33,817.44, as presented.
- b. Approve the payment of March 19, 2018 claims (check #39872 - #39903) in the amount of \$21,424.46, and electronic payments (e-checks #1617 - #1626) in the amount of \$117,799.57 as presented.
- c. Accept the February 2018 Building Permit Surcharge Report as presented.
- d. Approve the Event Permit for an Easter Egg Hunt in the Zimmerman City Park, as requested by Val Tazelaar, on Saturday, March 24, 2018.

**OPEN FORUM**

There following persons were present to address the Council during open forum.

**Karen Michels, 26172 10<sup>th</sup> Street West, Zimmerman, MN 55398** – Michels was representing the Princeton Chamber of Commerce, for which she serves as the Executive Director. Michels reported that the Vietnam Veterans Memorial Moving Wall will be at the Mille Lacs County Fairgrounds in Princeton from July 4 – 6, 2018. The Moving Wall is a half-scale replica of the original Vietnam Veterans Memorial Wall located in Washington D.C. The opening ceremony is scheduled for July 4 at noon, with the closing ceremony starting at 4:30 p.m. on July 6. The memorial will be open to the public around the clock from July 4 – 6 and admission is free. There will be a luminary ceremony on July 5<sup>th</sup> at 8 p.m. The Princeton Chamber is looking for volunteers to help prior to the wall's arrival, as well as for the duration of the wall being in Princeton. Anyone interested in volunteering can contact the Princeton Chamber of Commerce. Michels provided a schedule of events which will be posted on the City's website. No action taken.

**Van Tram, representing Van's Nail Salon, 26114 Main Street, Zimmerman, MN 55398** – Tram is the owner of Van's Nail Salon which recently opened in town. Van requested Council consider amending the City Code to allow the nail salon to provide a complimentary alcoholic beverage to clients with a paid nail service. Tram added she is aware that salons in Maple Grove and St. Louis Park currently offer a complimentary alcoholic beverage with paid nail services. Current City code does not allow them to serve alcohol. Staff will contact MN Alcohol and Gambling Enforcement to discuss rules and regulations pertaining to the request. No action taken.

**REPORT – BOYS AND GIRLS OF THE NORTH STAR – Ricky Solomon, President/CEO**

**Ricky Solomon, President/CEO of the Boys & Girls Club of the North Star** was present to provide information about the activities of the Zimmerman Boys & Girls Club for fiscal year 2017. At the Zimmerman Club in 2017, there were 129 kids registered with average attendance of 41 kids per day. The Club offers a variety of after school programming relating to education, character, leadership and career development for school age youth. One of their more popular programs is a partnership with UPS to create a safe driving program for youth ages 13 – 18 years old. Solomon thanked the Council and City for their support and looks forward to a continued partnership with the City to impact services provided to the youth in our community.

**PARK BOARD REPORT**

**Josh Bondhus, Board Chair**, presented the March 6, 2018 Park Board Report. The Board discussed membership terms, with Tom Hovorka advising he has chosen not to serve another term, therefore creating a vacancy on the Board. Hovorka has served on the Park Board for approximately 15 years.

**Whiting/Brisbin unanimous to re-appoint Travis Wiskur and Josh Bondhus to the Park Board, each for a 3-year term, effective February 1, 2018 – January 31, 2021 and declare a vacancy on the Park Board due to the expiration and voluntary non-renewal of Tom Hovorka’s term, as recommended by the Park Board.**

The Park Board discussed the use of the Volleyball Court in the City Park and expressed their desire to maintain the space as a volleyball court since it is used by Community Ed for that purpose. Bondhus reported that the Public Works Department has recently completed interior upgrades in the Civic Building Lions Park, including recessed lighting, painting and noise suppression for the walk-in cooler. He thanked the Public Works Department for their hard work to improve the look of the building’s interior. The Youth Baseball Association recently received the donation of pitching machines/batting cages and are interested in having them located in the City Park or possibly behind City Hall. Member Whiting stated that they are not portable, so would need a more permanent location with a concrete base. Discussion was held regarding ownership, liability, maintenance and upkeep and possible locations for the equipment. No action taken.

**Brisbin/Nathe unanimous to accept the Park Board Report of March 6, 2018, as presented.**

**PUBLIC WORKS REPORT**

Employee Anniversary

Council acknowledged the 1-year employment anniversary of **Chris Dallager, Public Works Maintenance Technician**, on March 15, 2018. Dallager was presented with a certificate commemorating his achievement and thanked for his service to the City.

Project Updates – provided by City Engineer Bittner

Municipal State Aid Route Modifications

Bittner reminded Council that the City can allocate up to 20% of municipal roads as Municipal State Aid System (MSAS) routes. In 2014, the State began to phase in the use of new formula by which the needs allocation on state aid routes is calculated. The new construction formula favors routes with higher traffic counts. Therefore, Bittner feels it appropriate to amend the City’s state aid route designations to maximize the City’s allocation for future construction. With these changes, the City can increase the annual MSAS allotment by about \$7,500 per year. Bittner reviewed a map of proposed changes, including revoking portions of 9<sup>th</sup> Street West, Fremont Trail, 6<sup>th</sup> Avenue South past the Water Plant and Main Street from 2<sup>nd</sup> Street East to 3<sup>rd</sup> Avenue South. Additions would include portions of 3<sup>rd</sup> Avenue North, the access road to City Hall from CSAH 4, and portions of 2<sup>nd</sup> Street East, 2<sup>nd</sup> Avenue North, 3<sup>rd</sup> Street East and 8<sup>th</sup> Avenue South.

**RESOLUTION #18-03-01**      **Brisbin/Nathe unanimous to adopt RESOLUTION #18-03-01, revoking the following City streets as Municipal State Aid Streets, pending approval of the Minnesota Commissioner of Transportation, as recommended by the City Engineer:**

- Part of MSAS 103: Main Street from 3<sup>rd</sup> Avenue South to 2<sup>nd</sup> Street East (0.20 existing miles)**
- Part of MSAS 105: Fremont Trail from the City Hall access street to 4<sup>th</sup> Street West (CR 45) (0.23 non-existing miles)**
- MSAS 115: 9<sup>th</sup> Street West from 3<sup>rd</sup> Avenue North to 8<sup>th</sup> Avenue North (0.29 existing miles)**
- MSAS 120: 6<sup>th</sup> Avenue South from 4<sup>th</sup> Street West (CR 45) to 8<sup>th</sup> Avenue South (0.08 existing miles and 0.20 non-existing for a total of .28 miles)**

**RESOLUTION #18-03-02**      **Brisbin/Whiting unanimous to adopt RESOLUTION #18-03-02, establishing the following City streets as Municipal State Aid Streets, pending approval of the Minnesota Commissioner of Transportation, and directing the City Clerk to forward two (2) certified copies of this resolution to the Commissioner of Transportation for consideration, as recommended by the City Engineer:**

- Extension of MSAS 102: 8<sup>th</sup> Avenue South from 4<sup>th</sup> Street West (CR 45) to a point on 8<sup>th</sup> Avenue South that is approximately the mid-point of the top half of the SW quarter of Section 16, Township 34N, Range 26W (0.31 improved miles)**
- Extension of MSAS 114: 3<sup>rd</sup> Avenue North from 9<sup>th</sup> Street West to 4<sup>th</sup> Street West (CR 45) (0.32 miles)**
- Extension of MSAS 119: 3<sup>rd</sup> Street East from 2<sup>nd</sup> Avenue South to Fremont Avenue (CSAH 4) (0.09 miles)**
- MSAS 124: 2<sup>nd</sup> Avenue South from 2<sup>nd</sup> Street East to 3<sup>rd</sup> Street East (0.04 miles)**
- MSAS 125: 2<sup>nd</sup> Street East from 2<sup>nd</sup> Avenue South to 2<sup>nd</sup> Avenue North (0.19 miles)**
- MSAS 126: City Hall Access Street from Fremont Trail to Fremont Avenue (CSAH 4) (0.06 miles)**

Municipal State Aid Advance

Bittner reported that the construction contracts for the improvements on Main Street and Fremont Drive have recently closed out. Because of this, the City can request a final disbursement of funds from our MSAS account to reimburse for the balance of State Aid eligible costs on these projects. Currently, the City's allotment is \$238,000 annually, and the state allows advances up to five (5) years of the annual allotment at no additional cost or penalty. Bittner recommends requesting \$590,000 of MSAS funds at this time.

**RESOLUTION #18-03-03**      **Brisbin/Smith unanimous to adopt RESOLUTION #18-03-03 requesting an advance in the amount of approximately \$590,000 for financing approved MSAS projects for the City of Zimmerman, as recommended by the City Engineer.**

### DNR Trail Grant Application

Engineer Bittner and City Staff have been meeting regularly with Sherburne County Public Works staff regarding various proposed projects relating to County State Aid Highway (CSAH) 4. One of the discussion items is a local trail connection to Grams Park on the east side of Lake Fremont. Sherburne County has recently undertaken improvements to Grams Park, however, there is currently no connection for pedestrian or bike traffic to access the park from the west side of TH 169. Bittner presented a draft resolution authorizing the pursuit of DNR grant funding to construct a pedestrian trail on the north side of Fremont Avenue/CSAH 4 to 120<sup>th</sup> Street.

Comments were heard from **Wendy Kowalski, 26412 Lake Avenue**, who stated that in her opinion, pedestrian traffic on CSAH 4 east of the Holiday Station Store would add additional hazards to already dangerous area for pedestrians. She also questioned why the speed limit in that area was higher than 30 miles per hour. Bittner stated that a speed study would be required to lower the speed limit in that location.

Bittner continued that the maximum grant award would be \$150,000 and the cost to construct the trail is estimated at \$345,000. The remaining balance of \$195,000 would be a local share or City contribution. Bittner added that cost-sharing with Sherburne County or applying for additional federal grant funds are also a possibility. Council questioned if the City could reject the grant if it was awarded.

Comments were heard from **Kevin Hiller, 25880 – 100<sup>th</sup> Street NW, Zimmerman, MN**, who requested Council consider when placing a trail connection that snowmobilers use the north side of CSAH 4 to access the Highway 169 trails in the winter, as the south side is not ideal for snowmobile traffic. Council agreed by consensus to delay any action on this request until additional information or conversation with Sherburne County takes place.

### Upgrades to Well Pumps

Public Works Director Johnson reported that the existing well pumps at both water plants are due for removal, inspection and reinstallation. As part of the inspection process, the pumps are rebuilt prior to being reinstalled. Staff has budgeted \$37,000 in the 2018 Water Fund budget to maintain these pumps. While researching the proposed project, staff discussed replacing the pumps with new ones instead of rebuilt pumps. Rebuilt pumps only come with a 1-year warranty. Other municipalities that have replaced with rebuilt pumps have found the rebuilt pumps to last anywhere from 11 months to 5 years. Staff feels this is not an effective use of funds and recommends replacing the existing pumps with new pumps.

**Brisbin/Whiting unanimous to accept a quote from EH Renner & Sons to remove, replace and reinstall a new 75 HP motor on Well #2 at the 6th Avenue Water Treatment Facility at a cost of \$24,993.00 with payment from the Water Fund, as requested and as recommended by staff.**

**Brisbin/Nathe unanimous to accept a quote from EH Renner & Sons to remove, replace and reinstall a new 40 HP motor on Well #3 at the 4th Avenue Water Treatment Facility at a cost of \$11,780.00 with payment from the Water Fund, as requested and as recommended by staff.**

### SBR Generator

Public Works Director Johnson reported that the new generator for the SBR will be delivered on Wednesday of this week. No action taken.

### Replacement of WWTF Grit Pump

Public Works Director Johnson stated that an existing grit pump at the Waste Water Treatment Facility, installed with original construction in 1998, recently failed and needs immediate repair or replacement. The equipment pumps sand and grit out of the system for disposal. Due to the abrasive nature of the “grit”, the pump has worn through and is leaking. Grit removal is necessary to ensure the remaining treatment processes and equipment are not degraded or damaged.

Given its age, function and impact on the treatment process, staff recommends replacement of the grit pump. Nelson Electric Motor Repair has provided a quote for a new grit pump and labor to install for a total cost of \$14,500, plus shipping. Delivery of the new pump will take approximately 10-12 weeks.

Staff recommends accepting the quote from Nelson Electric Motor Repair to install the grit pump, with payment from Sewer Fund 602.

**Brisbin/Whiting unanimous to accept the quote from Nelson Electric Motor Repair to install an S & L Grit Pump at the Wastewater Treatment Plant at a cost of \$14,500 plus shipping, with payment to be made from the Sewer Fund, as requested and as recommended by staff.**

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

Re-Investment of City Funds

One of the City's investments valued at \$100,000 matured on February 26<sup>th</sup>. Clerk/Treasurer Tillmann provided rates on a potential re-investment for consideration.

**Whiting/Nathe unanimous to approve the investment of \$100,000 through MBS Investments for three (3) years with Ally Bank at a rate of 2.70%, utilizing funds from the February 26, 2018 matured CD and authorizing a wire transfer from the City's checking account in the amount of \$100,000 to complete the transaction, as recommended by staff.**

LMCIT Worker's Compensation Renewal

Worker's Compensation coverage for the City has been renewed for 2018 – 2019 through the League of Minnesota Cities Insurance Trust. The 2018 renewal is an increase of \$17,212 over 2017-18 due to a significant increase in the City's experience modification (up from 1.1 to 1.43) based on Worker's Compensation claims activity in 2017. Staff anticipated an increase in the premium amount over 2017, however, at the time the budget was approved, staff not aware the experience mod would increase as much as it did.

**Whiting/Nathe unanimous to approve the League of Minnesota Cities Insurance Trust Worker's Compensation policy renewal as presented and authorize premium payment in the amount of \$39,182.00 (ck #39904) to the League of Minnesota Cities Insurance Trust, as presented and as recommended by staff.**

**ADMINISTRATOR'S REPORT** – presented by Administrator Piasecki

NSP Grant Repayment – 12588 Pond View Road

The City provided a \$27,500 grant through the Neighborhood Stabilization Program (NSP) in 2010, providing financial assistance for the property located at 12588 Pond View Road. The MN Housing Finance Authority administered the Federal Grant Funds, which was forgivable after a 10-year period.

The property has been sold and repayment of the outstanding grant balance of \$5,500 is due because the resident did not satisfy the 10-year requirement. The grant balance has been returned to the City by the closing company. The monies must be returned to MHFA to complete the grant repayment process.

**Brisbin/Smith unanimous to approve payment to the MN Housing Finance Authority (MHFA) in the amount of \$5,500 (ck #39905) for repayment of the outstanding NSP grant for the property located at 12588 Pond View Road, Zimmerman, as requested by staff.**

Joint City/Township Clean-Up Day

In 2017, the Livonia Town Board questioned if the City would like to partner with them for a joint Spring Clean-Up Day. Council approved a joint effort in 2017, however financial support from the City was not necessary because the Township was able to fully cover expenses from SCORE grant funding and fees collected from residents. The Township has again asked if the City would like to participate in a joint Clean-Up Day effort. In anticipation of the request, City staff applied for SCORE Grant funding to subsidize anticipated costs.

**Nathe/Whiting unanimous to approve the provision of financial support to Livonia Township utilizing SCORE Grant funding from Sherburne County for providing a joint Clean-Up Day event for City residents.**

**MAYOR/COUNCIL ITEMS**

Donation to ZHS Class of 2018 All-Night Grad Party

Since 2005, the City Council has approved an annual donation to the Zimmerman High School Booster Club if requested for the All-Night Graduation Party. In 2018, \$500 was budgeted in anticipation of a request by the Booster Club.

**Brisbin/Whiting unanimous to approve a \$500 donation to the Zimmerman High School Booster Club for the Class of 2018 All-Night Grad Party from account #101-41110-490.**

Brief discussion was held regarding a donation to the Moving Wall project in the City of Princeton. Staff will discuss with the City Attorney to determine if financial support from the City is feasible.

Mayor Earenfight noted the following upcoming events:

- March 24 -- Passing the Bread Food Distribution -- 9 – 11 a.m.; UMA Precision Machining
- April 16 -- Local Board of Appeal and Equalization – 9:00 a.m., City Hall
- April 28 – Zimmerman/Livonia Joint Clean Up Day – 8 a.m. – Noon; Livonia Town Hall

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

**Brisbin/Smith unanimous to adjourn the meeting at 8:20 p.m. Motion carried.**

Approved this 2nd day of April 2018.

s/s Kary Tillmann, City Clerk/Treasurer