

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, APRIL 20, 2020**

CALL TO ORDER

The regular meeting of the Zimmerman City Council was called to order at 7:02 p.m. at City Hall by Mayor Stay, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Stay and Council Member Shepherd were present in the Council Chambers. Council Members Bondhus, Frederick, and Whiting were present remotely pursuant to MN Stat. 13D.021, subd 1. Also present were Administrator Piasecki (remote), Clerk/Treasurer Tillmann (remote), and Public Works Director Koehler (remote).

AGENDA APPROVAL

Frederick/Shepard unanimous to approve the agenda as presented. Roll call on the motion: Bondhus, aye; Frederick aye; Shepard, aye; Stay, aye; Whiting, aye. Motion carried.

APPROVAL OF MINUTES

Stay/Bondhus unanimous to approve the meeting minutes of the April 6, 2020 Regular Meeting as presented. Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

Frederick/Whiting unanimous to approve the minutes of the April 13, 2020 Local Board of Appeal and Equalization meeting as presented. Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

CONSENT AGENDA

Shepard/Stay unanimous to approve the consent agenda as presented as follows:

- a. Approve the payment of claims (check #41922 - #41950) in the amount of \$26,260.92 as presented.
- b. Approve the League of Minnesota Cities Insurance Trust Worker's Compensation policy renewal as presented and authorize premium payment to in the amount of \$39,437.00 (ck #41952) to LMCIT as presented and as recommended by staff.
- c. Authorize payment in the amount of \$14,502.00 (ck #41953) to the Sherburne County Auditor/Treasurer's Office as indicated on Invoice #9239 for 2020 appraisals of Real and Personal Property and Mobile Homes by the Sherburne County Assessor's Office, as recommended by staff.
- d. Authorize payment to the Zimmerman/Livonia Fire District in the amount of \$78,893.24 (ck #41954) as first-half payment for 2020 Fire Protection Services, as recommended by staff.

Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

OPEN FORUM

There was no one present to address the Council during Open Forum.

PUBLIC WORKS REPORT – presented by Public Works Director Keith Koehler

Community Thank You

Koehler reported that the Public Works Department has received several requests from community members asking about picking up garbage around town from ditches and roadsides. Public Works has been providing garbage bags to those that have asked. He thanked the community for their assistance, adding that the community help has freed up staff to work on other necessary spring projects.

SCADA Upgrade and Replacement

The City's central SCADA computer hardware and software located in the 6th Avenue Water Plant was updated in 2018 and operates all city SCADA functions including monitoring, alarms and reports for all water and wastewater plants plus lift stations throughout the City. The water plants are connected to the system via SCADA PLC's, which are 15 – 23 years old, technologically obsolete and needing replacement. Total Control Systems, who services the software and hardware, has been sourcing used cards to maintain and repair the City's PLC's as needed, however, the cards are difficult to locate and expensive to purchase. Without an upgraded PLC, staff cannot fully utilize the control and reporting functions of the current system. Total Control has submitted a quote to upgrade the 6th Avenue Plant in the amount of \$18,194.67.

Whiting/Stay unanimous to accept a quote from and authorize payment to Total Control Systems, Inc. in the amount of \$18,194.67 to replace and upgrade the SCADA PLC equipment hardware for the 6th Avenue Water Treatment Plant, with payment made from the Water Fund (Fund 601), as recommended by staff. Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

Footwear and Uniform Policy

As part of the 2020 Budget process, Council approved the elimination of a private vendor for the provision of uniforms for Public Works employees. Additional funds were included in the 2020 budget to provide an allowance or reimbursement to employees for purchasing approved uniforms, outdoor/safety gear and footwear. Staff drafted a Uniform and Footwear policy for Council review and a list of approved uniform items which would be reimbursable.

The City is currently providing 10 uniform shirts of varying types for all Public Works employees, with employees required to purchase their remaining clothing, gear and footwear items per their personal tastes and sizing. Staff recommends an annual reimbursement of up to \$800 per employee. Current employees would be immediately eligible for reimbursement for any purchases made to date in 2020. All new hires would be eligible upon hire, with the stipulation that if an employee is terminated or leaves employment prior to the end of the 6-month probationary period, any uniform reimbursement would be withheld from an employee's final paycheck.

Shepard/Bondhus unanimous to approve the Public Works Footwear and Uniform Policy as recommended by the Public Works Director. Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

Shepard/Frederick unanimous to set the maximum annual Footwear and Uniform Reimbursement at \$800 per employee as recommended by staff. Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

Administrator Piasecki thanked Koehler for all the work he put in drafting the framework of the Footwear and Uniform policy.

2020 Morrison Addition Improvement Project Update

Koehler reported that construction continues on the 2020 Morrison Addition Improvement Project. Currently the contractor is working on watermain installation in alleys and 3rd Street West. The Engineer anticipates completion in mid-June. No action taken.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

2020-2021 Liquor License Renewal Fees

Liquor license renewal applications were distributed on April 9 to all establishments holding current liquor licenses, with approval by Council considered in mid-May. In prior years, license renewal fees were due at the

time the application was returned for approval. Due to COVID-19, food establishments that sell alcohol have not been open or open reduced hours and not able to sell alcohol, which has had a significant impact on their revenue. Staff is requesting Council consider providing a “credit” to the renewal license fee for the 30 days food establishments have not been able to serve alcohol (March 18 – April 18, 2020), and allow on-sale, beer & wine, and club license holders to pay renewal fees in installments instead of in full prior to the issuance of the 2020/21 liquor license. Installment payments would not apply to 3.2 beer or off-sale license holders, as they have remained opened throughout the “Shelter at Home” order by the state.

Bondhus/Whiting unanimous to authorize staff to allow a credit to the renewal license fee for On-Sale, Club and Beer & Wine license holders for the amount of time establishments have been closed due to MN Executive Order #20-04, and allow those license holders to pay 2020-21 liquor license renewal fees in installment payments per the schedule determined by the City Clerk/Treasurer. Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

Administrator Piasecki thanked Tillmann for suggesting concessions for City’s liquor license holders relating to liquor license renewal fees in attempt to help our businesses deal with the impacts of COVID-19.

ADMINISTRATOR’S REPORT – presented by City Administrator Randy Piasecki

TH 169/CSAH 4 BUILD Grant Application

Council previously approved the City’s participation in Sherburne County’s preparation of a federal BUILD Grant application to potentially fund construction of an interchange at Trunk Highway (TH) 169 and County State Aid Highway (CSAH) 4. County Public Works and City staff have been working with SRF Consultants to prepare, complete and submit the grant application in May 2020.

County Public Works Director Andrew Witter has prepared a resolution of support and approval for the BUILD Grant and has requested Council consider and adopt the resolution by May 8, 2020. The resolution would be included with the grant application along with letters of support requested from State elected officials, local corridor cities and area landowners, developers and business owners impacted by or adjacent to TH 169. The County hopes to show as much support for the interchange, as it stands to be the only signal light between Interstate 94 in Rogers and Mille Lacs once the Elk River portion of the project is complete. Staff recommends adoption of the resolution as presented.

RESOLUTION 2020-04-03 Whiting/Frederick unanimous to adopt RESOLUTION #2020-04-03 supporting Sherburne County’s submission of a FY 2020 BUILD Grant application for the construction of an interchange at the Trunk Highway 169 and County State Aid Highway 4 intersection, as recommended by staff. Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

MAYOR/COUNCIL ITEMS

Community Health Emergency Declaration

Discussion was held regarding the community health emergency declaration currently in place as approved by the City Council on March 16, 2020.

Stay/Shepard unanimous to mirror the State of Minnesota, extending the Community Health Emergency Declaration for the City of Zimmerman through May 4, 2020 and re-visit the issue at the May 4 meeting. Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

Upcoming Meetings and Events

Mayor Stay noted the following:

- ISD 728 continues to offer school lunches for pickup from 11 a.m. – 1 p.m. daily at Zimmerman Elementary School. Families should contact the school district with any questions.
- April 25 -- Passing the Bread Food Distribution – 9 – 11 a.m.; UMA Precision Machining
- May 5 – Ruby’s Pantry Pop-Up – 4 – 5:30 p.m. at Zimmerman City Park hosted by Restoring Lives Church

Before adjourning, Mayor Stay asked for a moment of silence in honor of US military personnel at home and abroad as well as emergency services providers serving in the community.

Stay/Whiting unanimous to adjourn the meeting at 7:32 p.m. Roll call on the motion: Bondhus, aye; Frederick, aye; Shepard aye; Stay, aye; Whiting, aye. Motion carried.

Approved this 4th day of May 2020.

s/s Kary Tillmann, Clerk/Treasurer

Approved 05/04/2020