

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, JUNE 18, 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, Mathison and Whiting. Also present were Administrator Piasecki, Public Works Director Johnson and Operations Coordinator Koehler.

AGENDA APPROVAL

Whiting/Brisbin unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Mathison/Brisbin unanimous to approve the minutes of the June 4, 2018 Regular Meeting of the City Council as presented.

CONSENT AGENDA

Whiting/Mathison unanimous to approve the consent agenda as follows:

- a. Approve the payment of claims (check #40109 - #40152) in the amount of \$29,847.38 as presented.
- b. Accept invoice #1535, authorizing payment to Metro West Inspection Services (ck #40154) in the amount of \$6,547.15 for professional Building Inspection services in the City of Zimmerman for the month of May 2018, as recommended by staff.
- c. Approve payment to Aqua Aerobic Systems for a new computer, Wonderware software, and SCADA system upgrades for the Wastewater Treatment Facility as identified on Invoice #1015719 in the amount of \$18,735.00 (ck #40153), with payment to be taken from the Sewer Fund (602) as recommended by the Public Works 40153.
- d. Approve the Building Permit Surcharge Report to May 2018 as presented.
- e. Adopt **RESOLUTION #18-06-01**, appointing identified persons to serve as Election Judges for the 2018 Primary and/or General Elections 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 \$11.25 per hour for Head Election Judges and \$10.25 per hour for Regular Election Judges for election judge training and time served on Election Day.
- f. Support the application of Clerk/Treasurer Tillmann for consideration to be appointment as Region VI Director for the International Institute of Municipal Clerks (IIMC) for a two-year term and authorize the Mayor to sign said letter of support as requested.

OPEN FORUM

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

LAW ENFORCEMENT REPORT

Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of activities for the month of May, 2018. In the month of May, the department received 470 calls for service, including 171 traffic stops, as opposed 419 calls for service in the same time period in 2017 and 387 calls in 2016. There were 59 citations issued, not including long form complaints, with 9 thefts, 3 crashes with injury, 4 DUI's and 4 drug overdoses in the month. Stangler reminded the public to not keep valuables in vehicles parked outdoors, and to remember to lock those vehicles. Wild West Days went very well overall and there were no major incidents.

Council accepted the Law Enforcement Report for May, 2018, by unanimous consensus as presented.

PUBLIC WORKS REPORT – presented by Public Works Director Johnson

SCADA Replacement – 6th Avenue Water Treatment Plant

Public Works Director Johnson summarized the operation of the water and wastewater treatment plants using the SCADA system. The computerized system is used to control and operate the facilities, including lift stations, allowing staff to monitor operations, be alerted to problems and issues, and assist in gather data for MPCA and MDOH reporting. The system at 6th Ave Water Plant was last upgraded in 2004, and the computer and software are in need of upgrade. A quote was received from Total Control Systems, Inc. in the amount of \$22,878.48 to replace hardware and update SCADA software. Member Whiting stated if the computer and software was last upgrade in 2004, the system is obsolete and in need of replacement.

Whiting/Brisbin unanimous to accept a quote from Total Control Systems, Inc., and authorize payment in the amount of \$22,878.48 to replace SCADA hardware, and update SCADA software for the 6th Avenue Water Treatment Plant, with payment from Water Fund 601.

Security Cameras – 4th and 6th Avenue Water Plants

Johnson explained during the Wellhead Protection Plan review process, the MDOH Planner noted neither water plant has security cameras. Total Control Systems, Inc. has submitted a quote of \$10,746.67 for cameras at each water plant, including installation and 5-years license and cloud storage of recordings. MDOH has grant opportunities available to provide up to \$10,000 in assistance for improvements to the water system, and part of the wellhead action plan is the installation of security measures at the plants. Whiting stated the plants need security and the city should proceed with the purchase and installation, and continue to work with MDOH on a grant application. Earenfight questioned if cameras are needed at the wastewater treatment plant. Johnson stated due to the size of the complex, multiple cameras will likely be necessary, but that the software supports multiple cameras. Staff will research installation of camera at the wastewater plant and request a quote from the vendor.

Brisbin/Whiting unanimous to accept a quote from Total Control Systems, Inc., and authorize payment in the amount of \$10,746.67 to replace SCADA hardware, and update SCADA software for the 6th Avenue Water Treatment Plant, with payment from Water Fund 601.

Employee Retirement

Johnson informed Council he had submitted his written resignation to Administrator Piasecki on June 4, 2018, with a July 31, 2018 effective retirement date. Johnson began employment October 26, 1992 and will have served the City and its residents for 25 years and 9 months at the time of his retirement. Council thanked Johnson for his commitment and service and wished him well on his retirement.

Mathison/Whiting unanimous to accept the resignation of Public Works Director Dave Johnson, effective July 31, 2018.

FINANCE REPORT – presented by Administrator Piasecki

Council Appointment

Piasecki explained the City has received 2 applications for appointment to the vacant council seat created by Member Smith's resignation in early May. Since Smith resigned less than 2 years into her 4-year term, Council must appoint someone to fill the remainder of this year and hold a Special Election in November to fill the remaining two years. Therefore, this appointment will expire on December 31, 2018. Applications were received from Sheldon Shepard, 26352 9th Street West, a 22-year member of the Planning Commission, and Josh Bondhus, 26334 Terrace Drive, a member of the Park Commission for the past 2 years. Piasecki stated both applicants were in attendance if Council wished to ask them questions.

Earenfight thanked both parties for their applications, and stated he has worked with Shepard on the Planning Commission for the past 14 years. While both applicants have experience on city commissions, he feels Shepard has experience with the planning, zoning and development activities that would be beneficial to the Council. Mathison stated he agreed with Shepard's experience being valuable as the city continues to grow and develop. Brisbin stated both are good applicants, but Shepard has more experience. Whiting stated they are both good applicants to consider. Regardless of the appointment, Earenfight reminded applicants that filings for council seats for the November General Election will open later this summer.

Mathison/Brisbin unanimous to appoint Sheldon Shepard to the Council seat vacated by Member Beth Smith, with the term expiring on December 31, 2018.

ADMINISTRATOR'S REPORT –presented by Administrator Piasecki

Convey Outlots C and D, North Ridge Entry

Piasecki explained the City recently submitted the plat of North Ridge Entry for recording at Sherburne County. The adjacent land owners, Laurence and Sheryl Winter, wish to replat their property described at Lots 2, 3, 4 and 5, Winter Park, to formerly dedicate the 2nd Avenue North right of way, which was developed with their consent and participation, when 2nd Street East was constructed. A former cul du sac on these 4 lots was vacated by the City in preparation for the platting. As part of the North Ridge Entry platting, 2 very small outlots lie outside the City's street right of way, and are adjacent to lots 3 and 4, Winter Park. When 2nd Avenue North was constructed across Lots 3 and 4, the City had agreed to deed any surplus right of way in its plat to the Winter's to increase their lot size. Staff recommends deed Outlots C and D, North Ridge Entry to the Winter's for inclusion in their replat of Lots 2, 3, 4 and 5, Winter Park.

Mathison/Brisbin unanimous to authorize the conveyance of Outlots C and D, North Ridge Entry, to Laurence and Sheryl Winter, for inclusion in the replat of Lots 2, 3, 4 and 5, Winter Park.

Call for Public Hearing – Development District No. 1/TIF District No. 10

Piasecki informed Council that staff continues to work with a local business on the acquisition, construction and relocation of their businesses to the EDA's lot in the Public Safety Addition. That business has submitted an application for Tax Increment Financing (TIF) to assist with development and relocation expenses. Financial consultant Casserly has application materials and in processing the application for EDA consideration. If the City/EDA were to consider some type of assistance, the property first needs to be added to Development District No. 1, or areas identified for TIF related activities. Upon the recommendation of Casserly, staff has added many undeveloped properties that may see construction interest into Development District No. 1. TIF District Nos. 8 and 9 also need to be amended to reflect changes in Development District No. 1. Finally, the 2 EDA lots proposed for development would need to be placed into TIF District No. 10. After these steps are completed, the City/EDA can provide TIF assistance if warranted.

All these actions need to be considered and acted upon after a public hearing, which staff has tentatively scheduled for August 20, 2018. At that time, all documents necessary to expand Development District No. 1, amend TIF District Nos. 8 and 9, and to create TIF District No. 10 would be available for presentation, discussion, and adoption. Consensus of the Council was to proceed with the process as requested by staff.

RESOLUTION #18-06-02 Whiting/Brisbin unanimous to adopt RESOLUTION #18-06-02 calling for a public hearing on the modification of Development District No. 1 and TIF Districts Nos. 8 and 9, and the creation of a TIF District No. 10 and the accompanying TIF Plan.

MAYOR/COUNCIL ITEMS

Mayor Earenfight noted the following upcoming events:

- June 30 – Passing the Bread Food Distribution

Member Mathison announced Livonia Township has purchased property on the north shore of Lake Fremont and installed a public fishing dock and small parking area.

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 7:45 p.m. Motion carried.

Approved this 2nd day of July, 2018.

Kary Tillmann, Clerk/Treasurer

APPROVED 07/02/2018