

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, JULY 16, 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, Council Member Appointee Sheldon Shepard. Also present were Administrator Piasecki, Public Works Director Johnson, and Public Works Operations Coordinator Koehler.

OATH OF OFFICE

Administrator Piasecki administered the Oath of Office to Council Member Appointee Sheldon Shepard.

AGENDA APPROVAL

Brisbin/Mathison unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Whiting/Brisbin unanimous to approve the minutes of the July 2, 2018 Regular Meeting of the City Council as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (ck #40183 - #40212) in the amount of \$45,165.81 and electronic payments (e-check #1656 - #1666) in the amount of \$103,577.04 as presented.
- b. Approve the interfund loan payment to the Water Fund (Fund 601) in the amount of \$8,480.00, for the purchase of the New Holland tractor, as authorized in Resolution #2014-11-02.
- c. Approve the interfund loan payment to the Sewer Fund (Fund 602) in the amount of \$9,173.51, for redevelopment purposes, as authorized in Resolution #2014-10-03 and EDA Resolution #14-10-02.
- d. Approve the event permit application for the Zimmerman Chamber of Commerce for a 5K walk/run to be held on September 8, 2018 in the morning, beginning at City Hall located at 12980 Fremont Avenue and utilizing various roads throughout the City as identified on the map provided.
- e. Approve the event permit application for outdoor music as requested by ZBG/Angeno's, on Saturday, July 20, 2018, from 8:00 p.m. – 12:00 Midnight, at 13100 Fremont Avenue, Zimmerman, MN.
- f. Approve the license application for a Solicitor for the period of June 25, 2018 – June 24, 2019, for door-to-door sales of educational materials for Egert Joesaar, Southwestern Advantage, 12900 Dayton River Road, Dayton, MN 55327, pending receipt of all required documentation and necessary fees

OPEN FORUM

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

KAREN MICHELS – PRINCETON AREA CHAMBER OF COMMERCE

Karen Michels, Executive Director of the Princeton Area Chamber of Commerce, was present to thank the City for its financial support of "The Moving Wall" Vietnam War Memorial, which was in Princeton July 4th-6th. Michels also thanked the Zimmerman/Livonia Fire Department, Zimmerman American Legion, local Boy Scouts, and Council member Mathison for their support and making the event a success. American flags are available for sale for \$20 each at the Princeton VFW. These flags were flown over the monument while on display.

PARK BOARD REPORT

Park Board Chair Josh Bondhus presented the June 19th and July 10th Park Board reports. After reviewing the concession stand in Lion's Park, the Board feels the building can be repaired or renovated rather than demolished, with recommendations to follow. Safety issues at neighborhood parks were discussed and forwarded to the Public Works Department for consideration of potential repairs. The Park Board is continuing their planning and

preparation for the August 7th Night to Unite event to be held at Lion's Park. A bounce house, bocce ball, and kickball games will be available for entertainment. Bondhus invited Council and the public to attend. The Board is also reviewing DeGreeff Park and the high-water situation that is making part of the park unusable. More information regarding this park will be considered in the future.

Whiting/Shepard unanimous to accept June 19 and July 10, 2018 Park Board report as presented.

LAW ENFORCEMENT REPORT

Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of activities for the month of June, 2018. In the month of June, the department received 421 calls for service, including 172 traffic stops, as opposed 469 calls for service in the same time in 2017 and 388 calls in 2016. There were 52 citations issued, not including long form complaints, with 9 thefts, 2 property damage crashes, 5 criminal damage to property, and 1 DUI in the month. Stangler stated June was a very good month with no burglaries reported. Stangler reminded the public to lock parked vehicles and not keep valuables in vehicles parked outdoors.

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

PUBLIC WORKS REPORT – presented by Public Works Operations Coordinator Keith Koehler

Employee Recognitions

Operations Coordinator Koehler informed Council that Maintenance Technician Jim Plude has successfully completed his 6-month probationary period, and continues to work toward Class D Sewer and Water licensing as a condition of his employment with the City. Upon completion of the probationary period, Plude is now considered a regular employee of the City, which has been documented in his personnel file.

On July 10, 2018, Maintenance Technician Karl Anderson completed 1 year of service to the City of Zimmerman. Mayor Earenfight presented Anderson with a certificate acknowledging his anniversary and thanked him for his service to the City.

Purchase of Paint Sprayer

Koehler has obtained quotes for the purchase of a new paint sprayer/stripping machine for painting streets, curbs, and ball field markings. Staff recommends purchasing a Graco Linelazer V 3900 Standard Paint Sprayer from Sherwin Williams in the amount of \$5,755.00, with payment from the 2018 Streets and Park Department budgets.

Brisbin/Whiting unanimous to approve the purchase of a Graco Linelazer V 3900 Standard Paint Sprayer in the amount of \$5,755.00, and authorize payment to Sherwin Williams, with payment from the Street and Park Department 2018 budgets, as requested and as recommended by staff.

ADMINISTRATOR'S REPORT – presented by City Administrator Randy Piasecki

Public Works Director Position

Piasecki reminded Council that Public Works Director Dave Johnson's has previously submitted his retirement notice, which is effective July 31, 2018 and created a vacancy in the Public Works Department. The City appointed Keith Koehler over three (3) years ago to the supervisory position of PW Operations Coordinator, with the intent he gain City experience and eventually succeed Johnson. Koehler has expressed a willingness and desire to succeed Johnson as Public Works Director. In addition to his experience in the City of Zimmerman, Koehler worked for the City of Princeton for 6+ years as the Public Works Supervisor, 2 years as Public Works Director for the City of Freeport and worked 2 years as a maintenance technician with the City of Isanti. Piasecki stated Koehler is familiar with Zimmerman's infrastructure, procedures, employees and consultants, and in his opinion, is prepared to assume the department head role. Piasecki recommended Council appoint Keith Koehler

to the position of Public Works Director, effective July 29, 2018, at Step 7-2 of the 2018 Pay Matrix at a rate of \$34.40/hour. Council briefly discussed the recommendation and Koehler's qualifications.

Mathison/Whiting unanimous to appoint Operations Coordinator Keith Koehler to the position of Public Works Director effective July 29, 2018, at Step 7-2 of the 2018 Pay Matrix.

Consider Conveying Surplus Right of Way to Adjacent Property Owner

Piasecki informed Council that a developer has requested the City consider conveying Outlots F, G and H, North Ridge Entry, for inclusion in their proposed plat and development of the adjacent property. These outlots are surplus property remaining after the City platted the former railroad right of way and are too small to be buildable parcels. The City conveyed Outlots C and D to Laurence and Sheryl Winter in June, 2018.

Matt Kuker of PSD, LLC was present to explain his request to add the parcels to the proposed project area in a forthcoming development project order to increase the project area. While Kuker can construct the proposed project on land he currently owns, adding the City's outlots would allow him to increase the number of units in the proposed apartment project, boosting tax value and revenue for the City. Construction costs are estimated to be \$9-10 million dollars. If Council is comfortable with the idea of conveying the lots for inclusion in PSD's project area, staff will work with Kuker and the City Attorney on the deeding of the property. PSD, LLC will then move forward with a proposed plat of their property, including the City's outlots, for review by the Planning Commission at the August 1st meeting. Kuker added that the proposed plat is named "Ice House Village", acknowledging a historic ice house that used to be located on this property. The proposed building will also be named "Depot on Main" to acknowledge the properties location on former railroad right of way north of the former Depot site.

Council consensus was to convey the outlots to PSD, LLC for inclusion in their plat and development, and staff is authorized to work with PSD, LLC and the City Attorney to complete the conveyance. Council acknowledged support for the proposed plat and development as it proceeds to the Planning Commission for public hearings and processing.

MAYOR/COUNCIL ITEMS

Mayor Earenfight noted the following upcoming events:

- July 28 – Passing the Bread – 9:00 – 11:00 a.m. – UMA Precision Machining
- August 7 – MN Night to Unite -- 6 – 8:30 p.m.-- City Park
- August 7 – Movie in the City Park -- 8:30 p.m.
- August 15 – Movie in the City Park -- 8:30 p.m.
- September 8 City-wide Events
 - Chamber of Commerce 5K – City Hall
 - Community Shred Event – 10:00 a.m. – 1:00 p.m. - City Hall
 - Fire Department Open House and Dance -- Fire Station
 - Zimmerman Youth Expo – St. John Lutheran

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

Whiting/Mathison unanimous to adjourn the meeting at 7:43 p.m. Motion carried.

Approved this 16th day of July, 2018.

s/s Kary Tillmann, Clerk/Treasurer