

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, AUGUST 3, 2020**

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 Stay, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Stay, Council Members Bondhus, Frederick, Shepard and Whiting. Also present were Clerk/Treasurer Tillmann, Public Works Director Koehler, Engineer Bittner and Fire Chief Maloney.

AGENDA APPROVAL

Frederick/Bondhus unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Bondhus/Shepard unanimous to approve the minutes of the July 20, 2020 Regular Meeting with the following correction to Consent Agenda Item I. as follows:

- i. Adopt **RESOLUTION #2020-07-01** appointing identified persons to serve as Election Judges for the 2020 Primary and General Elections with 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 \$11.50 per hour for Head Judges and ~~\$10.3520~~ **\$10.50** per hour for Regular Election Judges, plus mileage during election judge training and time served on Election Days.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #42233 - #42268) in the amount of \$47,711.92 as presented.
- b. Approve the semi-annual payment to the MN Public Facilities Authority (ck #42271) in the amount of \$520,922.68, for scheduled principal and interest payments on GO Revenue Bonds as follows and as recommended by staff:
 - 2000 SBR – \$2,672.40 interest; \$262,000 principal
 - 2007 4th Ave Water – \$10,420.20 interest; \$110,000 principal
 - 2010 SBR -- \$15,830.08 interest; \$120,000 principal
- c. Accept invoice #253600 presented for payment by Bolton & Menk in the amount of \$21,051.00 (ck #42269) for Engineering and Project Management Services for the period of May 30 – June 26, 2020 for the Morrison Addition Improvements as recommended by staff.

Clerk/Treasurer Tillmann pointed out that this approved payment to the MN Public Facilities Authority included the final installment of the 2000 SBR loan, paying off that issue with the PFA in full.

OPEN FORUM

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

FIRE PROTECTION REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of July 2020. The Department responded to 2 medical calls, a gas leak, 1 injury accident, 2 fire alarms, an outdoor rubbish fire, provided mutual to the Elk River Fire Department at a commercial business and responded to a residential house fire in Livonia Township. Maloney added that two firefighters had recently completed the Fire Academy and that due to retirements, there are currently three openings for Volunteer firefighters. Construction of the new Fire Hall and Event Center continues. The Fire Board will meet on Wednesday, August 5, to discuss the 2020 Fire Department Open House and Dance.

Council accepted the Fire Department Report for July 2020 by unanimous consensus as presented.

PUBLIC WORKS REPORT – presented by Public Works Director Koehler

2020 Morrison Addition Improvements

Engineer Bittner presented Change Order #1 and Pay Request #4 from C & L Excavating. Change Order #1 was submitted deducting \$2,469.00 from the contract price because the contractor was allowed to use 1,248 cubic yards of reclaimed bituminous for the road base instead of Class 5, resulting in a contract deduction of \$2/cubic yard. Pay Request #4 is for construction work completed through July 24, 2020. Engineering staff has reviewed the pay request and change order and recommend approval of both.

RESOLUTION 2020-08-01 Shepard/Whiting unanimous to adopt RESOLUTION #2020-08-01 accepting Change Order #1 in the deduct amount of \$2,469.00 and approving Pay Request #4 in the amount of \$333,800.15 as submitted by C & L Excavating for the 2020 Morrison Addition Improvement Project, as recommended by staff and the City Engineer.

Public Works Department Staffing

Koehler reported that Tom DeGreeff's retirement left a vacant part-time position in the Public Works Department. Maintenance Technician I Jon Niebuhr has requested Council consider his re-assignment to the vacant position. Staff recommends the re-assignment as requested, with pro-rated benefits based on a 30-hour work week.

Stay/Bondhus unanimous to approve the reassignment of Jon Niebuhr from full-time Maintenance Technician I to part-time Maintenance Technician I as requested and as recommended by staff, effective August 3, 2020.

The re-assignment of Niebuhr to the part-time position will create a full-time vacancy in the Public Works Department. Public Works Director Koehler and Administrator Piasecki were authorized by Council to review accepted applications for the March 2020 hire to fill the vacancy created by the re-assignment if approved. Staff recommends hiring Kyle Cliché as Maintenance Technician I, Grade 4, Step 1, effective August 18, 2020.

Bondhus/Stay unanimous to approve hiring Kyle Cliché for the vacant full-time Maintenance Tech I position in the Public Works Department, starting at Grade 4, Step 1, effective August 18, 2020, as requested and recommended by staff.

FINANCE REPORT – presented by Clerk/Treasurer Tillmann

2021 Budget Process

Tillmann reported that staff has been working on the City's 2021 General Fund budget and will present the first draft at the August 17, 2020 Council meeting. Council will have ample time to review and provide input on the budget, which must be certified to Sherburne County by September 30, 2020. Staff was recently notified of the City's 2021 Local Government Aid amount which was certified at \$652,016, an increase of approximately \$39,000 over the current year. Staff also knows that the 2021 levy will increase by approximately \$187,000 for the annual debt service on the Fire Hall/Event Center. No action taken.

MAYOR/COUNCIL ITEMS

Council agreed by unanimous consensus to cancel the August 10 Committee of the Whole Meeting due to a lack of agenda items. Member Bondhus reported that the Park Board has also cancelled the 2020 Night to Unite event.

Mayor Stay noted the following upcoming events

- August 11 – State Primary Election – Polls open 7:00 a.m. – 8:00 p.m.
- August 29 -- Passing the Bread Food Distribution – 9 - 11 a.m., UMA Precision Machining with set up on Friday, August 28

Before adjourning Mayor Stay called for a moment of silence in support of United States military and emergency services personnel and healthcare workers.

Frederick/Stay unanimous to adjourn the meeting at 7:17 p.m. Motion carried.

Approved this 17th day of August 2020.

s/s Kary Tillmann, Clerk/Treasurer

Approved 08/17/2020