

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, SEPTEMBER 10, 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, Shepard, and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Koehler.

**AGENDA APPROVAL**

**Mathison/Shepard unanimous to approve the agenda as presented.**

**APPROVAL OF MINUTES**

**Brisbin/Whiting unanimous to approve the following meeting minutes:**

- **August 20, 2018 Regular Meeting of the City Council as presented**
- **August 27, 2018 Budget Workshop as presented**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #40337 - #40401) in the amount of \$63,319.88 as presented.
- b. Approve payment to the Sherburne County Auditor/Treasurer in the amount of \$337,379.50 for 2018 1<sup>st</sup> half Law Enforcement Contract Services provided by the Sherburne County Sheriff's Department, with funds to be taken from the Public Safety Budget (101-42000-440) as recommended by staff.
- c. Approve the contract renewal for the City's Safety and Compliance Management Program for the period of October 1, 2018 – September 30, 2019 with the Minnesota Municipal Utilities Association (MMUA), at a cost not to exceed \$11,000 for the contract period and authorize the City Administrator to sign said contract on behalf of the City, on file in the City Clerk's Office. Improvement Project, as recommended by staff.
- d. Accept the August 2018 Building Permit Summary Report as presented.
- e. Adopt **RESOLUTION #2018-09-01**, approving the request of Christ Our Light Catholic Parish for an Exempt Permit to conduct lawful gambling at a function to be held at Christ Our Light Catholic Church, 25909 – 4<sup>th</sup> Street West, on October 7, 2018.
- f. Adopt **RESOLUTION #2018-09-02**, approving the request of Christ Our Light Catholic Parish for an Exempt Permit to conduct lawful gambling at a function to be held at Christ Our Light Catholic Church, 25909 – 4<sup>th</sup> Street West, on December 28, 2018.

**OPEN FORUM**

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

**FIRE DEPARTMENT REPORT**

**Fire Chief Ryan Maloney** was not present for the monthly report.

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

**Sale of Outlots F, G, & H (North Ridge Entry Plat) to PSD LLC**

At the July 16<sup>th</sup> meeting, Council heard from **Matt Kuker of PSD LLC**, who requested the City consider conveying Outlots F, G and H, North Ridge Entry to PSD for inclusion in their proposed apartment building project at the intersection of County Road 4 and 2<sup>nd</sup> Avenue North. These outlots are unbuildable unless combined with adjacent property to create a buildable lot. Council consensus was to convey the outlots to PSD, and staff was authorized to complete the process.

Outlots F, G and H lie on the west side of 2<sup>nd</sup> Street East and south of 2<sup>nd</sup> Avenue North. Outlots F and G have a 25-foot utility easement extending across their entirety from north to south. The southern 1/3 of Outlot F is also

improved as “3 Flags Park”, which is not a dedicated park space, but includes a planter, city sign, 3 flags, a park bench and trash can. The 3 outlots are not large enough per City Code to be considered buildable parcels, with square footages as small at 5,227 square feet for Outlot H and as large as 14,810 square feet for Outlot F, with a combined total of 27,007 square feet for all three. Sherburne County has determined the market value of the property to be \$0.66 per square foot, for a total of \$17,900.00.

Kuker proposes to add the outlots to the PSD property and be included in the plat of Ice House Village, a 2-lot subdivision including a buildable Lot 1, Block 1 on which a proposed apartment building would be constructed, and an Outlot A which would be 4,716 square feet in size. Outlot A, Ice House Village would be deeded back to the City by PSD, LLC, preserving the existing “3 Flags” site. The City Attorney has prepared deeds from the City to PSD, and from PSD to the City, and would be responsible for recording these documents.

The Planning Commission has reviewed the proposed sale of city-owned property and recommends the City convey the property to PSD, LLC for inclusion in their project area. Staff is proposing a sale price of \$14,700, which is the assessed value multiplied by the remaining 22,291 square feet to be conveyed to PSD, LLC. PSD, LLC has accepted this price and will complete the transaction upon Council approval. The City Attorney will complete documentation and the recording of the deeds, the proposed plat of Ice House Village, and the CUP issued for a 65-unit apartment on the site, to ensure proper recording order and the City’s receipt of Outlot A, Ice House Village.

**Shepard/Whiting unanimous to approve the sale of Outlots F, G and H, North Ridge Entry, to PSD, LLC for inclusion in the plat of Ice House Village, at a sale price of \$14,700, as recommended by staff and the Planning Commission.**

**PUBLIC WORKS REPORT – presented by Public Works Director Koehler**

**Lift Station #11 Pump Replacement**

Koehler reported ongoing problems with the pumps at Lift Station #11, located at 13400 4<sup>th</sup> Avenue South. The lift station is nearly 20 years old and constructed as part of the Marturano Meadows development. Lift #11 services all development lying west and northwest of CH 46, via lift stations #13 and #14. The 2 pumps within the lift station are failing on a regular basis due to clogging, which triggers alarms multiple times a week. If an alarm sounds, it requires daytime or on-call staff to respond to ensure the station is online and not backing up sewage. Due to the age, inefficiency and recent failures, staff believes the pumps need to be replaced.

Pictures were provided in the Council packet of what the pumps look like when a failure due to clogging occurs. Discussion was held regarding items that cause problems with the pumps. Koehler stated that materials that causes clogging include flushable wipes, hair, residue from carpet cleaners, socks, feminine products, coffee grounds and egg shells among other things. Council requested staff develop an educational brochure that can be included with an upcoming water bill reminding residents what should not go down drains into the sewer system.

Staff has received a quote from Nelson Electric Motor Repair to replace the 2 existing pumps with new Hydromatic 5 hp pumps with vortex impellers at an installed cost of \$9,080. These are the same type of vortex impeller pumps recently installed in the Lift Station #1 reconstruction in 2016 and the Lift Station #2 pump replacement in 2017. The vortex impellers have decreased binding or clogging issues in the pumps and have resulted in “cleaner” lift stations as the moving water caused by the vortex action do not allow greases, oils, or other solids to adhere to the side of the station. Staff requests Council authorize the purchase and installation of 2 Hydromatic 5 hp pumps with vortex impellers at a cost of \$9,080, plus freight costs estimated to be approximately \$300.

**Mathison/Whiting unanimous to approve the purchase and installation of 2 Hydromatic 5 hp pumps with vortex impellers at a cost \$9,080.00, plus freight costs, from Nelson Electric Motor Repair, with payment from the Sewer Replacement line (602-49450-408), as requested and recommended by staff.**

Lions Park Sidewalk and Parking Lot Entrance

Koehler has been contacted by members of the public about the lack of sidewalk across the Main Street entrance to Lions Park. People with disabilities or in wheelchairs find it difficult to cross the park entrance because the gravel is uneven, forcing people to enter the roadway to continue on a dry, stable, and smooth surface if crossing from one side of the parking lot entrance to the other. This graveled entrance has also created drainage issues onto Main Street, with storm water and siltation from the graveled parking area washing into the street and storm sewer system. Staff proposes to install a 4-foot concrete sidewalk and an 11-foot driveway apron across the entrance to extend pedestrian access and control the storm water and siltation issues. The increased depth of the apron is proposed to extend past existing water valves, placing them flush with the apron, and eliminating siltation within the valves. A quote has been received from Darryl Waletzko LLC to construct the sidewalk and apron a cost of \$8,925.

**Brisbin/Whiting to accept the quote from and authorize payment to Darryl Waletzko LLC in the amount of \$8,925 to install a 15' x 70' sidewalk and concrete apron across the Main Street entrance to Lion's Park parking lot, with payment from the Street Department budget and the Water Fund.**

Koehler reported that staff had received a request to add handicapped parking spaces near the baseball fields, as currently, there are none. Public Works staff will place handicapped parking signs at each ballfield sometime this week. No action taken.

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

Re-investment of City Funds

The City had an investment valued at approximately \$230,000, mature in late August. Staff has been in contact with brokers and local bank representatives to provide a recommendation for reinvestment, based on current holdings and rates available for consideration.

**Shepard/Mathison to approve the re-investment of \$230,000 through Multi-Bank Securities for 4 years at a rate of 3.15% with Citibank NA, utilizing funds from the matured CD and authorizing a wire transfer from the City's checking account to complete the transaction.**

2019 Preliminary Budget and Levy

Staff presented the first draft of the proposed 2019 budget at the August 27<sup>th</sup> Council Budget Workshop. The preliminary 2019 budget and levy must be certified to Sherburne County by September 30, 2018.

Three different revenue scenarios were presented for consideration and discussion at this meeting. Option #1 is the budget and levy figures that were presented on August 27. Under Option #1, proposed expenses are projected at \$2,714,139, an increase of \$38,315 from 2018, and the levy would not change from 2018 levels. Option #2 proposes an additional \$50,000 to be levied and committed for future road improvements, quite possibly for the Lake Fremont area. Under Option #2, the expenditure budget would increase from \$2,685,824 in 2018 to \$2,764,139, a 2.8% increase. The total levy, including special levies, would increase by \$50,000 to \$1,644,000, a 3.1% increase over the current levy. Option #3 was proposes an additional \$100,000 to be levied and committed for future road improvements. Under Option #3, the budget would increase from \$2,658,824 in 2018 to \$2,814,139, a 4.7% increase. The total levy would increase from \$1,594,000 to \$1,694,000, a 6.3% increase.

Administrator Piasecki added that whichever option the Council chooses would still likely result in a decrease to the City's tax rate due to the added valuation of new residential and commercial properties. Council requested staff provide financial impacts of all three options on average residential property values at the September 17th meeting, if possible. Staff is currently waiting on valuation information from Sherburne County to make final calculations for the preliminary budget and levy.

The preliminary levy should be approved at the September 17 meeting to meet State imposed certification deadline. If Council does not reach a decision on the preliminary budget and levy on September 17, a special meeting will be necessary to act on the proposed budget and levy before the September 30<sup>th</sup> deadline. Once the preliminary levy is set, Council will be able to reduce the budget and levy before final certification in December.

Initiative Foundation Request 2019 Funding Request

Annually, the Initiative Foundation asks Council to consider a contribution in the annual budget. Staff has received a request for funding for 2019.

**Shepard/Whiting unanimous to approve a \$110 contribution to the Initiative Foundation for 2019. Motion carried.**

**MAYOR/COUNCIL ITEMS**

Mayor Earenfight noted the following items:

- Passing the Bread Food Distribution – September 29; 9 – 11 a.m.; UMA Precision Machining

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

**Mathison/Shepard unanimous to adjourn the meeting at 7:34 p.m. Motion carried.**

Approved this 17th day of September, 2018.

s/s Kary Tillmann, Clerk/Treasurer