

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, SEPTEMBER 17, 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 Mathison, Shepard and Whiting. Member Brisbin was absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Koehler.

AGENDA APPROVAL

Whiting/Mathison unanimous to approve the agenda with the following addition:

- **Investment of City Funds – Finance Report**

APPROVAL OF MINUTES

Mathison/Shepard unanimous to approve the meeting minutes of the September 10, 2018 Regular Meeting of the City Council as presented

CONSENT AGENDA

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

- a. Approve the payment of claims (check #40403 - #40421) in the amount of \$19,570.46 as presented.
- b. Approve payment to Lano Equipment, Inc., in the amount of \$42,873.20 (check #40422) for the purchase of a 2018 Bobcat Skid Loader and 80” Virnig bucket as approved by the City Council on August 5, 2018, to be paid from the 2018 Capital Expenditure – Trucks budget, as requested and as recommended by staff.
- c. Accept invoice #2444 in the amount of \$9,200.00 (check #40422), authorizing payment Brenteson, Inc., for a water main repair, as requested and as recommended by staff.
- d. Accept invoice #5985 in the amount of \$7,980.00 (check #40424), authorizing payment Rum River Contracting for repaving the parking area at the 6th Avenue Water Plant due to a water main repair, as requested and recommended by staff.

OPEN FORUM

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

PARK BOARD REPORT

Josh Bondhus, Park Board Member, provided an overview of the September 4, 2018 Park Board meeting. The Park Board met with community resident Nicole Janas who applied to fill the vacant seat on the Park Board.

Whiting/Shepard unanimous to appoint Nicole Janas to the Park Board to fill the balance of the term vacated by Thomas Hovorka, effective immediately through January 31, 2021, as recommended by the Park Board. Motion carried.

The Board discussed the 2018 Night to Unite event in the City Park on Tuesday, August 7. They feel the event was a success and would like to continue offering it as an annual event. Public Works staff has been working with a resident to secure materials and labor to install a metal roof on the concession building in the City park before winter. After recent heavy rains, Bob DeGreeff Park was under water, so the Public Works department completed trenching to remove the water, then installed additional drain tile and new wood chips to make the park functional and accessible again. The new concrete apron at Lions Park has been installed to accommodate people with mobility issues trying to cross the park entrance via the sidewalk. It is now one continuous smooth sidewalk area.

Mathison/Shepard unanimous to accept the September 4, 2018 Park Board Report as presented. Motion carried.

LAW ENFORCEMENT REPORT

Patrol Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of law enforcement activities for the month of August, 2018. The department received 429 calls for service, including 151 traffic stops with 45 offenses charged by citation, as opposed 529 calls for service in the same time period in 2017 and 324 calls in 2016. There were 2 burglaries and 7 thefts from buildings or vehicles reported during the month of August, including 2 gas drive offs from local gas stations. Several have been charged out with the remaining still under investigation. The Department also responded to 4 vehicle crashes, 6 property damage complaints and a variety of smaller incidents.

Stangler reminded drivers to be aware of school busses on City streets now that school is back in session. He also encouraged residents to lock the doors on residential properties during the day as the Sheriff's Department notices in an uptick in daytime burglaries once school starts. Stangler also reminded the public that the ZHS Quarterback has an approved permit to display fireworks at home football games.

Council agreed by unanimous consensus to accept the Law Enforcement Report for August, 2018, as presented.

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

Public Works Department Staffing

The Public Works Department is currently short one person due to the recent retirement of Dave Johnson. At the August Budget Workshop, staff discussed with the Council the possibility of filling the vacancy with a Maintenance Technician instead of a supervisory Operations Coordinator. After considering the Department's needs, Public Works Director Koehler is requesting Council authorize filling the vacancy by hiring seasonal employee Amanda Rodriguez as a full-time Maintenance Technician. Including this summer, Rodriguez has worked as a seasonal employee for the City for 5 years. She has expressed an interest in continuing her employment with the Public Works Department on a permanent basis. Council has approved filling at least 4 full-time maintenance positions by hiring current part-time employees.

Staff requests Rodriguez be hired at Level 2, Step 1, with a pay rate of \$18.50 per hour, with accompanying benefits, effective October 1, 2018.

Mathison/Shepard unanimous to appoint Amanda Rodriguez as a full-time Maintenance Technician in the Public Works Department effective October 1, 2018 at Level 2, Step 1 with a 2018 pay rate of \$18.50 per hour with benefits, as recommended by staff. Motion carried.

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

2018 Preliminary Budget and Levy

Staff presented the first draft of the proposed budget at the August 27 workshop, with additional discussion at the September 10 meeting. The three options presented included additional funds to be levied for future capital improvements. Council was reminded that the preliminary 2019 budget and levy must be certified to Sherburne County by September 30, 2018, therefore must be approved at this meeting or a special meeting to be scheduled and held prior to September 30. Once the preliminary levy is set, Council is still able to reduce the budget and levy before final certification in December.

Discussion focused on Options #2 and #3 as presented. Option #2 would include an additional \$50,000 to be levied and committed for future capital improvements. Under this option, the budget would increase from

\$2,685,824 in 2018 to \$2,764,139, a 2.8% increase. The total levy would then increase from \$1,594,000 to \$1,644,000, a 3.1% increase. Option #3 is the budget and levy with an additional \$100,000 proposed to be levied and committed for future capital improvements. Under this option, the proposed budget would increase from \$2,685,824 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. Once the preliminary levy is adopted, it cannot be increased prior to final certification. It can only be decreased. Staff will work with Council over the next three months to further refine the 2019 budget and levy.

Piasecki added that Sherburne County is increasing property values through the County for 2019 and Zimmerman will see, on average, a 6.7% increase in residential property values. If Council adopted Option #3, the net increase to property taxes would be less than \$100 per year, depending on residential property value.

RESOLUTION #18-09-03 **Whiting/Mathison unanimous to adopt option #RESOLUTION #18-09-03 approving the proposed Preliminary General Fund Levy for taxes collectible in 2019 as follows: General Fund: \$1,488,000; Debt Service: \$69,000; Capital Expenditures: \$137,000, for a total levy amount of \$1,694,000 upon taxable property in the City of Zimmerman. Motion carried.**

RESOLUTION #18-09-04 **Shepard/Mathison unanimous to adopt RESOLUTION #18-09-04, approving the proposed 2019 Preliminary General Fund Budget as presented.**

Tillmann reported that Council must hold a public comment meeting prior to adopting the final 2019 General Fund Operational Budget. According to statute, this meeting must be held after November 24, 2018 and cannot begin before 6:00 p.m. The final budget must be adopted between November 24 and December 29, 2018. The public meeting date must be certified to the Auditor/Treasurer's Office by September 30. Staff recommends setting the public comment meeting for Monday, December 3, 2018 at or after 7:00 p.m., to coincide with Council's regular meeting schedule and allow staff time to make changes to the budget prior to final adoption on December 17th.

RESOLUTION #18-09-05 **Whiting/Shepard unanimous to adopt RESOLUTION #18-09-05, setting the public comment meeting for the 2018 General Fund operational budget and levy for Monday, December 3, 2018, at 7:00 p.m., or as soon as possible thereafter, pursuant to MS 275.065, subd 1 and 3.**

Re-Investment of City Funds

The City has a money market account with Financial Northeastern Companies (FNE) as part of its investment account. The current balance of the account is over \$56,000 earning annual interest at 1.84%. Staff would like to place a large portion of the money market funds into a CD to earn a higher rate of interest. FNE provided rates today and staff recommends the reinvestment based on current holdings and rates available for consideration.

Whiting/Mathison unanimous to approve the re-investment of \$55,000 with Financial Northeastern Companies for a period of 4 years at a rate of 3.10% with Enerbank USA, utilizing funds from the City's money market account with FNE to complete the transaction. Motion carried.

ADMINISTRATOR'S REPORT – presented by Administrator Piasecki

Piasecki reported that PSD LLC has paid the \$14,700 for the purchase of city outlots as part of the Ice House Village project. Staff recommends the funds be receipted into the City Park Fund to be used for future park expenditures.

Whiting/Mathison unanimous to designate \$14,700 from the sale of Outlots F, G, and H, North Ridge Entry to the Park Fund, as recommended by staff.

MAYOR/COUNCIL ITEMS

Mayor Earenfight noted that Passing the Bread will hold a Food Distribution on September 29th from 9 – 11 a.m. at UMA Precision Machining, 26833 – 5th Street West, Zimmerman.

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 7:33 p.m. Motion carried.

Approved this 1st day of October 2018.

s/s Kary Tillmann, Clerk/Treasurer

Approved 10/01/2018