

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, NOVEMBER 4, 2019**

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, Shepard and Whiting. Member Frederick was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler and City Engineer Bittner.

AGENDA APPROVAL

Bondhus/Shepard unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Whiting/Shepard unanimous to approve the minutes of the October 21, 2019 Regular Meeting of the City Council as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #41483 - #41523) in the amount of \$64,595.66 and electronic payments (e-checks #1886 - #1899) in the amount of \$37,871.51 as presented.
- b. Authorize payment in the amount of \$10,537.34 (ck #41527) to UMA Precision Machining, Inc., for 2019 Tax Abatement, as presented by staff per the agreement on file in the City Clerk's Office.
- c. Approve payment to Great Northern Environmental in the amount of \$6,751.50 (ck #41524) for UV bulbs and related light equipment for the Wastewater Treatment Plant, as presented and as requested by staff.
- d. Approve payment to Hawkins, Inc., in the amount of \$8,875.97 (ck #41525) for bulk chemicals to be used at the Wastewater Treatment Plant as identified on Invoice #4602095, with funds to be paid from the SBR budget in the Sewer Fund as indicated by the Public Works Director.
- e. Authorize payment in the amount of \$7,854.20 (ck #41526) to Metron-Farnier, LLC, for the purchase of water meters and related parts, as recommended by staff, with funds to be taken from the Water (601) and Sewer (602) Fund.
- f. Accept the monthly Budget/Investment Report for September 2019 as presented.
- g. Approve a one-time cash-out of 80 hours of accumulated vacation time for Kary Tillmann, Clerk/Treasurer, as requested and as recommended by staff.

OPEN FORUM

Wendy Kowalski, 26412 Lake Avenue, Zimmerman, was present to address the Council's consideration of the proposed franchise agreement with Centerpoint Energy. Mayor Stay reminded Ms. Kowalski that the new franchise ordinance, which is in draft form, is currently being reviewed by the City Attorney and will be presented to Council for consideration at a future meeting.

Kowalski is opposed to franchise fees if the Council's intent was use the funds for capital expenditures for the Park Fund, as she believes franchise fees are outside the City's authority and funds should be generated through taxation instead. In her opinion, franchise fees are fees imposed by the City, facilitated by the franchise (in this case, Centerpoint Energy) and place undue hardship on residents. Therefore, she is opposed to the implementation of franchise fees. No action taken.

FIRE PROTECTION REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of October, 2019. The Department provided assistance on 4 medical calls, 4 personal injury motor vehicle accidents, 1 carbon monoxide alarm, responded to 2 fire alarms, and a residential deck fire in Zimmerman. Maloney also reminded residents to check

batteries in smoke and carbon monoxide detectors, due to temperatures dropping and increased use of furnaces. The Fire Board has selected an architect to design the new fire hall and the kick-off meeting will be held on Thursday.

Council accepted the Fire Department Report for October, 2019 by unanimous consensus as presented.

PUBLIC WORKS REPORT

Lake Fremont Improvement Update

Engineer Bittner was present to discuss infrastructure improvements in the residential neighborhood surrounding Lake Fremont. Staff has been discussing the need for improvements in that area with Council for several years. Preliminary budgetary cost estimates for a total reconstruction of the area are anticipated to cost \$6 - \$8 million at minimum.

A full scope of needed improvements is necessary to adequately plan for, budget and apply for grant funding for the future project. Staff has recently met with representatives from the Sherburne Soil & Water Conservation District (SWCD) and the Minnesota Pollution Control Agency (MPCA) to discuss low-interest loan and grant funding for these improvements. Bittner recommends Council begin planning for improvements around the lake with survey work and working with the SWCD on a sub-watershed assessment to determine pollutant loading and best management practices (BMPs). Implementing the BMPs can improve water quality and further qualifies the project for competitive grant and/or loan funding.

Bittner presented a proposal to determine the full scope and cost of improvements for the project, also suggesting Council approve local funding for the sub-watershed study with the SWCD. Starting the process now will allow the City to move forward with phased improvements beginning as early as 2022 if Council chooses.

Stay/Shepard unanimous to authorize Bolton and Menk to initiate the planning phase of the Lake Fremont Improvements to include a sub-watershed study, survey work, televising sewer mains and drone aerial photography, at a cost not to exceed \$120,000, as recommended by staff.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

Certification Hearing – Delinquent Utility Bills

Tillmann reported that on October 3, 2019, staff mailed 215 letters notifying residents and property owners of pending certification of delinquent utilities totaling \$33,650.77. This annual hearing is an opportunity for residents to appeal the pending certification if they so choose. A final certification list will be presented for adoption on November 18th. Final certification must be approved by Council at the November 18th meeting for submission to the County Auditor/Treasurer by the November 30th deadline. In the past, the County has allowed properties to be removed from the certification list into December and sometimes January of the following year, but there is no guarantee that they will continue to do so.

There was no one present to address the Council regarding the pending certification of delinquent utilities.

Postage Machine Lease Renewal

The current lease agreement with Neopost Great Plains for the postage meter expires on December 31, 2019. Two vendors have presented proposals for similar machines to replace the current postage machine. Staff recommends acceptance of the proposal from American Mailing Machines.

Whiting/Shepard unanimous to approve the lease agreement with American Mailing Machines for a postage meter/ mailing machine with a weighing platform for use at City Hall for 63 months at MN Government Contract Rate of \$159.95/month for the life of the lease agreement, as recommended by staff.

ADMINISTRATOR’S REPORT – presented by City Administrator Randy Piasecki

Administrator Piasecki reported that staff has received two applications for consideration by the Planning Commission and a meeting has been scheduled for December 11, 2019. No action taken.

MAYOR/COUNCIL ITEMS

Mayor Stay read aloud a letter received by the Zimmerman Chamber regarding excellent customer service provided to a person by Warzecha Auto Works. No action taken.

Mayor Stay noted the following upcoming events:

- November 1 – City-wide Winter parking rules went into effect. No parking on City streets between the hours of Midnight and 8:00 a.m. until May 1, 2020.
- November 5 – ISD 728 Referendum Election – Polls open 7:00 a.m. – 8:00 p.m. Election information can be found on the ISD 728’s website or by contacting the Sherburne County Auditor/Treasurer’s Office.
- November 11 – Veteran’s Day Observed -- All City Offices closed
- November 20 - - Depot on Main Open House (2 – 7 p.m.) and Ribbon Cutting (4 p.m.)
- November 23 – Passing the Bread Food Distribution; 9 – 11 a.m. – UMA Precision Machining
- November 28 & 29 – Thanksgiving Holiday – City Offices Closed

Before adjourning, Mayor Stay asked for a moment of silence in honor of local first responders and military personnel at home and abroad.

Bondhus/Stay unanimous to adjourn the meeting at 7:47 p.m. Motion carried.

Approved this 18th day of November, 2019.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 11/18/2019