

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, NOVEMBER 5, 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

Whiting/Shepard unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Mathison/Whiting unanimous to approve the minutes of the October 15, 2018 Regular Meeting of the City Council as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #40507 - #40552) in the amount of \$52,727.03 and electronic payments (e-checks #1700 - #1710) in the amount of \$295,065.51 as presented.
- b. Authorize payment to the Zimmerman/Livonia Fire District in the amount of \$79,257.90 (ck #40554) as final payment for 2018 Fire Protection Services as recommended by staff.
- c. Approve the December 1, 2018 Tax Abatement payment in the amount of \$10,786.80 (ck #40553) to UMA Properties LLC, as presented and as requested by staff.
- d. Accept and approve the Zimmerman Safety Manual for the Public Works Department, prepared by the Minnesota Municipal Utilities Association (MMUA), as recommended by the Public Works Director.
- e. Approve the Building Permit Summary Report for October 2018 as presented.
- f. Approve the Sewer and Water Installer registration for Mike Leverty, dba TW Hauling & Excavating, 27930 – 96th Street NW, Zimmerman, MN 55398, for the period of November 5, 2018 – December 31, 2019.

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 October, 2018. The Department provided assistance on 6 medical calls, responded to 3 gas leaks, a grass fire, 2 vehicle fires and provided mutual aid to a neighboring department. Maloney reported that there continues to be issues with one of the civil defense sirens in town. The vendor attempted a repair on Wednesday, which was unsuccessful. He recommends the City look at replacing the siren in 2020 if possible. The recent elementary school walk-a-thon raised \$37,000 for local schools. The department is currently in the process of updating mutual aid agreements to include automatic aid with all surrounding departments, meaning County Dispatch will automatically page out a neighboring fire department when a large fire or catastrophic event has been confirmed by fire or law enforcement personnel.

Council accepted the Fire Department Report for October, 2018 by unanimous consensus as presented.

PUBLIC WORKS REPORT

Maintenance Technician Employee Re-classification

When the current compensation system was adopted in 2008, it included 2 compensation levels for Maintenance Technicians in the Public Works Department. Grade 3 was created for those employees holding minimum licensure for water and wastewater, plus a CDL. Grade 2 was created for any new hires in the Department that didn't have water, wastewater or CDL licensing at the time of hire.

Maintenance Technician Karl Anderson was hired July 2017 at grade 2 since he did not have a commercial driver's license, or Class D water or wastewater licenses when hired. Anderson has since received his commercial driver's license and served as a plow driver this past snow season. He has also tested and was awarded his Class D wastewater license and Class C water license, making him eligible to be re-classified to grade 3, step 1 of the 2018 pay scale.

Staff recommends Council approve the re-classification of Public Works employee Karl Anderson to Maintenance Technician grade 3, step 1, at a rate of \$20.82 hourly, retroactive to October 28, 2018 as he has completed the licensing requirements for the Maintenance Tech position.

Whiting/Brisbin unanimous to approve the re-classification of Maintenance Technician Karl Anderson to grade 3, step 1 of the City's adopted 2018 salary schedule, at a rate of \$20.82/hour retroactive to October 28, 2018, as recommended by the Public Works Director and City Administrator.

Discussion was held regarding the hiring and licensure process for the Public Works Department. Public Works Director Koehler stated that the City has better luck hiring and training candidates that do not have any licensure compared to hiring those that are licensed to the City's minimum standards. Currently, department employees have a great variety and level of skills, which serves the City well. Koehler feels that current employees have a vested interest in working for the City and truly care about the community and the work they are doing here. Member Whiting commented that the step system in place for the Public Works Department appears to be working exactly the way staff had hoped.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

Certification Hearing – Delinquent Utility Bills

Tillmann reported that on October 4, 2018, staff mailed 222 letters notifying residents and property owners of pending certification of delinquent utilities totaling \$39,452.88. 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 19th. Final certification must be approved by Council at the November 19th 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 a delinquent utility bill.

2019 Employee Health Benefits

Currently, the City is covered by Medica for employee health insurance with the City paying 100% of single coverage and 85% of family coverage. There are four employees on the plan, with 7 employees opting out of coverage, accepting a stipend instead. Health insurance rates will be increasing slightly in 2019, however, if the policy is renewed on December 1, 2018, the increase will only be 7 percent instead of 8.5% if renewed January 1, 2019. Staff has been advised by the City's Insurance Agent that the coverage will not change for employees on the plan if the December 1 renewal is chosen.

Shepard/Whiting unanimous to approve the provision of health insurance for City employees effective December 1, 2018, with a City contribution of 100% for Single coverage and 85% for Family coverage and provide an annual stipend of \$7,500 to those employees opting not to participate in the City's health insurance plan.

2019 Proposed Tax Rates

Council adopted the 2019 Preliminary General Fund Budget on September 17, 2018, setting the proposed levy at

\$1,694,000, with staff certifying the levy with Sherburne County by the state-imposed September 30th deadline. Sherburne County has completed their preliminary tax preparations and forwarded information on 2019 proposed tax rates for all jurisdictions in Sherburne County. The City's 2019 tax rate is proposed to decrease from a 2018 rate of 45.597 to 44.411, which is a decrease of 2.6%. Currently Zimmerman's tax rate is the second lowest in Sherburne County. No action taken.

MAYOR/COUNCIL ITEMS

Mayor Earenfight 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, 2018.
- November 6 – General Election – Polls open 7:00 a.m. – 8:00 p.m. Election information can be found on the MN Secretary of State's website, or by contacting the Sherburne County Auditor/Treasurer's Office.
- November 12 – Veteran's Day Observed -- All City Offices closed
- November 17 – Passing the Bread Food Distribution; 9 – 11 a.m. – UMA Precision Machining
- November 22 & 23 – Thanksgiving Holiday – City Offices Closed

Whiting/Brisbin unanimous to adjourn the meeting at 7:23 p.m. Motion carried.

Approved this 19th day of November, 2018.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 11/19/2018