

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, NOVEMBER 18, 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, Frederick, Shepard and Whiting. Also present were Clerk/Treasurer Tillmann, and Public Works Director Koehler.

**AGENDA APPROVAL**

**Bondhus/Frederick unanimous to approve the agenda as presented.**

**APPROVAL OF MINUTES**

**Shepard/Bondhus unanimous to approve the November 4, 2019 Regular Meeting minutes with the following corrections to the Consent Agenda:**

**CONSENT AGENDA**

- 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, ~~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. 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.

**CONSENT AGENDA**

**Frederick/Bondhus unanimous to approve the consent agenda as follows:**

- a. Approve the payment of claims (check #41528 - #41564) in the amount of \$17,274.24, and electronic payments (e-check #1900 - #1904) in the amount of \$37,799.71 as presented.
- b. Authorize payment in the amount of \$55,328.00 (ck #41565) to Bolton & Menk in the amount of \$55,528.00 (ck#41565) for Project Management Services related to the 2020 Morrison Addition Improvement Project, for the period of July 29 – September 20, 2019, as recommended by staff.
- c. Approve partial payment to Kodiak Power Systems for the purchase of a Cummins 100kw natural gas backup generator for the 6<sup>th</sup> Ave Water Plant as approved by Council on September 9, 2019, and as identified on Invoice #KPS0457 in the amount of \$16,026.50 (ck #41566), to be paid from the Water Fund (601) as recommended by staff.
- d. Accept the Monthly Budget/Investment Report for October 2019 as presented.
- e. Accept the Monthly Building Permit Summary for October 2019 as presented.

**OPEN FORUM**

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

**LAW ENFORCEMENT REPORT**

**Patrol Captain Bob Stangler, Sherburne County Sheriff's Department,** presented the October 2019 Law Enforcement Report, stating the County's reporting software is still not reporting incident data accurately, so he could not identify how many traffic stops occurred or how many citations were issued in the month of October. Four thefts were reported, and the department responded to six motor vehicle accidents, however, Stangler stated that number was likely inaccurate as well due to how crashes are recorded by the County's incident reporting software. One criminal damage property complaint was reported.

**Council accepted the Law Enforcement Report for October 2019, by unanimous consensus as presented.**

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

Demolition of Well #1 Pumphouse

Well #1 was located in Shady Elm Park (NW intersection of CSAH 4 and CH 45) and was sealed and abandoned many years ago. The building was retained for additional storage space of City equipment but has fallen into disrepair over the past few years. Staff proposes to demolish the building, cap the watermain and restore that portion of the property to park use. Brenteson Companies has provided a quote to complete the project.

**Whiting/Frederick unanimous to approve the demolition of the Well #1 pumphouse and accept the proposal from Brenteson Companies, LLC in the amount of \$11,840.00 to complete the demolition and removal of the building, cut off the well below grade and cap the watermain at the valve, as requested and as recommended by staff, with funds to be taken from the Water Fund (601).**

Employee Promotion

Maintenance Technician I Jim Plude was hired in January 2017 to fill an existing vacancy in the Public Works Department. He has since obtained his commercial driver's license (CDL), and Class D water and wastewater licenses, making him eligible to be promoted to Maintenance Technician II. Staff recommends re-classifying Plude as a Maintenance Technician II in the Public Works Department, effective November 7, 2019.

**Whiting/Bondhus unanimous to approve the promotion of Jim Plude to Maintenance Technician II, Grade 6, Step 1 at a rate of \$49,583.66/year, effective November 7, 2019, as recommended by the Public Works Director and City Administrator.**

Lift Station #5 Rehabilitation

Work continues on the Lift Station #5 rehabilitation project. Staff anticipates the contractor should have the project be ready for testing by December 16, 2019. No action taken.

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

Certification of Delinquent Utilities

Tillmann reported that the hearing for residents to appeal pending certification of delinquent utilities is an annual request of the Council and was held on November 4, 2019. No one was present at the hearing to appeal a pending certification. Staff originally mailed 215 letters notifying residents of pending certification of delinquent utilities totaling \$33,650.77. Currently, outstanding delinquencies total approximately \$16,508.12. Final certification must be approved by Council at this meeting for submission to the County Auditor/Treasurer by the November 30<sup>th</sup> deadline. Any payments received between now and submission to the County will be applied to delinquent balances as appropriate. Final amounts certified would be collected through property taxes payable in 2020.

**RESOLUTION #19-11-01**      **Shepard/Bondhus unanimous to adopt RESOLUTION #19-11-01, approving the certification of delinquent water and sewer utility accounts as listed and on file at City Hall, to property taxes payable 2020, with the understanding that if a property owner pays their delinquent utilities prior to the November 30th deadline, no amount will be certified for said property.**

**MAYOR/COUNCIL ITEMS**

Mayor Stay acknowledged a thank you card received from former Mayor Dave Earenfight for the honorary bench in his name placed in the downtown area.

Mayor Stay noted the following upcoming events:

- Winter Parking Restrictions went into effect November 1<sup>st</sup>. No parking on any City streets between Midnight and 8:00 a.m. until May 1, 2020.
- November 23 – Passing the Bread Food Distribution -- 9 – 11 a.m. – UMA Precision Machining
- November 28 & 29 – Thanksgiving Holiday – All City Offices Closed
- December 2 – 2020 Budget Public Comment Meeting – 7:00 p.m. or shortly thereafter
- December 7 – Chamber of Commerce Celebrate the Season – various locations throughout the City with Tree lighting at 4 p.m.
- December 8 – Zimmerman Lions Breakfast with Santa – Civic Building
- December 12 – Red Cross Blood Drive – 12 – 6 p.m. -- Zimmerman American Legion Post 560
- December 21 – Passing the Bread Food Distribution – 9 – 11 a.m. at UMA Precision Machining

Mayor Stay asked for a moment of silence in honor of local First Responders and military personnel at home and abroad.

**Frederick/Stay unanimous to adjourn the meeting at 7:23 p.m. Motion carried.**

Approved this 2nd day of December, 2019.

s/s Kary Tillmann, Clerk/Treasurer

Approved 12/02/2019