

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, DECEMBER 3, 2018**

**CALL TO ORDER**

The regular meeting of the Zimmerman City Council was called to order at 7:02 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**

**Brisbin/Whiting unanimous to approve the agenda as presented.**

**APPROVAL OF MINUTES**

**Mathison/Shepard unanimous to approve the minutes of the November 19, 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 #40615 - #40645) in the amount of \$25,261.86 and electronic payments (e-checks #1711 - #1725) in the amount of \$69,399.87 as presented.
- b. Authorize payment to the Sherburne County Auditor/Treasurer in the amount of \$337,379.50 (ck #40649) for 2018 2<sup>nd</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. Accept Invoice # 3801 authorizing payment to Sherburne County Public Works in the amount of \$39,403.78 (ck #40650) for final payment of the City's portion of the Fremont Drive Realignment project, as recommended by staff and the City Engineer.
- d. Authorize payment in the amount of \$6,384.15 to Monroe Moxness Berg for financial consulting services through October 31, 2018, as identified in Invoice #175330 (ck #40647), as recommended by staff.
- e. Approve payment to Nelson Electric Motor Repair for the purchase and installation of 2 Hydromatic 5 hp pumps with vortex impellers for Lift Station #11 at a cost of \$9,955.00 (ck #40648), as identified on Invoice #8743, with payment from the Sewer Fund – Replacement (line item 602-49450-408), as recommended by staff.
- f. Authorize payment in the amount of \$16,432.71 (ck #40646) 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 and Sewer Funds.
- g. Accept the Monthly Investment/Budget Summary Report for September 2018 as presented.
- h. Accept the Monthly Investment/Budget Summary Report for October 2018 as presented.
- i. Adopt **RESOLUTION #18-12-01**, approving a 1-year extension to the Preliminary Plat approval for "Huntington" through December 31, 2019, as requested by Riverside Companies and as recommended by staff.
- j. Adopt **RESOLUTION #18-12-02**, approving a 1-year extension to the Preliminary Plat approval for "Crescent Ridge", through December 31, 2019, as requested and recommended by staff.
- k. Adopt the 2018 - 2019 Snowmobile Trail Map as presented.
- l. Adopt the 2019 City Council Meeting schedule as presented.
- m. Adopt the 2019 City Holiday schedule as presented.

**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 November, 2018. The Department aided with 8 medical calls, responded to 2 gas leaks, 2 injury accidents, 2 carbon monoxide calls, 2

fire alarms, a grass fire, a rubbish fire, and a garage fire in Isanti. Maloney reported that the emergency warning siren near Zimmerman Home and Garden has been repaired and will be tested again this week to make sure it's working properly. Neighbors Helping Neighbors is currently in progress. This year, the Department has received requests for assistance from approximately 50 families, down from a high of 200+ families in 2008.

**The Fire Department Report for November, 2018 was accepted by unanimous consensus as presented.**

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

**PUBLIC COMMENT MEETING – 2019 Proposed Budget and Levy**

Mayor Earenfight began the Public Comment Meeting for the 2019 Proposed Budget and Levy. Administrator Piasecki explained the purpose for the comment meeting was not to address property values for the coming year, but to take public input on the proposed budget and the amount of property taxes the City is proposing to collect to pay for the costs of services the City will provide in 2019. Questions about property valuation are addressed at the Board of Appeal and Equalization meeting held annually in April.

The City set its preliminary levy in September, which is what proposed tax statements are based on. Council must certify the final budget and levy to Sherburne County by December 28. To date, no changes have been made to the preliminary budget. Piasecki advised that the preliminary levy set by Council in September for 2019 was \$1,694,000, which includes levy dollars to fund another year of street preservation as recommended by staff and the City Engineer. In addition, the City has three special levies equaling \$106,000 for debt service and capital improvements and approved additional monies for future capital improvements, bringing the total annual commitment for capital projects to \$200,000. The final levy, which will be presented on December 17, is proposed to remain at \$1,694,000, which reflects a \$100,000 increase from the final certified levy for 2018. Piasecki also provided a graphical comparison of the proposed budget, levy and net tax capacity, noting that increases in the net tax capacity is due to increases in property appreciation by the Sherburne County Assessor's Office and increased building activity throughout the City.

The following comments were received regarding the 2019 proposed budget and levy.

**Ida Wagman, 12635 Pondview Road**, questioned what her property taxes would be next year. She purchased her home in December 2017. Her 2018 taxes were based on the value of her land, but the full value of her home will be on the 2019 taxes. Piasecki reviewed Wagman's proposed tax statement and was able to answer her question.

**Wendy Kowalski, 26412 Lake Avenue**, stated she was pleased that the final budget and levy amounts were not changing from what was certified to the County Auditor/Treasurer in September.

No other comments were received.

No action taken.

**Website Upgrade**

Clerk/Treasurer Tillmann reported that the 2018 budget includes \$10,000 to upgrade the City's website to ensure compliance with ADA standards and make it more user-friendly. Staff has solicited quotes from two vendors which were provided for Council review and consideration. The quote from Granicus totaled \$7,500 for the upgrade and 1<sup>st</sup> year hosting fee, with hosting fees equaling \$4,000 the second year and increasing incrementally up to \$4,630 the 5<sup>th</sup> year. Currently the City's website is hosted by GovOffice, who provided a quote of \$6,700 for the upgrade. In addition to a less-expensive upgrade cost, the hosting fee offered by Govoffice is significantly less expensive at \$850 annually. Govoffice is offering to lock-in the annual \$850 hosting fee for up to 6 years if the City accepts a multi-year agreement for payment of the re-design. Council could also authorize the budgeted

funds be committed for future installment payments if not wholly used in 2018 for the upgrade.

**Shepard/Mathison unanimous to accept the quote from Govoffice for website re-design services at a cost of \$6,700 plus an annual hosting fee of \$850 per year, for a combined total of \$9,250 to be paid over a 3-year period, per the agreement on file in the City's Clerk's office, as recommended by staff.**

Cablecast Equipment Repair/Upgrade

On July 19, 2018, City Hall experienced a "brown out" which damaged the server that controls the City's cable broadcasting system, causing the system to not operate properly. Staff has been working with the original equipment vendor to resolve the issue and have been advised the server needs to be replaced. Due to the age of the equipment, upgrades are needed so the entire system will function properly, as identified on the quote provided by Tierney Brothers.

Dustin Hoeper, the City's cable broadcast technician explained in detail needed repairs and options available to the Council to fix the system. Up until last week, we had the ability to broadcast live and record, saving meeting recordings to the system archive and then extracting to post on the City's website for viewing on demand. However, that functionality is no longer available until a repair is made. Staff has received a quote from Tierney Brothers in the amount of \$20,739.10 to repair and upgrade the system. Hoeper explained that the quote from Tierney Brother includes a new server for hosting the cable broadcast to allow for playback. With the equipment upgrade as recommended, meetings could also be done as Facebook "Live" events and made available for playback on YouTube as well as streaming on the City's website and accessed on mobile devices.

Currently, funding is available in the 2018 budget (101-49990-570 – Office Equipment and Furnishings) to cover about half the cost of the repair and upgrade. Staff has filed a claim with the City's insurance company, which if approved, would allow the City to recover approximately \$6,000 of the repair/upgrade costs. The City has also been collecting PEG fees as part of the current cable franchise agreement, which are collected specifically for equipment upgrades and repairs. In addition, Council could use uncommitted reserves to cover the balance of the cost if choosing to move forward with the full repair and upgrade. Hoeper also stated that Tierney Brothers is also willing to provide some rebate for the trade-in of existing equipment, so the total amount of the repair and upgrade will likely come in less than the quote received.

**Whiting/Shepherd unanimous to accept the quote from Tierney Brothers for the repair and upgrade of the cable access system as recommended by staff.**

Proposal for 2019 Disability Benefits Administration

Tillmann reported that the City's life and long-term disability (LTD) benefit programs are currently administered by Sunlife (formerly Assurant Benefits). Through the City's insurance agent, staff has been advised that rates will be rising considerably effective January 1, 2019. KC Foster, the City's agent, has solicited quotes from service providers in an attempt to reduce costs. UNUM, working through Victory Insurance, has submitted a proposal to administer the life and LTD insurance programs at a significant savings to the City. Proposed rates for Life insurance and LTD premiums through UNUM are approximately 35% less than current costs through Sunlife, with no change in coverages. UNUM will guarantee the proposed rates for two years.

Council also has the option of enlarging the City's benefit program to include a short-term disability (STD) benefit without increasing costs from the current premium amount through Sunlife. Cost options for a \$250 and \$500 weekly benefit were provided to Council for consideration.

**Whiting/Shepard unanimous to accept the proposal from UNUM for the administration of the City's 2019 life insurance and Long-Term Disability benefit programs, adding a Short-Term Disability benefit of up to \$250/week for employees, as recommended by staff.**

### 2018 Election Recount Results

City Council candidate Ron Mathison requested a recount of the 2018 City Council Election returns from the November 6, 2018 Municipal Election. Staff conducted a recount on Wednesday, November 28, 2018 in cooperation with the Sherburne County Auditor/Treasurer's Office. Through the recount, the vote totals for Mathison and Bondhus were confirmed to be the same as the election night returns. Bondhus received 644 votes, with Mathison receiving 640 votes.

**Shepard/Brisbin unanimous to accept the results of the November 28, 2018 City Council recount, confirming the election of Josh Bondhus to the Zimmerman City Council with a total of 644 votes, effective January 7, 2019.**

### ADMINISTRATOR'S REPORT – presented by Administrator Randy Piasecki

#### Planning Commission Report of November 28, 2018

Administrator Piasecki reported that the Planning Commission met on November 28, 2018 to consider a request from Paxmar LLC for a Conditional Use Permit (CUP) for their Maefield Estates Townhomes project as well as the preliminary plat for the development. The Planning Commission held a joint public hearing to consider the two requests. No comments from the public were received.

Paxmar is proposing to construct 24-units of townhomes in a twin home configuration to be serviced by a private street extension from 8<sup>th</sup> Avenue South, with sewer, storm and water utilities dedicated to the City and publicly maintained. A Homeowners' Association (HOA) will be created and will have responsibility for lawn maintenance, snow removal and maintenance of all building exteriors and roofs. Construction will begin in Spring 2019, with the first phase of development ready later in the fall. All units will be approximately 2,000 square feet in a split entry design with oversized double garages and some units having walk-out elevations. All driveways will be concrete.

The Planning Commission recommended approval of both the CUP and the preliminary plat with conditions. A landscape plan will be provided by the developer as part of the final plat. Each lot will be fully landscape and include at least three (3) trees per unit.

**Mathison/Shepard unanimous to approve a Conditional Use Permit (CUP) request by Paxmar LLC for a Planned Residential Development to allow a 24-unit townhome development on Outlot B, Maefield Estates, as recommended by the Planning Commission.**

**Shepard/Whiting unanimous to approve the preliminary plat of "Maefield Estates Townhomes" proposed for development by Paxmar LLC on property legally described at Outlot B, Maefield Estates, with the following conditions, as recommended by the Planning Commission:**

- 1. City Engineer comments will be implemented in the development and design on the final plat and construction plans.**
- 2. The existing drainage and utility easement lying within Outlot B shall be vacated prior to final plat approval.**

**Whiting/Brisbin unanimous to accept the Planning Commission report of November 28, 2018 as presented.**

### MAYOR/COUNCIL ITEMS

Council will hold a Committee of the Whole Meeting on Monday, December 10, 2018, to include the presentation of the 2018 Salary Study results from Springsted Inc., and discussion of the 2019 Water and Sewer Fund budgets.

Mayor Earenfight noted the following upcoming events and information:

- 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. Numerous vehicles were ticketed by the Sheriff’s Department for violating winter parking rules during the weekend snowstorm.
- December 4 & 5 -- Santa and Polar Train Display for Tots; 9 a.m. – Noon; Civic Building
- December 15 -- Passing the Bread Food Distribution; 9 – 11 a.m. – UMA Precision Machining – Mayor Earenfight thanked the many residents and local businesses who have generously supported Passing the Bread through volunteering and financial support throughout the year.
- December 15 & 16 -- Zimmerman Youth Basketball Holiday Tip-Off Tournament; Zimmerman High School
- December 24 – Christmas Eve Holiday – All City Offices close at Noon
- December 25 -- Christmas Holiday – All City Offices Close
- January 1, 2019 – New Year’s Holiday – All City Offices Closed

Before adjourning, Mayor Earenfight asked for a moment of silence in honor of US military personnel and their families during holiday season.

**Shepard/Mathison unanimous to adjourn the meeting at 8:14 p.m. Motion carried.**

Approved this 17th day of December, 2018.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 12/17/2018