

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, DECEMBER 4, 2017**

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, Nathe, and Whiting. Member Smith was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Johnson.

AGENDA APPROVAL

Nathe/Whiting unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Whiting/Nathe unanimous to approve the minutes of the November 20, 2017 Regular Meeting of the City Council as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #39608 - #39640) in the amount of \$37,541.02 and electronic payments (e-checks #1580 - #1581) in the amount of \$27,599.75 as presented.
- b. Authorize payment to the Sherburne County Auditor/Treasurer in the amount of \$327,909.00 (ck #39607) for 2017 2nd 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 the October 2017 Investment/Funds Report as presented.
- d. Accept the Monthly Budget Summary Report for October 2017 as presented.
- e. Accept the Memorandum of Understanding between the City of Zimmerman and Abdo, Eick & Meyers (AEM), for audit services for the year ended December 31, 2017, and authorize the Administrator to sign said agreement on behalf of the City, on file in the City Clerk's Office and as recommended by staff.
- f. Adopt the 2018 City Council Meeting schedule as presented.
- g. Adopt the 2018 City Holiday schedule as presented.
- h. Adopt **RESOLUTION #17-12-01**, approving a 1-year extension to the Preliminary Plat approval for "Huntington" through December 31, 2018, as requested by Riverside Companies and as recommended by staff.
- i. Adopt **RESOLUTION #17-12-02**, approving a 1-year extension to the Preliminary Plat approval for "Crescent Ridge", through December 31, 2018, as requested and recommended by staff.
- j. Adopt **RESOLUTION #17-12-03**, approving a Premises Permit Application to allow charitable gambling on the premises of The Topsy Gnome, located at 12606 Fremont Avenue, Zimmerman, MN as requested by the Zimmerman Fire Relief Association.
- k. Approve the Event Permit for the 2018 Wild West Days and authorize the closure of Main Street between 2nd Street East and 3rd Avenue South from 2:00 p.m. on Friday, May 25, 2018 until 6:00 p.m. on Sunday, May 27, 2018, as requested by the Zimmerman Civic Club.
- l. Approve the permit application for a public parade to be held on Saturday, May 26, 2018, as requested by the Zimmerman Civic Club, staging and ending at the Zimmerman High School/Middle School approving the closing of certain roads, identified on the map provided for the duration of the parade, to be held beginning at 12:00 Noon.

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, 2017. The Department provided assistance on 3 medical calls, responded to a gas leak, an injury accident, 1 carbon

monoxide call, 2 fire alarms, a grass fire, a vehicle fire, and provided mutual aid to the Elk River Fire Department. Maloney reported that the Department's Grass Rig #3 has been sold. The truck was purchase in 2008 for \$23,000 and sold for \$21,000. To date, the Department has responded to approximately 200 calls in 2017.

Brisbin/Nathe unanimous to accept the Fire Department Report for November, 2017 as presented.

PUBLIC HEARING – Wellhead Protection Plan Park II

At 7:05 p.m., Mayor Earenfight opened the Public Hearing to consider the draft Part II Wellhead Protection Plan.

George Minerich, MN Department of Health, was present to provide an overview the Wellhead Protection Plan. The City is required by law to update the Wellhead Protection Plan every 10 years. Part I of the plan was approved by the Department of Health in 2016, with a December 2017 deadline to complete Part II. The purpose of the Part II Plan is to identify potential contaminants of concern within the drinking water supply management area and set goals and action strategies to address any issues and concerns relating to water supply management. Public comment regarding the plant was requested from state and local government agencies prior to the hearing, and no comments were received. Minerich also discussed grant opportunities available to the City to potentially fund the implementation of identified action items. There were no comments from the public.

Mayor Earenfight closed the public hearing at 7:14 p.m. and re-opened the regular meeting.

RESOLUTION #17-12-04 Nathe/Whiting unanimous to adopt RESOLUTION #2017-12-04, accepting and approving the Wellhead Protection Plan Part II as presented and as recommended by staff.

PUBLIC WORKS REPORT –presented by Public Works Director Johnson

Lift Station No. 2 – Pump Replacement

Johnson reported that Lift Station #2, which is located on the south side of Lake Fremont, receives all the sewage from the east side of TH 169, and then pumps it to Lift Station #1. Lift Station #2 was reconstructed in 2007, but the existing pumps were re-used in the re-construction as a cost-saving measure. The pumps are failing on a regular basis, triggering alarms several times per week, which requires daytime or on-call staff to respond to ensure the Lift Station comes back online.

Engineering staff is currently working on the design of a replacement force main for moving sewage from Lift #2. Staff anticipates bidding the project this winter, with construction anticipated in 2018. Staff believes the pumps in the lift station should be replaced and has received a quote from Nelson Electric Motor Repair to do so. Funds are available in the Sewer Fund for this expense.

Brisbin/Nathe unanimous to approve the purchase and installation of 2 Hydromatic 5 hp pumps with vortex impellers at a cost of \$9,845.00 from Nelson Electric Motor Repair, with payment from the Sewer Fund (Fund 602), as recommended by staff.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

PUBLIC COMMENT MEETING – 2018 Proposed Budget and Levy

Mayor Earenfight began the Public Comment Meeting for the 2018 Proposed Budget and Levy. Administrator Piasecki explained the purpose for the comment meeting was 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 2018. The City set its preliminary levy in September, which is what proposed tax statements are based on. Council has to certify the final budget to Sherburne County by December 28.

Piasecki advised that the preliminary levy set by Council in September for 2018 was \$1,594,000, which includes levy dollars to fund another year of street preservation, 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 an additional \$100,000 to be committed for future road projects. The final levy, which will be presented on December 18, is proposed to remain at \$1,594,000, which reflects no increase from the final certified levy for 2017. Piasecki also provided a comparison of the proposed budget, levy and net tax capacity.

The following comments were received regarding the 2018 proposed budget and levy.

Kelly Puffer, 13371 – 5th Avenue South, stated that after listening to the presentation, he had no comments regarding the proposed budget and levy. He was present to question a 20% increase to the valuation of his property. Staff and Council suggested he schedule an appointment for his property to be viewed by the County Assessor for possible re-evaluation.

Written comments were also received from **Wendy Kowalski, 26412 Lake Avenue**. Kowalski's written comments stated that she did not agree with any changes to the proposed budget and levy after the preliminary figures were adopted and requested Council approve the budget and levy as it was proposed in September, pursuant to MS 275.065.

Discussion was held regarding budgeted funds for a salary study in 2018. Clerk/Treasurer Tillmann stated that Council did not direct those funds be removed from the budget until further discussion about a proposed study is held by Council. The budget can be amended to remove the \$10,000, or Council can choose to commit those monies specifically for a salary study until such time as they decide how to proceed. Nathe also questioned the adjustment to budgeted insurance line items based on approval of a health insurance plan at the November 20 meeting. Tillmann stated that adjustments were made to all affected insurance lines; however, the majority of the decreases were made in the Sewer Fund due to the nature of which employees were affected by the change.

Council will take all comments under advisement when considering approval of the 2018 proposed budget and levy, which is scheduled for Monday, December 18th. No action taken.

Re-Investment of City Funds

One of the City's investments valued at approximately \$175,000, matured on November 27th. The City also has additional funds from an August maturity that can be invested at this time. Staff has been in contact with brokers and local bank representatives to provide the recommendation for reinvestment, based on current holdings and rates available for consideration.

Nathe/Brisbin unanimous to approve as the investment of \$300,000 as follows and as recommended by staff:

- **ICD Securities (\$200,000) -- 5 years at a rate of 2.50% with American Express Bank, utilizing funds from the maturing CD held by ICD Securities and authorizing a wire transfer from the City's checking account in the approximate amount of \$2,000 to complete the transaction.**
- **ICD Securities (\$100,000) – 3 years at a rate of 2.10% with Ally Bank, authorizing a wire transfer from the City's checking account to complete the transaction.**

MAYOR/COUNCIL ITEMS

Fire Board Appointment

Member Brisbin's term as the City Council representative on the Zimmerman/Livonia Fire Board expires on December 31, 2017. Per the Joint Powers Agreement, the City must have two representatives sitting on the

Board. Mayor Earenfight is the other appointee, with a term expiration of December 31, 2018. Member Whiting was appointed as the City's alternate member per Council action in December 2016 and will remain the alternate until Council acts otherwise. Staff requested Council reappoint Member Brisbin as the Fire Board Representative, or make a new appointment for the 2018 – 2019 term. Member Brisbin stated he would like to continue to serve on the Fire Board.

Nathe/Brisbin to approve the re-appointment of a City Councilmember Tony Brisbin as the Council representative to the Zimmerman/Livonia Joint Fire Board for a two-year term, effective January 1, 2018 – December 31, 2019.

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.
- Santa and Polar Train Display for Tots – December 5 & 6; 9 a.m. – Noon; Civic Building
- Passing the Bread Food Distribution – December 16; 9 – 11 a.m. – UMA Precision Machining
- December 25 – Christmas Holiday – All City Offices closed
- January 1, 2018 – New Year's Holiday – All City Offices Closed

Mayor Earenfight reported that Administrator Piasecki has been in communication with Connexus Energy about street lights at the intersection of County Road 4 and 10th Avenue North. Information will be provided as it becomes available.

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

Brisbin/Whiting unanimous to adjourn the meeting at 7:49 p.m. Motion carried.

Approved this 18th day of December, 2017.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 12/18/2017