

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, DECEMBER 16, 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 Frederick, Shepard and Whiting. Member Bondhus was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Koehler.

AGENDA APPROVAL

Whiting/Shepard unanimous to approve the agenda with the following addition:

- **Temporary Liquor License Application for Christ Our Light Catholic Church – Consent Agenda**

APPROVAL OF MINUTES

Whiting/Frederick unanimous to approve the minutes of the December 2, 2019 Regular Meeting as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #41610 - #41641) in the amount of \$21,590.89 as presented.
- b. Accept Invoice #2105 in the amount of \$32,234.73 (ck #41644), authorizing payment to Metro West Inspection Services, Inc., for professional building inspection services in the City of Zimmerman for the month of October 2019, as recommended by staff.
- c. Accept invoice #242224 in the amount of \$29,819.00, authorizing payment to Bolton & Menk (ck #41642) for contracted Engineering services for the period of September 21 – November 1, 2019 for Project Management Services related to the 2020 Morrison Addition Reconstruction Project, as recommended by staff.
- d. Approve final payment to Kodiak Power Systems for the purchase and installation of a Cummins 100kw natural gas backup generator for the 6th Avenue Water Plant as approved by Council on September 9, 2019, and as identified on invoice #KPS0468 in the amount of \$12,821.00 (ck #41643) to be paid from the Water Fund, as recommended by staff.
- e. Adopt **RESOLUTION #2019-12-06**, approving amendments to the 2019 General Fund and Capital Improvement Fund Revenue and Expenditure budgets as follows and as recommended by staff:
 - General Fund Property Taxes (Rev 101-31000) – Decrease by \$225,000
 - Capital Improvement Fund Special Tax Levies (Rev 400-31005) – Increase by \$225,000
 - General Fund Capital Street Improvements (Exp 101-49990-590) – Decrease by \$225,000
 - Capital Improvement Street Improvements (Exp 400-43100-590) – Increase by \$225,000
- f. Approve the transfer of \$25,000 from the Water Fund (Fund 601) and \$25,000 from the Sewer Fund (Fund 602), to cover 2019 expenses funded wholly by the General Fund as identified and as recommended by staff.
- g. Ratify approval of the re-investment of \$190,000 with UBS Financial Services for 5 years at a rate of 1.95% with Morgan Stanley Bank, authorizing a transfer from the City's UBS Money Market account in the amount of \$190,000 to complete the transaction.
- h. Accept the November 2019 Budget/Investment Funds Report as presented.
- i. Approve financial assistance for the Lake Fremont Improvement Association in an amount not to exceed \$500, towards the electricity expense to run the aerator on Lake Fremont during the 2019 - 2020 winter season.
- j. Accept the Building Permit Summary Report for November 2019 as presented.
- k. Approve the event permit application for the ZHS Cross Country Team 5K walk/run to be held on May 23, 2020 in the morning, beginning at Zimmerman Elementary School located at 25959 – 4th Street West and utilizing various roads throughout the City as identified on the map provided.

- l. Adopt **RESOLUTION #2019-12-07**, approving the request of Christ Our Light Catholic Parish for an Exempt Permit to conduct lawful gambling at a function to be held at Christ Our Light Catholic Church, 25909 – 4th Street West, on January 25, 2020.
- m. Adopt **RESOLUTION #2019-12-08**, approving a Temporary On-Sale Liquor License for Christ Our Light Catholic Parish to be held in conjunction with an event to be held January 25, 2020 at Christ Our Light Catholic Church, located at 25909 – 4th Street West, Zimmerman.

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

LAW ENFORCEMENT RE PORT

Patrol Captain Bob Stangler presented the November 2019 Law Enforcement Report, stating the County's incident reporting software is still not reporting incident data accurately and he cannot identify the number of calls for service received, how many traffic stops occurred or how many citations were issued in the month of November. Eight thefts were reported, with citations being issued in four events and four remaining unresolved. The department responded to three motor vehicle accidents, with Stangler adding that the number of crashes is likely inaccurate because the reporting software only recognizes incidents that occur at specific addresses, but not at intersections or mid-street locations.

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

PARK BOARD REPORT

The **December 3, 2019 Park Board Report** was presented by Public Works Director Koehler. The Park Board is working on establishing a priority list of park improvements. Koehler has been contacted by ZimmVet about hosting regular educational events for pet owners at the dog park. Elk River Youth Hockey Association is interested in renting the hockey rink 2 or more days per week for team practices. Discussion was held regarding improvements to the city owned vacant lot next to the Fire Station. No action taken.

Whiting/Shepard unanimous to accept December 3, 2019 Park Board Report as presented. Motion carried.

Concession Stand Door Replacement

Two bathroom doors and the main door to the Concession Stand at Lions Park were damaged by vandalism during the summer. Staff has been working with our insurance company to have the doors repaired or replaced and have solicited quotes for the work per their request. Installation of new doors will happen in February 2020.

Frederick/Whiting unanimous to accept the quote from Twin City Hardware for the replacement and installation of three doors in the concession building at a cost not to exceed \$6,300.00, as recommended by the Public Works Director. Motion carried.

PUBLIC WORKS REPORT – presented by Public Works Director Koehler

2020 Water/Sewer Fund Budgets

Public Works Director Koehler presented proposed 2020 Water/Sewer Fund Budgets, stating that budgets for the two funds are very close to 2019 numbers.

Shepard/Frederick unanimous to approve the proposed 2020 Water (601) and Sewer (602) Fund revenue and expenditure budgets as presented and as recommended by staff. Motion carried.

Uniform Allowance

Koehler requested Council consider providing each permanent Public Works employee with an annual uniform allowance instead of uniform rental through Aramark. Several employees have allergy issues with the existing laundry service and are unable to wear items provided through the contract for various reasons. Koehler proposes the City provide each Public Work employee with 10 uniform shirts and an annual stipend to be used by the employee for steel-toe work boots, pants or winter gear.

Shepard/Frederick unanimous to discontinue the uniform service provided through Aramark and approve a \$600/year uniform allowance for Public Works employees, effective January 1, 2020.

Maintenance Technician Positions

Mayor Stay advised he would abstain from discussion of this agenda item due to a familial relationship with one of the Public Works employees.

Member Bondhus was present at 7:25 p.m.

Council approved the addition of two positions in the Public Works Department as part of the 2020 budget, a full-time and part-time Maintenance Technician. Maintenance Technician II Tom DeGreeff has requested he be considered for the part-time position as a transition to his retirement in the near future. The part-time position was approved at .75 FTE with a maximum of 30 hours per week and pro-rated sick and vacation time. Appointing him to the PT position would then create two FT vacancies in the Public Works Department.

Whiting/Shepard to appoint Maintenance Technician II Tom DeGreeff to the newly created .75 FTE Public Works position at Grade 6 Step 5 of the 2020 Pay Scale effective after January 1, 2020, as requested and recommended by the Public Works Director and City Administrator. Roll call: Bondhus, aye; Frederick, aye; Shepard, aye; Stay, abstained; Whiting, aye. Motion carried.

Whiting/Shepard unanimous to authorize administrative staff to advertise 2 Maintenance Technician I position openings in the Public Works Department, as recommended by staff. Motion carried.

FINANCE REPORT – presented by Clerk/Treasurer Tillmann

Public Hearing – Proposed 2020 Fee Schedule

Mayor Stay closed the regular meeting at 7:27 p.m. for the purpose of conducting a Public Hearing on the proposed 2020 Fee Schedule.

Administrator Piasecki explained that a public hearing for the fee schedule is required because Planning and Zoning related fees are subject to public hearing. Piasecki and Clerk/Treasurer Tillmann reviewed the proposed changes to the fee schedule including water and sewer rates and connection fees, liquor license fees for breweries and tap rooms, water testing fees imposed by the State of Minnesota.

Comments were heard **Wendy Kowalski 26412 Lake Avenue**, who requested additional information on the MN Water Testing Fee.

There being no additional public comment, Mayor Stay closed the hearing at 7:31 p.m.

Council requested that staff review building permit fees, park fees, and sewer and water connection fees in 2020 for further consideration and potential updating.

RESOLUTION #19-12-09 Whiting/Shepard unanimous to adopt RESOLUTION #2019-12-09, approving Ordinance No. 335, adopting the 2020 Fee Schedule and authorizing publication of the summary ordinance as presented and recommended by staff. Motion carried.

2020 General Fund Budget and Levy

Employee Wages and Placement

The current salary grade and pay scale were developed by Springsted in late 2018 and became effective January 1, 2019. Each position in the City has been assigned a grade level on the scale. Administrative staff annually reviews inflation and recommends a Cost of Living Adjustment (COLA) for employees if warranted. The 2020 budget included a 3% COLA for all employees. After review of current inflationary projections, staff is recommending a 2.5% COLA adjustment to the salary scale for all positions, as well as employee step placements

effective January 1, 2020.

Stay/Bondhus unanimous to accept the 2020 Salary Grade and Pay Scale, including a 2.5% Cost of Living Adjustment (COLA) for all employees as well as employee placement on the 2020 scale, effective January 1, 2020, as recommended by staff.

Final Budget and Levy

Council has reviewed the General Fund Budget since presented in August 2019. In September, Council certified a preliminary levy of \$1,721,894, which included \$225,000 for 2020 pavement preservation and special levies for debt service and capital improvements totaling \$206,894, and an additional \$50,000 EDA levy. The proposed budget and levy were discussed at the public comment meeting on December 2, 2019, with the only change being the removal of the EDA levy due to a missed deadline. No other changes were proposed or requested at the Public Comment Meeting. The proposed final levy remains \$1,721,894. The expenditure budget totals \$2,937,444. The final levy must be certified to the County Auditor/Treasurer by December 28, 2019.

RESOLUTION #19-12-10 Stay/Shepard unanimous to adopt RESOLUTION #19-12-10, approving the 2019 General Fund Levy for taxes collectible in 2020 as follows: General Fund, Parks and Capital Expenditures: \$1,515,000; Capital Improvements: \$170,000; Debt Service: \$36,894, for a total levy amount of \$1,721,894, upon taxable property in the City of Zimmerman. Motion carried.

RESOLUTION #19-12-11 Bondhus/Whiting unanimous to adopt RESOLUTION #19-12-11, approving the 2020 operational budget for the General Fund and Parks in the amount of \$2,937,444, as presented, and as recommended by staff. Motion carried.

ADMINISTRATOR’S REPORT – presented by City Administrator Piasecki

Planning Commission Report of December 11, 2019

Piasecki reported that the Planning Commission held a public hearing on a request for a Conditional Use Permit by Smithops Brewery LLC to operate a craft brewery and tap room in the former Pro Build location at 26229 Fremont Drive.

Whiting/Frederick unanimous to grant a Conditional Use Permit (CUP) to Smithops Brewery LLC to operate a brewery and taproom in the C-3 East Highway Commercial District, on property located at 26229 Fremont Drive, legally described as Lot 4, Block 1 Frontier Plaza (PID#95-422-0140) and adjacent to metes and bounds described property summarized as PID#95-009-3408, as recommended by staff and the Planning Commission.

The Planning Commission acting as the Board of Adjustment also reviewed a variance request by Steve and Sandy Dank, 12400 Isle Road, to construct a 20 x 36 addition to an existing garage near the street right of way and south property line. The request was tabled to a future meeting. No action taken.

Frederick/Stay unanimous to approve the reappointment of Sheldon Shepard and Barry Rosar to the Planning Commission, each for a term of 4-years until December 31, 2023, as recommended by the Planning Commission.

Frederick/Bondhus unanimous to accept the Planning Commission report of December 11, 2019 as presented.

MAYOR/COUNCIL ITEMS

Mayor Stay noted the following upcoming events:

- December 21, 2019 – Passing the Bread Food Distribution; 9 – 11 a.m. at UMA Precision Machining

- Upcoming Holidays
 - December 24 – All City Departments close at Noon
 - December 25 – All City Departments will be closed in observance of Christmas
 - January 1, 2020 – All City Departments will be closed in observance of New Year’s Day

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

Frederick/Bondhus unanimous to adjourn the meeting at 7:49 p.m.

Approved this 6th day of January, 2020.

Kary Tillmann, Clerk/Treasurer

Approved 01/06/2020