

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, DECEMBER 17, 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, Public Works Director Koehler, Attorney Schutt and Engineer Bittner, Mayor-Elect Stay, Councilmember-Elect Bondhus and Frederick.

AGENDA APPROVAL:

Mathison/Shepard unanimous to approve the agenda with the following additions:

- **November 2018 Monthly Budget/Investments Report – Consent Agenda**
- **2017 3rd Ave S Improvement Pay Request #6 – Public Works**
- **2017 3rd Ave S Improvement Pay Request #7 FINAL – Public Works**

APPROVAL OF MINUTES

Whiting/Shepard unanimous to approve the following:

- **Minutes of the December 3, 2018 Regular Meeting as presented**
- **Minutes of the December 10, 2018 Committee of the Whole Meeting as presented.**

OPEN FORUM

Barb Frantesl, 13328 – 277th Avenue, Zimmerman, was present on behalf of the Zimmerman Lions Club. The Lions Annual Breakfast with Santa, held in early December, included a collection of cash donations and food items for the Passing the Bread Food Distribution. Frantesl presented a check from the Zimmerman Lions in the amount of \$1,000 to Mayor Earenfight, who accepted the donation on behalf of Passing the Bread. Council thanked the Lions for their donation and continued support of the Zimmerman Community.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #40651 - #40687) in the amount of \$42,633.50, and electronic payments (e-check #1726 – #1739) in the amount of \$96,877.42 as presented.
- b. Accept Invoice #1779 authorizing payment to Metro West Inspection Services in the amount of \$5,006.13 (ck #40689) for contracted Building Inspection Services in the City of Zimmerman for the month of October 2018, as presented and as recommended by staff.
- c. Accept Pay Request #2, authorizing payment in the amount of \$36,767.36 (ck # 40688) to Allied Blacktop Co. for the 2018 Pavement Preservation Project, as recommended by the City Engineer.
- d. Approve the transfer of \$25,000 from the Water Fund (Fund 601) and \$25,000 from the Sewer Fund (Fund 602), to cover 2018 expenses funded wholly by the General Fund as identified and as recommended by staff.
- e. 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 2018- 2019 winter season.
- f. Adopt **RESOLUTION #2018-12-03**, approving the write-off of delinquent water and sewer utility accounts totaling \$30.04, as requested and recommended by staff.
- g. Accept the November 2018 Building Permit Summary Report as presented.
- h. Re-appoint Dave Earenfight and Derrick Montplaisir to the Planning Commission, each for a 4-year term effective January 1, 2019 – December 31, 2022, as recommended by the Planning Commission.
- i. Adopt **RESOLUTION #2018-12-10** approving Ordinance No. 330, adopting the 2019 Fee Schedule and authorizing publication of the summary ordinance as presented and recommended by staff.
- j. Accept the November 2018 Monthly Budget/Investment Report as presented.

LAW ENFORCEMENT REPORT

Patrol Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of activities for the month of November, 2018. In the month of November, the Sheriff's Department received 361 calls for service, including 103 traffic stops, as opposed to 408 calls for service in the same period in 2017 and 313 calls in 2016. There were 48 citations issued, not including long form complaints or in-custody arrests. Nine (9) thefts were reported in month with one being re-classified as a civil complaint. The Department responded to 2 crashes with injuries and 7 property damage crashes. Discussion was held regarding winter parking rules currently in effect, with Stangler adding that Deputies are citing violators and no longer issuing warnings for winter parking violations. Stangler reminded residents that if they are receiving packages in advance of the holiday, it is a good idea to arrange for a neighbor or family member to pick up packages if they will be sitting on doorsteps or porches for an extended length of time.

Council accepted the Law Enforcement Report for November, 2018, by unanimous consensus as presented.

PARK BOARD REPORT

The **December 4, 2018 Park Board Report** was presented by **Josh Bondhus, Park Board Chair**. The skating rinks are open and being used regularly by local youth. Koehler added that the Zamboni is working well and recent mild temperatures, combined with tree cover surrounding the rinks, have made for very good skating conditions. Brief discussion was held regarding the walking path between the rinks. Staff will brainstorm a solution for improving mobility between the two skating areas. Bondhus also commended the Public Works Department for the recent clean up at Firemen's Park. Trimmed trees provide increased visibility into the park area, which will improve safety and curb suspicious activity in the park.

The December 4, 2018 Park Board Report was accepted by unanimous consensus as presented.

Accept Donation for Construction Services

Public Works Director Koehler reported that a local company had come forward to provide construction services to re-roof the concession stand and small concession building near Randy Johnson Field 2, both in Lions Park, with a project value of \$8,800. **Tom Gastech of TJ Exteriors** was present, stating he and his crew have enjoyed partnering with the City Public Works Department to complete the project and they are happy to help youth in the area. Mayor Earenfight thanked Gastech for his company's generosity on behalf of the Council.

RESOLUTION #18-12-04 Whiting/Brisbin unanimous to adopt RESOLUTION #2018-12-04 accepting the donation of construction materials and services valued at \$8,800 from Thomas Gastech and TJ Exteriors to re-roof the concession stand and small concession building near Randy Johnson Field 2 in Lions Park. Motion carried.

PUBLIC WORKS REPORT – presented by Public Works Director Koehler

Purchase of MN DOT Pick Up Truck

The Public Works Department wishes to replace a 2010 Ford F-150 4 x 2 extended cab pickup truck due to high mileage. Replacement of the vehicle was anticipated in 2018 and included in this year's budget. Staff has located a used 2014 Ford F-150 4 x 2 pickup with 43,500 miles, currently being offered for sale by the MN Department of Transportation Fleet Services. Purchase price would be \$11,500 plus tax, title and license fees. Koehler anticipates the City could recoup 75% of the cost by selling the 2010 Ford.

Mathison/Whiting unanimous to approve the purchase of and authorize payment for a 2014 Ford F-150 4x2 extended cab pickup truck from the MN Department of Transportation at a cost of \$11,500 (ck #40693) plus tax, title and license (ck #40692), to be paid from the Capital Expenditure line in the Sewer Fund (602-49450-550), and authorize staff to dispose of the 2010 Ford D-F-150 in the most economical way possible, as recommended by staff. Motion carried.

Replacement of Chlorine Controller

The existing chlorine controller system for the 6th Avenue Water Plant needs to be upgraded to a more efficient controller system. Vessco has provided a quote to upgrade the components needed to replace the free chlorine controller. Upgraded components can be controlled by the SCADA system and will not require additional chemicals, which will decrease treatment expense and increase efficiency. Vessco is the City's primary supplier of components in both water treatment plants and staff is confident in their recommendation.

Shepard/Whiting unanimous to accept quote #117558 from Vessco Inc., in the amount of \$6,972.93 for equipment needed to replace the Free Chlorine Controller 3 at the 6th Avenue Water Plant, with payment from the Water Fund (Fund 601), as recommended by staff. Motion carried.

Generator Inspection and Maintenance

The Water and Sewer Departments utilize 8 generators to provide backup power supply to the water and sewer systems. Three (3) portable units are used for remote lift stations and other needs, with stationary generators being located at water and wastewater plants and high-volume lift stations. These are essential pieces of equipment necessary to provide uninterrupted power in water/sewer production and treatment and potentially eliminate sewer backups. Professional inspection and maintenance is necessary to ensure the generators remain dependable and functional.

Staff requested quotes from several vendors. Kodiak Power Systems provided the most cost-effective quote to provide a full inspection of 8 all units in 2019 and full maintenance of all generators in 2020, plus staff training, at a total cost of \$7,137.00.

Mathison/Shepard unanimous to accept the quote from and authorize payment to Kodiak Power Systems to perform 2019 Generator Inspections and full generator service in 2020, plus staff training, at a cost of \$7,137.00, with expenses allocated to the Water and Sewer funds as recommended by staff. Motion carried.

2019 Water/Sewer Fund Budgets

Public Works Director Koehler presented proposed 2019 Water/Sewer Fund Budgets at the December 10th Committee of the Whole meeting. No changes have been made since Council's initial review. 2019 proposed expenses for the two funds are less than the adopted 2018 budgets.

Mathison/Shepard unanimous to approve the 2019 Water (601) and Sewer (602) Fund revenue and expenditure budgets as presented and as recommended by staff. Motion carried.

2017 3rd Ave South Improvement Pay Request #6 and #7

Engineer Bittner was present to address Pay Requests #6 and #7 from C & L Excavating for the 2017 3rd Avenue South Improvement project. The project was finished in Spring 2018 and C & L has submitted the final pay requests. Once the project is closed out, the 2-year warranty period will begin.

RESOLUTION #18-12-11 Mathison/Shepard unanimous to adopt RESOLUTION #2018-12-11, approving Pay Request #6 in the amount of \$37,753.19 (ck #40691) submitted by C & L Excavating for expenses related to the 2017 3rd Avenue South Improvement project, as recommended by the City Engineer. Motion carried.

RESOLUTION #18-12-12 Shepard/Whiting unanimous to adopt RESOLUTION #2018-12-12, approving Pay Request #7 FINAL in the amount of \$45,729.77 (ck #40691) submitted by C & L Excavating for expenses related to the 2017 3rd Avenue South Improvement project and activating the 2-year project warranty period, as recommended by the City Engineer. Motion carried.

FINANCE REPORT – presented by Clerk/Treasurer Tillmann

Re-Investment of City Funds

One of the City's investments through ICD Securities, valued at approximately \$250,000 will mature on December 19, 2018, with close to an additional \$10,000 in the money market account with the same broker. Staff has been in contact with brokers to provide a recommendation for reinvestment, based on current holdings and rates available for consideration.

Brisbin/Whiting to approve the re-investment of \$259,000 through ICD Securities as follows and as recommended by staff:

- **\$200,000 for a period of 4 years at a rate of 3.40% with Bank Baroda, utilizing proceeds from the matured CD to complete the transaction; and**
- **\$59,000 for a period of 4 years at a rate of 3.35% with the Bank of Southern California, utilizing proceeds from the matured CD and the ICD money market account to complete the transaction.**

2019 General Fund Budget and Levy

Council has reviewed the General Fund Budget since presented in August 2018. In September, Council certified a preliminary levy of \$1,694,000, which included \$200,000 for future capital improvements, \$225,000 for 2019 pavement preservation and special levies for debt service and capital improvements totaling \$106,000. The proposed budget and levy was discussed at the public comment meeting on December 3, 2018, with no changes proposed or requested. The proposed final levy remains at \$1,694,000. The expenditure budget totals \$2,814,139 as originally presented by staff. The final levy must be certified to the County Auditor/Treasurer by December 28, 2018.

RESOLUTION #18-12-05 Mathison/Whiting unanimous to adopt RESOLUTION #2018-12-05, approving the 2018 General Fund Levy for taxes collectible in 2019 as follows: General Fund and Parks: \$1,163,000; Road Improvements: \$425,000; Capital Expenditures: \$37,000; Debt Service: \$69,000, for a total levy amount of \$1,694,000, upon taxable property in the City of Zimmerman. Motion carried.

RESOLUTION #18-12-06 Brisbin/Whiting unanimous to adopt RESOLUTION #2018-12-06, approving the 2019 operational budget for the General Fund and Parks in the amount of \$2,814,139, as presented, and as recommended by staff. Motion carried.

ADMINISTRATOR'S REPORT – presented by City Administrator Piasecki

Public Hearing -- Vacation of Drainage and Utility Easements

Mayor Earenfight opened a public hearing at 7:29 p.m. to consider a request to vacate existing drainage and utility easements within the proposed Maefield Estates Townhomes development.

Administrator Piasecki advised that Paxmar LLC proposes to subdivide Outlot B, Maefield Estates into a 24-unit townhome project to be known as Maefield Estates Townhomes. Paxmar proposes to vacate the existing drainage and utility easements lying within the outlot and replace them with drainage and utility easements identified in the plat. The Planning Commission and City Council have approved the preliminary plat of the property conditioned upon the vacation of easements. Engineer Bittner has approved the proposed easements in the plat and will continue to refine the easement locations and descriptions as the project moves forward for final approval.

Hearing no comments from the public, Mayor Earenfight closed the public hearing at 7:33 p.m.

RESOLUTION #18-12-13 Mathison/Shepard unanimous to adopt RESOLUTION #2018-12-13, approving the vacation of drainage and utility easements lying within Outlot B, Mae field Estates, as requested by Paxmar LLC, conditioned upon dedication of drainage and utility easements in the platting of Outlot B as Mae field Estates Townhomes.

Classification and Compensation Study

Ann Antonsen, Vice President, Springsted, Inc., attended the December 10th Committee of the Whole meeting to present findings and results of the Classification and Compensation Study recently completed by Springsted. Antonsen detailed the primary objectives and methodology used to conduct the salary study for the City of Zimmerman, as well as detailing recommendations for ongoing implementation and maintenance of the plan by staff.

Springsted staff compiled all information received from City employees and survey respondents. Each position was then assigned a grade level based upon a point system that considered training and ability; experience required; level of work; human relation skills; physical demands; working conditions; independence of actions; impact on end results; and supervision exercised. The salary survey compared City positions against the 19 responding cities surveyed, measured at the minimum, midpoint, and maximum salary. Measured at the maximum rate of pay, City positions averaged 5.62% lower than the survey group. Individual position rates of pay ranged from 3.22% higher to 10.46% lower than the survey group. A proposed 2019 Pay Plan was developed for the determined grades, with a 7-step progression to maximum salary for each grade level. Springsted recommended Council accept the plan, approve the 2019 Pay Scale which includes a 2.5% Cost of Living Adjustment (COLA), and approve position placement of employees at appropriate grades.

Placement of employees on the new salary grade is the second part of the study. Springsted recommended Council approve placement at the minimum step for employees currently below their Grade minimum or approve placing employees at the next highest step for their grade, noting that adjustments could and should be made to eliminate compression amongst employees on the same pay grade. This is particularly evident in the Maintenance Technician II position (salary grade 6) in the Public Works Department. Piasecki noted that staff budgeted for an overall 10% increase in wages for 2019 and the recommendation from Springsted will result in an overall increase of 7% in 2019 wages if accepted by Council.

Mathison/Shepard to adopt the 2019 Pay Plan, position placement (grade levels), and implementation option #2 as developed by Springsted Inc., as recommended by staff.

Mathison/Shepard unanimous to accept the Administrator recommended employee placement on the approved 2019 compensation scale created by Springsted Inc., and on file in the City Clerk's Office.

Council requested that any future compensation/classification study also include a review an analysis of benefits offered to employees.

MAYOR/COUNCIL ITEMS

Recognition of Outgoing Mayor and Council Members

City Staff and Councilmembers Shepard and Whiting wished to acknowledge the contributions of Members Brisbin and Mathison and Mayor Earenfight, whose terms are ending December 31, 2018. Council and staff thanked each of them for their years of service and expressed appreciation for their individual and group efforts, presenting each with a gift and framed resolution.

Member Mathison was elected to the City Council in 2009, served a second term starting in 2013 and was reappointed to the Council on May 7, 2018 to fill the balance of a vacant term.

RESOLUTION #18-12-07 RESOLUTION #2018-12-07 was unanimously adopted by the Zimmerman City Council expressing gratitude and appreciation to Council Member Ron Mathison for his 8+ years of dedicated service to the City of Zimmerman.

Member Brisbin was elected to the City Council and began his 1st term in office in January, 2003. He was elected to a total of four (4) consecutive terms, serving 16 years on the Council, as well as serving as a Council representative on the Zimmerman/Livonia Fire Board for a number of years.

RESOLUTION #18-12-08 RESOLUTION #2018-12-08 was unanimously adopted by the Zimmerman City Council expressing gratitude and appreciation to Council Member Tony Brisbin for his 16 years of dedicated service to the City of Zimmerman as a member of the City Council and the Zimmerman/Livonia Joint Fire Board.

Mayor Earenfight was elected to serve his first tenure as Mayor from 1978 – 1987. He was subsequently elected to serve as Mayor beginning in 2005, and has served 7 consecutive terms, for a total of 24 years of service during the two tenures as Mayor.

RESOLUTION #18-12-09 RESOLUTION #2018-12-09 was unanimously adopted by the Zimmerman City Council expressing gratitude and appreciation to Mayor Dave Earenfight for his total of 24 years of dedicated service to the City of Zimmerman as Mayor and as one of the City’s representatives on the Zimmerman/Livonia Joint Fire Board.

Mayor Earenfight noted the following:

- All City Offices will be closed the following upcoming holidays:
 - December 24 – Christmas Eve – Close at Noon
 - December 25 – Christmas Day
 - January 1 -- New Year’s Day
- January 7, 2019 – Oath of Office for Newly Elected Officials
- January 26, 2019 -- Passing the Bread Food Distribution – UMA Precision Machining. Mayor Earenfight thanked residents and businesses for the generosity shown through donations this holiday season.

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

Brisbin/Mathison unanimous to adjourn the meeting at 7:49 p.m.

Approved this 7th day of January, 2019.

s/s Kary Tillmann, Clerk/Treasurer