

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, JULY 6, 2015**

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, and Nathe. Member Merwin was excused absent. Also present were Administrator Piasecki and Clerk/Treasurer Tillmann.

AGENDA APPROVAL

Mathison/Nathe unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Brisbin/Mathison unanimous to approve the meeting minutes of the June 15, 2015 Regular Meeting of the City Council as presented.

CONSENT AGENDA

Nathe/Brisbin unanimous to approve the consent agenda as presented as follows:

- a. Approve the payment of claims (check #37173 - #37221) in the amount of \$60,055.08 and electronic payments (e-check #1185 - #1199) in the amount of \$70,272.13 as presented.
- b. Authorize payment in the amount of \$7,535.00 as identified on invoice #34333 (ck#37223) to Abdo, Eick & Meyers, as the final installment payment for certified audit services for the year ended December 31, 2014, per the agreement on file in the Clerk/Treasurer's Office, as recommended by staff.
- c. Accept the Investment/Funds Report for February 2015 as presented.
- d. Accept the Monthly Budget Report for February 2015 as presented.
- e. Accept the Monthly Building Surcharge Report for June 2015 as presented.
- f. Approve the event permit application for the Zimmerman/Livonia Fire Department Open House, to be held September 12, 2015, from 11:00 a.m. – 3:00 p.m., at 13028 Fremont Avenue, Zimmerman, MN, and support the request to Sherburne County to close a portion of County Road 4 between Fremont Trail and 9th Street West between the hours of 11:00 a.m. – 3:00, to accommodate the afternoon open house.
- g. Adopt **RESOLUTION #15-07-01**, approving a temporary liquor license for the Zimmerman/Livonia Volunteer Fire Department Annual Fireman's Benefit Dance to be held at the Zimmerman Fire Hall, 13028 Fremont Avenue, Zimmerman, MN 55398, on September 12, 2015.
- h. Approve the permit application for an outdoor dance for the Zimmerman/Livonia Fire Department, to be held September 12, 2015, from 8:00 p.m. – 12:00 midnight, at 13028 Fremont Avenue, Zimmerman, MN, and support the request to Sherburne County to close a portion of County Road 4 between Fremont Trail and 9th Street West between the hours of 8 p.m. – 12 midnight, to accommodate the evening public dance.
- i. Approve the event permit application for Wild West Days events and activities to be held May 27 – 30, 2016, including the closing of Main Street between 2nd Street East and 3rd Avenue South from 12:00 Noon on May 27 through May 29 at 4:00 p.m., as requested by the Zimmerman Civic Club, PO Box 474, Zimmerman, MN 55398.

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 June, 2015. The Department responded to 3 medical assists, 2 injury accidents, 2 fire alarms, and several fires, including a vehicle fire, 2 rubbish fires, a residential garage fire and 2 residential house fires, one of which was a total loss. The Department also assisted in the rescue of a horse, which required the assistance of Collins Brothers Towing. Maloney reported that the recent golf tournament was a success. Maloney thanked the City Public Works for their worked

in cleaning up and updating the landscaping around the Fire Station. The Department also recently completed pump testing on the engines trucks and hose and ladder testing, with all equipment passing necessary certifications.

Council accepted the Fire Department Report for May, 2015 as presented by unanimous consensus.

FINANCE REPORT – presented by Clerk/Treasurer Tillmann

2015 1st Half Property Tax Settlement

Tillmann presented information a breakdown of the 1st half property tax settlement received from Sherburne County in early July. The first half settlement totaled \$743,496.36, which consisted of \$44,601.57 in TIF payments and the balance of \$698,894.79 being divided among the General Fund, Project Funds and Water and Sewer Funds. No action taken.

Request for Payment – 2015 1st Half Law Enforcement Contract

The Auditor/Treasurer’s Office bills the City twice a year, in June and December, for contracted Law Enforcement Services. Council approved the 1st half contract payment on June 16, 2015, however, Finance Staff was notified on June 29 that the original invoice amount was incorrect and needed to be revised by the Auditor/Treasurer’s Office. Staff presented the revised invoice for consideration and approval.

Brisbin/Mathison to approve payment to the Sherburne County Auditor/Treasurer in the amount of \$317,022.85 (ck #37222) for 2015 1st half Law Enforcement Contract Services (invoice #8672) 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. Motion carried.

ADMINSTRATOR’S REPORT

Purchase of Tax Forfeited Land

At the June 15, 2015 City Council meeting, Council designated tax forfeit Parcel #95-016-2400 as non-conservation lands at the request of Sherburne County and withheld that parcel from public sale. Staff recommended the City consider purchasing the parcel for future economic development or public use. The County Assessor has set the value/purchase price at \$19,200, with additional incidental expenses for recording and deed taxes.

RESOLUTION #15-07-02 Brisbin/Nathe to adopt RESOLUTION #15-07-02, approving the purchase of tax forfeit parcel #95-016-2400, withheld from the Sherburne County Tax Forfeiture sale, at a cost not to exceed \$20,000 (ck#37224), with funds to be taken from uncommitted General Fund reserves, as requested and recommended by staff. Motion carried.

Utility Rate Study and Long-Term Financial Plan

City staff and AEM Auditors have discussed at great length over the past two years the need and desire for a new study. The current rate study recommendations have been implemented over the past 4 years, with that study recommending review and revision for 2016 rates. A rate study will compare current rate structure, debt service, operating costs and future capital expenses and project future utility rates and cash flow. It will ensure that adequate funding is identified to continue the provision of services, payment of debt, and provide for future replacement costs. A long term financial plan would provide a working document for Council and staff to project and summarize cash flow, debt service, capital improvement projects and tax levies through year-end 2020. This would be a valuable tool as the City begins planning for significant infrastructure reconstruction (water, sewer, streets, possibly storm sewer) surrounding Lake Fremont, with expenses projected up to \$10 million.

Auditors Matthew Vos and Mark Ebensteiner, Abdo, Eick and Meyers (AEM) summarized a proposal to prepare a utility rate study and a long term financial plan when presenting the 2014 Annual Audit on May 18th. A written proposal outlining the proposed content, benefit, and cost of preparing said study and financial plan was included in the Council packet for review and consideration, with a quoted fee of \$15,000 to prepare both documents. This is a cost savings of \$5,000 if the documents were prepared separately. For comparison, the 2011 rate study was conducted by a consulting engineering firm for a fee of \$15,000. Rate study costs would be shared by the Water and Sewer funds, with the General Fund and possibly Water and Sewer Funds sharing costs for the long-term financial plan.

Staff recommends Council accept AEM's quote of \$15,000 to prepare a utility rate study and long term financial plan. Staff and AEM would work to have the utility rate study completed and provide a 2016 rate recommendation prior to adoption of City's final 2016 budget.

Nathe/Brisbin unanimous to accept the proposal from Abdo, Eick & Meyers (AEM) to conduct a water and sewer rate study and establish a long-term financial plan for the City of Zimmerman, at a cost not to exceed \$15,000, with funds to be taken from Water (601-49400-300) and Sewer (602-49450-300) Funds and uncommitted General Fund Reserves, and authorize staff to execute any supporting documentation and/or agreements on behalf of the City as necessary. Motion carried.

MAYOR/COUNCIL ITEMS

The Committee of the Whole Meeting scheduled for Monday, July 13, 2015, was cancelled due to a lack of agendas items.

Mayor Earenfight noted the following upcoming events:

- Zimmerman Farmer's Market -- Tuesdays -- 2:30 -- 6:00 p.m.; City Park
- August 4 -- MN Night to Unite -- various locations throughout the City

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

Brisbin/Nathe unanimous to adjourn the meeting at 7:19 p.m. Motion carried.

Approved this 20th day of July, 2015.

s/s Kary Tillmann, Clerk/Treasurer