

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, OCTOBER 6, 2014**

CALL TO ORDER

The regular meeting of the Zimmerman City Council was called to order at 7:00 p.m. at City Hall by Acting Mayor Brisbin, followed by the Pledge of Allegiance.

ROLL CALL

Present: Council Members Brisbin, Mathison, Merwin, and Michels. Mayor Earenfight was excused absent. Also present were Administrator Piasecki and Clerk/Treasurer Tillmann.

AGENDA APPROVAL

Michels/Merwin unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Mathison/Michels unanimous to approve the minutes of the September 15, 2014 Regular Meeting of the City Council as presented.

CONSENT AGENDA

Merwin/Michels unanimous to approve the consent agenda as follows:

- a. Approve the payment of claims (check #36497 - #36541) in the amount of \$36,855.33 and electronic payments (e-check #1077 - #1085) in the amount of \$85,149.50 as presented.
- b. Approve amendments to the following General Fund Expenditure line items as follows as recommended by staff:
 - 101-45000-342 – Mowing Expenses – Reduce by \$1,000
 - 101-45000-381 – Electric Utility – Reduce by \$1,000
 - 101-45000-240 – Small Tools and Minor Equipment – Increase by \$2,000
- c. Accept Quote #COM0000170, authorizing payment to Connexus Energy in the amount of \$11,814.31 (ck #36542) for electrical service to the new site of Lift Station #7, as recommended by the City Engineer.
- d. Accept Invoice #39 authorizing payment to Full Circle Organics in the amount of \$8,280.00 (ck #36543) for grinding services at the City Compost Site as recommended by staff.
- e. Accept Invoice #495 authorizing payment to Superior Surroundings in the amount of \$2,000.00 (ck #36544) for the purchase of a Cushman Truckster for use in City parks by the Public Works Department, with fund to be taken from the Park Department (101-45000-240) as recommended by staff.
- f. Accept the Investment/Funds Report for August 2014 as presented.
- g. Accept the Monthly Budget Report for August 2014 as presented.
- h. Accept the September 2014 Building Permit Summary Report as presented.
- i. Adopt **RESOLUTION #14-10-01**, appointing identified persons as Election Judges for the 2014 General Election, with the understanding that amendments may be necessary to the appointments in order to fill vacancies and meet party splits.

OPEN FORUM

There was no one present to address the Council during open forum.

SNOWMOBILE TRAIL MAINTENANCE

John Kastner, 13040 – 9th Avenue S, Zimmerman, was present to address the Council on behalf of the Elk Lake Easy Riders Snowmobile Association. In 2013 and 2014, Council approved an amendment to the snowmobile trail to allow snowmobile access from the trail junction at 136th Street (CR 46) and CSAH 4 to Zimmerman Bar & Grill located at 13100 Fremont Avenue, with the stipulation that there be an annual evaluation of the trail use in case there are public safety concerns. The Snowmobile Association would like to continue the use of the extension in 2015 and would like to start performing trail maintenance. Kastner asked Council to allow the extension and trail maintenance in anticipation of the 2014 - 15 snow season. Administrator Piasecki stated that there have not been any concerns brought forward by the Sheriff's Department regarding the trail extension.

Council agreed by unanimous consensus to approve the extension of the snowmobile trail from the junction of 136th Street (CR 46) and CSAH 4 to the property located at 13100 Fremont Avenue, and allow the Elk Lake Easy Riders to perform trail maintenance within trail extension area.

FIRE DEPARTMENT REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of September, 2014. The Department responded to 5 medical assists, 1 gas leak, 1 personal injury accident, 2 fire alarms, 1 downed power line, a rubbish fire, and a house fire. The Fire Department Open House and Firemen's Dance was held on Saturday, September 6, with over 600 people attending the evening dance. The Department is participating in Fire Prevention Week activities at Zimmerman schools this week. This year's theme focus on smoke detectors. The Department participated in a joint training with the Elk River Fire Department at Pine Cone and Pine Tree Manors last week. Maloney will attend the State Fire Chiefs conference in October.

Council accepted the Fire Department Report for September, 2014 by unanimous consensus as presented.

FINANCE REPORT – presented by Clerk/Treasurer Tillmann

Administrative Assistant Position

The City's Administrative Assistant, Kellie McConville, submitted her resignation at the end of the August. The position was posted for three weeks and 65 applications were received. Staff interviewed four applicants and recommend hiring of Sara Onarheim to fill the position.

Mathison/Michels unanimous to confirm the appointment of Sara Onarheim to the part-time position of Administrative Assistant, at a starting rate of \$17.61 per hour, with a start date of October 20, 2014, as recommended by staff.

ADMINISTRATOR'S REPORT –presented by Administrator Piasecki

Consider Reduction in 2015 SAC/WAC Fees

Council decreased SAC/WAC fees for 2014 as an incentive to increase new construction in the City. The City's financial consultants developed a fee structure and Council subsequently approved a 25% decrease in the 2014 rate, from \$6,000 each to \$4,500 each. That reduction applied to the first 50 units constructed, and the next 50 units would see a reduced rate of \$5,000 each, for a total of 100 units at a reduced rate. To date the City has issued 20 new construction permits, with additional anticipated prior to year's end.

Staff is requesting direction on a reduced rate for 2015. According to Financial Consultant Jim Casserly, a reduced rate for 2015 would be possible, suggesting similar terms for the first 100 units in 2015; the first 50 at a rate of \$5,000 each, and the next 50 at \$5,500. No action taken.

Pending Decertification of TIF District #7 and related actions

Piasecki reported at the September 8, 2014 meeting that TIF District #7 (Fairview Clinic) has met all of the financial obligations according to the terms of the Contract for Private Redevelopment. At this time, staff recommends the District be decertified and the property returned to the tax rolls.

Staff has been working with Jim Casserly, the City's financial consultant, to prepare decertification documentation for the State and County. We are also developing a proposed plan for the existing fund balance that, if not utilized for development or eligible expenses, must be returned to the County for redistribution to the City, County and School District. The proposed plan will prepare the City/Economic Development Authority (EDA) for the decertification of TIF #7, the pending decertification of TIF #2 (2015), and make recommendation for current debt obligations within the EDA development programs. Jim Casserly will attend the October 20th meeting to further discuss the proposed actions with both the City and the EDA. No action taken.

MAYOR/COUNCIL ITEMS

RESOLUTION #14-10-02 Merwin/Mathison unanimous to adopt RESOLUTION #14-10-02, accepting the donation of \$2,500 from the Zimmerman Youth Baseball Association for the use and development of ball field space at the City Park.

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

Merwin/Michels unanimous to adjourn the meeting at 7:15 p.m. Motion carried.

Approved this 20th day of October, 2014.

s/s Kary Tillmann, Clerk/Treasurer

Approved 10/06/2014