

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, OCTOBER 17, 2016**

**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, Nathe and Smith. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Johnson, and Engineer Bittner.

**AGENDA APPROVAL**

**Mathison/Smith unanimous to approve the agenda as presented.**

**APPROVAL OF MINUTES**

**Brisbin/Nathe unanimous to approve the meeting minutes of the October 3, 2016 Regular Meeting of the City Council as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #38443 - #38480) in the amount of \$21,775.30 and electronic payments (e-check #1390 - #1402) in the amount of \$36,670.65 as presented.
- b. Accept the following invoices to authorizing payment to Bolton & Menk (ck #38482) for contracted Engineering Services for the period of July 30 – August 26, 2016, as follows and as recommended by staff:
  - Invoice #195053 in the amount of \$17,066.60, for Project Management Services related to the 2016 Main Street Improvement Project;
  - Invoice #194959 in the amount of \$20,312.10, for Project Management Services related to the 2016 Fremont Drive Realignment Project.
- c. Approve the purchase and installation of 4 Goodyear GP2B General Purpose Loader Tires from Billings Service at a cost of \$6,742.60 (ck #38481), to be paid from the Street Maintenance Budget, as requested and recommended by the Public Works Director.
- d. Authorize payment to the Zimmerman/Livonia Fire District in the amount of \$70,450.77 (ck #38484), as final payment for 2016 Fire Protection Services, as recommended by staff.
- e. Accept the August 2016 Investment/Funds Report as presented.
- f. Accept the August 2016 Budget Report as presented.
- g. Accept the September 2016 Building Permit Summary Report as presented.
- h. Approve the permit application for a public parade to be held on Saturday, October 22, 2016, as requested by the Freshwaters United Methodist Church, 12475 – 273<sup>rd</sup> Avenue NW, following the route identified on the map provided for the duration of the parade, to be held from 1:30 – 5:00 p.m.
- i. Approve the License Application for Sewer & Water Installer, effective October 18, 2016 through December 31, 2016, for Precision Excavating & Construction, 135 – 6<sup>th</sup> Avenue SE, Milaca, MN 56353.
- j. Adopt **RESOLUTION #16-10-08**, approving the request of Christ Our Light Catholic Parish for an Exempt Permit to conduct lawful gambling at a function to be held at 25909 – 4<sup>th</sup> Street West, on December 30, 2016.

**OPEN FORUM**

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

**LAW ENFORCEMENT REPORT**

**Patrol Captain Bob Stangler, Sherburne County Sheriff's Department**, provided an overview of activities for the month of September, 2016. The department received 288 calls for service, including 51 traffic stops with 11 offenses charged by citation, as opposed 293 calls for service in the same time period in 2015 and 343 calls in 2014. There were 28 offenses charged by citation, not including long-form complaints or in-custody arrests.

Ten thefts reported during the month of September, with five being gas drive-offs. Four are still unresolved. The Sheriff's Department responded to 9 property damage vehicle crashes and 3 criminal damage to property complaints. Stangler advised that October is National Medicine Abuse Awareness Month, stating that nationwide, prescription drugs are the second most abused category of drugs after marijuana. Residents wishing to safely dispose of prescription medications can find disposal drop boxes are located at the Sherburne County Sheriff's Office in Elk River and the Big Lake and Becker Police Departments.

**Council agreed by unanimous consensus to accept the Law Enforcement Report for September, 2016, as presented.**

#### **PRESENTATION – UTILITY RATE STUDY AND LONG-RANGE FINANCIAL PLAN**

Steve McDonald, Managing Partner, Abdo, Eick & Meyers, was in attendance to present the Utility Rate Study and Long-Range Financial Plan conducted in 2016 by Abdo, Eick & Meyers. The Long-Range Financial Plan offers a snapshot of the City's current financial health and provides a guideline to financially plan for future projects. The document can be updated and amended as projects are added and completed. It will help the Council with annual budgeting for property taxes, bonding and debt reduction. The Utility Rate Study was completed earlier this year and suggests Council initiate a three percent (3%) increase to both water and sewer rates each year for the next 5 years. Discussion was held regarding connections fees and new construction projections. No action taken.

#### **FIRE DEPARTMENT REPORT**

**Fire Chief Ryan Maloney** presented the Fire Department report for the month of September, 2016. The Department responded to 1 gas leaks, 4 injury accidents, 2 fire alarms, a carbon monoxide call, a lightning strike, 2 vehicle fires and provided assistance for a residential garage fire in Baldwin Township. Several accidents have occurred recently at the intersection at TH 169 and CSAH 4. The month of October is Fire Prevention Month and department members have been conducting presentations in area schools and daycares throughout the area. The department served as the destination for the elementary schools recent Walk-A-Thon, which raises money for schools in Zimmerman.

**Council accepted the Fire Department Report for October, 2016 by unanimous consensus as presented.**

#### **PUBLIC WORKS REPORT**

##### **2016 Main Street Improvements – presented by Engineer Bittner**

##### **Order Preparation of Main Street Improvement Roll**

Engineer Bittner was present to discuss the pending assessments for the Main Street Improvement Project, providing two resolutions for consideration in accordance with MN Statute 429. The first resolution identifies the costs to be assessed for the project. A preliminary assessment roll was developed for the Feasibility Report, with final costs projected based on the current status and what remains to be completed. Bittner stated that final costs will be very close to estimates in the preliminary engineering report, which is a total assessment amount of \$130,054.00.

**RESOLUTION #16-10-06 Mathison/Brisbin unanimous to adopt RESOLUTION #16-10-06, declaring the amount to be assessed against benefitting property owners for the 2016 Main Street Improvements to be \$130,054.00, for a period of 10 years with an interest rate of 4% per annum from the date of assessment adoption, and direct the City Engineer to calculate the final assessment roll and file a copy with the City Clerk's Office.**

Schedule Hearing on Main Street Improvements

Bittner asked Council to schedule the assessment hearing for Monday, November 21, 2016. Notice would be published in the City's legal newspaper and all affected property owners will receive notice with the amount of their individual assessment identified.

**RESOLUTION #16-10-07**      **Brisbin/Nathe unanimous to adopt RESOLUTION #16-10-07, scheduling the hearing on proposed Main Street Assessments for Monday, November 21, 2016 at 7:00 p.m. or as soon as possible thereafter, and directing the Clerk to post notice of said hearing in the City's legal newspaper and provide mailed notice to all affected property owners.**

Construction Project Updates

Bittner reported that the north portion of Main Street would be paved on October 18<sup>th</sup>, along with the wear course on 2<sup>nd</sup> Street East. The wear course in front of Nelson's Nursery will be done in Spring 2017, due to soft ground conditions at the time of construction. Fremont Drive should be paved and opened by the end of this week, pending confirmation by the County. The base and wear course will be applied next week. Improvements at the TH 169/CSAH 4 intersection will take approximately 4 weeks to complete. The timeline was determined by Sherburne County and the contractor. No action taken.

Department Updates

Public Works Director Johnson reported that a contractor recently broke the hydrant at 120<sup>th</sup> and Elm Street, necessitating an emergency repair. Also, a pipe broke under the pump house near DaRan, also necessitating an emergency repair. No action taken.

**FINANCE REPORT** – presented by Kary Tillmann, Clerk/Treasurer

2016 Longevity Pay

Annually, Council considers longevity payments to employees based on years of service to the City. In 2016, seven (7) employees are eligible to receive longevity payments totaling \$10,400 and paid from the General Fund and Water and Sewer Funds. Longevity is typically paid out to eligible employees with the first payroll in December, if it is approved for disbursement by Council. Council agreed by unanimous consensus to discuss 2016 Longevity Pay on November 7, 2016, as part as a budget discussion on 2017 wages and benefits.

**ADMINISTRATOR'S REPORT** – presented by Randy Piasecki, City Administrator

Windstream Cable Franchise Agreement

The City received written notice from Windstream Services that they intend to terminate the existing Cable Franchise Agreement with the City of Zimmerman on January 31, 2017, because they will no longer offer cable services within the City. No action taken.

Gramstad Land Donation

Harold Gramstad was present during Open Forum at the October 3, 2016 City Council meeting and offered to donate a 5-acre parcel of land in the North Ridge Center development to the City to be used for a future municipal building. Because the full Council was not present at the October 3 meeting, staff felt it appropriate to discuss and field any questions Council may have on the offer. Gramstad has asked for a decision from the Council within 60 days. Staff will contact Gramstad for additional information regarding his intent and possibly a timeline for development. No action taken.

**MAYOR/COUNCIL ITEMS**

Mayor Earenfight also noted the following upcoming events:

- October 29 -- Passing the Bread Food Distribution – 9 - 11 a.m.
- October 29 -- Downtown Trick-or-Treating -- 10 a.m. – 2 p.m.
- October 31 -- Chamber of Commerce Trunk or Treating – 4 – 7 p.m.

Clerk/Treasurer Tillmann identified the following dates relating to the upcoming General Election:

- October 18 -- Voter Pre-Registration for General Election closes at 5:00 p.m.
- Now Through November 7 – Absentee Voting for General Election available at the Sherburne County Auditor/Treasurer’s Office during regular business hours
- November 8 – Federal/State/Municipal General Election – Polls open 7 a.m. – 8 p.m.

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

**Mathison/Nathe unanimous to adjourn the meeting at 8:16 p.m. Motion carried.**

Approved this 7th day of November, 2016.

s/s Kary Tillmann, Clerk/Treasurer

Approved 11/07/2016