

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, NOVEMBER 7, 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 and Public Works Director Johnson.

**AGENDA APPROVAL**

**Brisbin/Nathe unanimous to approve the agenda with the following change:**

- **Delay Consideration of Utility Rate Study until November 21, 2016**

**APPROVAL OF MINUTES**

**Mathison/Smith unanimous to approve the minutes of the October 17, 2016 Regular Meeting of the City Council as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #38483 and #38485 - #38538) in the amount of \$70,793.37 and electronic payments (e-checks #1403 - #1407) in the amount of \$30,837.77 as presented.
- b. Authorize payment to the Zimmerman/Livonia Fire District in the amount of \$72,073.30 (ck #38544) as final payment for 2016 Fire Protection Services as recommended by staff.
- c. Accept the following invoices to authorizing payment to Bolton & Menk (ck #38539) for contracted Engineering Services for the period of August 27 – September 23, 2016, as follows and as recommended by staff:
  - Invoice #195662 in the amount of \$7,682.80, for Project Management Services related to the 2016 Lift Station #1 Improvement Project;
  - Invoice #195053 in the amount of \$23,336.65, for Project Management Services related to the 2016 Main Street Improvement Project;
  - Invoice #195708 in the amount of \$11,095.00 for Project Management Services related to the 2016 Fremont Drive Realignment Project.
- d. Authorize payment to Fergus Power Pump, Inc., in the amount \$15,094.30 (ck# 38542) for semi-annual bio-solids hauling, with funds to be taken from the SBR Budget (602-49480-460), as recommended by the Public Works Director.
- e. Authorize payment in the amount of \$10,777.00 (ck #38540) to Brenteson Companies, Inc., for the repair of a broken line at the City well house located at the SBR (12280 – 255<sup>th</sup> Avenue NW), with funds to be taken from the Sewer Fund (Fund 602), as recommended by staff.
- f. Approve payment in the amount of \$9,720.55 (ck #38541) to Deputy Registrar #131, for the license, registration and sales tax for the purchase of the 2016 International 7400 Plow Truck.
- g. Approve the December 1, 2016 Tax Abatement payment in the amount of \$11,901.15 (ck#38543) to UMA Precision Machining, Inc., as presented and as recommended by staff.
- h. Approve an amendment to the 2016 General Fund Finance Administration and Building Department Expenditure Budgets as follows and as recommended by staff:
  - Building Department Miscellaneous Expenses (101-42400-430) – Increase by \$240
  - Finance Administration Training and Instruction (101-41500-208) – Decrease by \$240
- i. Accept the September 2016 Investment/Funds report as presented.
- j. Accept the Monthly Budget Report for September 2016 as presented.
- k. Accept the Building Permit Summary Report for October 2016 as presented.

## **OPEN FORUM**

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

## **CONSIDERATION OF EVENT PERMIT APPLICATION – 2017 WILD WEST DAYS**

At the September 19, 2016 meeting, members of the Zimmerman Civic Club were present to discuss the closure of Main Street as part of the 2017 Wild West Days event. Business owners have requested that Council consider shortening the length of time Main Street is closed throughout the 4-day event. Representatives of the Civic Club were not present at the meeting.

Comments were heard from **Margaret Genung, Owner, Uptown Off –Sale, 25965 Main Street**, who stated that she has tried to work with the Civic Club on parking and access issues. She believes it would be easier to move the Mercantile than close the road, adding that since the road has been closed, there is no longer handicapped parking available for the event. **Mike Lemke, Owner, Nelson Nursery, 25834 Main Street**, echoed Genung's concerns, adding that he thought handicapped accessible parking was required to be provided.

Mayor Earenfight stated when this issue was discussed on September 19, Captain Stangler commented that from a law enforcement standpoint, the road being closed has worked well due to the number of pedestrians and bikers attending the event, and guests consuming alcohol in the area. Mayor Earenfight suggested that discussion be continued at the November 21<sup>st</sup> meeting when Captain Stangler was scheduled to be present. No action taken.

## **FIRE PROTECTION REPORT**

**Fire Chief Ryan Maloney** presented the Fire Department report for the month of October, 2016. The Department responded to 7 personal injury motor vehicle accidents, 1 fire alarm, a grass fire, and outdoor rubbish fire, and oven fire and a small fire in an electrical box at the City ball fields. The Department is gearing up for Neighbors Helping Neighbors to be starting up soon. Angel Trees will soon be placed in area businesses to help families in need this holiday season.

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

## **PUBLIC WORKS REPORT -- presented by Public Works Director Johnson**

### **Miscellaneous Department Updates**

- Johnson reported that on Friday, November 4, Public Works staff were advised of a curb stop leak at a property on 8<sup>th</sup> Avenue North. It was determined the leak was located under a tree that had been growing in the right-of-way of the property for nearly 40 years. In order to facilitate a repair, the tree had to be removed because the roots had grown through water lines and the weight of the tree compressed the top of the curb stop causing it to crack and break. Staff circulated photos of the tree after removal. No action taken.
- Johnson advised that the computer system that controls the 6<sup>th</sup> Avenue water plant is about 20 years old and the Programmable Logic Controller (PLC) for the plant has been problematic for about 10 years. The company that installed the operating system is located in California and they have the capability to access the operating system remotely when troubleshooting is necessary. PLC components are outdated and are no longer available when repairs are needed. Johnson has solicited a quote from Total Control Systems to install a new PLC at the 6<sup>th</sup> Avenue plant because staff has been retrofitting components in order to keep the plant operational.

**Nathe/Brisbin unanimous to accept the quote from Total Control Systems for the purchase and installation of a new Programmable Logic Controller and related parts for the 6<sup>th</sup> Avenue Plant at a cost not to exceed \$15,000, with funds to be taken from the Water Fund (Fund 601), as recommended by staff.**

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

### **Certification Hearing – Delinquent Utility Bills**

Tillmann reported that on October 5, 2016, staff mailed 288 letters notifying residents of pending certification of delinquent utilities totaling \$51,642.20. This annual hearing is an opportunity for residents to appeal the pending certification if they so choose. A final certification list will be presented for adoption on November 21. Final certification must be approved by Council at the November 21 meeting for submission to the County Auditor/Treasurer by the November 30<sup>th</sup> deadline. In the past, the County has allowed properties to be removed from the certification list into December and sometimes January of the following year, but there is no guarantee that they will continue to do so.

The following persons were present to address the Council regarding the pending certification of a delinquent utility bill:

**Max and Judy Hinckley, 26336 - 7<sup>th</sup> Street West**, requested Council consider not certifying their delinquent utility bill due to his recent unemployment and his wife having a medical disability. He stated the certification would create an additional financial hardship for his family. He is hopeful he will secure employment next month and would be able to resolve the delinquency at that time. Administrator Piasecki stated that in the past, Council has allowed staff to work with residents, granting up to 6 months with no penalties to pay high or delinquent utility bills.

**Council agreed by unanimous consensus to allow the utility bill for Max and Judy Hinckley, 26336 – 7<sup>th</sup> Street West, to be removed from the certification list and directed staff to work out an amenable payment arrangement for a period of up to 6 months.**

### **Consideration of 2016 Longevity**

Annually, Council considers longevity payments to employees on years of service to the City. There are seven (7) employees eligible to receive longevity in 2016. Longevity is typically paid out with the first payroll in December, after it has been approved by Council.

**Brisbin/Smith unanimous to approve the annual payout of longevity to the following employees who have achieved at least 10 years of City employment in 2016: Finance Technician Teri Grote, WW Plant Operator Mike Gwynn, Maintenance Technicians Tom Haugland and Brett Johnson, Public Works Director Dave Johnson, City Administrator Randy Piasecki, and Clerk/Treasurer Kary Tillmann, with the first payroll in December 2016, according to the schedule established and approved by Council (Resolution #2000-12-11), on file in the City Clerk's Office.**

### **2017 Employee Compensation**

Council wished to discuss employee wages and health insurance benefits at this meeting. Tillmann reminded Council that action by the Council on 2017 employee wages and health insurance will be necessary by the November 21, 2016 meeting so budget documents can be finalized for in advance of the Public Comment Meeting on December 5.

Currently, City employees are covered by Blue Cross Blue Shield for health insurance with the City paying 100% of single coverage and 85% of family coverage. There are five employees on the plan, with 6 employees opting out of coverage, accepting a stipend instead. Health insurance rates will be increasing 14.6% for 2017. Staff has met with the City's insurance agent regarding 2017 coverage and he has provided a slightly less expensive alternative to the current plan. Both options were provided for Council consideration.

Council agreed by unanimous consensus to poll employees currently covered by the City's health insurance to determine what the employee preference is between the renewal option and the alternate option provided.

Tillmann will coordinate an employee meeting and report back at the November 21 meeting.

Tillmann reminded Council that at the beginning of the budget process, Administration recommended a 1-step increase (approximately 3%) for all eligible employees plus a 1% Cost of Living Adjustment for all employees for 2017. The preliminary 2017 budget includes that proposed increase. Since the original budget was presented in August, wages have been discussed in general terms, but no decision has been made for 2017 wages. Discussion was held regarding the current pay scale adopted by Council in 2008. Councilmember Nathe suggested Council consider a two-tier scale, with one scale for Administrative staff and one for Public Works employees. Further discussion will be held regarding employee wages at the November 21<sup>st</sup> meeting.

### **ADMINISTRATOR'S REPORT –presented by Administrator Piasecki**

#### **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. Gramstad requested a decision from the Council within 60 days. At a subsequent meeting, Council requested staff determine Gramstad's anticipated timing of project construction prior to any further Council discussion.

Administrator Piasecki met with Gramstad the week of October 24<sup>th</sup> to discuss the donation. Gramstad advised it would be his desire to see project construction begin within two (2) years, should the donation be accepted. It is important to keep in mind that road and utility extensions to the parcel would also be necessary to proceed with any project.

Council agreed by unanimous consensus to place this item on the agenda for discussion at the November 14 Committee of the Whole meeting.

### **MAYOR/COUNCIL ITEMS**

Mayor Earenfight noted the following upcoming events:

- November 1 – City-wide Winter parking rules went into effect. No parking on City streets between the hours of Midnight and 8:00 a.m. until May 1, 2016
- November 8 – Federal/State/Municipal General Election. Polls open 7:00 a.m. – 8:00 p.m.
- November 11 – All City Offices closed in observance of Veteran's Day
- November 19 – Passing the Bread Food Distribution; 9 – 11 a.m. – Sheriff's Department Substation
- November 24 & 25 – Thanksgiving Holiday – City Offices Closed

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

**Mathison/Smith unanimous to adjourn the meeting at 7:53 p.m. Motion carried.**

Approved this 21st day of November, 2016.

s/s Kary Tillmann, Clerk/Treasurer