

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, NOVEMBER 16, 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, Merwin and Nathe. Also present were Clerk/Treasurer Tillmann and Public Works Director Johnson.

AGENDA APPROVAL

Mathison/Nathe unanimous to approve the agenda with the following change:

- **Law Enforcement Report – No verbal presentation; written copy only**

APPROVAL OF MINUTES

Brisbin/Merwin unanimous to approve the following meeting minutes as presented:

- **November 2, 2015 Regular Meeting of the City Council**
- **November 9, 2015 Committee of the Whole Meeting**

CONSENT AGENDA

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

- a. Approve the payment of claims (check #37545 - #37593) in the amount of \$27,097.34, and electronic payments (e-check #1247 – #1254) in the amount of \$33,092.27 as presented.
- b. Approve payment to the Zimmerman/Livonia Fire Relief Association in the amount of \$68,407.04 (ck #37596), as identified by the Minnesota Department of Revenue.
- c. Approve payment to Hawkins, Inc., in the amount of \$8,640.00 (ck #37595), for bulk chemicals to be used at the Wastewater Treatment Plant as identified on Invoice #3793172, with funds to be paid from the SBR Budget in the Sewer Fund, as indicated by the Public Works Director.
- d. Accept the full and final release of claims and approve payment to Robyn Selthofner in the amount of \$201.68 (ck #37597) for a vehicle tire repair, and authorize the Mayor and Clerk/Treasurer to sign and execute said release on behalf of the City, as recommended by staff and the City Attorney.
- e. Approve the donation of \$500.00 (ck#37598) to the Zimmerman High School Booster Club for the 2016 All-Night Graduation Party, from account #101-41110-490.
- f. Accept the Building Permit Summary Report for October, 2015 as presented.

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, was unable to attend the Council meeting in person and provided a written copy of the October 2015 Law Enforcement Report for review. In the month of October, the department received 341 calls for service, including 85 traffic stops, compared to 309 calls for service in the same time period in 2014 and 417 calls in 2013. There were 33 citations issued, not including long form complaints, with three burglaries, 13 thefts, four motor vehicle crashes with injuries, 11 property damage accidents and 3 property damage complaints received.

Council accepted the Law Enforcement Report for October, 2015, by unanimous consensus as presented.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

Certification of Delinquent Utilities

Tillmann reported that the hearing for residents to appeal pending certification of delinquent utilities is an annual request of the Council. No one was present at the hearing on November 2 to appeal a pending certification. Staff originally mailed 154 letters notifying residents of pending certification of delinquent utilities totaling \$39,322.36. Currently, outstanding delinquencies total approximately \$22,048.67. Final certification must be approved by Council at this meeting for submission to the County Auditor/Treasurer by the November 30th deadline. Any payments received between now and submission to the County will be applied to delinquent balances as appropriate. Final amounts certified would be collected through property taxes payable in 2016.

RESOLUTION #15-11-03 Nathe/Merwin unanimous to adopt RESOLUTION #15-11-03, approving the certification of delinquent water and sewer utility accounts as listed and on file at City Hall, to property taxes payable 2016, with the understanding that if a property owner pays their delinquent utilities prior to the November 30th deadline, no amount will be certified for said property.

Consideration of 2015 Longevity

Brisbin/Merwin unanimous to approve the annual payout of longevity to the following employees in 2015: Finance Technician Teri Grote, WW Plant Operator Mike Gwynn, Maintenance Technicians Tom Haugland and Brett Johnson, Public Works Director Dave Johnson, and City Administrator Randy Piasecki, with the first payroll in December 2015, according to the schedule established and approved by Council (Resolution #2000-12-11), on file in the City Clerk's Office.

2016 General Fund Budget and Levy

Employee Wages

Discussion was held regarding employee wages for 2016. The preliminary budget included a 1-step increase (approximately 3%) for all eligible employees and a 1% Cost of Living Adjustment, for all employees for 2016. Tillmann reported that staff uses the Consumer Price Index (CPI) when determining an appropriate suggestion for a COLA for employees. At the time the budget was put together, the CPI was right around 1%, but has fallen below 0 since that time. Because of this, Tillmann stated that a COLA may not be warranted. Mayor Earenfight noted that the original increase was proposed at a combined 4%, and suggested that Council consider a 2% COLA for all City employees at this time with no step increase.

Upon questioning, Tillmann noted that one employee would not be eligible for a step increase for 2016 because that person is at the maximum step of their salary grade. If a step was granted to employees for 2016, there would be additional employees reaching the maximum for their salary grade at the end of 2016 going into 2017. Members Mathison and Merwin stated that a step and not a COLA would be most appropriate at this time, in part because employee wages were frozen for four years due to the recession.

Earenfight/Nathe to approve a 2% Cost Of Living Adjustment (COLA) for all City employees effective January 1, 2016. Roll call on the motion: Brisbin, aye; Earenfight, aye; Mathison, naye; Merwin, naye; Nathe, aye. Motion carried.

The preliminary budget and levy for 2016 was adopted on September 21 and certified to Sherburne County shortly thereafter. Changes have been made to the budget since the preliminary version was approved. Detailed budget reports were provided to Council at the Committee of the Whole meeting on November 9th, where Council discussed the proposed pavement preservation program at great length. Staff will provide detailed information

about the discussed levels of funding for the proposed pavement restoration, including tax impacts on the general public, at the Public Comment Meeting scheduled for Monday, December 7, 2015.

MAYOR/COUNCIL ITEMS

Mayor Earenfight noted the following items:

- The Sherburne County Veteran’s Service Office hold appointments regarding Veterans Benefits at the Public Safety Center on Wednesdays mornings. Appointments can be made by calling the County Veterans Service Office in Elk River.
- Winter Parking Restrictions went into effect November 1st – Residents are urged to remove anything from the streets such as basketball hoops, recreational vehicles, etc., that may impede the removal of snow from the roadways.
- November 21 – Passing the Bread Food Distribution – 9 – 11 a.m. at the Sheriff’s Department Substation
- December 5 – Chamber of Commerce Celebrate the Season – various locations throughout the City
- December 6 – Zimmerman Lions Breakfast with Santa – Civic Building
- December 7 – 2016 Public Comment Meeting – 7:00 p.m. or shortly thereafter
- December 19 – Passing the Bread Food Distribution – 9 – 11 a.m. at the Sheriff’s Department Substation

Mayor Earenfight asked for a moment of silence in honor of US Military Personnel and their families and those affected by recent incidents in Paris, France.

Brisbin/Mathison unanimous to adjourn the meeting at 7:18 p.m. Motion carried.

Approved this 7th day of December, 2015.

s/s Kary Tillmann, Clerk/Treasurer

Approved 12/07/2015