

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, JANUARY 8, 2024**

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 Stay, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Stay, Council Members Dahl, Earenfight, and Farber. Member Whiting was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Engineer Bittner.

AGENDA APPROVAL

Earenfight/Dahl unanimous to approve the agenda as presented.

CONSENT AGENDA

Earenfight/Farber unanimous to approve the consent agenda as presented as follows:

- a. Approve the minutes of the December 18, 2023 Regular Meeting of the City Council as presented.
- b. Approve the minutes of the December 19, 2023 Council Workshop as presented.
- c. Ratify approval of the payment of claims for 2023 Year End (checks #45793 - #45830) in the amount of \$47,11.98 and electronic payments (e-checks #2807e - #2810e) in the amount of \$44,632.89 as presented.
- d. Accept the November 2023 Budget/Investment/Funds Report as presented.
- e. Accept the December 2023 Building Permit Summary Report as presented.
- f. Approve the payment of January 8, 2024 claims (checks #45831 - #45836) in the amount of \$2,630.90, and electronic payments (e-checks #2811e - #2812e) in the amount of \$2,500.75 as presented.
- g. Approve payment to Abdo in the amount of \$9,720.00 (ck #45837) as partial payment for certified audit services for the year ended December 31, 223 as identified on Invoice #480760, per the agreement on file in the City Clerk's Office, as recommended by staff.
- h. Authorize payment to Bolton & Menk (ck #4839) for the following invoices, as for the period of October 28 – November 24, 2023, as recommended by staff:
 - Invoice #326413 in the amount of \$5,745.00 for South Side Villas 5th Addition
 - Invoice #326415 in the amount of \$9,448.00 for 5th St W Tower/Water Treatment Plant
 - Invoice #326417 in the amount of \$8,76.00 for 2024 Fremont Lane Improvements
- i. Accept Invoice #3985 in the amount of \$6,268.62 (ck #45840), authorizing payment to Metro West Inspection Services, Inc., for professional Building Inspection Services in the City of Zimmerman for the month of December 2023, as presented and as recommended by staff.
- j. Approve the semi-annual payment to Northland Trust Services in the amount of \$152,986.60 (ck #45841) for scheduled principal and interest repayments on GO Bonds as follows and as recommended by staff:
 - Fire Hall (CIP): Principal -- \$90,000; Interest -- \$18,369.15
 - Event Center (Tax Abatement): Principal -- \$37,000; Interest -- \$7,617.45
- k. Authorize the February 1, 2024 TIF Payment to Bell Bank for the "Reliant Systems" project, in the amount of \$19,497.15 (ck #45838) as recommended by the staff.
- l. Authorize the February 1, 2024 TIF Payment to PA Depot Apartments LLC for the "Depot on Main" project, in the amount of \$51,438.02 (ck #45842) as recommended by the staff.
- m. Approve the donation of \$500 (check #45843) to the Zimmerman High School Booster Club for the 2024 All-Night Graduation party, from account #101-41110-490.
- n. Adopt **RESOLUTION #2024-01-01**, appointing identified persons to serve as Election Judges for the 2024 Presidential Nominating Primary Election on March 5, 2024, with the understanding that amendments may be necessary to the appointments in order to fill vacancies and meet party splits; and approve payment of an hourly wage of \$17.00 per hour for Head Election Judges and \$16.00 per hour for Regular Election Judges, plus mileage, during election judge training and time served on Election Day.

o. Approve the 2023 - 2024 Snowmobile Route Map as presented.

OPEN FORUM

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

LAW ENFORCEMENT REPORT

Captain Ryan Broich, Sherburne County Sheriff's Department, provided an overview of law enforcement activities for the month of December 2023. The department received 411 calls for service, including 95 traffic stops with 23 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2023, there were 644 calls for service which included approximately 300 property and security checks, with 304 calls in 2022. The department responded to 3 theft complaints, and 5 vehicle crashes with property damage or injuries. Captain Broich reviewed other types of calls made during the month, stating it was a quiet month overall with no significant trends or incidents reported.

Council agreed by unanimous consensus to accept the Law Enforcement Report for December 2023 as presented.

PUBLIC HEARING – 2024 Fremont Lane Improvements

Mayor Stay opened a public hearing at 7:08 p.m. on the proposed improvements to Fremont Lane, Oak Street, Hillside Drive, and portions of Terrace Drive, referred to as the 2024 Fremont Lane Improvement project. Engineer Bittner provided an overview of the proposed project. An informational meeting was held on January 4, with all affected property owners invited to attend. The proposed improvements include water main replacement, storm sewer improvements, sanitary sewer rehab and street construction, with the TH 169 interchange project serving as the catalyst for the Fremont Lane Improvements. Total cost is estimated at \$2,021,000, to be paid by a combination of MSAS funds, Water and Sewer funds, with a portion of the costs assessed to benefiting property owners.

There following public comments were heard:

Steve Dank, 12400 Isle Road -- questioned if his street was part of the project and if MSAS fund would fund additional streets in the area for improvement. Engineer Bittner explained how MSAS funds were allocated to cities, adding that Mr. Dank's road was not currently in the project area and was not part of the MSAS system, so would not benefit from MSAS funding.

Kevin Courtney, 12395 Fremont Lane -- questioned the assessment calculation for a front yard vs. a side yard in the project area.

Josh Bondhus, 26334 Terrace Drive -- asked if the improvements to 120th were considered a full reconstruction or simply a maintenance project. Bittner stated it was only a maintenance project, adding that 120th would be fully reconstructed in the future as part of the large lake area improvement project. Bondhus also questioned how many sides of his property would be counted in calculating his assessment since his property is touched by three streets (Terrace Drive, Oak Street and Fremont Drive).

Ryan Schmidt, 26357 Fremont Drive – asked if the project area would be expanded north of Oak Street because one side of his property abuts Terrace Drive north of Oak Street and the proposed project stops at Oak Street.

Sarah Chilberg, 12269 Fremont Lane – questioned if there would be any consideration given for her property. She owns the rectangular parcel across the street from her house, identified as PID #95-00414-0765, which currently has an assessed value of \$49,500. The proposed assessment for that piece is \$24,000, which is half of the assessed value. Engineer Bittner said her parcels could be evaluated for reconsideration based on her circumstance.

Mayor Stay closed the public hearing at 7:26 pm. and reconvened the regular meeting.

RESOLUTION #2024-01-02 Stay/Farber unanimous to adopt RESOLUTION #2024-01-02, ordering the improvement and preparation of plans for the 2024 Lake Fremont Area Improvement project as recommended by staff and the City Engineer. Motion carried.

Engineer Bittner presented an option to expand the 2024 Lake Improvement Project by adding the remaining segment of Terrace Drive, Isle Road, and Pine Street to the project area. This area was anticipated for construction with a future phase on the west side of the lake. An additional 18 homes fronting the streets would benefit from new utilities and streets in 2024. This improvement would be proposed to be assessed, requiring compliance with Chapter 429 rules, including a feasibility study, public hearing and council ordering the project on a 4/5ths vote. Bittner believes the feasibility study and public hearing can be conducted quickly, keeping in time with the bidding and award for the 2024 Improvement.

RESOLUTION #2024-01-03 Stay/Farber unanimous to adopt RESOLUTION #2024-01-03, ordering the preparation of a Feasibility Report for the proposed additions of Terrace Drive from Oak Street to Pine Street, Pine Street from Terrace Drive to Fremont Drive, and Isle Road, to the Phase 1 Lake Fremont Area Improvements as recommended by staff and the City Engineer. Motion carried.

FINANCE REPORT

2024 Board of Appeal and Equalization

The County Assessor's Office has notified the City of the preferred date and time for the annual Local Board of Appeal and Equalization meeting. Mayor Stay or Member Whiting will be required to attend because they are both certified by MN DOR for LBAE meetings. Member Farber added that he would be willing to complete the certification training as well.

Stay/Dahl unanimous to schedule the 2024 Local Board of Appeal and Equalization meeting for Monday, April 15, 2024 at 9:00 a.m., at the Zimmerman City Hall as requested by the Sherburne County Assessor. Motion carried.

Mayor Stay recessed the Regular meeting at 7:33 p.m. to convene a meeting of the Zimmerman Economic Development Authority. The Regular meeting was reconvened at 7:38 p.m.

MAYOR/COUNCIL ITEMS

2024 Annual Appointments

Discussion was held regarding the proposed annual Council appointments for 2024.

RESOLUTION #2024-01-04 Stay/Dahl unanimous to adopt RESOLUTION #2024-01-04, approving the 2024 Annual Appointments and Designations as presented. Motion carried.

Upcoming events

Mayor Stay noted the following upcoming events:

- January 15 – Martin Luther King Jr. Holiday – All City Offices Closed
- January 27 – Passing the Bread Food Distribution; 9 – 11 a.m. at UMA Precision Machining

- Winter Parking Regulations in effect until May 1, 2024. No parking allowed on City streets between midnight and 8:00 a.m.

Before adjourning, Mayor Stay asked for a moment of silence in honor of US military personnel at home and abroad.

Stay/Earenfight unanimous to adjourn the meeting at 7:43 p.m. Motion carried.

Approved this 22nd day of January 2024.

s/s Kary Tillmann, Clerk/Treasurer

Approved 01/22/2024