

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, FEBRUARY 7, 2022**

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 Bondhus, Dahl, Frederick and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler and Parks and Utilities Supervisor Dallager.

AGENDA APPROVAL

Bondhus/Stay unanimous to approve the agenda with the following addition:

- **Interfund Transfers – Finance Report**

APPROVAL OF MINUTES

Frederick/Stay unanimous to approve the minutes of the January 24, 2022 Regular Meeting as presented.

CONSENT AGENDA

Stay/Dahl unanimous to approve the consent agenda as follows:

- a. Approve the payment of claims (check #43915 - #43945) in the amount of \$42,492.06 as presented.
- b. Authorize payment to Bolton & Menk for the following invoices, as recommended by staff:
 - Invoice #283263 in the amount of \$9,962.50 for the Water System Study for the period of December 11, 2021 – January 4, 2022
 - Invoice #282742 in the amount of \$7,703.00 for the Water Supply Improvements for the period of November 27 – December 24, 2021
- c. Accept the December 2021 Budget/Investment/Funds Report as presented.
- d. Agree to not waive the statutory liability limits of municipal tort liability established by Minnesota Statutes 466.04 for the liability insurance policy through the League of Minnesota Cities Insurance Trust, as recommended by staff and the City's Insurance Agent.
- e. Authorize execution of a Release of the Development Contract for North Ridge Center Third Addition.
- f. Accept the January 2022 Building Permit Summary Report as presented.
- g. Adopt **RESOLUTION #22-02-01**, approving the request of American Legion Riders Post 560 for an Exempt Permit to conduct lawful gambling at a function to be held at the Station #1 Event Center, 26140 – 136th Street NW, on March 26, 2022.
- h. Approve the license application for a Solicitor for the period of February 8, 2022 – February 7, 2023, for a mobile ice cream truck for Michelle Remick, dba Brain Freeze Ice Cream, 16087 – 225th Avenue NW, Big Lake, MN 55309.
- i. Approve the permit application for fireworks sales for Jim Kreml dba Funworks Fireworks, 24690 – 116th Street, Zimmerman, MN 55398, at the location of Angeno's Pizza and Pasta/Zimmerman Bar & Grill, 13100 Fremont Avenue, Zimmerman, for the period of May 23 – July 10, 2022, as requested.

OPEN FORUM

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

LAW ENFORCEMENT REPORT

Sheriff's Department Patrol Captain Ryan Broich provided an overview of law enforcement activities for the month of January 2022. The Department received 346 calls for service, including 127 traffic stops with 29 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2021, there were 325 calls for service, with 358 in 2020. Several thefts were reported, with suspects identified and items recovered. The Department also responded to a significant number of property damage crashes and one

vehicle crash with injuries. Deputies also responded to a variety of other calls, including a DWI, 14 suspicious activity calls, 25 medicals, 11 parking complaints, 12 welfare checks, 6 mental health calls, 4 domestics, and a partridge in a pear tree. Broich noted no significant trends or incidents identified from the miscellaneous calls.

Council accepted the Law Enforcement Report for January 2022 by unanimous consensus as presented.

PUBLIC WORKS REPORT – presented by Public Works Director Keith Koehler

Completion of Probationary Employment

Wastewater Treatment Facility Manager Jacob Olson began employment with the City of July 26, 2021. Public Works Director Koehler stated that he has successfully completed his 6-month probationary period and is now considered a full-time regular employee. Koehler added that the transition between former WWTP Operator Gwynn and Olson has been seamless, and Olson is a tremendous asset to the City. No action taken.

Employee Resignation

Maintenance Technician I Jason Stanius has submitted a letter of resignation from City employment, effective February 13, 2022. Stanius was hired in March 2020. Council acknowledged Stanius' service to the City and wished him well in his new endeavor. Koehler would like to advertise the position opening to have a new hire in place as soon as possible before summer.

Stay/Frederick unanimous to accept the resignation of Public Works Maintenance Tech 1 Jason Stanius effective February 13, 2022 and authorize staff to advertise the position opening as requested.

FINANCE REPORT – presented by Clerk/Treasurer Tillmann

Interfund Transfers

The City/EDA Redevelopment Program includes the administration of the Tax Increment Financing (TIF) Plans within Development District #1. The TIF Plans provide for a 10% administrative fee, which may be collected annually from the Districts. This administration fee, less payments of 3rd party administrative functions or services may be transferred from the Districts to the EDA fund. TIF Districts #8 & #9 incurred administrative fees in 2021 and should be transferred to the EDA, per Financial Consultant Jim Casserly.

Also, the City received the first half of Federal ARPA/COVID-19 funds in July. Staff is working through a plan for how to best use these funds, which will be reviewed by Council for approval later this year. The City Auditor suggests the funds be held in a special revenue fund because the City will be receiving and expending the funds over a period of several years. Fund 206 was created specifically for this purpose. The second half of the City's ARPA grant will also be recorded in this fund when received.

Stay/Dahl unanimous to approve the following interfund transfers effective December 31, 2021 as recommended by staff and the City Auditor:

- **2021 TIF District Administration fees totaling \$15,564.00 from TIF District #8 to the EDA Fund**
- **2021 TIF District Administration fees totaling \$2,649.22 from TIF District #9 to the EDA Fund**
- **Federal ARPA/COVID-19 funds totaling \$317,186.52 from the General Fund to Special Revenue Fund #206**

ADMINISTRATOR'S REPORT – presented by Administrator Piasecki

DNR Fire Hall Purchase Option

Administrator Piasecki reported that the MN Department of Natural Resources (DNR) has accepted the option to for consideration of the purchase and acquisition of the City's Fire Station property located at 13028 Fremont

Avenue, including all special provisions, land descriptions, and elements of execution. Further updates will be provided to Council as they become available. No action taken.

MAYOR/COUNCIL ITEMS

Council agreed by unanimous consensus to cancel the February 14 Committee of the Whole Meeting due to a lack of agenda items.

Member Bondhus reported that the aerators on Lake Fremont are operational and there is open water on the lake. Signage has been placed as required by the DNR.

Mayor Stay noted the following upcoming events:

- February 14 – Monthly Meal at Pine Cone/Pine Tree Manor
- February 21 – President’s Day Holiday – All City Offices closed
- February 26 -- Passing the Bread Food Distribution – 9 - 11 a.m., UMA Precision Machining with set up on Friday, February 21

Before adjourning Mayor Stay called for a moment of silence in support of United States military and emergency services personnel and their families both at home and abroad.

Stay/Frederick unanimous to adjourn the meeting at 7:16 p.m. Motion carried.

Approved this 28th day of February 2022.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 02/28/2022