

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, FEBRUARY 24, 2025**

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 Dahl, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Dahl, Council Members Bondhus, Earenfight, Farber, and Wells. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler, Streets, Parks, and Utilities Supervisor Dallager, and Engineer Cook.

AGENDA APPROVAL

Bondhus/Earenfight unanimous to approve the agenda with additional information requested and verbally provided about the 2025 Garbage/Refuse Hauler application.

CONSENT AGENDA

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

- a. Approve the minutes of the February 3, 2025 Regular Meeting of the City Council as presented.
- b. Approve the minutes of the February 10, 2025 Committee of the Whole Meeting as presented.
- c. Approve the payment of claims (checks #46991 - #47028 and #47030 - #47049) in the amount of \$46,642.73 and electronic payments (e-check #3039e - #3055e) in the amount of \$122,006.70 as presented.
- d. Accept the January 2025 Budget/Investment/Funds Report as presented.
- e. Accept the Building Permit Summary Report of January 2025 as presented.
- f. Approve the license application to operate as a Garbage & Refuse Collector within City limits for the period of January 1 - December 31, 2025 for Curbside Waste, 18150 – 118th Avenue N, Dayton, MN 55369.
- g. Approve the following permit applications for the 2025 Wild West Days event as requested by the Zimmerman Community Club:
 - Event Permit Application to host 2025 Wild West Days and authorize the closure of Main Street between 2nd Street East and 3rd Avenue South from 12:00 p.m. on Thursday, May 22 – through 5:00 p.m. on Monday, May 26, 2025, with additional road closures from 10:00 a.m. – 4 p.m. on Sunday, May 25, 2025, to include Main Street from the alley south of D's Smokehouse to 3rd Avenue South and 3rd Avenue South/2nd Street West from Main Street to 2nd Avenue South for the Car Show.
 - Parade Permit Application for a public parade to be held on Saturday, May 24, 2025 with staging and ending at the Zimmerman High School/Middle School, approving the closing of certain roads identified on the map provided for the duration of the parade, to be held beginning at 12:00 Noon
 - Facility Use Permit Application to utilize the Lions Park Civic Building, Picnic Shelter, Concession Stand, and Volleyball Court, with all fees waived from May 22 – 26, 2025
- h. Adopt **RESOLUTION #2025-02-01**, approving the request of the Zimmerman Community Club for an Application to conduct Excluded Bingo to conduct lawful gambling in conjunction with Zimmerman Wild West Days to be held in the City Park, 25850 Main Street, on May 24 – 25, 2025.
- i. Approve an event permit application for a 5K Run to be held on Saturday, May 24, 2024 as requested by Jennifer Tschida/ZHS Cross-Country & Track Booster Club, with staging at Sherburne County's Grams Park, and approve the closing of certain City streets if needed, identified on the map provided, for the duration of the event.

OPEN FORUM

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

PUBLIC WORKS REPORT

Fee Proposal – Lift Station #3 Rehabilitation Project

Engineer Cook was present to discuss a proposal for project management for the rehabilitation of Lift Station #3 per the City's Capital Improvement Plan. Lift #3 is located on the west shore of Fremont Lake and was built in 1974. All of the original components are still in place; however, parts are deteriorating and only one pump is working currently. The Engineer's estimate for the project is \$310,000, which is \$10,000 more than identified in the CIP, due to inflation since the CIP was drafted 22 months ago. Project expenses would be paid from the Sewer (602) Fund.

Wells/Farber unanimous to accept the fee proposal from Bolton & Menk for the Rehabilitation of Lift Station #3 and authorize the preparation of construction plans and bidding documents, as requested and recommended by staff. Motion carried.

Member Earenfight asked if future invoices from Bolton & Menk could include the name of the employee doing the work and a brief description of the work completed on invoices presented for payment. Engineer Cook will ensure that additional information is provided on future invoices presented to Council for approval.

TH 169 Project Parking Restrictions

Engineer Cook discussed a proposal for no parking in areas that will be significantly impacted by the TH 169 interchange project. Three (3) segments of City MSAS routes are in the project area and will be significantly impacted by the design. These segments have roadway widths that are too narrow to meet MSAS standards for on-street parking, therefore parking must be removed from the identified sections of road to comply with MSAS rules. Cook noted that two (2) locations are immediately adjacent to proposed roundabouts, which would not function correctly were on-street parking allowed.

The three segments of road are identified as:

- Both sides of Fremont Drive (State Aid Rout No. 123) from CSAH 4 to 335 feet north of the new CSAH 4 intersection
- Both sides of 2nd Street East (a portion of which is State Route No. 118) from Main Street to the proposed 255th Avenue Intersection
- Both sides of 2nd Street East (State Aid Route No. 125) from 2nd Avenue North to 300 feet south of CSAH 4

Engineer Cook confirmed that these changes are permanent unless or until such time as the Council takes action to change the MSAS designations or increases the roadway widths. Council also questioned the timing of this action, with Cook stating that the resolution with no parking restrictions has to be submitted with project plans, per MSAS rules.

RESOLUTION #2025-02-02 Farber/Wells unanimous to adopt RESOLUTION 2025-02-02 banning on-street parking on the following sections of Municipal State Aid Street routes within the TH 169 Interchange project area:

- **Both sides of Fremont Drive (State Aid Rout No. 123) from CSAH 4 to 335 feet north of the new CSAH 4 intersection**
- **Both sides of 2nd Street East (a portion of which is State Route No. 118) from Main Street to the proposed 255th Avenue Intersection**
- **Both sides of 2nd Street East (State Aid Route No. 125) from 2nd Avenue North to 300 feet south of CSAH 4**

Motion carried.

2025 SafeAssure Safety Training Service Agreement

Public Works Director Koehler presented the proposed contract for 2025 Safety Training with SafeAssure. The current contract is set to renew on March 1, 2025. Discussion was held regarding services included in the contract and additional ala carte services available.

Earenfight/Bondhus unanimous to approve the 2025 Service Agreement with SafeAssure for the provision of staff safety training and consulting services, authorizing the City Administrator to execute the agreement on behalf of the City, and approve payment as identified on Invoice #3766 in the amount of \$9,808.79 (ck #47050), as requested and recommended by staff. Motion carried.

Public Works Director Koehler noted that due to warm weather conditions, the City’s skating rinks are closed for the season. No action taken.

FINANCE REPORT – presented by City Clerk/Treasurer Kary Tillmann

Commitment of General Fund Reserves for Compensated Absences

Council has previously approved a commitment of funds towards the value of accumulated absences for City employees. Retirements of long-term City employees in the past 10 years included a significant “cash out” of accumulated sick and vacation hours from funds that had been previously committed for that purpose. Staff strives to keep an appropriate dollar amount committed for compensated absences at all times, with half of the City’s current staff having been with the City for 10 years or more. At year-end 2025, the total value of employee accumulate time eligible for compensation from the General Fund will equal approximately \$170,000, with the current commitment is less than that amount. Staff recommends the designation of an additional \$20,607 of uncommitted reserves to bolster the Compensated Absences reserve to cover the entire value of General Fund compensated absences for future retirements.

RESOLUTION #2025-02-03 Wells/Earenfight unanimous to adopt Resolution #2025-02-03, approving the commitment of \$20,607 of General Fund reserves towards Compensated Absences as recommended by staff. Motion carried.

Commitment of Unassigned General Fund Balance

Council has previously considered the commitment or assignment of unassigned fund balance as part of the audit process. Staff suggests the commitment/assignment of funds identified on the presented resolution to meet the requirements set forth in the City’s Fund Balance Policy, which states the amount to be committed for operating reserves should be equal to 50% of the following year’s tax levy and Local Government Aid (LGA), and the amount committed for emergency expenses should be equal to 10% of the following year’s General Fund Budgeted expenditures. This means the commitment for operating reserves should equal \$1.5 million, with the contingency amount set at \$466,000. Staff also reported that additional commitments may be requested in the future, pending the completion of the 2024 audit.

RESOLUTION #2025-02-04 Earenfight/Wells unanimous to adopt Resolution #2025-02-04, approving the commitment of an additional \$800,000 of unassigned General Fund balance for a total of \$1,500,000 in operating reserves, and the commitment of \$466,000 of unassigned General Fund balance for emergency expenditures, per the City’s Fund Balance policy as recommended by staff. Motion carried.

ADMINISTRATOR'S REPORT – presented by City Administrator Randy Piasecki

Payment for Contracted Services – Engineering and Project Management – Bolton & Menk

Administrator Piasecki reviewed Invoice #356540 related to construction management and oversight related to the 5th St W Tower/WTP project presented by Bolton & Menk for the period of January 4 – 31, 2025.

Wells/Farber unanimous to authorize payment to Bolton & Menk in the amount of \$6,607.00 (ck #47029) for construction management and oversight related to the 5th St W Tower/WTP project for the period of January 4 – 31, 2025, as recommended by staff. Motion carried.

Interim Appointment to Planning Commission

As dictated by the City Code, the Planning Commission is a 7-member Board. Currently the Commission has 5 members with 2 vacancies. Staff is advertising to fill seats on the recently re-instated Park Board as well as the Planning Commission, with appointments in April or May, depending on the number of applications received. Planning Staff currently has one development application in process. To ensure there is a quorum of Planning Commission members in attendance at upcoming meetings, staff is requesting Council consider the interim appointment of a Councilmember to the Planning Commission. This will also eliminate any delays in processing current or new applications. This interim appointment would end once a full Commission can be seated.

Wells/Earenfight to appoint Councilmember Larry Farber to fill a vacant seat on the Planning Commission until such time as an appointment of a regular member is made. Motion carried.

MAYOR/COUNCIL ITEMS

Mayor Dahl noted the following upcoming events:

- February 13 – Labs to Lake Kick-Off Meeting Recap – Council and staff feel the meeting went well and were pleased with the number of people in attendance.
- March 22 -- Passing the Bread Food Distribution – 9 – 11 a.m.; UMA Precision Machining
- April 14 – Local Board of Appeal & Equalization – 6:30 p.m.; City Hall Council Chambers

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

Farber/Earenfight unanimous to adjourn the meeting at 7:38 p.m. Motion carried.

Approved this 3rd day of March 2025.

s/s Kary Tillmann, Clerk/Treasurer