

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, MARCH 4, 2019**

**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, Frederick, Shepard and Whiting. Also present were Administrator Piasecki, Public Works Director Koehler, and Engineer Bittner.

**AGENDA APPROVAL**

**Bondhus/Whiting unanimous to approve the agenda, removing Item #6 -- Fire Services Report due to a schedule conflict for the Fire Chief Maloney.**

**APPROVAL OF MINUTES**

**Shepard/Bondhus unanimous to approve the minutes of the February 25, 2019 Regular Meeting of the City Council as presented.**

**CONSENT AGENDA**

**Frederick/Shepard unanimous to approve the consent agenda as follows:**

- a. Approve the payment of claims (check #40851 - #408867) in the amount of \$19,484.80 as presented.
- b. Adopt **RESOLUTION #18-03-01**, approving a Temporary On-Sale Liquor License for the Zimmerman Lion's Club during Wild West Days to be held May 23 – 26, 2019, to be used in designated areas at the City of Zimmerman Municipal Park.

**OPEN FORUM**

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

**PUBLIC WORKS REPORT**

**MSAS System Funding Presentation**

Engineer Bittner provided summary information regarding the City's participation in the Municipal State Aid System (MSAS). The MSAS system was created in 1956 and provides funding to cities over 5,000 in population. Zimmerman has participated and received funding since 2010. Cities may designate up to 20% of improved roadways in the system. Zimmerman has 32.7 miles of roadway and has designated 6.54 miles for inclusion in MSAS. If additional roadways are constructed or acquired through annexation, the mileage may increase up to 20% of the total roadway miles. Staff annually reviews the routes and makes recommendation for modification as necessary. Funding is generated by the MN Highway Use Tax Distribution Fund, comprised of gas tax monies, registration fees, motor vehicles sales and general fund distributions. The MSAS system receives 9% of these funds for distribution to qualifying cities.

MSAS fund allocation is based 50% by population and 50% by construction needs. As a city's population increases, the allocation will also increase. Construction needs are determined by traffic counts on the MSAS routes and the size of roadway proposed for construction. Annual maintenance monies are also allocated and paid for MSAS routes at a rate of \$1,500/mile. For 2019, the City receives a total of \$245,460 in construction and maintenance funds. The City used MSAS funding to reconstruct streets in 2013, 2016 and 2017. Guidelines allow a city to borrow ahead up to 5-years of allocation to pay project expenses, providing valuable resources to finance reconstruction. Bittner informed Council staff may propose a 2020 project using MSAS funding to complete the reconstruction of streets lying west of 2<sup>nd</sup> Street West, east of CH 45 and south of CSAH 4. Presentation of the proposed project and discussion is anticipated mid-summer.

MSAS Funding Request

Bittner explained that in 2018, staff submitted a request for reimbursement of MSAS expenses totaling \$264,000. Due to changes in MNDOT staff, the funding request was apparently lost or misplaced. MN DOT has advised that a new request for reimbursement of expenses must be submitted by the City. Bittner has prepared a resolution requesting funds for approval by Council. Funds totaling \$264,000 include expenses incurred in the 2016 and 2017 Street Reconstruction Projects. Staff anticipates receiving these funds in May, 2019. Council discussed the request and timing of reimbursement, requesting staff monitor accounts more closely to ensure payment is received.

**RESOLUTION #2019-03-02 Whiting/Shepard unanimous to adopt RESOLUTION #19-03-02 requesting MNDOT advance payment in the amount of \$264,000 for 2018 MSAS Projects #251-103, #251-104, #251-117, and #251-123 as requested and as recommended by the City Engineer.**

ADMINISTRATOR’S REPORT

Joint Township/City Clean Up Day

Administrator Piasecki reported Livonia Township has again offered to host a joint clean up event on Saturday, May 4<sup>th</sup> from 8:00 a.m. – Noon at the Livonia Town Hall. The Township has requested the City provide financial contributions if necessary for program expenses. Both the City and Township have applied for and received Clean Up Day SCORE Grants from Sherburne County. The City’s grant totals \$3,000 for event expenses. Council questioned if the Township will need staff assistance to operate the event. Staff will verify and report at an upcoming meeting.

Planning Commission Report of February 27, 2019

Administrator Piasecki reported the Planning Commission conducted a public hearing regarding a variance request to reconstruct a home on Lake Fremont. Variances were granted by the Planning Commission and construction is expected to begin later in March. Planning Commission meeting minutes were included in the agenda packet for Council review.

**Shepard/Whiting to accept the February 27, 2019 Planning Commission report as presented. Roll call on the motion: Bondhus, aye; Frederick, naye; Shepard, aye; Stay, aye; Whiting, aye. Motion carried.**

MAYOR/COUNCIL ITEMS

Mayor Stay noted the following upcoming events:

- March 30 – Passing the Bread Food Distribution – 9 – 11 a.m., UMA Precision Machining
- April 15 – Board of Appeal & Equalization – 9:00 a.m., City Hall.

Before adjourning, Mayor Stay asked for a moment of silence in hour of US military and law enforcement personnel and their families.

**Frederick/Bondhus unanimous to adjourn the meeting at 7:38 p.m. Motion carried.**

Approved this 18th day of March 2019.

s/s Kary Tillmann, Clerk/Treasurer