

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, MARCH 15, 2021**

**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 Engineer Bittner.

**AGENDA APPROVAL**

**Bondhus/Whiting unanimous to approve the agenda as presented.**

**APPROVAL OF MINUTES**

**Whiting/Frederick unanimous to approve the meeting minutes of the March 1, 2021 Regular Meeting as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #42952 - #42991) in the amount of \$15,642.42 and electronic payments (e-check #2180 – #2189) in the amount of \$43,528.95 as presented.
- b. Authorize payment to Crysteel Truck Equipment in the amount of \$10,763.06 (ck #42992) for the purchase and installation of a 10-foot Pro-Tech snow pusher, hydraulics, and fabrication of a push beam for the John Deere Tractor, as recommended by staff.
- c. Approve payment to PBC Deputy Registrar #131 in the amount of \$11,548.66 (ck #42993) for the tax, title, and licensing of the 2021 International Plow Truck.
- d. Accept Invoice #2756 in the amount of \$7,015.35 (ck #42994) authorizing payment to Metro West Inspection Services, Inc., for professional Building Inspection services in the City of Zimmerman for the month of February 2021, as recommended by staff.
- e. Accept Invoice #21-0040 authorizing payment to OTI Inc., in the amount of \$25,950.00 (ck #42995) for grinding services at the City Compost Site as recommended by staff.
- f. Accept Invoice #2927 authoring payment to SafeAssure Consultants, Inc., in the amount of \$8,316.00 (ck #42996) for Safety Management and employee safety training for the period of March 1, 2021 – February 28, 2022, as recommended by staff.
- g. Authorize payment to the Zimmerman/Livonia Fire District in the amount of \$81,192.78 (ck #42997) as first-half payment for 2021 Fire Protection Services as recommended by staff.
- h. Accept the Building Permit Summary Report for February 2021 as presented.
- i. Approve the license applications for a gasoline sales vendor for Holiday Station Stores, Inc., dba Holiday Station Store #239 – 26125 Highway 169, Zimmerman, MN, for the period of January 1 – December 31, 2021
- j. Adopt **RESOLUTION #2021-03-01**, approving the Application for Exempt Permit for the American Legion Riders Post 560 for a gambling event to be held June 6, 2021 at the Zimmerman American Legion Post 560, 12674 Fremont Avenue, Zimmerman, MN 55398.

**OPEN FORUM**

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

**SHERBURNE COUNTY COVID RESPONSE**

**Amanda Larson, Sherburne County Health and Human Services Director**, was present to provide an overview of Sherburne County's response to the COVID-19 pandemic. The County's COVID response information can be found on their website at [www.co.sherburne.mn.us](http://www.co.sherburne.mn.us) and the COVID database every Monday, Wednesday, and Friday. Larson stated that currently, per the MN Department of Health, Sherburne County has the lowest vaccination rate in the state, which Larson stated could be because more of our population is under the

age of 18 and not eligible to be vaccinated. Sherburne County receives their vaccination allotment on Friday afternoons for the following weeks and they work as quickly as possible to schedule vaccination appointments to meet the state's rules for vaccinating residents. Currently, the County has administered approximately 5,000 first doses and 1,800 second doses of the vaccine. The County's site has a COVID vaccine finder that residents can use to determine eligibility and schedule appointments. No action taken.

### **LAW ENFORCEMENT REPORT**

**Patrol Captain Ryan Broich, Sherburne County Sheriff's Department**, provided an overview of law enforcement activities for the month of February 2021. The department received 346 calls for service, including 109 traffic stops with 8 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2020, there were 368 calls for service, with 362 calls in 2019. Several thefts were reported during the month and the department responded to 6 vehicle crashes. Captain Broich reviewed other types of calls made during the month, noting no significant trends or incidents were reported.

Broich responded to a question about speeds on City roads, most notably 22<sup>nd</sup> Street West. Broich stated that he had monitored speed in that location on two different occasions and only cited one vehicle for exceeding the 30-mph speed limit.

**Council agreed by unanimous consensus to accept the Law Enforcement Report for February 2021 as presented.**

### **PARK BOARD REPORT of March 10, 2021**

Chair Bondhus provided an overview of discussion of the March 10, 2021 Park Board meeting. Discussion centered in priority projects for 2021 – 2022. The Board is interested in paving the parking lot at Lions Park to make the park more accessible to people with disabilities, especially since the current phase of construction of the Great Northern Trail will terminate in the City park. Engineer Bittner stated that Bolton & Menk will investigate grant opportunities available for possible improvements to the parking area.

**Whiting/Frederick to direct Public Works Director Koehler to work with Engineering Staff to determine feasibility and pricing to pave the parking area at Lions Park in 2021.**

### **PUBLIC WORKS REPORT** – presented by Public Works Director Keith Koehler

#### Employment Anniversaries

Three Maintenance Technicians will celebrate 1-year of full-time employment with the City in March 2021. Council acknowledged the service of employees, Jay Stewart, Jason Stanius and Jon Niebuhr, presenting each with a Certificate of Appreciation for the contributions to the City over the past year. No action taken.

Mayor Stay declared a recess at 7:25 p.m. and reconvened the meeting at 7:30 p.m.

#### 2020 Morrison Addition Update

Engineer Bittner was present to address the following items related to the 2020 Morrison Addition Improvement Project:

#### Pay Request #7 FINAL – C & L Excavating

C & L Excavating was contracted to perform the 2020 Improvement Project, which included reconstruction portions of 1<sup>st</sup> and 2<sup>nd</sup> Avenues South, lying east of CH 45, 3<sup>rd</sup> Street West lying south of Fremont Avenue, and paving of alleys west of CH 45. The project is complete, and C & L has submitted its final pay request along with project closeout documents including lien waivers and consent of surety to final payment.

Engineer Bittner and city staff have reviewed the Final Pay Request and recommend Council approve Pay Request #7-FINAL in the amount of \$101,313.54 as requested and begin the 2-year warranty period.

**RESOLUTION #2021-03-02 Stay/Bondhus unanimous to adopt RESOLUTION #2021-03-02, approving Pay Request #7-FINAL in the amount of \$101,313.54 (ck #XXXXX) submitted by C & L Excavating for expenses related to the 2020 Morrison Addition Improvement Project, as recommended by staff and the City Engineer.**

Advance of MSAS Funds – 2020 Morrison Addition Improvements

Council awarded the contract for the 2020 Morrison Addition Improvements to C & L Excavating and subsequently adopted a resolution requesting an advance of MSAS funds for the project. Streets within this project area are on the City’s Municipal State Aid Street (MSAS) System and eligible for MSAS funding for reconstruction. The funds were not disbursed by the end of 2020; therefore, a new resolution is necessary for the State to disburse the funds.

**RESOLUTION #2021-03-03 Stay/Frederick unanimous to adopt RESOLUTION #2021-03-03, requesting an advance of \$287,000 in Municipal State Aid Street funds for the 2020 Morrison Addition Improvement Project, as recommended by staff and the City Engineer.**

MDH Sanitary Survey Report for Public Water System

Public Works Director Koehler reported that the MN Department of Health conducts a full audit of the City’s water and wastewater systems approximately every 18 months. In a written report provided to Council, MDH is recommending the City consider adding another well to the water system due to potential water shortages, especially in summer months caused by lawn watering. Staff has been working with the City Engineer to determine the best placement of another well, as well as exploring funding cycles through the state for borrowing through the MPCA and PFA. No action taken.

**ADMINISTRATOR’S REPORT** – presented by City Administrator Randy Piasecki

Resolution of Support for Sherburne County INFRA Grant Application

In 2020 Council approved City participation in the County’s preparation of a federal BUILD Grant application to potentially fund a TH 169 interchange. Sherburne County Public Works and City staff worked with SRF (traffic engineering consultants) to prepare and submit the BUILD Grant in May 2020. Unfortunately, the County’s grant request was not approved.

County Public Works Director Andrew Witter prepared for Council consideration a resolution of support and approval for a grant application to the U.S. Department of Transportation for the “Infrastructure for Rebuilding America” or INFRA Grant. This application would fund up to \$25M of costs associated with a TH 169/CSAH 4 interchange. If approved, the City’s resolution would be included in the County’s grant application submission, along with letters of support from local agencies, developers and affected landowners impacted by or adjacent to TH 169. The application in another attempt to secure grant funding to convert the TH 169/CSAH 4 intersection into an interchange to protect residents and the traveling public.

**RESOLUTION #2021-03-04 Stay/Bondhus unanimous to adopt RESOLUTION #2021-03-04, supporting and approving of Sherburne County’s submission of INFRA Grant Application for the construction of an interchange at the TH 169/CSAH 4 intersection, as requested and as recommended by staff.**

Request to Lease City Property

Midco (Mid-Continent Communications) has a small equipment cabinet and backup generator on city property south and west of City Hall, adjacent to the T-Mobile cell tower. The T-Mobile lease encompass nearly all the property where the current cell tower sits.

Due to increased demand, Midco would like to place a larger structure to house equipment and backup power generators at or near the property. They are proposing to lease city-owned property to locate a 16'x30' prefabricated structure on a foundation with paved drive access. A typical municipal lease for this size structure is proposed at \$2,400/year, with escalations. Staff has discussed possible location for said lease and has suggested Midco consider the southeast corner of the current fire hall, or immediately adjacent to their existing site. Midco provided a layout of a proposed 60'x60' lease area and supporting documents showing the structure and proposed landscape amenities.

Council agreed by unanimous consensus to direct staff to continuing negotiating with Midco on a proposed lease of City property to house an equipment structure. More information will be provided as it becomes available.

**MAYOR/COUNCIL ITEMS**

Upcoming Meetings and Events

Mayor Stay noted the following:

- March 27 -- Passing the Bread Food Distribution – 9 – 11 a.m.; UMA Precision Machining; Residents should contact Passing the Bread for any changes to the distribution event schedule.
- April 12 -- Local Board of Appeal and Equalization – 9:00 a.m., Zimmerman City Hall

**Before adjourning, Mayor Stay asked for a moment of silence in honor of US military personnel at home and abroad as well as emergency management and health care personnel serving in the community.**

**Frederick/Stay unanimous to adjourn the meeting at 8:08 p.m. Motion carried.**

Approved this 5th day of April 2021.

s/s Kary Tillmann, Clerk/Treasurer