

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, MARCH 18, 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 Whiting. Member Farber was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Koehler.

**AGENDA APPROVAL**

**Whiting/Dahl unanimous to approve the agenda with the addition of discussion on Road Share Agreements with Livonia Township during the Public Works Report.**

**CONSENT AGENDA**

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

- a. Approve the minutes of the March 4, 2024 Regular Meeting of the City Council as presented.
- b. Approve the payment of claims (check #45998 - #46058) in the amount of \$26,190.06, and electronic payments (e-check #2839e - #2851e) in the amount of \$58,460.18 as presented.
- c. Accept invoice #6700621, authorizing payment in the amount of \$5,625.00 (ck #46059) for bulk chemicals to be used at the Wastewater Treatment Plant, with funds to be paid from the SBR Budget in the Sewer Fund as indicated by the Public Works Director.
- d. Approve the League of Minnesota Cities Insurance Trust Worker's Compensation policy renewal as presented and authorize premium payment in the amount of \$32,286.00 (ck #46060) to LMCIT as presented and as recommended by staff.
- e. Authorize payment to NERO Engineering in the amount of \$13,300.50 (ck #46061) for project management and facility planning services for the WWTP expansion project for the period of February 1 – 29, 2024, as identified in Invoice #1371, as recommended by staff.
- f. Approve the license application to operate as a Garbage & Refuse Collector within City limits for the period of January 1 – December 31, 2024, as requested by Clint LePage, dba LePage & Sons, 23602 University Avenue NW, Bethel, MN 55005.
- g. Approve the license registration for a Sewer and Water Installer, for the period of March 4 - December 31, 2024, as requested by Steve Witzel, dba Mobile Maintenance Inc., 505 NE Fairmont Street, Fridley, MN 55432.
- h. Accept the Building Permit Summary Report of February 2024 as presented.

**OPEN FORUM**

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

**PUBLIC WORKS REPORT**

Public Works Director Koehler reported that the City had sold two vehicles at auction for a combined total of approximately \$20,000, which is significantly more than anticipated. No action taken.

**Road Sharing Agreement with Livonia Township**

The City has a road sharing agreement with Livonia Township for several shared roadways. The two entities have seemed to have a verbal understanding related to Fremont Drive that whichever entity gets to it first will plow the entire length of road because there is not a good place for either entity to turn a plow truck around. On the next snowfall, the other entity will plow Fremont Drive. During this snow season, City plow trucks have plowed Fremont Drive during every snow event. Staff questioned if a formal agreement should be put into place for Fremont Drive. Koehler was directed to discuss with the Township Road Maintenance Supervisor.

Additionally, Koehler reported that the City had received a request for assistance filling a hole next to a mailbox on the north side of 269<sup>th</sup> Avenue. For many years, the understanding has been that the City will take care of the south side of 269<sup>th</sup>, with the Township taking care of the north side. Koehler would like clarification of City's responsibilities on 269<sup>th</sup> Avenue. Administrator Piasecki will provide copies of the road sharing agreements with the Township. No action taken.

## **ADMINISTRATOR'S REPORT**

### **Bolton & Menk Invoices**

At the last meeting Councilmember Earenfight requested job description summaries for staff positions identified on city engineer invoices. Engineer Bittner prepared a document that was provided in the packet which summarized the staff positions that work on city projects, and which occur most frequently on project invoices submitted to the City. Council advised the descriptions were sufficient. No action taken.

### **Preparation of Annual Tax Increment Finance Reports**

Administrator Piasecki reported that the City used Jim Casserly and Greg Johnson of Monroe Moxness Berg, PA to prepare and file annual TIF Reports to the State Auditor for approximately 20 years until both retired in 2022. Since then, the City has been using Abdo, the City Auditor, to prepare the reports. At the recommendation of Casserly, the City has transitioned all financial planning and review service to Northland Public Finance. The council entered into a financial planning agreement with Northland Security in November 2022 for general city projects.

Northland has also submitted a proposal for annual TIF reporting. Northland staff proposes to function as advisors during a review and reporting of City TIF Districts, and assist city staff in administering the Districts, unlike Abdo which can only function as an auditor/preparer of the reports. Rates are structured to be slightly higher in the first year as Northland will need to do advanced prep work to familiarize themselves with our Districts to prepare the reports. All expenses related to the annual reporting will be charged to (paid from) each District as this review and preparation is a permissible administrative expense.

**Stay/Dahl unanimous to authorize Northland Public Finance to prepare the 2023 TIF Reports to the Office of the State Auditor on behalf of the City of Zimmerman, with payment from TIF District Administrative fees, as requested and recommended by staff. Motion carried.**

### **Funding of Lake Fremont Area Improvements**

Engineer Bittner requested Council approve a resolution for a speed limit variance on certain roads as part of the Lake Fremont Area Improvement project. Through that process, staff was advised by MNDOT that the project is not eligible for MSAS funding because the road right-of-way width does not meet MSAS standards and cannot be considered for funding. This will leave an approximate \$1.2M gap in financing, which staff would propose filling with bond funds. A portion of the existing Capital Improvement levy would be allocated to repayment of the bond. Northland Securities had included possible bond financing for these improvements in the City's Long-Term Financial Plan. Staff recommends continuing the plan development, bidding, and construction of the project in 2024, pursuing bond financing with Northland Securities.

**Stay/Whiting unanimous to approve an engagement letter with Northland Securities for bond underwriting services for the 2024 Lake Fremont Area Improvement Project, authorizing the City Administrator to sign said agreement on behalf of the City, on file in the City Clerk's Office, as recommended by staff.**

**MAYOR/COUNCIL ITEMS**

Upcoming Meetings and Events

Mayor Stay noted the following:

- **March 19** – District 27B Special General Election – Polls Open 7:00 a.m. – 8:00 p.m.  
Precinct 1 – Free Grace United Church – 12844 Fremont Avenue  
Precinct 2 – Refuge Evangelical Free Church – 25620 - 4<sup>th</sup> Street W
- **March 23** -- Passing the Bread Food Distribution – 9 – 11 a.m.; UMA Precision Machining
- **April 15** -- Board of Appeal & Equalization – 9:00 a.m.; Zimmerman City Hall

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

**Stay/Dahl unanimous to adjourn the meeting at 7:19 p.m. Motion carried.**

Approved this 1st day of April 2024.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 04/01/2024