

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, APRIL 3, 2023**

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

AGENDA APPROVAL

Whiting/Farber unanimous to approve the agenda with the following addition:

- **FINANCE REPORT – Reinvestment of Funds**

MEETING MINUTES

Earenfight/Whiting unanimous to approve the minutes of the March 20, 2023 Regular Meeting of the City Council as presented.

CONSENT AGENDA

Council requested a clarification to consent agenda item e. City Hall Janitorial Services Contract regarding the fees for services, requesting the fees to be listed as “per occurrence” and not a “daily fee” as stated in the agreement. Staff will communicate the change with the vendor.

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

- a. Approve the payment of claims (check #45064 - #45091) in the amount of \$53,574.40 and electronic payments (e-check #2650e - #2655e) in the amount of \$50,851.78 as presented.
- b. Authorize payment to Bolton & Menk (check #45092) for professional engineering services for the period of February 4 – March 3, 2023 as follows and as recommended by staff:
 - Invoice #308076 in the amount of \$8,408.50 for 269th Avenue Road and Infrastructure Improvements
 - Invoice #308707 in the amount of \$20,369.20 for 2023 Water Supply Improvements
- c. Adopt **RESOLUTION #2023-04-01**, approving Pay Request #5 submitted by Keys Well Drilling in the amount of \$55,006.90 (check #45093) for expenses related to the construction of Wells #4 and #5, as recommended by staff and the City Engineer.
- d. Authorize payment to NERO Engineering in the amount of \$34,360.50 (check #45094) for Engineering services provided from February 1 – March 3, 2023 for the Wastewater Treatment Plant Facility Plan Update, as identified in Invoice #1328, as recommended by staff.
- e. Approve the contract with JOB Pro Cleaning LLC to provide bi-weekly cleaning of City Hall for a 12-month period ending April 4, 2024, noting fees charged will be “per occurrence” and authorize the City Administrator to sign said agreement, on file in the City Clerk’s Office.
- f. Adopt **RESOLUTION #2023-04-02**, authorizing execution and delivery of Agency Agreement No. 1052201 between the City of Zimmerman and the MN Dept. of Transportation allowing the MN Commissioner of Transportation be appointed as Agent of the City of Zimmerman to accept federal funding for eligible transportation related projects, authorizing the Mayor and City Administrator to sign said agreement, on file in the City Clerk’s Office, on behalf of the City as recommended.
- g. Approve the tobacco license applications submitted by Coon Rapids Tobacco, Inc., dba Z Tobacco, 26219 Fremont Drive, Suite 101, Zimmerman, for the period of April 3, 2023 – June 30, 2023, pending receipt and acceptance of all application materials, as recommended by staff:

- h. Approve the registration application to operate as a Sewer & Water Installer in the City of Zimmerman for the period of April 4 – December 31, 2023, as requested by Randy Kasper, dba Kasper Excavating, 8322 – 122nd Avenue SE, Becker, MN 55308.
- i. Approve the permit application for a public parade to be held on Friday, June 2, 2023, as requested by the Zimmerman High School Class of 2023, 25900 - 4th Street West, with staging at Refuge Evangelical Free Church and ending at the Zimmerman High School, approving the closing of certain roads, identified on the map provided for the duration of the parade, to be held from 7:00 – 7:20 a.m.
- j. Adopt **RESOLUTION #2023-04-03**, approving the Lawful Gambling Application for Exempt Permit for the Sons of the American Legion for a gambling event to be held August 26, 2023, at the Kriesel-Jacobson American Legion Post 560, 12674 Fremont Avenue, Zimmerman, MN 55398.
- k. Adopt **RESOLUTION #2023-04-04**, approving the Lawful Gambling Application for Exempt Permit for the Sons of the American Legion for a gambling event to be held November 22, 2023, at the Kriesel-Jacobson American Legion Post 560, 12674 Fremont Avenue, Zimmerman, MN 55398.

OPEN FORUM

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

FINANCE REPORT

The City had investments mature on March 31 and April 3, with a combined value of nearly \$500,000. Matured funds are being held in the money market accounts with the corresponding brokerage firm while staff researches and seeks approval on reinvestments, based on current holdings and rates available for consideration. This afternoon, staff contacted regular brokers to provide a recommendation for reinvestment.

Whiting/Stay unanimous to approve the following re-investments, as recommended by staff:

- **\$200,000 with Financial Northeastern for a period of 2 years at a rate of 4.90% with Comenity Bank; and**
- **\$50,000 with Financial Northeastern for a period of 2 years with Lakeside Bank, utilizing proceeds from the maturity and funds held in FNE Money Market account to complete the transaction; and**
- **\$243,000 with UBS Financial for a period of 18 months at a rate of 5.05 with Charles Schwab Bank SSB.**

Motion carried.

FIRE PROTECTION REPORT

Fire Chief Ryan Maloney presented the Fire Department Activity Report for the month of March 2023. The Department responded to eight medicals, 4 personal injury motor vehicle accidents, a carbon monoxide calls, 3 fire alarms, 2 person in distress calls, and two vehicle fires. Maloney stated that there was a mechanical failure of the air intake of the ladder truck at the station, resulting in the need to mitigate soot and diesel particulates from throughout the Fire Hall and Event Center. A claim has been filed with LMCIT and four quotes for the cleanup have been received. The Fire Board will meet on Tuesday, April 4 to review the quotes provided. Mayor Stay requested Chief Maloney provide a written report of the incident to the City.

Council accepted the Fire Department Report for March 2023 by unanimous consensus as presented.

LAW ENFORCEMENT REPORT

Patrol Captain Ryan Broich, Sherburne County Sheriff's Department, provided an overview of law enforcement activities for the month of March 2023. The department received 294 calls for service, including 76 traffic stops with 17 offenses charged by citation, not including long form complaints or in-custody arrests. In addition, Deputies conducted 272 security checks in March. During the same period in 2022, there were 359 calls for service, with 360 calls in 2020. Overall, it was a quiet month, with two theft complaints and four property damage accidents reported. In addition, Deputies responded to three vehicle crashes with injuries, two of which

were at the TH 169/CSAH 4 intersection. Captain Broich reviewed other types of calls made during the month, noting there was nothing significant in the calls received.

Council agreed by unanimous consensus to accept the Law Enforcement Report for March 2023 as presented.

ADMINISTRATOR’S REPORT – presented by City Administrator Randy Piasecki

TH 169 Visual Concept Design

Beth Engum, Transportation Project Manager and Josh Shields, Landscape Architect, Bolton & Menk, were present to walk Council through the first draft of Visual Concept Designs for the TH 169/CSAH 4 Interchange project. MNDOT’s project allowance will cover a limited scope of visual quality improvements to the interchange. Additional aesthetic enhancements can be added to the project if the City identifies and assumes costs associated with including and maintaining additional features. Bolton & Menk provided an overview of options available to Council and staff to enhance the interchange, including but not limited to local themes, signage, landscaping, and branding. Comments were heard from **Harley Wells, 25993 – 22nd Street W, Zimmerman**, who questioned the design aesthetics of bridge panels and sound walls at the interchange. Based on comments received from Council, engineering staff will provide an updated visual design plan at the May 1, 2023 City Council meeting. No action taken.

Project Updates

Administrator Piasecki provided updates on the status of the Wells #4/#5 project as well as the 269th Avenue Reconstruction project. Currently, staff is working with financial consultants on funding for both projects.

RESOLUTION #2023-04-05 Stay/Whiting unanimous to adopt RESOLUTION #2023-04-05, attesting that the City has the legal authority to bond for street reconstruction and utility system improvements and the financial, technical and managerial capacity to repay the loan and ensure proper construction operation and maintenance for the design life of the project; and intends to use proceeds from the loan to reimburse any construction expenditures made prior to the issuance of the bonds. Motion carried.

MAYOR/COUNCIL ITEMS

Mayor Stay noted the following upcoming events:

- April 11 – Committee of the Whole Meeting – 6 p.m. WWTP/7 p.m. Zimmerman City Hall
- April 17 – Local Board of Appeal and Equalization – 9:00 a.m. -- Zimmerman City Hall
- April 29 -- Passing the Bread Food Distribution – 9 – 11 a.m. -- UMA Precision Machining
- April 30 – Zimmerman/Livonia Clean Up Day – 8 a.m. – 12 Noon – Livonia Town Hall

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

Approved this 17th day of April 2023.

s/s Kary Tillmann, Clerk/Treasurer