

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, JUNE 17, 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, Farber and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Koehler.

**AGENDA APPROVAL**

**Farber/Whiting unanimous to approve the agenda with the following additions under the Public Works Report:**

- **Purchase of Camera for Vac Truck**
- **Emergency Siren Replacement**

**CONSENT AGENDA**

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

- a. Approve the minutes of the June 3, 2024 Regular Meeting of the City Council as presented.
- b. Approve the minutes of the June 10, 2024 Committee of the Whole Meeting as presented.
- c. Approve the payment of claims (check #46270 - #46310) in the amount of \$29,503.11 and electronic payments (e-check #2896e – #2905e) in the amount of \$57,878.34 as presented.
- d. Authorize payment to Bolton & Menk in the amount of \$45,009.00 (ck #46311) as identified on Invoice #336329 for TH 169/CSAH 4 Visual Quality Design, for the period of March 30, 2024 – April 26, 2024, as presented and as recommended by staff.
- e. Authorize payment in the amount of \$5,102.53 (ck #46312) to Core & Main for water meters as identified on Invoice #U644277, with funds to be taken from the Water (601) and Sewer (602) Funds, as recommended by staff.
- f. Adopt **RESOLUTION #2024-06-04**, approving Pay Request #7-Final in the amount of \$39,125.47 (ck #46313) submitted by Douglas-Kerr Underground for expenses related to the 269<sup>th</sup> Avenue Reconstruction Project, as recommended by staff and the City Engineer.
- g. Adopt **RESOLUTION #2024-06-05**, approving Pay Request #14 in the amount of \$425,845.75 (ck #46314), submitted by Magney Construction, Inc., for expenses related to the construction of the 5<sup>th</sup> Street West Water Treatment Plant and Tower, as recommended by staff and the City Engineer.
- h. Authorize payment to NERO Engineering in the amount of \$23,035.00 (ck #46315) for project management and facility planning services for the WWTP expansion project for the period of March 1 – May 31, 2024, as identified in Invoice #1381, as recommended by staff.
- i. Approve the semi-annual payment to Northland Trust Services in the amount of \$117,610.94 (ck #46316) for scheduled interest payments on GO Bonds and the annual Paying Agent Fee as follows and as recommended by staff:
  - Fire Hall CIP -- \$18,369.15
  - Event Center Tax Abatement -- \$7,617.45
  - Fire Hall/Event Center Paying Agent Annual Fee -- \$425.00
  - 269<sup>th</sup> Ave Reconstruction -- \$91,637.79
  - 269<sup>th</sup> Ave Reconstruction Paying Agent Annual Fee -- \$495.00
- j. Authorize payment to the Zimmerman/Livonia Fire District in the amount of \$46,509.79 (ck #46317) for the City's share of professional landscaping at the Zimmerman/Livonia Fire Station #1, to be paid from uncommitted General Fund Reserves as recommended by staff.
- k. Accept the May 2024 Budget/Investment/Funds Report as presented.

- l. Adopt **RESOLUTION #2024-06-06**, affirming Resolution #2024-01-09 which authorizes the preparation of plans and specifications for the 2024 Terrace Drive and Pine Street Improvement Project.
- m. Adopt **RESOLUTION #2024-06-08** approving the request of American Legion Riders Post 560 for an Exempt Permit to conduct lawful gambling at a function to be held at the Station #1 Event Center, 26140 – 136<sup>th</sup> Street NW, on November 9, 2024.
- n. Approve the license application for a Solicitor for the period of June 18, 2024 – June 17, 2025, for door-to-door sales for roofing, siding, windows and gutters for Michael Archambault, dba Unique Exteriors LLC, 43149 Blackhawk Road, Harris, MN 55032.

### **OPEN FORUM**

The following comments were heard during Open Forum.

- **Jinny Zroka, 12709 – 5<sup>th</sup> Avenue North** – Requested the City consider children with special needs when upgrading playground equipment in City Parks. Oftentimes, her son gets discouraged on play equipment because he is too old and too big to use the toddler equipment, but the bigger equipment and play structures are too difficult for him to use because of his mobility struggles.
- **Steve and Sandra Dank, 12400 Isle Road** – Expressed concern about issues with weeds in Lake Fremont. Mr. Dank added that the creation of a Lake Improvement District (LID) is necessary and needs to be done quickly to resolve issues with the lake. Council reiterated comments from the June 10 Council workshop, stating that Staff was directed to contact Sherburne County to begin discussions regarding the creation of a LID. Contact has been made and a meeting will be scheduled in the near future, when the SWCD representative is back at work from a short-term leave of absence.
- **Brea Wimmer, Lots 5 & 6, Block 3, Fremont Lake Shores Addition** – They recently purchased their property and were hoping to enjoy the lake throughout the summer while they work on plans for the construction of their home. Weeds in the lake make it difficult to enjoy.
- **Doug Heinen, 12167 Fremont Lane** – As part of the Lake Fremont Area road improvements, he has a section of grass in front of his house that he would like to have blacktopped when the bituminous is being put down. Councilmember Farber will forward photos of the area in question to Administrator Piasecki.
- **Adam Dering, 26348 Lake Avenue** – Came to the meeting to express his concerns about weeds in the Lake, however, through the Open Forum discussion, his questions were answered.

### **PUBLIC WORKS REPORT**

#### **TH 169/CSAH 4 Interchange – Municipal Consent**

Beth Engum, Transportation Project Manager was present to request Council provide Municipal Consent for the TH 169/CSAH 4 Interchange Project. Municipal consent is required as the project lies within the boundaries of the City of Zimmerman. Engum reviewed the proposed improvements and project costs, stating that construction is anticipated to start in Summer 2025 and be completed by Fall of 2026. The City's share of expenses will be approximately \$430,000 of the \$64 million dollar project.

**Stay/Earens unanimous to adopt RESOLUTION #2024-06-07, granting municipal consent for the Trunk Highway 169/CSAH 4 Interchange Project within the City limits of Zimmerman, as recommended by staff. Motion carried.**

#### **Emergency Warning Siren Replacement**

The existing siren at the 6<sup>th</sup> Avenue Water Treatment Plant has not functioned during the last two monthly test cycles. The siren has been deemed to be non-repairable due to age and parts are no longer available, as it appears to have been manufactured in the late 1960's and the City acquired the siren in the mid 1980's. Staff has found a vendor from the Minnesota Sourcewell pricing structure that has a replacement option in stock and can install this week. Staff has confirmed with Sherburne County Emergency Management that the siren offered by Frontline Warning Systems is compatible with the County's warning system.

**Stay/Earenfight unanimous to accept the quote provided by Frontline Warning Systems, approving the purchase, installation and payment of a Vortex/R4 Electric Outdoor Warning Siren in accordance with the Whelen Minnesota Sourcewell pricing structure 090122-WHL, at a cost of \$31,655.00, to replace the non-functioning emergency warning siren at the 6<sup>th</sup> Avenue Water Treatment Plant located at 12755 – 6<sup>th</sup> Avenue South, as requested and recommended by staff. Motion carried.**

Purchase of Camera for Vac Truck

Public Works staff would like to acquire a remote camera for use in viewing storm and sewer lines with the new Jetter-Vac truck recently purchased by the City. This tool will allow staff to verify the conditions of pipes, types of obstructions and establish proper courses of action when jetting and removing blockages. Staff secured a quote from Security Logic for a device that will meet the Department's needs.

**Whiting/Farber unanimous to accept quote #1330 from Utility Logic and approve the purchase and payment of a Vivax-MetroTech vCam-6 Inspection Systems and accessory supplies in the amount of \$10,430.00, to be paid from the Sewer Fund (602), as requested and recommended by staff. Motion carried.**

Mayor Stay declared a recess at 8:04 p.m. and reconvened the meeting at 8:15 p.m.

**FINANCE REPORT**

**Investment Policy**

For several years, one of City's investment brokers has been asking staff to establish an Investment Policy to provide brokers with additional direction when handling the City's investments. Staff was in the process of drafting a policy at the time of the 2023 S & P Rating call, but it was never finished. A draft Investment Policy was provided for review and consideration. The policy identifies who can act on investments on behalf of the City, the types of investments that can be made and information required from Brokers that are utilized by the City.

**Whiting/Dahl unanimous to adopt the City of Zimmerman Investment Policy as presented and as recommended by staff. Motion carried.**

**Long-Term Financial Plan**

Tammy Omdahl, Financial Consultant with Northland Securities, presented the City's Long-Term Financial Plan in a workshop session in December 2023. The Plan provides the Council and staff with a planning mechanism for future budgets, projects, and capital expenditures, projecting projects, expenditures and funding needs based on City's Capital Improvement Plan. Staff will use the plan when setting annual and project budgets. It is a living document that will be modified by Council and staff as decisions are made on future projects.

**Whiting/Stay unanimous to adopt the City of Zimmerman Long-Term Financial Plan as prepared by Northland Securities and as recommended by staff. Motion carried.**

**ADMINISTRATOR'S REPORT**

Administrator Piasecki reported that staff participated in a rating call on June 10, 2024 with Standard & Poor Financial Services and the City's Financial Consultants. S&P reaffirmed the City's AA- rating ahead of the June 26, 2024 bond sale for the Lake Fremont Area Improvements. No action taken.

**MAYOR/COUNCIL ITEMS**

Upcoming Meetings and Events

The following upcoming events were noted:

- June 19 – Juneteenth Holiday – All City Offices Closed
- June 29 -- Passing the Bread Food Distribution – 9 – 11 a.m.; UMA Precision Machining – Councilmember Earenfight added that during the first 6 months of 2024, PTB has distributed over 42,000 pounds of food and served 642 families and 1500 individuals.
- July 4 – Independence Day Observed – All City Offices closed

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

**Whiting/Stay unanimous to adjourn the meeting at 8:26 p.m. Motion carried.**

Approved this 1st day of July 2024.

s/s Kary Tillmann, Clerk/Treasurer

Approved 07/01/2024