

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, JULY 1, 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 Acting Mayor Whiting, followed by the Pledge of Allegiance.

ROLL CALL

Present: Acting Mayor Whiting, Council Members Dahl, Earenfight and Farber. Mayor Stay was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Koehler.

AGENDA APPROVAL

Earenfight/Dahl unanimous to approve the agenda as presented.

CONSENT AGENDA

Farber/Earenfight unanimous to approve the consent agenda as follows:

- a. Approve the minutes of the June 17, 2024 Regular Meeting of the City Council as presented.
- b. Approve the payment of July 1, 2024 claims (check #46318 - #46345) in the amount of \$40,828.06 and electronic payments (e-check #2906e - #2913e) in the amount of \$50,084.91 as presented.
- c. Authorize payment to Bolton & Menk for the following invoices (ck #46346) for the period of April 27 – May 24, 2024, as presented and as recommended by staff:
 - Invoice #338469 in the amount of \$13,669.00 for Lake Fremont Area Improvements
 - Invoice #338472 in the amount of \$23,561.75 for the 5th St W Tower/Water Treatment Plant
- d. Authorize payment to Core & Main for the following invoices (ck #46347) for the purchase of water meters and related parts with funds to be taken from the Water (601) Fund and Sewer (602) Funds, as recommended by staff:
 - Invoice #U957373 in the amount of \$5,102.53
 - Invoice #U012106 in the amount of \$5,535.00
- e. Adopt **RESOLUTION #2024-07-01**, approving Pay Request #1 in the amount of \$52,573.53 (ck #46348) submitted by Larson Excavating Inc., for expenses related to the 2024 Lake Fremont Area Improvements, as recommended by staff and the City Engineer.
- f. Approve payment to Standard & Poor's Financial Services LLC in the amount of \$13,537.00 (ck #46349) for bond rating services for the 2024A GO Bond Issue, as recommended by staff.
- g. Approve the license application for Off-Sale liquor sales for Legacy Spirits LLC, dba P & A Liquor for the period of July 10, 2024 – June 30, 2025, pending receipt and acceptance of all application materials and fees, on file in the City Clerk's Office, as recommended by staff.

OPEN FORUM

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

FIRE PROTECTION REPORT

Assistant Fire Chief Bob Jacobs presented the Fire Department report for the months of April, May, and June 2024. The Department responded to 29 calls in April, 27 calls in May and 37 calls in the month of June 2024. Jacobs provided additional information on a house fire in Zimmerman on May 18, which destroyed one (1) unit of a four-plex and partially destroyed another unit. The remaining two (2) units suffered from smoke and water damage. Contractors have been in contact with the City and Building Inspector on the rebuilding process. Jacobs noted that 6 probationary Firefighters have passed Firefighter I & II, plus EMR training, and are now full members of the Department. The annual Golf Tournament was held on June 24 with 16 teams participating. The Fire Board recently approved the purchase of vehicle extraction tools for both Station #1 and Station #2, which were purchased through donations from the Fire Relief Association.

Cindy Hunnicutt, Event Center Coordinator, was present to provide an update of activities for Station #1 Event Center for the month of June, 2024. Hunnicutt was brought on full-time by the District, effective June 17, 2024. There are a number of events scheduled in the months of June and July, and the Farmer’s Market has been using the parking lot for their weekly Tuesday Market, which has been well attended. The liquor license is currently in process and should be approved by the State within 30 days.

Council accepted the Fire Protection and Event Center Reports for June 2024 by unanimous consensus as presented.

FINANCE REPORT

Sale of General Obligation Improvement Bonds Series 2024A

Tammy Omdal, Financial Consultant, Northland Financial Servicers, was present to provide an update on the sale of General Obligation Improvement Bonds Series 2024A to fund the Lake Fremont Area Improvements. Ms. Omdal reminded Council that Northland Securities has been working with Administrative staff to secure bond financing for this project, with the bond process nearly complete. The bond sale occurred on June 26, 2024 and the Council’s action tonight will ratify approval of the sale. Northland staff are pleased with the result. In total, \$1,425,000 in bonds were sold at an average interest rate of 3.99% for 15 years. City Staff contracted with Blue Rose Capital, who provided an independent and favorable opinion on the pricing results. Omdal reminded Council that as part of the bond sale, the City went through the rating process again, which confirmed the AA-rating previously awarded.

RESOLUTION #24-07-02 Earenfight/Farber unanimous to adopt RESOLUTION #2024-07-02, authorizing the sale of General Obligation Bonds, Series 2024A, fixing their form and specifications, directing execution and delivery, and providing for payment of said bonds, as recommended by staff and the Financial Consultant. Motion carried.

Completion of Probationary Employment

Kellie Bossen, City Hall Administrative Assistant, was hired January 2, 2024, to fill the City Hall Administrative Assistant position vacated in 2023. Bossen has been subject to a 6-month probationary employment period, ending July 2, 2024. Staff has conducted an evaluation of Kellie’s work performance and found her to meet or exceed expectations for her position, successfully completing her probationary period. Completion of the probationary period and permanent employee status has been documented in her employee file. Council congratulated Bossen on her permanent employee status.

PUBLIC WORKS REPORT

Purchase of Utility Locator System

At the June 17, 2024 Council meeting, Council approved the purchase of a remote camera for use in viewing storm and sewer lines with the new Jetter-Vac truck. 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. In conjunction with the camera, PW Staff feels it would be beneficial to also have a utility locator to locate lines and line depth while monitoring the position of jet heads with the Vac truck. Staff secured a quote from Utility Logic for a device that will meet the Department’s needs.

Farber/Dahl unanimous to accept quote #13929 from Utility Logic and approve the purchase and payment of a Vivax-MetroTech vLoc3Pro Utility Locator and accessory supplies in the amount of \$5,615.00, to be paid from the Sewer Fund (602), as requested and recommended by staff. Motion carried.

ADMINISTRATOR'S REPORT

Amendment to Joint Powers Agreement – Zimmerman/Livonia Fire District

The Joint Powers Agreement that created the Zimmerman/Livonia Fire District was executed for an initial 10-year term, effective July 12, 2004. In 2014, the term of the agreement was extended by the City and Livonia Township for another 10 years, expiring July 12, 2024. As directed by Council at the February 7, 2024 workshop, the City Attorney drafted an addendum extending the agreement for 1 year to July 12, 2025, to allow the City and Township time to work out details for a new long-term agreement for joint fire protection services. The proposed addendum was provided to the Livonia Town Board, who approved and executed the agreement on June 24, 2024.

Farber/Earenfight unanimous to approve execution of the Third Agreement to the Zimmerman/Livonia Fire District Joint Powers Agreement (JPA), approving a 1-year extension to the JPA through July 12, 2025, and authorizing the Mayor and City Clerk to sign said agreement on behalf of the City. Motion carried.

Lake Fremont

Staff has received information regarding the creation of a Lake Improvement District for another local body of water, which has been shared with local persons and groups interested in doing the same for Lake Fremont. Staff is also waiting for additional cost information from the contractor on removal of weeds from the Lake. No action taken.

MAYOR/COUNCIL ITEMS

Council agreed by unanimous consensus to cancel the July 8 Committee of the Whole Meeting due to a lack of agenda items. Discussion will be held at the July 15 meeting about scheduling a budget workshop later in July.

Acting Mayor Whiting noted the following upcoming events:

- July 4 – Independence Day Holiday – All City Offices Closed
- July 13 – Grams Park Play Area Grand Opening – 10 a.m. – 1 p.m.
- July 27 – Passing the Bread Food Distribution -- 9 – 11 a.m. -- UMA Precision Machining
- July 30 – August 13 – Municipal Candidate Filing Period

Before adjourning Acting Mayor Whiting called for a moment of silence in support of United States military and emergency services personnel and their families both at home and abroad.

Earenfight/Dahl unanimous to adjourn the meeting at 7:34 p.m. Motion carried.

Approved this 15th day of July 2024.

s/s Kary Tillmann, Clerk/Treasurer