

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, JULY 11, 2022**

**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 Bondhus, Dahl, and Earenfight. Mayor Stay was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann and Engineer Bittner.

**AGENDA APPROVAL**

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

**APPROVAL OF MINUTES**

**Bondhus/Dahl unanimous to approve the minutes of the June 20, 2022, Regular Meeting as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #44284 - #44315) in the amount of \$46,519.35 and electronic payments (e-check #2473e - #2485e) in the amount of \$45,529.09 as presented.
- b. Approve the semi-annual payment to the Sherburne County Auditor/Treasurer's Office (ck #44316) in the amount of \$369,577.81 for 2022 1<sup>st</sup> half Law Enforcement Contract Services provided by the Sherburne County Sheriff's Department, with funds to be taken from the Public Safety Budget (101-42000-440) as recommended by staff.
- c. Approve payment to the Zimmerman/Livonia Fire District in the amount of \$31,828.30 (ck #44317) as identified on Pledge #1179 for the purchase and installation of an electronic information sign at the Fire Hall and Event Center property, to be paid from bond proceeds, as recommended by staff.
- d. Accept the May 2022 Investment/Budget/Funds Report as presented.
- e. Adopt **RESOLUTION #2022-07-01** appointing Election Judges to serve for the 2022 Primary and General Elections with the understanding that amendments may be necessary to fill vacancies and meet party splits; and set the hourly wage at \$17.00 per hour for Head Election Judges and \$16.00 per hour for Regular Election Judges for Election Judge Training and all time served on Election days.
- f. Accept the Building Permit Summary Report for June 2022 as presented.
- g. Approve the event permit application for the Zimmerman/Livonia Fire Department Open House, to be held September 10, 2022, from 11:00 a.m. – 3:00 p.m., at 26140 – 136<sup>th</sup> Street NW, Zimmerman, as requested.
- h. Approve the permit application for an outdoor dance for the Zimmerman/Livonia Fire Department, to be held September 10, 2022, from 8:00 p.m. – 12:00 midnight, at 26140 – 136<sup>th</sup> Street NW, Zimmerman, as requested.
- i. Approve the permit application for a public parade to be held on Wednesday, October 5, 2022, as requested by the Zimmerman High School Quarterback Club, 25900 4<sup>th</sup> Street West, with staging at Zimmerman High School/Middle School and ending at the City Park, approving the closing of certain roads, identified on the map provided for the duration of the parade, and approve the use of the City Park for a bonfire and other Homecoming related activities from 7 – 9 p.m. on Wednesday, October 5, 2022.
- j. Approve the license application for a Solicitor for the period of June 21, 2022 – June 20, 2023, for door-to-door solicitation by SMA Exteriors, 19340 Linden Drive, Maple Grove, MN 55369, pending receipt of all required documentation and necessary fees, MN.

**OPEN FORUM**

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

### **FIRE PROTECTION REPORT**

**Fire Chief Ryan Maloney** presented the Fire Department report for the month of June 2022. The Department assisted on two medical calls, 2 gas leak reports, 3 motor vehicle personal injury accidents, 3 fire alarms, 3 downed power lines, a grass fire, and responded to 2 persons in distress. Chief Maloney also stated the emergency sirens are tested monthly and sounding as necessary, however, minor repairs are scheduled to the siren near Lake Fremont in the near future.

**Council accepted the Fire Department Report for June 2022 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 June 2022. The department received 622 calls for service, including 132 traffic stops with 17 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2021, there were 422 calls for service, with 394 calls in 2020. Several thefts reports were made, with some being reported from Wild West Days events. The department also responded to four vehicle crashes with property damage or injuries and one criminal damage to property complaint. Broich reviewed other types of calls made during the month, noting no significant trends or incidents were reported.

**Council agreed by unanimous consensus to accept the Law Enforcement Report for June 2022 as presented.**

### **PUBLIC WORKS REPORT**

Engineer Bittner was present to discuss results from recent project bid openings.

#### Well #4 Project

Bids for the Well #4 and Well #5 project were opened on June 21. The well project is part of the larger Water Treatment Facility project aimed at increasing the City's water supply. Three (3) competitive bids were received, with Keys Well Drilling being the apparent low bidder. Engineering staff reviewed the bids after opening and recommends awarding the project bid to Keys Well Drilling

**RESOLUTION #22-07-02 Earenfight/Bondhus unanimous to adopt RESOLUTION #2022-07-02 awarding the bid for the Well #4 and Well #5 project to Keys Well Drilling in the amount of \$920,200.00 and authorize the City Administrator to execute contract documents on behalf of the City, as recommend by the City Engineer. Motion carried.**

#### 2022 Fremont Avenue Watermain Project

Bids for the Fremont Avenue Watermain Improvement project were opened on June 29. This project extends watermain along Fremont Avenue (CSAH 4) from 13<sup>th</sup> Street West to the 12-inch watermain running along the west side of Westwood Elementary School. This project will significantly improve the balance of water distribution between the 4<sup>th</sup> Avenue and 6<sup>th</sup> Avenue Water plants and towers. Eight (8) competitive bids were received, with GM Contracting being the apparent low bidder. Engineering staff reviewed the bids and is recommending the project be awarded to GM Contracting, Inc.

**RESOLUTION #22-07-03 Earenfight/Dahl unanimous to adopt RESOLUTION #2022-07-03 awarding the bid for the Fremont Avenue Watermain project to GM Contracting, Inc., in the amount of \$411,547.54 and authorize the City Administrator to execute contract documents on behalf of the City, as recommend by the City Engineer.**

**FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann**

Re-Investment of City Funds

The City has an investment with ICD Securities (ICD) maturing today, valued at approximately \$115,000. Funds were deposited into the ICD money market account by the brokerage firm, which had a balance of approximately \$26,000 prior to investment proceeds being deposited. Staff has been in contact with regular brokers to provide a recommendation for reinvestment, based on current holdings and rates available for consideration.

**Whiting/Bondhus unanimous to approve the re-investment of \$140,000 with ICD Securities for a period of two (2) years at a rate of 3.0% with WebBank UT utilizing funds held in the ICD Money Market account to complete the transaction. Motion carried.**

Electronic Funds Transfer Policy

Tillmann presented a draft Electronic Funds Transfer Policy, which sets guidelines to allow the payment of certain invoices and bills by electronic funds transfers (EFTs).

**RESOLUTION #22-07-04 Earenfight/Dahl unanimous to adopt RESOLUTION #2022-07-04, approving the Electronic Funds Transfer Policy as presented and authorizing the use of Electronic Fund Transfers for payables for the City Zimmerman as recommended by staff. Motion carried.**

Addition of City Hall Administrative Assistant

The 2022 Budget included the addition of two new positions within City Hall – an Administrative Assistant and a City Planner. Administrative staff have been discussing personnel needs and determined it is not prudent to wait until decisions are made on a potential merger before adding personnel, due to a recent uptick in building and development activity. An additional Administrative Assistant would assist with both building permit and utility bill processing, as well as complete scanning and electronic record storage projects and assist the City Administrator with clerical responsibilities. A draft job description and position announcement was reviewed. The opening will also be advertised on the League of Minnesota Cities’ website, as well as in the Elk River Star New, with applications due to City Hall by Thursday, July 28. Staff anticipates interviewing the week of August 8, with a hiring decision ahead of the August 15 Council meeting if possible.

**Dahl/Bondhus unanimous to approve the addition of an Administrative Assistant position at City Hall and authorize staff to advertise the vacancy as requested. Motion carried.**

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

TH 169/CSAH 4 Interchange Project Update

Sherburne County has applied for funding for improvements to the TH 169/CSAH 4 intersection through the US Government. Congressman Emmer submitted a request to the House Appropriations Subcommittee, which approved their 2023 spending list on June 24. Sherburne County was recently notified by Congressman Emmer’s Office that the TH 169/CSAH 4 Interchange project has been earmarked to receive \$7 million toward project costs, which is the maximum amount of funding support a project can receive from Congress through this process. Further information on the project design, funding and schedule will be provided as it becomes available.

June 22, 2022 Planning Commission Report

The Planning Commission met in regular session on June 22, 2022, to conduct a public hearing on a request for a Variance to the minimum lot size in the C-2 District. The Bank of Elk River is seeking approval to create a second building parcel smaller than the code minimum of 15,000 square feet from their property located at 26319 – 2<sup>nd</sup> Ave N. The proposed 2<sup>nd</sup> parcel has been surveyed at 14,532 square feet for a potential drive-thru coffee

business. No public comment was offered or received either for or against the request. Staff recommends granting the variance as requested.

The Planning Commission, acting as the Board of Adjustment, approved the request for a variance by The Bank of Elk River to allow a 14,532 square foot lot to be subdivided from The Bank of Elk River property legally described as Lot 1, Block 3, North Ridge Center.

The Planning Commission also held a public hearing to consider the plat of “Java Zimmerman Coffee.” Staff reported that with the variance to the minimum lot size as approved by the Commission, the plat is acceptable to City standards and includes necessary easements. The Planning Commission recommends approval of the plat as presented.

**Whiting/Earenfight unanimous to approve the minor subdivision request by The Bank of Elk River to create the 2-lot Final Plat of Java Zimmerman Coffee from the property legally described as Lot 1, Block 3, North Ridge Center, as presented and as recommended by staff and the Planning Commission. Motion carried.**

**Whiting/Earenfight unanimous to accept the Planning Commission Report of June 22, 2022, as presented. Motion carried.**

**MAYOR/COUNCIL ITEMS**

Acting Mayor Whiting noted the following upcoming events:

- July 30 – Passing the Bread Food Distribution from 9 – 11 a.m. at UMA Precision Machining with setup on Friday,
- August 2 – 16 – Filing Period for Municipal Offices
- August 2 – Night to Unite in the City Park – 6 – 8:30 p.m.
- August 9 – State Primary Election – Polls open 7 a.m. – 8 p.m.

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 7:27 p.m. Motion carried.**

Approved this 18th day of July 2022.

s/s Kary Tillmann, Clerk/Treasurer