

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, AUGUST 21, 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 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, Public Works Director Koehler, and Streets, Parks, and Utilities Supervisor Dallager.

AGENDA APPROVAL

Earenfight/Farber unanimous to approve the agenda with the following additions:

- **Employee Recognition delayed until September 11, 2023**
- **Budget Workshop postponed to a later date due to Mayor Stay being absent**

APPROVAL OF MINUTES

Earenfight/Dahl unanimous to approve the minutes of the August 7, 2023, Regular Meeting as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #45416 - #45447) in the amount of \$31,032.77 and electronic payments (e-check #2724e - #2733e) in the amount of \$57,100.44 as presented.
- b. Accept invoice #144067 from American Engineering Testing in the amount of \$10,500.00 (ck #45448) for fieldwork related to soil borings at the Wastewater Treatment Plant (WWTP) as part of Phase I of the WWTP expansion project, as presented and as recommended by staff.
- c. Adopt **RESOLUTION #2023-08-05**, approving Pay Request #3 in the amount of \$225,346.88 (ck #45449) submitted by Douglass-Kerr Underground for expenses related to the 269th Avenue Reconstruction Project, as recommended by staff and the City Engineer, with funds to be taken from the project fund (Fund 449).
- d. Accept invoice #14002 from Frontline Warning Systems in the amount of \$11,276.00 (ck #45450) for services to relocate and install a new Federal Signal Eclipse Outdoor Warning Siren in Lions Park, as recommended by staff and the Fire Chief.
- e. Adopt **RESOLUTION #2023-08-06**, approving Pay Request #5 in the amount of \$843,927.14 (ck #45451) submitted by Magney Construction Inc., for expenses related to the construction of the 5th St Water Tower and treatment plant, as recommended by staff and the City Engineer.
- f. Authorize payment in the amount of \$14,102.56 (ck #45452) to Metro West Inspection Services for professional Building Inspection Services in the City of Zimmerman for the month of July 2023, as identified in Invoice #3788 as recommended by staff.
- g. Approve payment to the Zimmerman/Livonia Fire District in the amount of \$25,000 (ck #45453) as identified on Pledge #1256 for 2023 financial support of the Station #1 Event Center, as requested by the Zimmerman/Livonia Joint Fire Board.
- h. Authorize payment to the Zimmerman/Livonia Fire District in the amount of \$84,611.43 (ck #45453) as second-half payment for 2023 Fire Protection Services, as recommended by staff.
- i. Accept the Budget/Investment/Funds Report of July 2023 as presented.
- j. Adopt **RESOLUTION #2023-08-07**, approving the transfer of 2022 TIF District Administration fees totaling \$20,068.28 to the EDA Fund as recommended by staff.

- k. Adopt **RESOLUTION #2023-08-08**, approving fund balance transfers for project expenses and to eliminate deficit fund balances related to Fund 400 (Capital Imp Fund), Fund 403 (Main Street Imp), Fund 404 (3rd Ave S Imp), Fund 405 (Morrison Addn Imp), Fund 443 (2013 Street Imp), Fund 446 (Fremont Ave Imp) and Fund 601 (Water), as recommended by staff.
- l. Approve the transfer of \$25,000 from the Water Fund (Fund 601) and \$25,000 from the Sewer Fund (Fund 602), to cover 2023 expenses funded wholly by the General Fund as identified and as recommended by staff.
- m. Approve the fireworks display permit as requested by the Zimmerman Quarterback Club for fireworks/pyrotechnic special effects display by Curt Serbus, to be located at the Zimmerman High School/Middle School, 25900 – 4th Street West, on August 21 & 31, September 22, October 6 & 12, 2023, and any playoffs games as determined at the end of the 2023 football season.
- n. Adopt **RESOLUTION #2022-08-04** approving the Application to Conduct Off-Site Gambling in accordance with State Law as requested by the Zimmerman/Livonia Fire Relief Association at an event to be held on Saturday, September 9, 2023 at the Station #1 Fire Hall & Event Center, located at 26140 – 136th Street NW, Zimmerman.
- o. Approve an event permit application for a 5K Run to be held on Sunday, October 22, 2023, as requested by Melissa Brenteson and the Front Line Foundation utilizing the City Park and portions of the Great Northern Trail, as identified on the map provided, as requested.

OPEN FORUM

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

PUBLIC WORKS REPORT – presented by **Public Works Director Keith Koehler**

Public Works Director Koehler reported that the Public Works Department will begin looking at options for the purchase of a Vac Truck, as current equipment is no longer viable. Currently there is a high demand for quality equipment.

Earenfight/Farber unanimous to authorize Public Works Director to purchase a vac truck up to \$300,000 if one meets Department specifications and needs, to be paid for out of the Sewer Fund (Fund 602). Motion carried.

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

Re-investment of City Funds

The City has an investment maturing on August 28th with ICD Securities. Funds in the money market account with UBS should also be rolled into an investment to collect interest at a higher rate. Staff provide rates and investment option for Council to consider.

Dahl/Farber unanimous to approve the following investments:

- **UBS Investments (\$100,000) -- 3 years at a rate of 4.8% with Synchrony Bank, utilizing \$40,000 from the UBS Money Market account and authorizing a wire transfer of \$60,000 from the City's checking account to complete the transaction.**
- **ICD Securities (\$210,000) – 3 years at a rate of 5.30% with Central State Bank of Iowa, utilizing funds from the matured CD and the ICD Money Market account to complete the transaction.**

ADMINISTRATOR'S REPORT – presented by **City Administrator Randy Piasecki**

Request for Payment – Great Northern Trail Master Plan

The City entered into a Memorandum of Understanding (MOU) in 2021 regarding the planning and development of the Great Northern Trail. The MOU was signed by Sherburne and Mille Lacs Counties, as well as the Cities of

Elk River, Zimmerman, and Princeton. The stakeholder committee developed the Master Plan for the Trail which focused on the extension of the trail system from Zimmerman, north to Milaca. It also identified financial responsibilities for each stakeholder for the plan development, based on the length of trail segment in each jurisdiction. Sherburne has invoiced the City for Zimmerman's share of the plan development, in the amount of \$7,116.48, as identified on Invoice #4145.

At the last meeting, Council questioned why Mille Lacs County was not paying anything for the plan development and why Sherburne County, Zimmerman and Elk River were being charged for Mille Lacs County's portion. Administrator Piasecki reported that this was discussed at earlier committee meetings. Due to current financing capabilities of Mille Lacs County, the Committee agreed to absorb that share of expenses amongst the group to keep the project moving forward.

Earenfight/Farber unanimous to approve payment of Invoice #4145 presented by Sherburne County Parks and Trails in the amount of \$7,116.48 (ck #45414) for the City's share of expenses related to developing the Great Northern Trail Master Plan. Motion carried.

Public Use of Cannabis Products

Staff provided a draft ordinance related to the use of cannabis and related products in public spaces. Surrounding jurisdictions and Sherburne County are all considering similar ordinances. Staff requested direction from Council regarding pursuing the adoption of an ordinance for the same.

Council directed staff to schedule time on a future agenda for the City Attorney to make a presentation regarding regulating use of cannabis and related products in public spaces.

MAYOR/COUNCIL ITEMS

Mayor Stay noted the following upcoming events:

- August 26 -- Passing the Bread Food Distribution – 9 - 11 a.m., UMA Precision Machining
- September 4 – Labor Day Holiday – All City Offices are closed
- September 9 – City-wide Events
 - Station #1 Fire Department/Event Center Open House and Craft Fair 11 a.m. – 3 p.m.
 - Shred Event – 10 a.m. – 1 p.m. – City Hall Parking lot
 - St. John's Fall Festival – 9 a.m. – 3 p.m. – St. John Lutheran Church
 - Ladies On The Loose – 10 a.m. – 2 p.m. – various locations throughout town
 - Annual Firemen's Dance – 8 p.m. – Midnight – Station #1 Fire Hall/Event Center

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

Earenfight/Farber unanimous to adjourn the meeting at 7:35 p.m. Motion carried.

Approved this 11th day of September 2023.

s/s Kary Tillmann, Clerk/Treasurer