

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, SEPTEMBER 13, 2021**

**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, Councilmembers Bondhus, Dahl, and Frederick. Mayor Stay was present remotely pursuant to MN Stat. 13D.021, subd 1. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler and Patrol Captain Broich.

**AGENDA APPROVAL**

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

**APPROVAL OF MINUTES**

**Bondhus/Frederick unanimous to approve the meeting minutes of the August 16, 2021 Regular Meeting of the City Council as presented. Motion carried.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #43448 - #43508) in the amount of \$79,593.96 as presented.
- b. Authorize payment in the amount of \$9,070.47 (ck #43509) to Core & Main for the purchase of water meters and related parts as recommended by staff, with funds to be taken from the Water (601) and Sewer (602) Funds.
- c. Approve payment to Hawkins, Inc., in the amount of \$9,070.47 (ck #43510) for bulk chemicals to be used at the Wastewater Treatment Plant as identified on Invoice #5006158, with funds to be paid from the SBR Budget in the Sewer Fund, as indicated by the Public Works Director.
- d. Approve payment to the Zimmerman/Livonia Fire District in the amount of \$81,192.78 (ck #43511) as identified on Pledge #1100 as 2<sup>nd</sup> half payment for 2021 Fire Protection Services, as recommended by staff.
- e. Accept the Investment/Funds Report for June 2021 as presented.
- f. Accept the Investment/Funds Report for July 2021 as presented.
- g. Accept the Building Permit Summary Report of August 2021 as presented.
- h. Approve the lease agreement for a tabletop folder/inserted from American Mailing Machines (Northland Business Systems) for use at City Hall for 63 months, as recommended by staff.
- i. Approve the provision of health insurance for City employees effective December 1, 2021, with a City contribution of 100% for single coverage and 85% of family coverage and provide an annual stipend of \$7,500 to those eligible employees opting not to participate in the City's health insurance plan.
- j. Approve the license registration for a Sewer and Water Installer, for the period of September 13 – December 31, 2021, as requested by Travis Johnson, dba Julian M. Johnson Construction Corp., 6191 – 140<sup>th</sup> Avenue NW, Ramsey, MN 55303.
- k. Approve the permit application for a public parade to be held on Wednesday, September 22, 2021, as requested by the Zimmerman High School Quarterback Club, 25900 4<sup>th</sup> Street West, with staging at Zimmerman Elementary School, ending at the City Park, and approve the closing of certain roads, identified on the map provided, for the duration of the parade.

**OPEN FORUM**

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

**FIRE PROTECTION REPORT**

**Fire Chief Ryan Maloney** was paged for a fire call and was unable to attend the meeting. The Fire Protection Report will be delayed until September 20, 2021.

**LAW ENFORCEMENT REPORT**

**Patrol Captain Ryan Broich, Sherburne County Sheriff’s Department**, provided an overview of law enforcement activities for the month of August 2021. The department received 376 calls for service, including 111 traffic stops with 20 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2020, there were 329 calls for service, with 485 calls in 2019. The department responded to 5 theft complaints and 8 vehicle crashes with property damage or injuries. Captain Broich reviewed other types of calls made during the month, stating it was a relatively quiet month overall with no significant trends or incidents reported.

**Council agreed by unanimous consensus to accept the Law Enforcement Report for August 2021 as presented.**

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

Recognize Employee Anniversary

Public Works Director Koehler informed Council that Maintenance Technician I Kyle Cliche has successfully completed 1 year of service to the City of Zimmerman, adding the Kyle is tied to the community and is a good addition to the department. Acting Mayor Whiting presented Cliche with a certificate acknowledging his anniversary and thanked him for his service to the City.

Animal Impound Services

Public Works Staff was recently notified that the Princeton Animal Hospital will no longer provide animal impound services to the community. Koehler has met with several agencies in the surrounding area and has found that the most cost-effective option will be to utilize impound services through the City of Monticello. The facility in Monticello is strictly for animal impounds, with an annual fee of \$250/year and additional costs to retrieve animals, which, in most cases would be borne by the animal’s owner. The contract could be terminated with 30-days written notice if a more viable local option becomes available.

**Whiting/Frederick unanimous approve the contract between the City of Zimmerman and the City of Monticello for animal impound services for a period of one year, effective immediately, and authorize the City Administrator and/or Public Works Director to sign said contract on behalf of the City, as recommended by staff. Motion carried.**

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

City Hall Signage

When City Hall was re-sided in 2020 due to storm damage, the identification sign on the building was removed and not reinstalled due to equipment issues and safety concerns. Staff secured proposals from three vendors for new signage on the building. Council reviewed and discussed in detail the three options received.

**Frederick/Dahl unanimous to accept Proposal #24944 from Scenic Sign Corp. for the purchase and installation of a logo cabinet and railway channel signage with LED lighting for City Hall at a cost of \$6,000, with funds to be taken from the City Hall budget, as recommended by staff. Motion carried.**

2022 General Fund Budget and Levy

Staff presented a revised draft of the proposed 2022 General Fund Budget based on discussion at the August 16 Council meeting and provided updated information relating to the proposed General Fund levy and tax rate. Changes included reductions to the budgeted health insurance amounts in each department being transferred to the Park Department to fund additional repairs to existing equipment. Staff also increased legal and engineering contracted services considering projected projects in 2022, and additional funds were added to the Civic Building budget to cover potential improvements or upgrades. These changes increased the total General Fund

Expenditure budget by \$42,700. In addition, \$100,000 was added to Capital Improvements for potential park improvements. Council requested staff move forward with the inclusion of funds for park capital improvements in the proposed levy at different levels of funding. Council was reminded that the final preliminary 2022 budget and levy would be presented at the next meeting to be certified to Sherburne County by the September 30, 2021 deadline. No action taken.

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

**Easement – 13160 Fremont Avenue**

Street access to Tinkertown Station, 13160 Fremont Avenue, was eliminated when improvements were made to County Road 4 at 9<sup>th</sup> and 10<sup>th</sup> Streets West. These efforts eliminated 3 “tee” intersections with CSAH 4 at 9<sup>th</sup> and 10<sup>th</sup> Streets West south of CSAH 4 and an off-set 10<sup>th</sup> Street West intersection north of CSAH 4. The reconstruction vacated 10<sup>th</sup> Street West lying on the east side of 13160 Fremont Avenue, and due to turn lane construction, access to CSAH 4 was eliminated. Part of the reconstruction was the platting of City, EDA and privately owned properties lying west of Tinkertown. Outlot D, City Center was created, from the western half of 10<sup>th</sup> Street West adjacent to 13160 Fremont Avenue. A driveway was constructed on the outlot for the business to use to access their parking lot, as there was no other legal street access for the property.

The property is in the process of being sold. Title research shows no legal street access across the City’s Outlot D. Attorney Conklin has created an agreement granting the right to utilize the outlot as the property’s legal access to Fremont Trail. The City retains ownership of the outlot, and drainage and utility easement protect utilities under it. Owners of the property have maintained the driveway and green space on the outlot since it was created, and the new owners will continue to maintain the driveway and green space upon completion of the sale.

**RESOLUTION #21-09-01      Whiting/Bondhus unanimous to adopt RESOLUTION #2021-09-01, approving the easement agreement between the City of Zimmerman and MSSP Zimmerman LLC for property located at 13160 Fremont Avenue, as recommended by staff and the City Attorney. Motion carried.**

**Whiting/Frederick unanimous to grant a permanent easement for driveway purposes to MSSP Zimmerman, LLC on the property located at 13160 Fremont Avenue, Zimmerman, and authorize the Acting Mayor and City Clerk/Treasurer to sign said agreement on behalf of the City as recommended by staff and the City Attorney. Motion carried.**

**MAYOR/COUNCIL ITEMS**

Clerk/Treasurer Tillmann reported that Sherburne County Health and Human Services and the Sheriff’s Department conducted alcohol compliance checks in early August. All liquor license holders passed the compliance check with no sales to underage persons.

Before adjourning, Acting Mayor Whiting asked for a moment of silence in honor of healthcare workers, emergency responders and US military personnel and their families, both at home and abroad.

**Frederick/Dahl unanimous to adjourn the meeting at 7:43 p.m. Motion carried.**

Approved this 20th day of September 2021.

s/s Kary Tillmann, Clerk/Treasurer