

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, SEPTEMBER 18, 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 Mayor Stay, followed by the Pledge of Allegiance.

**ROLL CALL**

Present: Mayor Stay, Councilmembers Dahl, Earenfight, Farber and Whiting. Also present was Administrator Piasecki.

**AGENDA APPROVAL**

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

**APPROVAL OF MINUTES**

**Stay/Farber unanimous to approve the meeting minutes of the September 11, 2023 Regular Meeting of the City Council as presented. Motion carried.**

**Whiting/Earenfight unanimous to approve the meeting minutes of the September 11, 2023 Committee of the Whole Meeting as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #45503 - #45526 and ck #45533) in the amount of \$20,836.53, and electronic payments (e-check #2748e - #2750e) in the amount of \$1,922.54 as presented.
- b. Adopt **RESOLUTION #2023-09-02**, approving Pay Request #6 in the amount \$660,748.20 (ck #45531) submitted by Magney Construction, Inc., for expenses related to the construction of the 5<sup>th</sup> St W water tower and treatment plant, as recommended by staff and the City Engineer.
- c. Adopt **RESOLUTION #23-09-03**, approving Pay Request #4 in the amount \$161,684.00 (ck #45528) 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, with funds to be taken from the project fund (Fund 449).
- d. Accept Invoice #3810 in the amount of \$27,399.33 (check #45532) authorizing payment to Metro West Inspection Services, Inc., for professional building inspection services in the City of Zimmerman for the month of August, 2023, as recommended by staff.
- e. Accept Invoice #39198855 in the amount of \$7,470.00 (check #45529) authorizing payment to Johnson Controls Security Solutions, for access cards to the compost facility, as recommend by staff.
- f. Authorize payment to Princeton Rental in the amount of \$11,000.00 (check #45534) for the purchase of a Toro Z-Master 4000 3HP 60" mower, approved for purchase by the City Council on September 11, 2023, as indicated on Invoice #1-555629, to be paid from account #101-45000-580, as requested and as recommend by staff.
- g. Accept Invoice #1475506 in the amount of \$13,200.00 (check #45527) authorizing payment to Core & Main for the purchase of water meters and related parts, to be paid from the Water (601) and Sewer (602) funds, recommended by staff.
- h. Accept Invoice #389160 in the amount of \$7,609.00 (check #45530) authoring payment to the League of Minnesota Cities for membership due September 1, 2023 – August 30, 2024, as recommended by staff.
- i. Approve the annual payout of longevity to employees who have at least 10 years of continuous full-time City employment in 2023, with the first payroll in December 2023, according to the schedule established and approved by Council (Resolution #2000-12-11), on file in the City Clerk's Office.
- j. Approve an event permit application for Quilt Pink 5K Run, Walk, or Roll fundraiser, to be held October 14, 2023, for use of the Zimmerman City Park, ballfields, and disc golf areas from 6:00 a.m. – 5:00 p.m. as requested by Quilt Pink/Rhende Hagemeister.
- k. Approve the permit application for a public parade to be held on Wednesday, October 4, 2023, 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 Homecoming related activities from 7 – 9 p.m. on Wednesday, October 4, 2023 as requested.

### **OPEN FORUM**

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

### **FINANCE REPORT – presented by Randy Piasecki, City Administrator**

#### **2024 Preliminary General Fund Budget and Levy**

Staff presented the first draft of the proposed 2024 General Fund Budget in a workshop session immediately following the September 11, 2023 Council meeting. Administrator Piasecki summarized the discussions held at the last workshop, including the Sheriff's Office presentation and request to modify the Law Enforcement Contract for 2024 and 2025. Staff recommended at the conclusion of the workshop session to increase the general fund levy by \$100,000 - \$150,000 to capture additional funds for upcoming capital expenses. If Council is comfortable increasing the general fund levy by \$150,000, the proposed preliminary 2024 levy would be approximately 12% higher than the 2023. Council can decrease the amount of the preliminary levy, but cannot increase it when adopting the final levy. Unanimous consensus of the Council was to increase the general fund levy by an additional \$150,000.

**RESOLUTION #2023-09-04** Stay/Farber unanimous to adopt RESOLUTION #2023-09-04 approving the proposed 2023 General Fund Levy for taxes collectible in 2024 as follows: General Fund: \$1,982,416.00; Capital Expenditures: \$410,000.00; Fire Hall/Event Center Debt: \$188,000.00; 269<sup>th</sup> Avenue Improvement Debt: \$107,000.00; for a total levy amount of \$2,687,416 upon taxable property in the City of Zimmerman. Motion carried.

**RESOLUTION #2023-09-05** Farber/Stay unanimous to adopt RESOLUTION #2023-09-05, approving levy for the Zimmerman Economic Development Authority (EDA) in the amount of \$50,000 for taxes collectible in 2024 upon taxable property in the City of Zimmerman. Motion carried.

**RESOLUTION #2023-09-06** Stay/Dahl unanimous to adopt RESOLUTION #2023-09-06, approving the 2024 Preliminary General Fund operational budget in the amount of \$4,335,285, as presented. Motion carried.

Piasecki reported that the Council must hold a public comment meeting prior to adopting the final 2024 General Fund operational budget. According to statute, this meeting must be held after November 25, 2023 and cannot begin before 6:00 p.m. The final budget must be adopted between November 25 and December 30, 2023. The public meeting date must be certified to the Auditor/Treasurer's Office by September 30. Staff recommends setting the public comment meeting for Monday, December 4, 2023 beginning at or as soon as possible after 7:00 p.m., to coincide with Council's regular meeting schedule and allow staff time to make changes to the budget prior to final adoption on December 18th.

**RESOLUTION #2023-09-07** Whiting/Farber unanimous to adopt RESOLUTION #2023-09-07, setting the public comment meeting for the 2024 General Fund operational budget and levy for Monday, December 4, 2023, at 7:00 p.m., or as soon as possible thereafter, pursuant to MS 275.065, subd 1 and 3. Motion carried.

**MAYOR/COUNCIL ITEMS**

Mayor Stay noted the following event:

- September 30 – Passing the Bread Food Distribution – 9 – 11 a.m., UMA Precision Machining

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

**Dahl/Farber unanimous to adjourn the meeting at 7:17 p.m. Motion carried.**

Approved this 2<sup>nd</sup> day of October 2023.

s/s Kary Tillmann, Clerk/Treasurer

Approved 10/02/2023