

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, SEPTEMBER 20, 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 Mayor Stay, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Stay, Council Members Bondhus, Dahl, and Whiting. Member Frederick was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, PW Parks and Utility Supervisor Dallager and Fire Chief Maloney.

AGENDA APPROVAL

Whiting/Stay unanimous to approve the agenda with an additional topic under Open Forum.

APPROVAL OF MINUTES

Stay/Dahl unanimous to approve the meeting minutes of the September 13, 2021 Regular Meeting of the City Council as corrected.

CONSENT AGENDA

Whiting/Bondhus unanimous to approve the consent agenda as follows:

- a. Approve the payment of claims (check #43512 - #43546) in the amount of \$37,497.97 and May – September 2021 electronic payments (check #2246E – #2306E) in the amount of \$264,687.98 as presented.
- b. Accept invoice #274534 in the amount of \$16,233.50 (ck #43547) presented for payment by Bolton & Menk for engineering and project management services for the period of June 26 – July 23, 2021 for the Lions Park Improvement Project, as recommended by staff.
- c. Authorize payment to LGI Homes Minnesota, LLC in the amount of \$8,408.00 (ck #43548) as a refund for overpaid water meter fees relating to building permits issued for the Maefield Townhomes Development, as recommended by staff.

OPEN FORUM

Public Trail Access

Frank Matz, 13605 – 261st Avenue NW, Zimmerman, was present to address Council regarding the walking trail on the north end of the Westwood Elementary School property, which abuts Matz's property. The paved trail ends at the property and Matz frequently has issues with people trespassing on his property to access the trail. Most recently, he had fencing damaged on the night of the Firemen's Dance as people were walking to and from the Fire Station and Event Center. He asked Council to consider re-routing the trail from ending at his property. Administrator Piasecki responded that the trail was installed and is maintained by ISD 728 since it is on school property. Piasecki will contact staff at ISD 728 to discuss redirecting the trail out to County Road 46 prior to the Matz's property line to eliminate the trespass issues. The Fire District will replace Matz's damaged fencing.

Eagle Scout Project

Riley Klick, Boy Scout Troop 91, was present to provide information on his proposed Eagle Scout project. Klick has been discussing an improvement to the shed on Lake Fremont that contains the winter safety signage and aerator equipment. The shed is in disrepair and needs to be repaired or replaced. Klick proposes to relocate a new 10 x 10 shed in the same public access area but on higher ground. To date, he has raised \$1,330 of the necessary \$2,500 to complete the project. He asked Council to consider a donation of \$1,200 towards the project to purchase remaining materials and supplies. He anticipates the project would be completed by the end of the October.

Stay/Whiting unanimous to financially support an Eagle Scout project to build a 10 x 10 shed located in the public access at Lake Avenue and Cedar Street used to house equipment and signage for winter aeration of Lake Fremont, as proposed by Riley Klick, through the purchase of materials at a cost not to exceed \$1,200. Motion carried.

FIRE PROTECTION REPORT

Fire Chief Ryan Maloney, Zimmerman/Livonia Fire District presented the Fire Department report for the month of August 2021. The Department responded to 12 medical calls, a gas leak, 2 fire alarms, a downed power line, three grass fires, a vehicle fire and three residential house fires. The annual Fire Department Open House and Firemen's Dance was held on Saturday, September 11, 2021 at the new Fire Hall and Event Center and was a huge success. The Fire Relief Association estimates approximately 1,200 people in attendance at the evening dance. October 3 – 9 in Fire Prevention Week and the theme is "Learn the Sounds of Fire Safety". Department members will be discussion fire safety in local schools on Wednesday and Thursday and will be available for station tours and daycare visits on Monday, Tuesday, and Friday.

Council accepted the Fire Department Report for August 2021 by unanimous consensus as presented.

PUBLIC WORKS REPORT – Chris Dallager, Public Works Streets & Utility Supervisor

Public Works Employee Re-classification

When the current compensation system was upgraded in 2019, it included 2 compensation levels for Maintenance Technicians in the Public Works Department. Grade 6 was created for those employees holding minimum licensure for water and wastewater, plus a CDL. Grade 4 was created for any new hires in the Department that didn't have water, wastewater or CDL licensing at the time of hire.

Maintenance Technician I Stewart was hired March 2020 at Grade 4 and has been a great asset to the department with his construction background. Stewart came to the City already having his commercial driver's license but had not yet attained Class D water or wastewater licenses at the time of hire. He recently tested and was awarded his Class D water and wastewater licenses, making him eligible to be re-classified to grade 6, step 1 of the 2021 pay scale.

Whiting/Stay unanimous to approve the re-classification of Maintenance Technician I Jay Stewart to Maintenance Technician II grade 6, step 1 of the City's adopted 2021 salary schedule, at a rate of \$24.92/hour retroactive to September 12, 2021, as recommended by the Public Works Director and City Administrator.

Employee Retirement

Wastewater Plant Operator Mike Gwynn submitted a letter of resignation in May indicating his desire to retire from City employment on September 30, 2021. Gwynn was hired at the Wastewater Treatment Plant Manager in March 2000 and has held the position for 21-1/2 years. Council acknowledged Gwynn's service to the City and thanked him for a job well done, wishing him well in his retirement.

Animal Impound Services

Dallager reported that Public Works Director Koehler has signed an agreement with the City of Monticello for animal impound services effective immediately. The impound center is 19 miles from City limits, which is only slightly farther than the Princeton Animal Clinic which the City has been using for impounds. The impound fee is \$21.48 per day and the shelter requires a completed impound release form from the City before an animal will be released to the owner. The center has a 7-day hold for impounded animals, which are brought to a no kill shelter if unclaimed after the 7 days. No action taken.

Lions Park Parking Lot Project Update

Rehabilitation of the parking lot at Lions Park started today. The contractor will begin hauling dirt out of the area tomorrow. Temporary parking areas have been established and all upcoming rentals have been advised of the construction. Park users are reminded not to walk through the construction area so that the park can remain open for use throughout the project. The original plan called for Connexus Energy, the City’s electric provider, to install the light poles in the lot, however Connexus has advised that they are unable to install the lights and poles because they are not located in a public right of way. New Look Contracting has submitted a change order for the installation of 8 poles and lights, at an additional cost of \$51,000.

Public Works Director Koehler secured a quote from Elk River Winlectric for the purchase of eight (8) 25-foot-tall light poles with lights, at a cost of approximately \$8,000. Each pole would be installed on a 2-foot base, making them 27 feet tall upon completion. He believes Public Works staff can install the poles using existing equipment instead of having New Look Contracting do the work.

Stay/Bondhus unanimous to authorize the Public Works Department to purchase eight (8) light poles and lights for the Lions Park Parking Lot project from Elk River Winlectric at a cost not to exceed \$10,000, as recommended by staff. Motion carried.

FINANCE REPORT

2022 Preliminary Budget and Levy

Staff presented the first draft of the proposed budget at the August 16 Council meeting, with further Council review on September 13th. At the September 13th meeting, Council requested staff include the levy options of \$50,000 and \$100,000 for park capital improvements in the budget documents. Staff reviewed changes in revenues and expenditures for 2022, including the options for additional capital monies for City parks. Council was reminded that the preliminary 2022 budget and levy must be certified to Sherburne County by September 30, 2021, therefore must be approved at this meeting or a special meeting to be scheduled and held prior to September 30. Once the preliminary levy is set, Council is still able to reduce the budget and levy before final certification in December.

RESOLUTION #21-09-02 Whiting/Dahl to adopt RESOLUTION #21-09-02 approving the proposed Preliminary General Fund Levy for taxes collectible in 2022 as follows: General Fund: \$1,717,000; Fire Hall/Event Center Debt: \$188,000; Capital Expenditures: \$270,000, County Highway 45 Debt Service: \$36,894; for a total levy amount of \$2,261,894 upon taxable property in the City of Zimmerman. Roll call: Bondhus, naye; Dahl, aye; Stay, naye; Whiting, aye. Motion failed.

RESOLUTION #21-09-02 Stay/Bondhus to adopt #RESOLUTION #21-09-02 approving the proposed Preliminary General Fund Levy for taxes collectible in 2022 as follows: General Fund: \$1,717,000; Fire Hall/Event Center Debt: \$188,000; Capital Expenditures: \$220,000; County Highway 45 Debt Service: \$36,894; for a total levy amount of \$2,161,894 upon taxable property in the City of Zimmerman. Roll call: Bondhus, aye; Dahl, naye; Stay, aye; Whiting, naye. Motion failed.

Additional discussion was held regarding existing park facilities, potential park capital improvements and the overall impact of an increased levy on the proposed tax rate.

RESOLUTION #21-09-02 Stay/Bondhus to adopt RESOLUTION #21-09-02 approving the proposed Preliminary General Fund Levy for taxes collectible in 2022 as follows: General Fund: \$1,717,000; Fire Hall/Event Center Debt: \$188,000; Capital Expenditures: \$220,000, County Highway 45 Debt Service: \$36,894; for a total levy amount of \$2,161,894 upon taxable property in the City of Zimmerman. Roll call: Bondhus, aye; Dahl, aye; Stay, aye; Whiting, naye. Motion carried.

RESOLUTION #21-09-03 Stay/Bondhus unanimous to adopt RESOLUTION #21-09-03, approving an Economic Development (EDA) levy in the amount of \$50,000 for taxes collectible in 2022 upon taxable property in the City of Zimmerman. Motion carried.

RESOLUTION #21-09-04 Stay/Dahl unanimous to adopt RESOLUTION #21-09-04, approving the proposed 2022 Preliminary General Fund Budget in the amount of \$3,543,600, as presented. Motion carried.

Tillmann reported that Council must hold a public comment meeting prior to adopting the final 2021 General Fund Operational Budget. According to statute, this meeting must be held after November 25, 2020 and cannot begin before 6:00 p.m. The final budget must be adopted between November 25 and December 30, 2020. 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 6, 2021 at or 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 20th.

RESOLUTION #21-09-05 Stay/Whiting unanimous to adopt RESOLUTION #21-09-05, setting the public comment meeting for the 2022 General Fund operational budget and levy for Monday, December 6, 2021, 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 announced that the Zimmerman Thunder Football Team beat Princeton High School at the "border battle" game on September 10 and will retain the railway trophy in Zimmerman.

Upcoming Events

- September 25 – Passing the Bread Food Distribution – 9 – 11 a.m.; UMA Precision Machining, with setup on Friday, September 24

Before adjourning, Mayor Stay asked for a moment of silence in honor of First Responders, military personnel, and healthcare workers both at home and abroad.

Stay/Dahl unanimous to adjourn the meeting at 8:03 p.m. Motion carried.

Approved this 4th day of October 2021.

s/s Kary Tillmann, Clerk/Treasurer