

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, SEPTEMBER 21, 2020**

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, Frederick, Shepard and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler, Patrol Captain Stangler and Fire Chief Maloney.

AGENDA APPROVAL

Whiting/Frederick unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Shepard/Frederick unanimous to approve the meeting minutes of the September 14, 2020 Regular Meeting of the City Council with the correction of two minor spelling errors.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #42419 - #42442) in the amount of \$25,105.08 and electronic payments (check #E2068 – #E2071 and #E2074 – #E2081) in the amount of \$77,449.17 as presented.
- b. Authorize payment to the Zimmerman/Livonia Fire District in the amount of \$78,893.24 (check #42443), as second-half payment for 2020 Fire Protection Services, as recommended by staff.

OPEN FORUM

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

PARK BOARD REPORT

Josh Bondhus, Park Board Chair, provided an overview of the September 1, 2020 Park Board meeting. The Board will be meeting with Public Works Director Koehler in October to develop a priority list of projects and improvements to park areas. Bondhus also reported that there may be two vacancies on the Park Board in the near future.

Whiting/Frederick unanimous to accept the September 1, 2020 Park Board Report as presented. Motion carried.

LAW ENFORCEMENT REPORT

Patrol Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of law enforcement activities for the month of August, 2020. The department received 328 calls for service. During the same time period in 2019, there were 547 calls for service, with 429 calls in 2018. It was a relatively quiet month from a law enforcement standpoint, with only two burglaries and two thefts reported. There were 7 vehicle crashes and the department took two property damage complaints.

Stangler reported that Sheriff's Department staff will be holding a Neighborhood Watch meeting with the Woodview neighborhood in the near future. He also reminded residents that school bus traffic has increased since school has resumed for the fall. School buses are now equipped with video monitoring equipment which makes stop arm violations easier to document and report.

Council agreed by unanimous consensus to accept the Law Enforcement Report for August 2020, as presented.

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

Completion of Probationary Employment

The three most recent Maintenance Technicians in the Public Works Department have or will complete their 6-month probationary period this month. Koehler reported that Jay Stewart, Jason Stanius and Jon Niebuhr have successfully acclimated to the Department and are considered regular permanent employees. Completion of the probationary period has been documented in each employee personnel file. No action taken.

Consideration of CARES Act Purchases

Public Works Director Koehler and Fire Chief Maloney discussed the purchased Automated External Defibrillators (AED's) at the September 14, 2020 meeting. Koehler received a second quote from the AED Superstore for the same model of AED's as the City currently has. Additional units of the same model can be purchased for approximately \$25,000, which is \$13,000 less than the quote from Stryker. The AED Superstore currently has 15 units in stock for purchase.

Bondhus/Shepard unanimous to purchase fifteen (15) Phillips HeartStart FRX Automated External Defibrillators with infant/child key and semi-rigid carrying cases at a total cost of \$24,960.00 plus delivery to be paid from the City's allocation of CARES Act funding, as recommended by staff. Motion carried.

Koehler added that staff is pursuing modification to the restrooms at City Hall, the Maintenance Shop and Civic Building, to include motion sensors for lights, paper towel and soap dispensers and flush toilets, as well as touchless drinking fountains in several locations. Staff is working with a local contractor to complete the work by the November 15, 2020 deadline with an approximate cost of \$16,000.00.

Administrator Piasecki reported that with the purchase of generators and PPE for the Public Works Department, modifications to restrooms in City buildings and additional supplies for elections, staff has accounted for approximately half of the City's allotment of CARES Act funds. Fire Chief Maloney was present to discuss additional equipment needs for the Fire Department due to COVID. He is requesting the City consider purchasing additional Self-Contained Breathing Apparatus (SCBA) for the department.

Mayor Stay declared a recess at 7:41 p.m. and reconvened the meeting at 7: 43 p.m.

Whiting/Frederick unanimous to approve the purchase of 22 SCBA Air packs with 44 tanks and 35 masks for the Zimmerman/Livonia Fire District, as a cost of \$202,367.00 to be paid from the City's allocation of CARES Act funding, as requested by the Fire Chief and recommended by staff. Motion carried.

FINANCE REPORT– presented by Kary Tillmann, Clerk/Treasurer

2021 Preliminary Budget and Levy

Staff presented the first draft of the proposed budget at the August 17 Council meeting, with further Council review on September 14th. At the September 14th meeting, Council requested staff include the levy of \$50,000 for Economic Development in budget documents. Staff reviewed changes in revenues and expenditures for 2021 and Council was reminded that the preliminary 2021 budget and levy must be certified to Sherburne County by September 30, 2020, 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 #20-09-02 Stay/Whiting unanimous to adopt #RESOLUTION #20-09-02 approving the proposed Preliminary General Fund Levy for taxes collectible in 2021 as follows: General Fund: \$1,515,000; Fire Hall/Event Center Debt: \$188,000; Capital Expenditures: \$170,000, Economic Development: \$50,000; County

Highway 45 Debt Service: \$36,894; for a total levy amount of \$1,959,894 upon taxable property in the City of Zimmerman. Motion carried.

RESOLUTION #20-09-03 Stay/Bondhus unanimous to adopt RESOLUTION #20-09-03, approving the proposed 2021 Preliminary General Fund Budget 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 7, 2020 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 21st.

RESOLUTION #20-09-04 Stay/Frederick unanimous to adopt RESOLUTION #20-09-04, setting the public comment meeting for the 2021 General Fund operational budget and levy for Monday, December 7, 2020, 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

Discussion was held regarding reducing the speed limit on 2nd Avenue South. Administrator Piasecki will discuss with Engineer Bittner and report back at a future meeting.

Upcoming Events

- September 26 – Passing the Bread Food Distribution – 9 – 11 a.m.; UMA Precision Machining, with setup on Friday, September 25
- October 7 – Blood Drive – 12 – 6 p.m.; Zimmerman American Legion Post

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

Frederick/Bondhus unanimous to adjourn the meeting at 7:55 p.m. Motion carried.

Approved this 5th day of October 2020.

s/s Kary Tillmann, Clerk/Treasurer