

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, SEPTEMBER 23, 2024**

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 Dahl, Earenfight, and Farber. 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 as presented.

CONSENT AGENDA

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

- a. Approve the minutes of the September 9, 2024 Regular Meeting of Council as presented.
- b. Approve the payment of claims (check #46538 - #46579) in the amount of \$29,945.61, and electronic payments (e-check #2962e - #2968e) in the amount of \$52,413.57 as presented.
- c. Approve payment to Hawkins, Inc., in the amount of \$5,625.00 (check #46580) for bulk chemicals to be used at the Wastewater Treatment Plant as identified on Invoice #6845991, with funds to be paid from the SBR Budget in the Sewer Fund, as indicated by the Public Works Director.
- d. Adopt **RESOLUTION #2024-09-06**, approving Pay Request #18 in the amount 83,465.00 (ck #46581) submitted by Magney Construction, Inc., for expenses related to the construction of the 5th St W water tower and treatment plant, as recommended by staff and the City Engineer.
- e. Accept the Budget/Investment/Funds Report for June 2024 as presented.
- f. Accept the Budget/Investment/Funds Report for July 2024 as presented.
- g. Approve the annual payout of longevity to employees who have at least 10 years of continuous full-time City employment in 2024, with the first payroll in December 2024, according to the schedule established and approved by Council (Resolution #2000-12-11), on file in the City Clerk's Office.
- h. Adopt **RESOLUTION #2024-09-07**, approving the write-off of outstanding sewer & water accounts with insignificant balances, totaling (26.89), as requested and as recommended by staff.
- i. Approve the license applications to operate Bingo for the period of January 1 – December 31, 2024, for the Kriesel Jacobson American Legion Post #560 – 12674 Fremont Avenue, Zimmerman, MN 55398, 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

Accept Donation from Zimmerman/Livonia Fire Relief Association

Public Works Director Koehler wishes to purchase a brush cutter to be used in City parks and ditches along City roadways. The Zimmerman Fire Relief Association has made a donation to the City to cover the cost of the equipment.

Dahl/Earenfight unanimous to approve the purchase and payment of a brush cutter from Crawford's Equipment in the amount of \$6,817.50 (check #46582) as identified on Invoice #01-97014; and

RESOLUTION #2024-09-12 Adopt RESOLUTION #2024-09-12, accepting a donation from the Zimmerman/Livonia Fire Relief Association in the amount of \$6,820.00 for the purchase of a brush cutter.

Motion carried.

Purchase of Play Structures

Two pieces of playground equipment located in Marturano Meadows Park and Maefield Park have deteriorated over time and use. Staff has reviewed the equipment and has found that replacement parts are no longer available to repair the structures. Two vendors provided quotes for comparable structures to replace the ones currently in place. The proposed structures are designed for smaller children, aged 2 – 12, as both parks are in neighborhoods with younger families.

Farber/Dahl unanimous to accept a quote in the amount of \$21,547.57 from Webber Recreational Design, Inc., for the purchase and installation of a Tots Choice play structure for Marturano Meadows Park, with funds to be paid from the Park Fund (Fund 226). Motion carried.

Dahl/Earenfight unanimous to accept a quote in the amount of \$11,146.51 from Webber Recreational Design, Inc., for the purchase and installation of a Tots Choice play structure for Maefield Park, with funds to be paid from the Park Fund (Fund 226). Motion carried.

Other Items

Koehler reported that construction on the Great Northern Trail extension and paving of the Volleyball Court parking lot will begin on September 30. No action taken.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

2025 Employee Insurance Benefits

Currently, the City is covered by Medica for employee health insurance with the City paying 100% of single coverage and 85% of family coverage. There are 11 employees on the plan, with 3 eligible employees opting out of coverage, accepting a stipend instead. Health insurance rates will be increasing by approximately 12% in 2024. The stipend amount has not been increased since 2007.

Staff budgeted for a 15% increase for medical insurance. Using the difference between the budgeted amount and the actual amount, plus a cost savings that would be realized through cancelling pediatric dental coverage, Staff is suggesting Council consider adding dental insurance as a paid benefit for employees, similar to the health insurance offering, with the exception of no stipend offered if employees waive coverage. Dental insurance could be added, with no impact on the 2025 budget as presented. Staff also believes that adding dental insurance as a paid benefit will enhance the City's benefit package for potential employees.

Earenfight/Dahl unanimous to approve the provision of dental insurance for City employees, effective December 1, 2024 with a City contribution of 100% for single coverage and 85% of family coverage. Motion carried.

Farber/Earenfight unanimous to approve the provision of medical insurance for City employees, effective December 1, 2024 with a City contribution of 100% for single coverage and 85% of family coverage and provide an annual stipend of \$8,000 to those eligible employees opting not to participate in the City's health insurance plan. Motion carried.

2025 Preliminary General Fund Budget and Levy

Council and staff reviewed the 2025 General Fund Budget at Council meetings in July and August. Clerk/Treasurer Tillmann summarized the discussions held at the last review and identified minor modifications to both the proposed levy and General Fund budget for 2025. Council was reminded that once the preliminary levy is adopted and certified to the County Auditor/Treasurer, it can only be decreased ahead of final certification in December.

RESOLUTION #2024-09-08 Farber/Dahl unanimous to adopt RESOLUTION #2024-09-08 approving the proposed 2024 General Fund Levy for taxes collectible in 2025 as follows: General Fund: \$2,201,710.00; Capital Expenditures: \$435,000.00; Fire Hall/Event Center Debt: \$188,000.00; 269th Avenue Improvement Debt: \$107,000.00; Lake Fremont Improvement Debt: \$87,000; for a total levy amount of \$3,018,710 upon taxable property in the City of Zimmerman. Motion carried.

RESOLUTION #2024-09-09 Dahl/Farber unanimous to adopt RESOLUTION #2024-09-09, approving levy for the Zimmerman Economic Development Authority (EDA) in the amount of \$50,000 for taxes collectible in 2025 upon taxable property in the City of Zimmerman. Motion carried.

RESOLUTION #2024-09-10 Earenfight/Farber unanimous to adopt RESOLUTION #2024-09-10, approving the 2025 Preliminary General Fund operational budget in the amount of \$4,662,700.00, as presented. Motion carried.

Tillmann reported that the Council must hold a public comment meeting prior to adopting the final 2025 General Fund operational budget. According to statute, this meeting must be held after November 25, 2024 and cannot begin before 6:00 p.m. The final budget must be adopted between November 25 and December 30, 2024. 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 2, 2024 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 amend the budget prior to final adoption on December 16th.

RESOLUTION #2024-09-11 Earenfight/Dahl unanimous to adopt RESOLUTION #2024-09-11, setting the public comment meeting for the 2025 General Fund operational budget and levy for Monday, December 2, 2024, at 7:00 p.m., or as soon as possible thereafter, pursuant to MS 275.065, subd 1 and 3. Motion carried.

ADMINISTRATOR'S REPORT – presented by City Administrator Randy Piasecki

Encroachment Agreement – Main Street Retaining Wall

While preparing construction plans for the TH 169 interchange project, Sherburne County Public Works discovered that a segment of the retaining wall installed at D's Smokehouse was constructed in the Main Street right-of-way.

Sherburne County and representatives for the Brian E. Ravnaas Revocable Trust have discussed an encroachment agreement to allow the wall to remain in its current location. The City Attorney has reviewed the agreement provided by Sherburne County and has no issues with the agreement as drafted.

Farber/Dahl unanimous to authorize execution of an Encroachment Agreement between the City of Zimmerman, Sherburne County and the Brian E. Ravnaas Revocable Trust, allowing a segment of the retaining wall located at 12606 Fremont Avenue to remain in Main Street right-of-way per the terms of the

agreement, on file in the City Clerk's Office, as recommended by staff and the City Attorney. Motion carried.

Cell Tower Lease Renewal

The lease agreement between the City and T-Mobile for the cell tower located behind City Hall will expire in approximately 3 years. At Council's direction, Administrator Piasecki has been negotiating new terms for the upcoming contract renewal for Council consideration at the October 7, 2024 meeting. No action taken.

DNR Forestry Property

Administrator Piasecki was recently notified that the DNR Forestry property located across CSAH 4 from City Hall will soon be placed on public sale. Per MN Statute, the City can request the property be withheld from public sale if we identify an intent to purchase for future public use. Staff has made that request to the MN DNR and anticipates a purchase agreement to be provided for Council consideration in the near future. No action taken.

MAYOR/COUNCIL ITEMS

Acting Mayor Whiting noted the following event:

- September 27 – ZHS Thunder Football with Fireworks
- September 28 – 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.

Earens/Dahl unanimous to adjourn the meeting at 7:25 p.m. Motion carried.

Approved this 7th day of October 2024.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 10/7/2024