

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, SEPTEMBER 26, 2022**

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 Dahl, Earenfight, and Whiting. Member Bondhus was excused absent. Also present were Clerk/Treasurer Tillmann, Public Works Director Koehler, and Streets, Parks, and Utility Supervisor Dallager.

AGENDA APPROVAL

Whiting/Stay unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Earenfight/Dahl unanimous to approve the minutes of the September 12, 2022 Regular Meeting of the City Council as corrected.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #44504 - #44557) in the amount of \$60,084.637 and electronic payments (check #2520e – #2522e) in the amount of \$39,885.56 as presented.
- b. Accept invoice #3384 in the amount of \$7,500.83 (ck #44559) presented for payment by Metro West Inspection Services, Inc., for professional building inspection services in the City of Zimmerman for the month of August 2022, as recommended by staff.
- c. Authorize payment to the League of Minnesota Cities in the amount of \$7,632.00 (ck #44558) as final payment for 2021 – 2022 Worker’s Compensation coverage final audit, as recommended by staff.
- d. Adopt **RESOLUTION #2022-09-04**, approving the write-off of outstanding water & sewer accounts with credit balances total (\$2.34), as requested by staff.

OPEN FORUM

Kayla Kowalski, Zimmerman High School, asked several questions relating to how the City Council operates and how members of staff assist Councilmembers in fulfilling their duties. No action taken.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

Reinvestment of City Funds

The City had an investment valued at approximately \$230,000 mature on September 21. A second investment valued at \$55,000 will mature on September 28. Because Council opted not to re-invest when rates were low, the City has the potential to complete two investments totaling \$460,000, utilizing matured funds (\$280,000) and an additional \$180,000 that has been held in the checking account since earlier this year. Staff has been in contact with brokers and local bank representatives to provide a recommendation for reinvestment, based on current holdings and rates available for consideration.

Dahl/Whiting unanimous to approve the following re-investments:

- **MBS Investments (\$230,000) -- 2 years at a rate of 4.3% with JP Morgan Chase Bank NA, utilizing funds from the matured CD and authorizing a wire transfer from the City’s checking account to complete the transaction if needed.**
- **Financial Northeastern (\$230,000) – 2 years at a rate of 4.25% with Vystar CU, utilizing funds from the matured CD and authorizing a wire transfer from the City’s checking account to complete the transaction if needed.**

2023 Preliminary Budget and Levy

Staff presented the first draft of the proposed budget in August, with further Council review on September 12th. Clerk/Treasurer Tillmann reviewed changes in revenues and expenditures for 2023, most notably being an increase to the Fire Safety Contract amount in anticipation of a request to purchase a replacement fire truck by the Fire District. Council was reminded that the preliminary 2023 budget and levy must be certified to Sherburne County by September 30, 2022, therefore must be approved at this meeting. Once the preliminary levy is set, Council is still able to reduce the budget and levy before final certification in December.

RESOLUTION #22-09-05 Stay/Whiting unanimous to adopt RESOLUTION #22-09-05 approving the proposed Preliminary General Fund Levy for taxes collectible in 2023 as follows: General Fund: \$1,948,056; Fire Hall/Event Center Debt: \$188,000; Capital Expenditures: \$220,000, County Highway 45 Debt Service: \$36,894; for a total levy amount of \$2,392,950 upon taxable property in the City of Zimmerman. Motion carried.

RESOLUTION #22-09-06 Earenfight/Dahl unanimous to adopt RESOLUTION #22-09-06, approving an Economic Development (EDA) levy in the amount of \$50,000 for taxes collectible in 2023 upon taxable property in the City of Zimmerman. Motion carried.

RESOLUTION #22-09-07 Whiting/Stay unanimous to adopt RESOLUTION #22-09-07, approving the proposed 2023 Preliminary General Fund Budget in the amount of \$3,732,135.00, as presented. Motion carried.

Tillmann reported that Council must hold a public comment meeting prior to adopting the final 2023 General Fund Operational Budget. According to statute, this meeting must be held after November 25, 2022 and cannot begin before 6:00 p.m. The final budget must be adopted between November 25 and December 30, 2022. 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 5, 2022 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 19th.

RESOLUTION #22-09-08 Stay/Whiting unanimous to adopt RESOLUTION #22-09-08, setting the public comment meeting for the 2022 General Fund operational budget and levy for Monday, December 5, 2022, 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 Clerk/Treasurer Kary Tillmann

Grant of Permanent Easement – 13006 Fremont Avenue

As part of the sale of the City's Fire Hall property to the MN Department of Natural Resources (DNR) Forestry Division, the City is required to grant a permanent ingress/egress easement to Windstream for the shared driveway access to their property located at 13006 Fremont Avenue. Their driveway was eliminated as part of the County's 2012 CSAH 4 Reconstruction, with Windstream agreeing to share the access with the City. Now that the City's property is being sold, a legal easement granting ingress/egress to Windstream must be recorded prior to the closing on the sale of the property.

Stay/Whiting unanimous grant a permanent easement to Windstream Lakedale Inc., across Lot 1, Block 3, City Center, for ingress/egress and authorize execution of the easement document as required. Motion carried.

MAYOR/COUNCIL ITEMS

Upcoming Events

- October 24 – Candidate Forum hosted by Elk River Chamber of Commerce – City Hall -- 5:30 p.m.
- November 8 – Municipal/General Election – Polls Open 7a.m. – 8 p.m.

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.

Dahl/Whiting unanimous to adjourn the meeting at 7:27 p.m. Motion carried.

Approved this 3rd day of October 2022.

s/s Kary Tillmann, Clerk/Treasurer

Approved 10/03/2022