

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, OCTOBER 2, 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 were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler and Streets, Parks, and Utilities Supervisor Dallager.

**AGENDA APPROVAL**

**Whiting/Earenfight unanimous to approve the agenda with the following addition:**

- **Fremont Lane, Oak Street and Terrace Drive Reconstruction – Public Works Report**

**CONSENT AGENDA**

**Earenfight/Farber unanimous to approve the consent agenda as follows:**

- a. Approve the minutes of the September 18, 2023 Regular City Council meeting as presented.
- b. Approve the payment of claims (check #45535 - #45570) in the amount of \$58,397.81, and electronic checks (#2751e - #2754e) in the amount of \$49,595.75 as presented.
- c. Approve payment to AME Red-E-Mix, Inc., in the amount of \$5,145.00 (ck #45571) for concrete work at Firefighters Parks basketball court as identified on Invoice #148364, to be paid from the Park Department, as indicated by the Public Works Director.
- d. Approve payment to Bolton & Menk (ck #45572) for the following invoices for the period of August 1 - September 1, 2023, as follows and as recommended by staff:
  - Invoice #320334 in the amount of \$5,515.50 for Firefighters Park and 120<sup>th</sup> Street Improvements
  - Invoice #320340 in the amount of \$19,295.50 for 269<sup>th</sup> Avenue Improvements
  - Invoice #320346 in the amount of \$6,481.50 for the Long-Range Infrastructure Plan for 8<sup>th</sup> Avenue S extension
  - Invoice #320349 in the amount of \$38,496.33 for 5<sup>th</sup> St W Tower and WTP Improvements
- e. Authorize payment to Brenteson Companies, LLC, for invoice #50635 in the amount of \$6,000.00 (ck #45572) for the repair of a private 1-inch service line for Tax Parcel 95-448-0224, as previously approved by Council and as recommended by staff.
- f. Adopt **RESOLUTION #2023-10-01** approving Pay Request #5 – FINAL as submitted by New Look Contracting in the amount of \$11,304.95 (ck #45574) for the remainder of 2021 City Park Parking Lot Improvements, as recommended by staff.
- g. Approve payment to Total Control Systems in the amount of \$6,346.65 (ck #45575) for modifications to the SCADA system at the Wastewater Treatment Plant, as recommended by staff.
- h. Accept the August 2023 Budget/Investment/Funds Report as presented.

**OPEN FORUM**

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

**LAW ENFORCEMENT REPORT**

**Captain Ryan Broich, Sherburne County Sheriff's Department**, provided an overview of law enforcement activities for the month of September 2023. The department received 388 calls for service, including 83 traffic stops with 11 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2022, there were 355 calls for service plus an additional 198 security checks, with 366 calls in 2021. The department responded to 3 theft complaints, 3 criminal damage to property complaints and 4 vehicle

crashes with property damage or injuries. Captain Broich reviewed other types of calls made during the month, stating it was a quiet month overall with no significant trends or incidents reported.

**Council agreed by unanimous consensus to accept the Law Enforcement Report for September 2023 as presented.**

**FIRE DEPARTMENT REPORT**

Council reviewed the Fire Department Activity Report for the months of September 2023, noting nothing significant during the month. Mayor Stay noted that October 8 – 14, 2023 is “Fire Prevention Week” with Department visits occurring to day cares and schools, putting the Department in contact with approximately 1,200 students.

**Council agreed by unanimous consensus to accept the Fire Department Report for September 2023 as presented.**

**PUBLIC WORKS REPORT** – presented by City Engineer Kevin Bittner

**Local Road Improvement Program Grant**

Engineer Bittner provided information regarding the Local Road Improvement Program (LRIP) competitive grant process for 2023. Staff and the City Engineer believe this program could be a way to fund the extension of 8<sup>th</sup> Avenue South from its current dead-end in the South Side Villas (SSV) development to 2<sup>nd</sup> Street East. This extension, which has been a part of the City’s transportation plan for several years and is designated as a potential Municipal State Aid route, was considered as part of the Highway 169 interchange project, but later removed from the plan.

Council reviewed a concept map of the proposed project and discussed additional funding options, including gap funding through a State Transportation Block Grant (STBG) from MnDOT Region 3.

**RESOLUTION #23-10-02      Whiting/Earenfight unanimous to adopt RESOLUTION #2023-10-02, approving an application to the Minnesota Department of Transportation Local Road Improvement Program (LRIP) for the 8<sup>th</sup> Avenue South Extension Project, as requested and recommended by staff. Motion carried.**

**Lake Fremont Area Reconstruction**

The proposed construction staging schedule for the Highway 169 Interchange project shows construction starting early in 2025 and continuing through 2026, with the bridge work commencing in 2026. Construction will likely cause increased traffic on Fremont Lane through Oak Street while the project is underway. Completing an improvement to Fremont Lane through Oak Street ahead of the interchange construction may be beneficial due to the impact of increased traffic on already deteriorating roads.

Council discussed a potential 2024 construction schedule for a proposed project and the use of MSAS funds for the proposed project. The City has time yet this year to apply for an advance of MSAS funds for 2024 construction.

**Stay/Farber unanimous to authorize the City Engineer to prepare documents for consideration of Phase 1 of Lake Fremont Road Improvements, as recommended by staff. Motion carried.**

**FINANCE REPORT** – presented by Clerk/Treasurer Kary Tillmann

**MN Certified Municipal Clerk Designation**

Teri Grote, Finance Technician, has recently applied for designation of MN Certified Municipal Clerk through the MN Clerks and Finance Officers Association of Minnesota (MCFOA). Teri has fulfilled the required education and experience components for MCMC designation and was presented with her certificate by Clerk/Treasurer Tillmann, who is currently serving as the 2023/24 MCFOA President. Council congratulated Teri on her accomplishment.

**Re-investment of City Funds**

The City has two investments maturing in October held by Financial Northeastern Companies (FNC) and the First National Bank Milaca (FNB) totaling approximately \$475,000. Staff provide rates and investment options for Council to consider.

**Stay/Earenfight unanimous to approve the following investments:**

- **FNC (\$244,000) -- 2 years at a rate of 5.3% with USAA Federal Savings Bank, utilizing funds from the matured CD for the purchase.**
- **FNB (\$245,000) – 6 months at a rate of 4.99%, utilizing funds from the matured CD and an additional \$15,000 to be wired from the city’s general checking account to complete the transaction.**

**Motion carried.**

**ADMINISTRATOR’S REPORT** – presented by City Administrator Randy Piasecki

**Highway 169/CSAH 4 Visual Quality Final Design Proposal**

City Council has previously approved the Visual Quality Concept Plan to upgrade the aesthetics of the proposed TH 169/CR 4 interchange. The design process and resulting plan included enhancements to the appearance and finish of the bridge walls, roundabout landscaping, streetscaping, retaining walls, and signage. MNDOT has accepted the design of the project, including the interchange and local access modifications for 255<sup>th</sup> and 269<sup>th</sup> Avenues. As the project moves through the construction planning and final design phases, the Visual Quality components will need to be integrated into the final plans for construction, including coordination with design engineers and Sherburne County.

The Bolton & Menk design team has submitted a proposal to provide Visual Quality Final Design services, including project management, design, and construction document development, to ensure the City’s wishes are included in the final plans. The proposal has a not-to-exceed cost of \$34,000.

**Stay/Whiting unanimous to accept the Visual Quality Final Design Proposal from Bolton & Menk at a cost not-to-exceed \$34,000, as recommended by staff. Motion carried.**

**Sherburne County MHFP Grant Submission**

Sherburne County continues to apply for grant funding for the TH 169/CSAH 4 Interchange Project. County staff are currently working on a grant application to the Minnesota Highway Freight Program (MHFP). The MHFP provides grant funding for projects which promote improvements to the transportation system specific to the movement of freight. County Public Works Director Andrew Witter has requested the City adopt a resolution supporting the County’s submission of the grant application. If approved, this resolution of support would be forwarded to the County for inclusion with their submission.

**RESOLUTION #23-10-03      Stay/Farber unanimous to adopt RESOLUTION #2023-10-03, supporting Sherburne County’s submission of a Minnesota Highway Freight Program**

**(MHFP) Grant Application for the US Highway 169/County Highway 4 Interchange Project. Motion carried.**

Public Improvement & Special Assessment Agreement

At the June 26, 2023 meeting, Council authorized the repair of a private water line and execution of an Assessment Agreement for the property identified as PID 95-448-0224. The water line was repaired by Brenteson Construction in September at a cost of \$6,000, which was approved for payment on the consent agenda for this meeting.

The City Attorney has drafted an agreement accepting the improvement (repair) and assessing the repair costs to the property. The owner consented to the repair and the assessment in the amount of \$6,000, payable over a period of 10 years at an interest rate of 4.5%. The Agreement will be recorded and filed with the Sherburne County Auditor/Treasurer, with the first installment collected with property taxes payable in 2024.

**RESOLUTION 23-10-05      Whiting/Dahl unanimous to adopt RESOLUTION #2023-10-05, approving a Public Improvement and Assessment Agreement for PID 95-448-0224, as drafted by the City Attorney, and recommended by staff. Motion carried.**

MAYOR/COUNCIL ITEMS

Mayor Stay noted the following upcoming events:

- October 4 – ZHS Homecoming Parade and football game with fireworks on Friday, October 6
- October 8 – 14 – Fire Prevention Week
- October 8 -- Committee of the Whole meeting cancelled due to a lack of agenda items
- October 28 – Passing the Bread Food Distribution – 9 - 11 a.m., UMA Precision Machining with set up on Wednesday, October 25

Before adjourning Mayor Stay called for a moment of silence in support of United States military and emergency services personnel and their families both at home and abroad.

**Stay/Dahl unanimous to adjourn the meeting at 7:42 p.m. Motion carried.**

Approved this 17th day of October 2022.

s/s Kary Tillmann, Clerk/Treasurer