

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, OCTOBER 6, 2025**

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 Dahl, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Dahl, Councilmembers Bondhus, Earenfight, Farber and Wells. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Koehler.

AGENDA APPROVAL

Farber/Wells unanimous to approve the agenda as presented.

CONSENT AGENDA

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

- a. Approve the minutes of the September 22, 2025 Regular City Council meeting as presented.
- b. Approve the payment of claims (check #47551 - #47585) in the amount of \$42,199.71, and electronic checks (#3185e - #3197e) in the amount of \$66,923.64 as presented.
- c. Accept Quote #55478 from H & L Mesabi Company, authorizing the purchase of snowplow cutting edges and accessory parts in the amount of \$8,279.45, as requested.
- d. Approve payment of 2025 State Fire Aid and Supplemental State Fire Aid to the Zimmerman/Livonia Fire Relief Association in the amount of \$147,606.03 (ck #47587) as identified by the MN Department of Revenue.
- e. Adopt **RESOLUTION #2025-10-01**, affirming the City Clerk as the Responsible Data Practices Authority and approving updated procedures related to the administration of the MN Government Data Practices Act for the City of Zimmerman, as presented and as recommended by staff.
- f. Approve the agreement between the City of Zimmerman and Vestis for rug rental for City Hall for 60 months, to be paid from the City Hall budget (101-41940-460 – Contracts), as recommended by staff.
- g. Accept the Building Permit Surcharge Report for September 2025 as presented.
- h. Adopt **RESOLUTION #2025-10-02** approving the request of Son of the American Legion for an Exempt Permit to conduct lawful gambling at a function to be held at the Kriesel Jacobsen American Legion Post 560, 12674 Fremont Avenue, Zimmerman on January 1, 2026.

OPEN FORUM

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

FIRE PROTECTION REPORT

Fire Chief Ryan Maloney presented the Fire Department Activity Report for the month of September 2025. September's activity included 8 medicals, a gas leak, 1 motor vehicle accident, a carbon monoxide call, 4 fire alarms and a grass fire. Maloney stated that this week, October 5 – 11 is "Fire Prevention Week" with Department visits to local daycares and schools, putting the Department in contact with approximately 1,400 students this week. The 2025 Fire Prevention Week theme is "Charge into Fire Safety: Lithium-Ion Batteries In Your Home" and encourages people to be mindful of using batteries safely.

Council agreed by unanimous consensus to accept the Fire Department Report for September 2025 as presented.

LAW ENFORCEMENT REPORT

Patrol Captain Ryan Broich, Sherburne County Sheriff's Department, provided an overview of law enforcement activities for the month of September 2025. The department received 420 calls for service, including 119 traffic stops with 20 offenses charged by citation, not including long-form complaints or in-custody arrests. During the same period in 2024, there were 417 calls for service, with 388 calls in 2023. The department

responded to 6 vehicle crashes with damage and took 4 property damage complaints. Two of the damage complaints happened at Zimmerman Schools and are being investigated by the School Resource Office (SRO). Captain Broich reviewed other types of calls made during the month, stating there were a good number of calls, but overall, no significant trends or incidents reported in the community.

Council agreed by unanimous consensus to accept the Law Enforcement Report for September 2025 as presented.

PUBLIC WORKS REPORT – presented by Public Works Director Keith Koehler

Appointment of Maintenance Technician

Council approved filling a Maintenance Technician vacancy with the 2025 budget. Staff received twenty-nine (29) applications from the most recent position posting, with PWD Koehler, PW Supervisor Dallager and Administrator Piasecki interviewing 5 applicants on September 16th. Koehler recommends hiring Scot Klersy as a Maintenance Technician II at Level 6, Step 1 of the City's approved salary schedule. Klersy has 14 years City Public Works experience, a CDL, Class C Water license, and Class D Wastewater license. Staff believes he will transition into the department easily. Upon hire, he will serve a 6-month probationary period and would be eligible for benefits after 1 month of employment. Klersy was present at the meeting and introduced to Council.

Wells/Farber unanimous to appoint Scot Klersy to the position of Public Works Maintenance Technician II at rate of \$31.74 per hour (2025 Level 6, Step 1), as recommended by the Public Works Director and City Administrator. Motion carried.

Koehler provided updates on various City projects currently in process. No action taken.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

Re-Investment of City Funds

The City had one investment mature and one investment called at the end of September, totaling approximately \$450,000. Staff has been in contact with regular brokers to provide a recommendation for reinvestment, based on current holdings and rates available for consideration.

Earenfight/Wells unanimous to approve the following re-investments, as requested and as recommended by staff:

- **\$180,000 with ICD Securities for 3 years at a rate of 3.65% with VersaBank, utilizing funds from the called CD and the money market account to complete the transaction; and**
- **\$217,000 with Financial Northeastern (FNE) for 4 years at a rate of 3.75% with Goldman Sachs, utilizing funds from the matured CD and the money market account to complete the transaction; and**
- **\$50,000 with Financial Northeastern (FNE) for 4 years at a rate of 3.70% with BMW Bank utilizing funds from the matured CD and the money market account to complete the transaction.**

Motion carried.

Engagement Letter – 2025 – 2029 Audit Services

Abdo has submitted a proposal to conduct audit services for the City of Zimmerman for fiscal years ending 2025 – 2029. Staff has developed an excellent, cooperative working relationship with audit staff and believes that the annual rates being offered are in the best interest of the City. Staff recommends approval of the engagement letter for extending audit services through 2029.

Earenfight/Farber unanimous to accept the engagement letter between the City of Zimmerman and Abdo for audit services for the years ending December 31, 2025 through December 31, 2029, and authorize the City Administrator to sign said letter of engagement on behalf of the City as presented, and as recommended by staff. Motion carried.

MN Paid Family Medical Leave Plan Administration

At the March 10, 2025 Committee of the Whole Meeting, staff provided an overview of the MN Paid Family Leave Law which goes into effect on January 1, 2026. The law provides job protection and payments to covered employees who take a leave of absence for a qualifying condition or extended medical leave. The program will be funded by premium contributions from MN employers and employees remitted to the State on a quarterly basis. The City can choose to have the State of MN administer the plan or approve a private plan with a different provider. After extensive discussion with KC Foster, the City's Insurance broker, utilizing a private plan is a more cost-effective option.

The City currently uses UNUM to administer our short-term disability (STD) plan. If the City also has UNUM administer PFML, it will provide a more coordinated experience for employees utilizing PFML, as the two (STD and PFML) would most often be used together. The City will qualify for the small employer discount, and UNUM can offer lower premium rates than the state program, which will be a cost savings for both the City and its employees.

Bondhus/Wells unanimous to authorize UNUM to function as the City of Zimmerman's plan administrator for MN Paid Family and Medical Leave program as recommended by staff. Motion carried.

ADMINISTRATOR'S REPORT – presented by City Administrator Randy Piasecki

Payment for Contracted Services – Professional Engineering

Administrator Piasecki reviewed two invoices presented by Bolton & Menk for Engineering Services for the period of August 2 – 29, 2025.

Farber/Bondhus unanimous to accept the following invoices and approve payment (ck #47586) to Bolton & Menk for Professional Engineering and Project Management Services for the period of August 2 – 29, 2025, as recommended by staff:

- **Invoice #373710 in the amount of \$26,163.50 for project management related to the 8th Avenue South extension; and**
- **Invoice #373733 in the amount of \$11,320.00 for construction management services for 5th Street West Tower/Water Treatment Plant.**

Motion carried.

Development Agreement – The Homes At Fremont

The City has approved The Homes At Fremont subdivision, pending execution of a Development Contract. The City Attorney has assisted in the preparation of the draft Contract, identifying the terms and conditions of the subdivision as previously discussed with Council. This includes cost sharing for oversizing or trunk utility construction, and required park dedication, trail construction, and park dedication/construction credit for future phases of development if expenses exceed the required dedication. The Developer has reviewed the contract and is requesting changes to the following items:

- Page 12, #33 – Proposed Park Dedication fees total \$210,000.00. The Developer is asking for credits valued at \$80,000 for installation of a park trail and \$42,500.00 for park land dedicated. The addition of charges for

base map upgrades and escrow for engineering, legal and construction escrow, result in a total cash contribution from the developer of \$113,000.

- Page 14, #35G – The City will contribute \$212,850.90 to the installation of trunk sewer through the development to the Wastewater Treatment Plant; an increase of \$10,000 to cover a portion of the engineering expense, which will be paid from the Sewer Fund (Fund 602).

Wells/Earenfight unanimous to approve and authorize execution of a Development Contract with between the City of Zimmerman and Custom Lots, INC., for The Homes At Fremont, as recommended by staff.

City Planner Position Update

Administrator Piasecki reported that staff has received information from the League of Minnesota Cities regarding additional firms that can assist with a search for a City Planner. Council agreed by unanimous consensus to discuss at the October Committee of the Whole Meeting, which was scheduled for Monday, October 20, after the regular City Council meeting.

MAYOR/COUNCIL ITEMS

Mayor Stay noted the following upcoming events:

- October 5 - 11 – Fire Prevention Week
- October 14 – Fire Board Meeting – 7:00 p.m.; Station #1 Event Center
- October 17 – ZHS Football with Fireworks – 6:00 p.m.
- October 20 -- Committee of the Whole meeting (rescheduled from October 13) – 7:00 p.m.
- October 25 – Passing the Bread Food Distribution – 9 - 11 a.m., UMA Precision Machining

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

Farber/Bondhus unanimous to adjourn the meeting at 7:32 p.m. Motion carried.

Approved this 20th day of October 2025.

s/s Kary Tillmann, Clerk/Treasurer