

**MINUTES OF THE ZIMMERMAN CITY COUNCIL  
COMMITTEE OF THE WHOLE MEETING  
MONDAY, OCTOBER 20, 2025**

**CALL TO ORDER**                   The Zimmerman City Council met as the Committee of the Whole at City Hall on Monday, October 20, 2025. Mayor Dahl called the meeting to order at 7:34 p.m.

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

**AGENDA APPROVAL**           **The agenda was approved by consensus as presented.**

**ORDER OF DISCUSSION**

- Fire District Joint Powers Agreement – Mayor Dahl and Councilmember Wells met with Livonia Town Board Chair Hiller and Vice Chair Spencer and respective staffs on Tuesday, September 30 to discuss an updated Fire District Joint Powers Agreement. The City/Township members appeared to be in agreement on many terms with the exception of cost allocation for fire protection. The Township believes that the City and Township should be charged equally for fire protection services due to the 50/50 sharing of operating expenses for the District. Council representatives believe the formula used to calculate fire service allocations accurately reflects the City and Township’s use of fire protection, based on number of calls and the tax capacity served in each jurisdiction.

Staff received an updated draft joint powers agreement from the City Attorney on Friday afternoon based on the September 30<sup>th</sup> discussion, with the cost allocation portion to be updated after continued discussion with the Township. If Council agrees to an equal split of operating expenses after the service allocations for Orrock and Stanford Townships are subtracted, the City’s annual cost for fire protection will increase by approximately \$30,000. Council believes that an additional extension to the agreement is necessary since the preliminary 2026 budget has already been certified to Sherburne County and additional costs for fire protection cannot be factored in without significant impacts to the 2026 General Fund Budget. Staff will provide a copy of the draft JPA to Township Staff to share with the Town Board.

Council also requested a joint meeting between the full Council and Town Board to discuss common issues.

- City Planner Position – At the August COW meeting, Member Farber asked Council to consider utilizing a search firm to oversee the hiring process for a City Planner, since the position has been advertised multiple times without finding a suitable candidate. Staff has received one proposal for search services, as well as a list of other providers of the same. Staff is seeking direction on what Council envisions the Planner position to be and how to proceed with a search. Staff will provide Council with the current Planner position description for review at a future meeting for further discussion.
- Administrative Succession Plan – The City has grown to a point where it needs to establish a chain of administrative authority to act on behalf of the Administrator when that position is out of the office due to vacation, sickness, or extended leave, much like the Streets, Parks, and Utilities Supervisor covers for the Public Works Director in his absence. This would include oversight of departments, administration of personnel issues, and approval for city expenditures within the Administrator’s established spending limits. Delegation of administrative authority provides continuity in daily operations, eliminates delays in decision making and provides authorization of expenditures necessary to keep the city functioning. Administrator Piasecki suggested that the Clerk/Treasurer position be tasked with the authority to act as the Administrator in instances of extended absence in order to ensure continuity of the City’s Administrative functions.

Discussion was also held regarding an update to the City's personnel policy to amend spending limits of Department Heads.

- Other Items – Council discussed the following:
  - Sign Ordinance – updates to address temporary step-in signs.
  - CSAH 45 Roundabout – Construction continues and should be completed by the end of the first week in November.

**Mayor Dahl adjourned the meeting at 8:33 p.m.**

Approved this 3rd day of November, 2025.

s/s Kary Tillmann, City Clerk/Treasurer

Approved 11/03/2025