

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, OCTOBER 20, 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**

**Bondhus/Earenfight unanimous to approve the agenda with the following additions:**

- **Council representative to attend TH 169 Construction Meetings**
- **Public Partner General Fund Financed Property Certification for TH 169 Project**

**CONSENT AGENDA**

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

- a. Approve the minutes of the October 6, 2025 Regular Meeting of the Zimmerman City Council as presented.
- b. Approve the payment of claims (check #47588 - #47623) in the amount of \$16,484.42 and electronic payments (e-check #3198e - #3205e) in the amount of \$59,390.16 as presented.
- c. Accept invoice #4764 in the amount of \$17,582.22 (ck #47626) authorizing payment to Metro West Inspection Services, Inc., for professional Building Inspection Services in the City of Zimmerman for the month of September 2025, as recommended by staff.
- d. Accept the Budget/Investment/Funds Report for September 2025 as presented.
- e. Approve the registration application for a Sewer and Water Installer, for the period of October 20 - December 31, 2025, as requested by Dan Atchinson, dba LowBoyz Excavating, 21919 Drake Street NW, Oak Grove, MN 55011.

**OPEN FORUM**

Comments were heard from **Paul Talbot, 26559 – 9<sup>th</sup> Street West, Zimmerman**, who expressed concern over the number of garbage and recycling trucks on City streets on any given day. He asked if Council had considered an ordinance for organized garbage collection. Council advised that staff has been working with the City Attorney to draft a proposed ordinance, with timing details still needing to be worked out. No action taken.

**PUBLIC WORKS REPORT**

**Pay Request #3 – Lift Station #3 Rehabilitation**

Magney Construction, Inc. was awarded the bid for the Lift Station #3 Rehabilitation Project at a cost of \$243,000. Staff presented Pay Request #3 for work completed and materials on site through October 1, 2025, less retainage and totaling \$34,173.19. Bolton & Menk and city staff have reviewed the pay request and recommend Council accept Pay Request #3, approving payment as requested.

**RESOLUTION #2025-10-03 Wells/Farber unanimous to adopt RESOLUTION #2025-10-03, approving Pay Request #3 in the amount of \$34,173.19 (ck #47625) authorizing payment to Magney Construction, Inc., for expenses related to the rehabilitation of Lift Station #3, as recommended by staff and the City Engineer. Motion carried.**

## FINANCE REPORT

### City Credit Card and Credit Card Use Policy

Clerk/Treasurer Tillmann reported that vendors are increasingly requiring electronic payments instead of City-issued check payments for certain purchases. In these instances, employees have had to use personal debit or credit cards to make purchases on behalf of the City, then wait several weeks for reimbursement through the accounts payable process.

The Bank of Elk River offers a CommUNITY credit card for municipalities that does not require employees to provide personal information (i.e., social security number) or a personal guarantee of payment and no annual fee. Staff is requesting approval to apply for a low-limit credit card to be used only in instances where no other payment options are available. Staff also shared a draft Credit Card Use Policy detailing rules that would be enforced by Finance Staff for utilizing the card.

**Farber/Wells unanimous to adopt the City of Zimmerman Credit Card Use Policy as presented and as recommended by staff. Motion carried.**

**Earenfight/Farber unanimous to approve the application for a municipal CommUNITY Credit Card through the Bank of Elk River as requested by staff. Motion carried.**

## ADMINISTRATOR'S REPORT

### Pay Request #8-Final Lake Fremont Area Improvements – Larson Excavating

Larson Excavating, Inc., was contracted to complete the 2024 Lake Fremont Area Reconstruction project, including replacement of watermain, sewer modifications, the addition of storm water collection, and curb and gutter. The project is complete, and the City has received Pay Request #8-Final for work completed through June 30, 2025. Bolton & Menk and City staff have reviewed the pay request and recommend Council adopt the prepared resolution approving final payment.

**RESOLUTION #2025-10-04 Farber/Dahl unanimous to adopt RESOLUTION #2025-10-04, accepting Pay Request #8-Final, approving payment in the amount \$66,984.93 (ck #47624) submitted by Larson Excavating, Inc., for expenses related to the 2024 Lake Fremont Area Improvement Project as recommended by staff and the City Engineer. Motion carried.**

### Ordinance Amendment – Park Commission Composition

Council has previously discussed decreasing the number of members of the Park Commission due to difficulty attracting and retaining membership. Administrator Piasecki presented draft Ordinance #355 amending Section 2.052 of the City Code, entitled “Composition”, which decreases the Park Commission membership from seven (7) members to five (5). The provision allowing non-residents to be appointed to the Commission remains in place, with the Code stating the majority of the Commission membership must be City residents.

**Wells/Bondhus unanimous to adopt Ordinance No. 355, amending Section 2.052 “Composition” of the City Code, decreasing the Park Commission membership from seven (7) to five (5) members, as recommended by staff. Motion carried.**

### Acceptance of Public Improvements – South Side Villas 5<sup>th</sup> Addition

JPB Land, LLC, has completed the public improvements installed for the South Side Villas 5<sup>th</sup> Addition per the executed Development Contract. The City Engineer has received and approved record drawings confirming the improvements have been completed to plan. The Developer has also submitted lien waivers from subcontractors, and a Maintenance Bond in the amount of \$174,683.66 as surety for the 1-year warranty period.

Staff requests Council accept the improvements, start the 1-year warranty period, and release securities upon the receipt of any outstanding fees.

**Wells/Farber unanimous to accept the public improvements constructed in South Side Villas 5<sup>th</sup> Addition upon payment of outstanding fees and invoices and authorize release of the security deposited by JPB Land, LLC, authorizing commencement of the 1-year warranty period for the improvements effective October 21, 2025. Motion carried.**

Letter of Credit Reduction

Council approved the terms of the Development Agreement with Custom Lots, INC for The Homes At Fremont development at the October 10<sup>th</sup> meeting, including a letter of credit in the amount of \$2,805,000. The Developer has made payment to his subcontractor in the amount of \$609,775, allowing the amount of security to be reduced.

Staff recommends Council authorize a reduction in the letter of credit as requested. Contractors are on schedule to have all underground utilities, curb, gutter, storm, and base bituminous paving completed by November 7, 2025.

**Earenfight/Farber unanimous to reduce the Letter of Credit deposited by Custom Lots, INC. for The Homes At Fremont development from \$2,805,000 to \$2,195,225, as recommended by staff. Motion carried.**

Public Partner General Fund Financed Property Certification for TH 169 Project

Sherburne County obtained grant monies from many sources to fund the TH 169 overpass project currently under construction. The State of Minnesota, through its Local Road Improvement Program (LRIP) grant program, provided approximately \$10 million for the project, funded through the State's General Fund. As part of that grant award, the State is requiring execution and return of a Public Partner Agreement. Sherburne County is the "public entity" to which the funds were granted, and the City becomes a "public partner," as parts of the construction activity occur on city-controlled right of ways and streets.

The grant money funds construction actions on the TH 169 corridor including additional access points for the City, intersection reconstructions, and a roundabout at 2<sup>nd</sup> Street East/CSAH 4. Since many of these access points are already city street right of ways, the Agreement is required to pledge the City intends to retain the right of ways and not close the streets for 37.5 years. This Agreement "secures" the State's investment of General Fund dollars into the improvements.

City and County staff request Council authorize the execution and return of the documents provided by MnDOT.

**Farber/Wells unanimous to authorize the Mayor and City Administrator to sign MnDOT Agreement No. 1060420, a "Public Partner's General Fund Financed Property Certification" for city-controlled streets affected by the TH 169 overpass construction project. Motion carried.**

**MAYOR/COUNCIL ITEMS**

Appointment of Council Representative for TH169 Construction Project

Council discussed the appointment of Council liaison to represent the City at construction meetings related to the TH 169 overpass project. Member Wells has been attending and would like to continue for at least the remainder of 2025. In 2026, Council would like to consider a liaison appointment for the TH 169 overpass project as well as the 136<sup>th</sup> Street Roundabout project. Staff will add those two appointments to the appointment list.

**Earenfight/Farber unanimous to appoint Councilmember Wells to serve as the Council liaison for the TH 169 overpass construction project and approve his attendance at weekly construction meetings as scheduled. Motion carried.**

Mayor Dahl noted the following upcoming event:

- October 25 – Passing the Bread Food Distribution – 9 - 11 a.m., UMA Precision Machining with set up on Wednesday, October 22

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.

**Earenfight/Farber unanimous to adjourn the meeting at 7:24 p.m. Motion carried.**

Approved this 3rd day of November 2025.

s/s Kary Tillmann, Clerk/Treasurer

Approved 11/03/2025