

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, NOVEMBER 1, 2021**

**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: Council Members Bondhus, Dahl, Frederick, and Whiting. Mayor Stay was present remotely pursuant to MN Stat. 13D.021, subd. 1. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler and Parks and Utility Supervisor Dallager.

**AGENDA APPROVAL**

**Frederick/Bondhus unanimous to approve the agenda as presented.**

**APPROVAL OF MINUTES**

**Dahl/Frederick unanimous to approve the minutes of the October 18, 2021 Regular Meeting of the City Council as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #43636 - #43669) in the amount of \$52,988.74 and electronic payments (check #2332e - #2337e) in the amount of \$52,947.67 as presented.
- b. Approve payment to Fergus Power Pump, Inc., in the amount of \$13,728.00 (ck #43670) for semi-annual bio-solids hauling, with funds to be taken from the SBR budget (602-49480-460) as recommended by the Public Works Director.
- c. Authorize payment in the amount of \$3,823.42 (ck #43671) to Vision Enterprises, LLC, for 2021 Tax Abatement, as presented by staff per the agreement on file in the City Clerk's Office.
- d. Accept the Budget/Investment/Funds report of September 2021 as presented.
- e. Accept the Planning Commission recommendation and approve the final plat of "Tall Pines Second Addition", authorizing the Mayor and City Administrator to enter a development contract with Menard, Inc.
- f. Authorize execution and return of a permanent easement allowing Sherburne County to construct a grant funded bituminous trail across the west 30-feet of Outlot C, City Center.

**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 report for the month of October 2021. The Department responded to 5 medical calls, a gas leak, 4 personal injury motor vehicle accidents, 2 carbon monoxide calls, 2 fire alarms, and a residential fire. Maloney reported that the Elementary School walk-a-thon raised \$40,000 this year. The Department was recently notified they will receive a \$2,500 matching grant from the MN Department of Natural Resources, which will be used to purchase new pagers. The Department will have confined space training this week.

**Council accepted the Fire Department Report for October 2021 by unanimous consensus as presented.**

Maloney presented a check from the ZLFD Fire Relief Association in the amount of \$2,500.00 to assist with the purchase of equipment and an ADA compliant picnic table in Lions Park.

**RESOLUTION #21-11-01**

**Stay/Frederick unanimous to adopt RESOLUTION #2021-11-01, accepting a donation from the Zimmerman/Livonia Fire Relief Association in the amount of \$2,500.00 for the purchase of equipment for Lions Park.**

## **LAW ENFORCEMENT REPORT**

**Captain Ryan Broich, Sherburne County Sheriff's Department**, provided an overview of law enforcement activities for the month of October 2021. The Department received 374 calls for service, including 102 traffic stops with 22 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2020 and 2019, there were 330 calls for service each year. One motor vehicle was stolen, and two stolen vehicles were recovered in town. Over a dozen thefts from vehicles were reported, with all of them from vehicles left outside and unlocked. The Department also responded to 5 accidents with injuries, 1 fatal car crash which is still under investigation, and a variety of other calls, noting no significant trends or incidents.

**Council agreed by unanimous consensus to accept the Law Enforcement Report for October 2021 as presented.**

## **PUBLIC WORKS REPORT** – presented by Public Works Director Koehler

### Lot Purchase – Well #4, Water Tower and Water Treatment Plant

At the June 7, 2021 meeting, Council authorized staff to purchase a vacant lot from Sherburne County for the site of future Well #4 improvements, to include a well, water tower and water treatment plant. The purchase price was established at \$41,300 and \$1,000 earnest money was paid by the City to the County when the purchase agreement was signed. Subsequently, City engineering staff completed testing of the site and have determined the site to be viable for the improvements. Sherburne County requested a closing date of October 18, 2021 and staff provided a cashier's check for the balance of the purchase at that time to complete the sale on the schedule requested by Sherburne County.

**Stay/Bondhus unanimous to ratify approval of payment in the amount of \$40,911.50 to Sherburne County Abstract and Title to complete the purchase of Lot 4, Block 1, Sherburne County Public Safety Addition, as authorized by Council on June 7, 2021.**

### Lions Park Update

Koehler reported that blacktopping the Lions Park parking lot was delayed last week due to rain. The contractor began blacktopping the parking lot earlier in the day and was able to complete approximately 80% of the work. The remainder will be done on Tuesday, November 2. No action taken.

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

### Certification Hearing – Delinquent Utility Bills

Tillmann reported that on October 5, 2021, staff mailed 217 letters notifying residents and property owners of pending certification of delinquent utilities totaling \$54,960.27. This annual hearing is an opportunity for residents to appeal the pending certification if they so choose. A final certification list will be presented for adoption on November 15th. Final certification must be approved by Council at the November 15th meeting for submission to the County Auditor/Treasurer by the November 30<sup>th</sup> deadline. In the past, the County has allowed properties to be removed from the certification list into December and sometimes January of the following year, but there is no guarantee that they will continue to do so.

There was no one present to address the Council regarding delinquent utility bills.

## **ADMINISTRATOR'S REPORT** – presented by City Administrator Randy Piasecki

### Public Improvements – Maefield Estates Townhomes

Piasecki reported that LGI Homes Minnesota LLC has completed the public improvements for the Maefield Estates Townhome project and is requesting the City accept the improvements per the executed Development contract. Engineer Bittner has confirmed that the improvements have been completed. Upon acceptance of the

improvements, the 1-year warranty period will start, and the City will release securities minus any outstanding development fees. The warranty bond was received by staff on November 1, 2021.

**Stay/Frederick unanimous to accept the public improvements for Estates Townhomes upon receipt of the 1-year warranty bond and authorize the release of the cash security deposited by LGI Homes Minnesota LLC, less any outstanding development fees, as recommended by staff.**

**MAYOR/COUNCIL ITEMS**

Acting Mayor Whiting noted the following upcoming events:

- November 1 – City-wide Winter parking rules went into effect. No parking on City streets between the hours of Midnight and 8:00 a.m. until May 1, 2022.
- November 11 – Veteran’s Day Observed -- All City Offices closed
- November 20 – Passing the Bread Food Distribution; 9 – 11 a.m. – UMA Precision Machining
- November 25 & 26 – Thanksgiving Holiday – City Offices Closed

Before adjourning, Acting Mayor Whiting asked for a moment of silence in honor of local first responders and military personnel at home and abroad.

**Frederick/Dahl unanimous to adjourn the meeting at 7:14 p.m. Motion carried.**

Approved this 15th day of November 2021.

s/s Kary Tillmann, Clerk/Treasurer

Approved 11/15/2021