

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, NOVEMBER 3, 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, Public Works Director Koehler, and Wastewater Plant Manager Olson.

AGENDA APPROVAL

Earenfight/Farber 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 October 20, 2025 Regular Meeting of the City Council as presented.
- b. Approve the minutes of the October 20, 2025 Committee of the Whole Meeting as presented.
- c. Approve the payment of claims (check #47628 - #47659) in the amount of \$66,357.14 and electronic payments (check #3206e - #3213e) in the amount of \$64,349.97 as presented.
- d. Authorize payment in the amount of \$11,705.44 (ck #47661) to Hawkins, Inc., for the purchase of bulk chemicals to be used at the Wastewater Treatment Plant as identified on Invoice #7233196, with funds to be taken from the SBR budget (49480) in the Sewer (602) Fund, as recommended by the Public Works Director.
- e. Authorize payment in the amount of \$3,588.80 (ck #47663) to Vision Enterprises, LLC, for 2025 Tax Abatement, as presented by staff per the agreement on file in the City Clerk's Office.
- f. Support the application of Clerk/Treasurer Tillmann for Region VI Director for the International Institute of Municipal Clerks (IIMC), for a three (3) year position on the IIMC Board of Directors and authorize the Mayor to sign a letter of support as requested.
- g. Adopt **RESOLUTION #2025-11-01**, approving the Lawful Gambling Application for Exempt Permit for the American Legion Post 560 Auxiliary for a gambling event to be held January 17, 2026, at the Kriesel-Jacobson American Legion Post 560, 12674 Fremont Avenue, Zimmerman, MN 55398.
- h. Adopt **RESOLUTION #2025-11-02**, approving the Lawful Gambling Application for Exempt Permit for the American Legion Post 560 Auxiliary for a gambling event to be held February 14, 2026, at the Kriesel-Jacobson American Legion Post 560, 12674 Fremont Avenue, Zimmerman, MN 55398

OPEN FORUM

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

FIRE PROTECTION REPORT

Fire Protection Update

Fire Chief Ryan Maloney presented the Fire Department report for the month of October 2025. The Department responded to 3 medical calls, 4 gas leaks, 2 personal injury motor vehicle accidents, 2 carbon monoxide calls, 3 fire alarms, 2 person in distress calls, 2 vehicle fires, provided mutual aid to the Elk River Fire Department for an outside rubbish fire and responded to a call of a residential oven fire. Maloney stated that the Department will be receiving about \$9,000 in grants from the State of Minnesota for firefighter training in 2026. They have scheduled out different trainings through the first six (6) months of 2026, including a session on fighting fires in electric vehicles.

Station #1 Event Center Update

Cindy Hunnicutt, Event Center Coordinator, was present to provide an update of activities for Station #1 Event Center for the month of October 2025. Hunnicutt continues to book out events for the Event Center into 2026. Fire District staff met with County Public Works earlier in the day to discuss the CR 46 Roundabout (RAB) construction in 2026. Hunnicutt feels it will have a significant impact on facility rentals, and the County has agreed to provide signage for accessing the Event Center throughout construction, much like with the current County Road 4 improvement project. The Fire Relief Association has agreed to donate \$15,000 toward the cost of painting the Event Center space, which hasn't been painted since the building opened. Hunnicutt has also received approval from the Fire Board to convert the Board Room into a bridal suite, which will also be painted and re-furnished.

Council accepted the Fire Protection and Event Center Reports for October 2025 by unanimous consensus as presented.

LAW ENFORCEMENT REPORT

Captain Ryan Broich, Sherburne County Sheriff's Department, provided an overview of law enforcement activities for the month of October 2025. The department received 472 calls for service, including 118 traffic stops with 22 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2024, there were 325 calls for service, with 325 in 2023. The department responded to 2 theft complaints, a property damage report, and 7 vehicle crashes with property damage or injuries. Captain Broich reviewed other types of calls made during the month, stating October was busier than usual for all other types of calls, but traffic stops appeared to be less than usual, most likely due to the County Road 4 construction.

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

PUBLIC WORKS REPORT

Preliminary Design Proposal – WWTP Expansion

Eric Meester, Project Manager, NERO Engineering, was present to discuss the proposed WWTP expansion project. Council approved the Facilities Plan for the WWTP expansion in 2023, including a 2-phase approach to expansion. The plant will be converted from coarse to fine screening bioreactors with anaerobic, anoxic, and aerobic zones for bio-nutrient removal, a membrane bio-reactor solids barrier and a backup ultraviolet disinfection system. Phase I is for biosolids storage construction, increasing the storage capacity of the existing operation. The improvements in Phase I will be reused or utilized in the treatment process for Phase II construction.

City staff and NERO Engineering have completed a rigorous permitting process with the MPCA, and necessary permits to move forward with Phase I construction have been approved. Staff anticipates bidding for the Phase I project in Spring 2026 and is now shifting focus to the design of Phase II.

Meester presented an Engineering Services Agreement summarizing the efforts anticipated for Phase II design. Meester suggested Council consider using a Construction Manager At Risk (CMAR) for construction of the facility, versus a typical design-bid-build project (DBB). Council talked through the pros and cons of each scenario, with Meester advising he would revisit the concept with Council in Spring 2026 and request formal direction on how Council wants to proceed with construction of the project.

Staff recommends Council approval of the Engineering Services Agreement with NERO Engineering for the preliminary design phase of Phase II WWTP expansion.

Earenfight/Bondhus unanimous to approve the Engineering Services Agreement between the City of Zimmerman and NERO Engineering for the preliminary design of the Phase II Wastewater Treatment

Plant Expansion project at a cost not to exceed \$663,153.00 and authorize the City Administrator to sign said agreement on behalf of the City, on file in the City Clerk's Office, as recommended by staff. Motion carried.

Payment for Contracted Services – 2025 Pioneer Ponds Mill and Overlay

Public Works Director Koehler provided an overview of the 2025 Mill and Overlay project in the Pioneer Ponds Development. The City accepted Park Construction's bid of \$285,805.00 to mill and overlay the streets within the Pioneer Ponds development, and the work was completed in September. The project was completed under the bid price at a total cost of \$270,643.77. Pay Application No. 1, less retainage, has been submitted for payment in the amount of \$257,111.58. Engineer Cook and city staff have reviewed the request and recommend Council approve payment as requested.

Farber/Wells unanimous to approve Pay Application No. 1 submitted by Park Construction in the amount of \$257,111.58 (ck #47662) for the 2025 Pioneer Ponds Mill and Overlay project, with payment from the Capital Improvement Fund, as presented as recommended by staff. Motion carried.

FINANCE REPORT

Certification Hearing – Delinquent Utility Bills

Clerk/Treasurer Tillmann reported that on October 7, 2025, staff mailed 180 letters notifying residents and property owners of pending certification of delinquent utilities totaling \$45,540.28. This annual hearing is an opportunity for residents to appeal a pending certification. A final certification list will be presented for review and adoption on November 17th, which must be approved by Council at that meeting for submission to the County Auditor/Treasurer by the November 30th deadline. In the past, the County has allowed properties to be removed from the certification list into December of the current year and potentially 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.

City Hall Server Upgrade

Staff was notified in October that the Lenovo Think Server hardware and software has reached its "end of service life" and will no longer be supported by the manufacturer. The City's technology consultant, Your Computer Hero (formerly RB's Computer Service), has provided an estimate for a replacement server, including software, hardware and labor for installation and data transfer. This is not a budgeted item, however, there are funds available in the 2025 budget to cover the upgrade.

Earenfight/Wells unanimous to approve the purchase of a PowerEdge T360 – Xeon Performance server and related software, equipment, and installation labor, from Your Computer Hero, at a cost of \$8,834.62 as identified on Estimate #1597, with funds to be split between the General Fund, and Water and Sewer Funds, as recommended by staff. Motion carried.

ADMINISTRATOR'S REPORT

Payment for Contracted Services – Professional Engineering – Bolton & Menk

Administrator Piasecki reviewed four (4) invoices presented by Bolton & Menk for Engineering Services for the period of August 30 – September 26, 2025.

Farber/Wells unanimous to authorize payment to Bolton & Menk for the following invoices (ck #47660) for the period of August 30 – September 26, 2025, as presented and as recommended by staff:

- Invoice #376234 in the amount of \$11,781.00 for project management related to the 2025 Mill and Overlay project in Pioneer Ponds
- Invoice #376235 in the amount of \$16,278.00 for construction management services for the 8th Avenue South Extension
- Invoice #376241 in the amount of \$19,224.00 for engineering services related to The Homes at Fremont development, a portion of which will be reimbursed by the Developer
- Invoice #376802 in the amount of \$6,462.50 for construction management services for the 5th St W Tower/Water Treatment Plant

Motion carried.

MAYOR/COUNCIL ITEMS

Mayor Dahl 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, 2025
- November 11 – Veteran’s Day Observed -- All City Offices closed
- November 22 – Passing the Bread Food Distribution; 9 – 11 a.m. – UMA Precision Machining
- November 27& 28 – Thanksgiving Holiday – All City Offices closed

Before adjourning, Mayor Dahl asked for a moment of silence in honor of emergency services and military personnel at home and abroad.

Earenfight/Wells unanimous to adjourn the meeting at 8:04 p.m. Motion carried.

Approved this 17th day of November 2025.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 11/17/2025