

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, NOVEMBER 7, 2022**

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: Mayor Stay, Council Members Bondhus, Dahl, Earenfight, and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Streets, Parks, and Utility Supervisor Dallager, and Maintenance Technician Stangler.

AGENDA APPROVAL

Frederick/Bondhus unanimous to approve the agenda with the following addition:

- **Schedule Municipal Canvassing Board Meeting**

APPROVAL OF MINUTES

Earenfight/Whiting unanimous to approve the minutes of the October 17, 2022 Regular Meeting of the City Council as presented.

CONSENT AGENDA

Whiting/Dahl unanimous to approve the consent agenda as follows:

- a. Approve the payment of claims (check #44625 - #44673) in the amount of \$67,117.54 and electronic payments (check #2546e - #2557e) in the amount of \$226,071.55 as presented.
- b. Approve payment to H & L Mesabi Company in the amount of \$10,981.48 (ck #44674) for the purchase of snow blades and related equipment to be used for winter snow removal as identified on invoice #10677, with funds to be paid from the General Fund Street Department, (101-43100-227) as recommended by the Public Works Director.
- c. Adopt **RESOLUTION #2022-11-01**, approving payment to New Look Contracting in the amount of \$20,328.03 (ck #44675) as identified on Pay Request #4 for improvements to the parking lot in the City Park, as recommended by staff and the City Engineer.
- d. Authorize payment in the amount of \$3,917.19 (ck #44676) to Vision Enterprises, LLC, for 2022 Tax Abatement, as presented by staff per the agreement on file in the City Clerk's Office.
- e. Accept the public improvements constructed in Birch Grove Estates as recommended by staff and the City Engineer and authorize the release of securities in the amount of \$245,313.13 (ck #44677) deposited with the City by Birch Grove Estates of Zimmerman, LLC, as identified in the Development Contract between the City and Birch Grove Estates, as recommended by staff.
- f. Adopt **RESOLUTION #2022-11-02** accepting a cash donation in the amount of \$7,965.13 to the City Economic Development Authority from the Zimmerman Area Chamber of Commerce and commit said donation for future Chamber activities should the Chamber be re-established in the future.
- g. Authorize execution of the Financial Planning Agreement with Northland Securities for a 10-year Financial Planning Model for the General Fund and Water/Sewer Funds, at a cost of \$9,000 and authorize the City Administrator to execute said contract on behalf of the City, as recommended by staff.
- h. Approve the agreement between the City of Zimmerman and the Sherburne County Assessor's Office for the provision of assessing services of Real and Personal property and Mobile Homes within the legal boundaries of the City of Zimmerman by the County Assessor's Office for the years 2025, 2026 and 2027, as recommended by staff, authorizing the Mayor and City Administrator to execute said contract on behalf of the City, as recommended by staff.
- i. Accept the October 2022 Building Permit Surcharge Report as presented by staff.

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 2022. The Department responded to 9 medical calls, 3 gas leaks, 2 personal injury motor vehicle accidents, 2 carbon monoxide calls, a lift assist, 4 grass fires, and a residential fire in Livonia Township. The Department has been awarded a \$9,000 training grant from the State of MN, which will allow for additional training on a variety of topics over the next 7 months. Three firefighters recently submitted notice of retirement, so the Department is currently accepting applications to fill those vacancies.

Council accepted the Fire Department Report for October 2022 by unanimous consensus as presented.

PUBLIC WORKS REPORT – presented by Streets, Parks, and Utility Supervisor Dallager

Completion of Probationary Employment

Public Works Maintenance Technician John Stangler completed his 6-month probationary period with the City on October 25. Dallager reported that Stangler has successfully acclimated to the Department and is doing well in his role. Completion of the probationary period has been documented in Stangler's personnel file.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

Certification Hearing – Delinquent Utility Bills

Tillmann reported that on October 5, 2022, staff mailed 150 letters notifying residents and property owners of pending certification of delinquent utilities totaling \$51,042.40. 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 review and adoption on November 21st. The final certification list must be approved by Council at the November 21st 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.

Schedule Municipal Canvassing Board

Typically, Council meets as the Canvassing Board on the Monday after the Election, immediately prior to the COW meeting. At this time, it is unknown if Council will hold a COW meeting on that date. Per MN Statute, Council must meet to canvass election results between the 3rd and 10th day following the Election, which is between Friday, November 11 and Friday, November 18, 2022. The start time is flexible depending on when members are available, and the meeting typically does not last more than 15 minutes. Staff suggests Council consider Monday, November 14, 2022 at 6:45 pm (prior to a potential November COW Meeting) or an alternate date and time prior to November 18 if desired as the Canvassing Board Meeting.

Stay/Whiting unanimous to convene a meeting of the Canvassing Board on Monday, November 14, 2022 at 6:45 p.m. at the Zimmerman City Hall, pursuant to MN Statutes 205.185, subd 3, to canvass results from the Municipal Election on November 8, 2022.

ADMINISTRATOR'S REPORT – presented by City Administrator Randy Piasecki

Update – Property Acquisitions

Piasecki reported on the following property acquisitions:

- The Land exchange between the City of Zimmerman and Ron and Laura Larson involving property near Lake Fremont was completed on October 13, 2022.

- Closing for the acquisition of property owned by Larry and Wanda Thoreson to be used for future park purposes was completed on October 28, 2022.
- Closing on the sale of the City Fire Hall building to the MN Department of Natural Resources is scheduled for Tuesday, November 15, 2022.

No action taken.

MAYOR/COUNCIL ITEMS

Mayor Stay 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 8, 2022 – Municipal General Election – Polls open 7:00 a.m. – 8:00 p.m.
- November 11 – Veteran’s Day Observed -- All City Offices closed
- November 19 – Passing the Bread Food Distribution; 9 – 11 a.m. – UMA Precision Machining
- November 24 & 25 – Thanksgiving Holiday – All City Offices closed

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

Stay/Whiting unanimous to adjourn the meeting at 7:25 p.m. Motion carried.

Approved this 21st day of November 2022.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 11/21/2022