

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, NOVEMBER 15, 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: Mayor Stay and Council Members Bondhus, Dahl, Frederick, and Whiting were present in the Council Chambers. Also present were Clerk/Treasurer Tillmann, Public Works Director Koehler and PW Streets and Utility Supervisor Dallager. Livonia Town Board Chair Hiller was present in the audience.

**AGENDA APPROVAL**

**Whiting/Frederick unanimous to approve the agenda with the following changes:**

- **Remove Out-Of-State Travel for Mayor and Administrator from consent agenda for discussion under Mayor/Council Items**
- **Add Sale of Equipment to Public Works Report**
- **Add discussion of possible annexation/merger with Livonia Township under Mayor/Council Items**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #43674 - #43714) in the amount of \$22,267.32 and electronic payments (check #2338e - #2347e) in the amount of \$116,778.68 as presented.
- b. Accept the following invoices presented for payment by Bolton & Menk (ck #43715) for Project Management and Engineering Services for the period of September 4 – October 1, 2021, as recommended by staff:
  - Invoice #278003 in the amount of \$8,021.46 for Lions Park Survey and Plan
  - Invoice #278004 in the amount of \$7,110.00 for Water Supply Improvements
- c. Authorize payment to Crysteel Truck Equipment in the amount of \$7,172.00 (ck #43716) for the purchase and installation of Boss 9-foot Super Duty Straight Blade plow under MN State Contract pricing as identified on Invoice #F48643, as indicated by the Public Works Director.
- d. Accept Invoice #1050 in the amount of \$8,500.00 (ck #43717) authorizing payment to Darryl Waletzko, LLC, for the demolition, removal and reconstruction of the landscape wall located at the City flagpole area at Main Street and CSAH 4, as approved by the City Council on October 18, 2021, and as recommended by the Public Works Director.
- f. Adopt **RESOLUTION #2021-11-02**, adopting the deferral of special assessments for the 2020 Morrison Addition Improvements for the following properties as requested:
  - PID #95-405-0130 – Richard and Roberta Leitzke, 26038 – 3<sup>rd</sup> Street W
  - PID #95-405-0230 – Bonnie Sanders, 12686 – 1<sup>st</sup> Avenue S
  - PID #95-406-0230 – Ron & Joyce Tegarden, 12695 – 2<sup>nd</sup> Avenue S
- g. Approve the transfer of all accumulated vacation time earned by Mike Gwynn, retired Wastewater Treatment Plant Operator, to a Health Care Savings Plan (HCSP) administered through the MN State Retirement System (MSRS) as requested by Gwynn.
- h. Approve the Building Permit Summary Report of October 2021 as presented.

**OPEN FORUM**

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

**PARK BOARD REPORT**

Park Board Chair Bondhus provided an update of discussion at the November 2, 2021 Park Board meeting. The Board is working with Public Works to identify necessary projects throughout the City. Many projects, however,

will be delayed due to the unavailability of needed parts. The Board has been approached by a member of Boy Scout Troop 91 regarding a 2022 Eagle Scout Project involving improvements to signage for the disc golf course at Lions Park.

**Whiting/Frederick unanimous to accept the Park Board Report of November 2, 2021 as presented. Motion carried.**

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

Pay Request #1 – Lions Park Parking Lot

New Look Contracting was awarded the contract for the Lions Park Improvements, including reconstruction and pavement of the parking lot. Much of the work has been completed and the contractor has submitted a request for payment for improvements completed through October 22, 2021. Engineering and Public Works staff have reviewed the pay request and recommend payment as requested.

**RESOLUTION #21-11-03      Whiting/Dahl unanimous to adopt RESOLUTION #2021-11-03, approving Pay Request #1 submitted by New Look Contracting in the amount of \$249,158.24 (ck #43719) for the Lions Park Improvements, as recommended by staff and the City Engineer. Motion carried.**

Pay Request #2 – Well #4 Test Project

E.H. Renner & Sons was awarded the contract for the test well project at the Municipal Well #4 location, which will house a future well, water tower and water treatment facility. Renner has completed the test well and submitted Pay Request #2 for work completed through October 21, 2021. Additional testing on this site will be completed soon before closing out the test project. Engineering and Public Works staff have reviewed the pay request and recommend payment as requested.

**RESOLUTION #21-11-04      Stay/Frederick unanimous to adopt RESOLUTION #2021-11-04, approving Pay Request #2 submitted by E. H. Renner & Sons, Inc., in the amount of \$451.25 (ck #43718) for the Test Well #4 project, as recommended by staff and the City Engineer. Motion carried.**

2022 Water and Sewer Fund Budgets

Public Works Director Koehler presented proposed 2022 Water and Sewer Fund Budgets, stating that budgets for the two funds are very close to 2021 numbers.

**Stay/Whiting unanimous to approve the proposed 2022 Water (601) and Sewer (602) Fund revenue and expenditure budgets as presented and as recommended by staff. Motion carried.**

Sale of Excess Equipment

Council approved the purchase of a new utility vehicle for Public Works earlier in 2021. As part of that transaction, the 2007 Kubota utility vehicle was traded in, but the drag that fit the Kubota was retained by the City. Public Works no longer has a use for the drag, and it does not fit the new Bobcat TOOLCAT. Staff is seeking permission to sell the excess equipment.

**Stay/Frederick unanimous to authorize Public Works staff to advertise the Kubota pull behind drag for public sale, as requested. Motion carried.**

Public Works Director Koehler reported that the new shed for the Boat Landing, as part of the 2021 Troop 91 Eagle Scout project, was delivered to the landing earlier in the day. Eagle Scout Riley Klick will dismantle and remove the old shed now that the new one has been installed. No action taken.

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

**Certification of Delinquent Utilities**

Tillmann reported that the hearing for residents to appeal pending certification of delinquent utilities is an annual request of the Council and was held on November 1, 2021. No one was present at the hearing to appeal a pending certification. Staff originally mailed 217 letters notifying residents of pending certification of delinquent utilities totaling \$59,960.27. Currently, outstanding delinquencies total approximately \$24,854.79. Final certification must be approved by Council at this meeting for submission to the County Auditor/Treasurer by the November 30<sup>th</sup> deadline. Any payments received between now and submission to the County will be applied to delinquent balances as appropriate. Final amounts certified would be collected through property taxes payable in 2022.

**RESOLUTION #21-11-05      Whiting/Bondhus unanimous to adopt RESOLUTION #2021-11-05, approving the certification of delinquent water and sewer utility accounts as listed and on file at City Hall, to property taxes payable 2022, with the understanding that if a property owner pays their delinquent utilities prior to the November 30th deadline, no amount will be certified for said property.**

**MAYOR/COUNCIL ITEMS**

**Out-of-State Travel for Mayor and City Administrator**

Sherburne County Administrative Staff have invited Mayor Stay and City Administrator Piasecki to travel to Washington D.C. with a contingent of County Board Members and staff on November 30 – December 1, 2021. The purpose of the visit is to meet with Federal elected representatives to discuss funding for TH 169/CSAH 4 improvements and funding for acquisition of regional park land. The delegation will participate in meetings on Tuesday afternoon (November 30) and Wednesday morning (December 1), returning Wednesday evening. Sherburne County will make all travel arrangements and invoice the City for the City's share of expenses.

**Whiting/Dahl unanimous to authorize Mayor Stay and City Administrator Piasecki to travel out of state to Washington D.C. on November 30 – December 1, 2021 with a delegation of Sherburne County Board members and staff to meet with Federal Elected representatives regarding funding for TH 169/CSAH 4 Interchange in Zimmerman, at a total cost not to exceed \$2,000.00. Motion carried.**

**Possible Merger/Annexation with Livonia Township**

Livonia Town Board Member Kevin Hiller was present to relay to Council that the Township is interested in pursuing discussion with the City about future annexation of township properties into City limits or a merger of the City and Township at some point in the future. The Town Board is looking at options, as Waste Management looks to expand the Elk River Landfill into Livonia Township due to space limitations within the next 5 years. They feel the Township's values and ideals align with Zimmerman more so than Elk River and believe this would be an opportunity to do something meaningful for the community and worth exploring. Mayor Stay and Council members expressed their desires to continue discussions with the Town Board and explore future possibilities.

**Stay/Frederick unanimous to authorize the City's legal counsel to work with the Livonia Township Attorney to explore the framework of land annexation or a future merger of the two communities. Motion carried.**

Mayor Stay noted the following upcoming events:

- Winter Parking Restrictions went into effect November 1<sup>st</sup> and are in effect until May 1, 2022. No parking on any City streets between Midnight and 8:00 a.m.
- November 20 – Passing the Bread Food Distribution – 9 – 11 a.m. at UMA Precision Machining
- November 25 & 26 – Thanksgiving Holiday – All City Offices Closed
- November 25 – Community Thanksgiving Dinner at the Zimmerman American Legion
- December 6 – 2022 Budget Public Comment Meeting – 7:00 p.m. or shortly thereafter
- December 18 – Passing the Bread Food Distribution – 9 – 11 a.m. at UMA Precision Machining

Mayor Stay asked for a moment of silence in honor of US Military Personnel at home and abroad, and their families, as Thanksgiving approaches.

**Frederick/Stay unanimous to adjourn the meeting at 7:39 p.m. Motion carried.**

Approved this 6th day of December 2021.

s/s Kary Tillmann, Clerk/Treasurer

Approved 12/06/2021