

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, NOVEMBER 20, 2023**

**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 Dahl, Earenfight, Farber, and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler and Streets, Parks, and Utility Supervisor Dallager.

**AGENDA APPROVAL**

**Whiting/Earenfight unanimous to approve the agenda with the following addition:**

- **Consideration of VOTER Account Agreement with Sherburne County**

**CONSENT AGENDA**

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

- a. Approve the minutes of the November 6, 2023 Regular Meeting of the City Council as presented.
- b. Approve the payment of claims (check #45672 - #45707) in the amount of \$29,127.98 and electronic payments (check #2781 - #2789) in the amount of \$50,379.97 as presented.
- c. Authorize payment to Bolton & Menk (ck #45708) in the amount of \$10,107.00 for Project Management and Engineering Services related to the TH 169/CSAH 4 Visual Quality Concept Design as identified on Invoice #323708 for the period of September 2 – 29, 2023, as recommended by staff:
- d. Authorize payment to Core & Main in the amount of \$13,200.00 (ck #45709) for the purchase of water meters and related parts as identified on Invoice #T485530, with funds to be paid from the Water and Sewer Funds, as indicated by the Public Works Director.
- e. Accept Invoice #1350 in the amount of \$22,155.00 (ck #45710) authorizing payment to NERO Engineering, for project management and engineering oversight for the Wastewater Treatment Plant facility plan for the period of October 1 – 31, 2023, as recommended by staff.
- f. Approve the request of JPB Land LLC to reduce the Letter of Credit for South Side Villas 5<sup>th</sup> Addition to \$188,765.09, as recommended by staff and the City Engineer.
- g. Adopt **RESOLUTION #2023-11-04**, adopting the deferral of special assessments for the 2020 Morrison Addition Improvements for the following properties as requested:
  - 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
- h. Adopt **RESOLUTION #2023-11-05** approving the request of American Legion Riders Post 560 for an Exempt Permit to conduct lawful gambling at a function to be held at the Station #1 Event Center, 26140 – 136<sup>th</sup> Street NW, on March 24, 2024
- i. Adopt **RESOLUTION #2023-11-06**, approving the Application for Exempt Permit for the Sons of the American Legion Post 560 for a gambling event to be held June 2, 2024, at the Zimmerman American Legion Post 560, 12674 Fremont Avenue, Zimmerman, MN 55398.

**OPEN FORUM**

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

**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 6, 2023. No one was present at the hearing to appeal a pending certification. Staff originally mailed 193 letters notifying residents of pending certification of delinquent

utilities totaling \$56,882.61. Currently, outstanding delinquencies total approximately \$14,082.78 plus certification fees. Final certification must be approved by the 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 2024.

**RESOLUTION #23-11-07 Stay/Whiting unanimous to adopt RESOLUTION #2023-11-07, approving the certification of delinquent water and sewer utility accounts as listed and on file at City Hall, to property taxes payable 2024, 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. Motion carried.**

Additional 2023 Financial Support for Station #1 Event Center

Station #1 Event Center is operating at a significant deficit for 2023. The Fire Board has requested additional contributions from the City and Township to cover the current deficit amount.

**Earenfight/Farber unanimous to authorize payment to the Zimmerman/Livonia Fire District in the amount of \$25,000 (ck #45711) as identified on Pledge #1265 for additional 2023 financial support of the Station #1 Event Center, as requested by the Zimmerman/Livonia Joint Fire Board, provided Livonia Township makes an equal contribution to the current deficit amount. Motion carried.**

2024 Financial Support for Station #1 Event Center

The Fire Board met on November 8, 2023 to review the proposed 2024 budget for the Fire Department and Station #1 Event Center. The Fire Board anticipates that due to staff turnover, it will be some time before the Event Center is generating revenue in 2024. The Fire Board is requesting the City Council consider increasing 2024 financial support of the Event Center from \$25,000 to \$60,000 to cover the projected shortfall in 2024. The same request is being made of Livonia Township. Staff will update the 2024 budget to include an increased request for Event Center Funding and identify potential funding sources since it is no longer possible to increase the 2024 General Fund Levy as it was certified to the County on September 30, 2023 as required by statute. No action taken.

VOTER Account Agreement with Sherburne County

The State of Minnesota will be providing Counties and Municipalities with funding in 2023 and 2024 to assist with costs related to voting operations and the purchase of technology and election resources. Zimmerman's share of the 2023 distribution is \$306.44. Funds can be distributed to the City to spend, which would require the City to report how the funds were spent and provide documentation to the State and County on an annual basis. Sherburne County has offered to hold the City's portion of grant award to be utilized for costs related to Elections Administration on behalf of the City.

The County Attorney has drafted an agreement for consideration by the City Council allowing the County to hold and expend the funds on the City's behalf.

**Whiting/Dahl unanimous to authorize the execution of the Voting Operations, Technology and Election Resources (VOTER) Account Agreement between Sherburne County and the City of Zimmerman allowing Sherburne County to retain the City's portion of State allocated funds through the VOTER account, to be expended on behalf of the City for qualifying election expenditures, designating the Clerk/Treasurer Kary Tillmann as the City's authorized representative and authorizing the City Administrator to sign said agreement on behalf of the City. Motion carried.**

**MAYOR/COUNCIL ITEMS**

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, 2024. No parking on any City streets between Midnight and 8:00 a.m.
- November 23 & 24 – Thanksgiving Holiday – All City Offices Closed
- December 4 – 2024 Budget Public Comment Meeting – 7:00 p.m. or shortly thereafter
- December 23 – 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.

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

Approved this 4th day of December 2023.

s/s Kary Tillmann, Clerk/Treasurer

Approved 12/04/2023