

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, DECEMBER 4, 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 and Council Members Dahl, Earenfight, Farber, and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler, Streets, Parks, and Utility Supervisor Dallager, and Engineer Bittner.

AGENDA APPROVAL

Whiting/Earenfight unanimous to approve the agenda as presented.

CONSENT AGENDA

Whiting/Farber unanimous to approve the consent agenda as presented as follows:

- a. Approve the minutes of the November 20, 2023 Regular Meeting of the City Council as presented.
- b. Approve the minutes of the November 20, 2023 City Council Workshop as presented.
- c. Approve the payment of claims (check #45712 - #45737) in the amount of \$49,446.80 and electronic payments (e-check #2790 - #2795) in the amount of \$46,688.99 as presented.
- d. Accept the following invoices presented for payment by Bolton & Menk (ck #45738) for Engineering and Project Management Services for the period of September 30 – October 27, 2023, as presented and as recommended by staff:
 - Invoice #324471 in the amount of \$25,927.50 for South Side Villas 5th Addn Construction Oversight
 - Invoice #324472 in the amount of \$23,836.25 for 5th St W Water Tower/Treatment Plant Improvements
 - Invoice #324478 in the amount of \$23,521.50 for TH 169/CSSAH 4 Visual Quality Concept Design
- e. Authorize payment in the amount of \$5,535.00 (ck #45739) to Core & Main for the purchase of water meters and related parts as identified on Invoice #T485722, as recommended by staff, with funds to be taken from the Water (601) and Sewer (602) Funds.
- f. Adopt **RESOLUTION #2023-12-01**, approving Pay Request #6 in the amount of \$53,954.69 submitted by Douglas-Kerr Underground for expenses related to the 269th Avenue Reconstruction Project, as recommended by staff and the City Engineer.
- g. Accept Pay Request #2 from Novco, Inc., in the amount of \$9,437.90 (ck #45741), for the replacement of bituminous park trail lying within Firefighter's Park, with payment from the 2023 Pavement Preservation levy, as recommended by staff.
- h. Authorize payment to the Sherburne County Auditor/Treasurer in the amount of \$378,544.80 (ck #45742) for 2023 2nd half Law Enforcement Contract Services provided by the Sherburne County Sheriff's Department, with funds to be taken from the Public Safety Budget (101-42000-440), as recommended by staff.
- i. Accept the October 2023 Budget/Investment/Funds Report for October 2023 as presented.
- j. Adopt **RESOLUTION #2023-12-02** approving the write-off of outstanding sewer and water utility accounts totaling \$49.17, as presented as requested by staff.
- k. Approve the tobacco license transfer application for JDJ Inc., dba Uptown Off-Sale, 25965 Main Street, Zimmerman, for the period of December 7, 2023 – June 30, 2024, as recommended by staff.

OPEN FORUM

Comments were heard from the following:

- **Joshua Winslow, 13794 – 9th Avenue South, Zimmerman** -- Questioned why the cul de sac close to Westwood Elementary School is not plowed quickly after a snow fall. Public Works Director Koehler explained the process used when determining plow routes. Cul de sacs are the lowest priority when Public

Works is clearing snow to ensure roads are open for normal travel. Once roadways and sidewalks are open, Public Works will go back to the cul de sacs to remove snow that has been pushed to the middle.

- **Sam Rivers, 26618 – 9th Street West, Zimmerman** – bought his house 18 years ago and was told at that time a park was going to be built in the neighborhood. Questioned when he and the other neighbors were going to get their park. Public Works Director Koehler explained that when the neighborhood was initially developed, there was no infrastructure in place to access the park area, so it couldn't be built. Recreation needs of the City have changed over time. The park area will be developed in the future, but on a smaller scale so that amenities are not being duplicated across multiple park areas near each other.

LAW ENFORCEMENT REPORT

Captain Ryan Broich, Sherburne County Sheriff's Department, provided an overview of law enforcement activities for the month of November 2023. The department received 469 calls for service, including 111 traffic stops with 16 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2022, there were 292 calls for service plus an additional 246 security checks, with 315 calls in 2021. The department responded to 2 theft complaints, 5 vehicle crashes with property damage or injuries, and 2 damage to property complaints. Captain Broich reviewed other types of calls made during the month, stating it was a quiet month overall with no significant trends or incidents reported.

Comments were heard from **Harley Wells, 25993 – 22nd Street West**, who asked Captain Broich to explain the process the Sheriff's Department follows when addressing winter parking complaints. Captain Broich stated that to date, Deputies have been putting warnings on vehicles. If there is an issue during a snowplow event, Deputies will call the vehicle owner to have the car moved. If the vehicle isn't moved after a reasonable amount of time, the owner will be cited for violation of the winter parking ordinance and the vehicle will be towed.

Council agreed by unanimous consensus to accept the Law Enforcement Report for November 2023 as presented.

PUBLIC WORK REPORT

Feasibility Report – 2024 Fremont Lane Improvements

Engineer Bittner was present to review the feasibility report for the proposed 2024 Fremont Lane Road Improvements, which was authorized by Council at the November 6 meeting. The report provides an analysis of the feasibility, cost-effectiveness, and necessity of proposed improvements. The proposed improvements include water main replacement, storm sewer improvements, sanitary sewer rehab and street construction, with the TH 169 interchange project serving as the catalyst for the Fremont Lane Improvements. The project would follow procedural requirements of MN Statute 429, which allows the City to assess certain costs to benefitting property owners. Total cost is estimated at \$2,021,000, to be paid by a combination of MSAS funds, Water and Sewer funds and special assessments. Bittner also presented a proposed schedule of activities related to the project, including a public open house on Thursday, January 4 at Station #1 Event Center.

Mayor Stay declared at recess at 7:34 p.m. and reconvened the meeting at 7:37 p.m.

RESOLUTION #2023-12-03 Stay/Farber unanimous to adopt RESOLUTION #2023-11-03, ordering the preparation of a Feasibility Report for the proposed Phase 1 Lake Fremont Area Road Improvements as recommended by staff and the City Engineer. Motion carried.

FINANCE REPORT -- PUBLIC COMMENT MEETING – 2024 Proposed Budget and Levy

Clerk Tillmann began the Public Comment Meeting for the 2024 Proposed Budget and Levy reminding Council this was the public’s opportunity to ask questions about the proposed 2024 Budget and Levy. Administrator Piasecki further explained that the Public Comment meeting (formerly known as the Truth In Taxation Hearing) does not address property values for the coming year, only addresses the amount of property tax dollars the City is proposing to collect to pay for the costs of services the City will provide in 2024. Questions about property valuation are addressed at the Board of Appeal and Equalization meeting held annually in April.

The City set its preliminary levy in September, which is what proposed tax statements are based on. Council must certify the final budget and levy to Sherburne County by December 28. Piasecki advised that the preliminary levy set by Council in September for 2024 was \$2,687,416. This includes special levies for debt service in for the City’s share the new Fire Hall/Event Center and the 269th Avenue Reconstruction projects totaling \$295,000 annually, as well as funds for Capital Improvements and Park capital purchases. The final levy will be presented for consideration and approval on December 18. Piasecki also provided a comparison of the proposed budget, levy, and net tax capacity, noting that the increase in the net tax capacity is due to increases in property appreciation by the Sherburne County Assessor’s Office and increased building activity throughout the City.

There were no comments from the public.

Staff will prepare final budget documents for review and consideration at the December 18, 2023 meeting.

2024 Employee Wages and Placement

As part of the 2024 Budget process, staff proposed the reclassification of one Administrative Assistant position to a Finance Technician. The duties being performed more closely model the same duties being performed by the current Finance Technician, which this particular Administrative Assistant supports as a backup. In essence, these two positions should be at the same grade level, as they are performing similar duties.

Stay/Earenfight unanimous to reclassify one Administrative Assistant position from a salary grade 4 to a Finance Technician at a salary grade 6, and approve the placement of Jill Papesh, the current Administrative Assistant, to 2024 Salary Grade 6, Step 1, as recommended by the City Clerk/Treasurer and City Administrator. Motion carried.

The current employee Grade and Pay Scale was developed by Baker Tilly (formerly Springsted) after completion of a classification-compensation study in late 2018. This study was authorized by Council to ensure the City was paying comparable and competitive wages when measured against comparable positions in similar cities. Each position within the City was assigned a Grade Level with a 7-step progression from entry position to max compensation. Admin staff annually reviews inflation and makes recommendation to modify the Scale to reflect possible increases for a cost-of-living-adjustment (COLA). Employees who are not at their max scale level may also be eligible for a step increase based upon their performance and service. Staff recommends the 2024 Pay Grade and Scale include a 5% COLA due to the current rate of inflation and recommends step increases and placement of employees on the proposed scale as presented.

Council discussed the state of the economy, COLAs being considered by surrounding municipalities and the strength of the City’s current employee base.

Stay/Farber unanimous to approve the 2024 pay grade and scale, including a 5% Cost of Living Adjustment (COLA) for all employees and approve employee placement on the 2024 pay scale, as recommended by the City Administrator. Motion carried.

ADMINISTRATOR’S REPORT

Staff has been coordinating permanent financing for the 5th St W Water Tower and Treatment Plant with Financial Consultants at Northland Securities and Bond Counsel at Kennedy and Graven. The PFA is now fully funded by the MN Legislature and has offered bond funding for the 5th St W water improvements through a Series 2024 General Obligation Water Revenue Note in the amount of \$10,791,390, with an annual interest rate of 2.458%. Once the City receives PFA Funding, staff will work with Northland Securities and Kennedy and Graven to call the temporary bond and pay with PFA proceeds.

RESOLUTION 2023-12-04 Earenfight/Dahl unanimous to adopt RESOLUTION #2023-12-04, accepting the MN Public Facility Authority’s offer to purchase a GO Water Revenue Bond, Series 2024 A in the amount of \$10,791,390.00, as recommended by staff.

MAYOR/COUNCIL ITEMS

Mayor Stay noted the following upcoming events and information:

- December 11 COW Meeting – Presentation of the Long-Term Financial Plan
- December 23 -- Passing the Bread Food Distribution; 9 – 11 a.m. – UMA Precision Machining
- December 25 -- Christmas Day Holiday – All City Offices Closed
- Until May 1, 2023 -- City-wide Winter parking rules went into effect. No parking on City streets between the hours of Midnight and 8:00 a.m.

Before adjourning, Mayor Stay asked for a moment of silence in honor of US military personnel and their families during holiday season.

Whiting/Dahl unanimous to adjourn the meeting at 8:22 p.m. Motion carried.

Approved this 18 day of December 2023.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 12/18/2023