

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, DECEMBER 5, 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 and Council Members Bondhus, Dahl, Earenfight, 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 as presented.

APPROVAL OF MINUTES

Whiting/Bondhus unanimous to approve the minutes of the November 21, 2022 Regular Meeting of the City Council as presented.

CONSENT AGENDA

Whiting/Dahl unanimous to approve as presented as follows:

- a. Approve the payment of claims (check #44756 - #44778) in the amount of \$44,370.83 and electronic payments (e-check #2577e - #2585e) in the amount of \$46,411.83 as presented.
- b. Accept the following invoices presented for payment by Bolton & Menk (ck #44780) for Engineering and Project Management Services for the period of October 1 – 28, 2022 as presented and as recommended by staff:
 - Invoice #301363 in the amount of \$6,339.00 for Fremont Avenue Watermain Improvements
 - Invoice #301372 in the amount of \$70,698.75 for Well/Water Treatment Plant Improvements
- c. Authorize payment to the Sherburne County Auditor/Treasurer in the amount of \$369,577.80 (ck #44781) for 2022 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.
- d. Adopt **RESOLUTION #2022-12-01** 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 – 136th Street NW, on January 28, 2023.
- e. Adopt **RESOLUTION #2022-12-02**, approving a 1-year extension to the Preliminary Plat approval for "Crescent Ridge", through December 31, 2023, as requested and recommended by staff.

OPEN FORUM

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

PUBLIC SAFETY REPORTS

Fire Chief Ryan Maloney presented the Fire Department report for the month of November 2022. The Department assisted with 5 medical calls, a gas leak, a personal injury accident, 3 carbon monoxide calls, 4 fire alarms, a downed power lines, 4 grass fires, and provided mutual aid to the Elk River Fire Department. Neighbors Helping Neighbors is currently in progress. Maloney stated the electronic message board will be installed this week. The Department will be looking to fill several vacant firefighter positions in 2023. The American Legion Toy Drive was held on Saturday, December 3 from Noon – 3 p.m. and community was very supportive through donations of unwrapped gifts, gift cards and approximately \$2,600 in cash donations. Donations are still being accepted at Woodlands National Bank.

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

PUBLIC WORK REPORT

Pay Request #1 – Well #4 & #5 Project – Keys Well Drilling

Public Works Director Koehler reported that Keys Well Drilling was contracted to construct Wells #4 and #5 as part of improvements to the City's water treatment system in 2022 and 2023. Pay Request #1 has been submitted for work completed through November 17, 2022. Staff and the City Engineer have reviewed the Pay Request and find all documentation to be in order.

RESOLUTION #22-12-03 Whiting/Earenfight unanimous to adopt RESOLUTION #2022-12-03, approving Pay Request #1 in the amount of \$23,750.00 (ck #44782), submitted by Keys Well Drilling Company for expenses related to the construction of Wells #4 and #5, as recommended by staff and the City Engineer. Motion carried.

Payment for Contracted Services – Storm Water Basin – Brenteson Companies

As part of the sale of the former fire hall property to the MN Department of Natural Resources, the City committed to correcting a drainage issue affecting the property. In April 2022, Council authorized Brenteson Companies to install a manhole/catch basin and piping to control the stormwater and remove accumulated sediment from the basin, correcting issues caused by erosion.

Brenteson has completed the work, including surface restoration. The City has also completed the sale of the property and MN DNR Forestry took possession of the property on November 15, 2022.

Earenfight/Bondhus unanimous to authorize payment to Brenteson Companies, Inc., in the amount of \$28,200.00 (ck #44783) for maintenance, repairs and erosion control to the storm basin located on Outlot A, City Center, as recommended by staff. Motion carried.

FINANCE REPORT -- PUBLIC COMMENT MEETING – 2023 Proposed Budget and Levy

Clerk Tillmann began the Public Comment Meeting for the 2023 Proposed Budget and Levy reminding Council this was the public's opportunity to ask questions about the proposed 2023 Budget and Levy. Administrator Piasecki further explained the comment meeting 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 2023. 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 2023 was \$2,392,950. In addition, the City has a special levy for debt service in the amount of \$37,000, as well as the City's share of debt service on the new Fire Hall/Event Center. The final levy will be presented for consideration and approval on December 19. 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 19, 2022 meeting.

2023 Employee Wages and Placement

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 2023 Pay Grade and Scale include an 8% 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/Earenfight unanimous to approve the 2023 pay grade and scale, including a 10% Cost of Living Adjustment (COLA) for all employees and approve employee placement on the 2023 pay scale, as recommended by the City Administrator. Motion carried.

MAYOR/COUNCIL ITEMS

Council agreed by unanimous consensus to cancel the Committee of the Whole Meeting scheduled for Monday, December 12, 2022, due to a lack of agenda items.

Mayor Stay noted the following upcoming events and information:

- 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.
- December 9 – 10:00 a.m. – Zimmerman Caribou Ribbon Cutting
- December 9 – 3 – 7 p.m. – Fremont Village Grand Opening Celebration
- December 17 -- Passing the Bread Food Distribution; 9 – 11 a.m. – UMA Precision Machining
- December 23 – Christmas Eve Holiday – All City Offices close at Noon
- December 26 -- Christmas Day Holiday – All City Offices Closed

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 7:50 p.m. Motion carried.

Approved this 19th day of December 2022.

s/s Kary Tillmann, Clerk/Treasurer