

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, DECEMBER 6, 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. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler and Streets and Utility Supervisor Dallager. Contracted staff included Fire Chief Maloney and Sheriff's Department Patrol Captain Broich.

AGENDA APPROVAL

Whiting/Bondhus unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Stay/Dahl unanimous to approve the minutes of the November 15, 2021 Regular Meeting of the City Council as presented.

CONSENT AGENDA

Whiting/Frederick unanimous to approve as presented as follows:

- a. Approve the payment of claims (check #43722 - #43772) in the amount of \$79,493.51 and electronic payments (e-check #2348e - #2357e) in the amount of \$43,666.57 as presented.
- b. Accept the following invoices presented for payment by Bolton & Menk (ck #43773) for Engineering and Project Management Services for the period of October 2 – 29, 2021 as presented and as recommended by staff:
 - Invoice #279632 in the amount of \$19,651.50 for Lions Park Survey and Plan
 - Invoice #279634 in the amount of \$14,201.88 for Water Supply Improvements
 - Invoice #279630 in the amount of \$9,240.00 for 269th Avenue
- c. Accept Invoice #3032 in the amount of \$19,688.67 (ck #43774), authorizing payment to Metro West Inspection Services, Inc., for professional Building Inspection Services in the City of Zimmerman for the month of October 2021, as recommended by staff.
- d. Authorize payment to the Sherburne County Auditor/Treasurer in the amount of \$360,826.88 (ck #43775) for 2021 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.
- e. Approve payment to the Zimmerman/Livonia Fire District in the amount of \$6,143.02 (ck #43776) as identified on Rochon Pay Request #12 for Construction Management Services on the Fire Hall and Event Center through August 30, 2021, to be paid with bond proceeds, as recommended by staff.
- f. Accept the October 2021 Budget/Investment/Funds Report as presented.
- g. Adopt **RESOLUTION #2021-12-02** authorizing the write-off of delinquent uncollectible water and sewer utility accounts totaling \$186.21 as requested by staff.
- h. Adopt **RESOLUTION #2021-12-01**, approving a 1-year extension to the Preliminary Plat approval for "Crescent Ridge", through December 31, 2022, 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 2021. The Department assisted with 6 medical calls, a gas leak and a carbon monoxide alarm, 3 fire alarms, 2 downed power lines, 2 grass fires, a vehicle fire and residential house fire. Neighbors Helping Neighbors is currently in progress. The American Legion Toy Drive was held on Saturday, December 4 from Noon – 3 p.m. and community was

very supportive through donations of unwrapped gifts, gift cards and approximately \$3,100 in cash donations. Donations are still being accepted at Woodlands National Bank.

Council accepted the Fire Department Report for November 2021 by unanimous consensus as presented.

Sheriff's Department Patrol Captain Ryan Broich provided an overview of law enforcement activities for the month of November 2021. The Department received 315 calls for service, including 80 traffic stops with 14 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2020, there were 262 calls for service, with 312 in 2019. Several thefts were reported. The Department also responded to 4 property damage crashes, 15 suspicious activities calls and 17 mental health/welfare checks.

Council agreed by unanimous consensus to accept the Law Enforcement Report for November 2021 as presented.

FINANCE REPORT -- PUBLIC COMMENT MEETING – 2022 Proposed Budget and Levy

Clerk Tillmann began the Public Comment Meeting for the 2022 Proposed Budget and Levy reminding Council this was the public's opportunity to ask questions about the proposed 2022 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 2022. 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 2022 was \$2,161,894. 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 20. 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.

The following public comments were heard:

Tammy Sende, 26424 Lake Avenue Zimmerman, questioned what it would take to get a bigger grocery store and additional retail opportunities in town. Piasecki stated that developers looking to expand into our area look at the number of rooftops in the City. Unfortunately, most don't take into consideration the population of the 55398-zip code, but only look at the City proper, which is a significantly lesser population than the Zimmerman/Livonia area.

Jamie Peterson, 26453 Terrace Drive, Zimmerman, questioned if it was possible to control growth so that Zimmerman schools don't fill to "overflow". Piasecki responded that the City really can't stop growth and development. ISD 728 does look at growth projections when planning for development and expansion of facilities.

No other public comments were received.

2022 Employee Wages and Placement

The current employee Grade and Pay Scale was developed by 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 2022 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.

Stay/Whiting unanimous to approve the 2022 pay grade and scale, including a 5% Cost of Living Adjustment (COLA) for all employees, as recommended by staff. Motion carried.

Stay/Whiting unanimous to approve employee placement on the 2022 placement, 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 13, 2021, due to a lack of agenda items.

Mayor Stay and Administrator Piasecki provided an overview of the recent trip to Washington DC with Sherburne County Board members and staff. The delegation met with Congressman Tom Emmer and Senators Tina Smith and Amy Klobuchar regarding funding for the TH 169/CSAH 4 Interchange project. Piasecki added that design proposals were due to the County Engineer the previous week. Three proposals were received, and a review committee would be meeting on Wednesday to discuss.

Mayor Stay noted the following upcoming events and information:

- 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, 2021.
- December 12 – 7th Grade Football playing at US Bank Stadium – 8 p.m.
- December 18 -- Passing the Bread Food Distribution; 9 – 11 a.m. – UMA Precision Machining
- December 23 – Christmas Eve Holiday – All City Offices close at Noon
- December 24 & 31 -- Christmas & New Year’s Day Holidays – All City Offices Close

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

Frederick/Stay unanimous to adjourn the meeting at 7:58 p.m. Motion carried.

Approved this 20th day of December 2021.

s/s Kary Tillmann, Clerk/Treasurer