

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, DECEMBER 19, 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, Council Members Bondhus, Dahl, and Earenfight. Member Whiting was excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, Public Works Director Koehler, and Streets, Parks, and Utilities Supervisor Dallager.

**AGENDA APPROVAL**

**Earenfight/Bondhus unanimous to approve the agenda with the addition of Authorization to Bid Water Supply Project under the Public Works Report.**

**APPROVAL OF MINUTES**

**Stay/Dahl unanimous to approve the minutes of the December 5, 2022 Regular Meeting as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #44784 - #44827) in the amount of \$19,831.97, and electronic payments (check #2586e - #2599e) in the amount of \$58,879.88 as presented.
- b. Approve the transfer of \$25,000 from the Water Fund (Fund 601) and \$25,000 from the Sewer Fund (Fund 602), to cover 2022 expenses funded wholly by the General Fund as identified and as recommended by staff.
- c. Adopt **RESOLUTION #2022-12-04**, approving amendments to the 2022 General Fund Revenue and Expenditure Budgets as presented and as recommended by staff.
- d. Approve financial assistance for the Lake Fremont Improvement Association in an amount not to exceed \$500, towards the electricity expense to run the aerator on Lake Fremont during the 2022 - 2023 winter season.
- e. Accept the November 2022 Building Permit Surcharge Report as presented.
- f. Adopt the 2022 – 2023 Snowmobile Trail Map as presented.
- g. Adopt the 2023 City Council Meeting Schedule as presented.
- h. Adopt the 2023 City Holiday Schedule as presented.
- i. Adopt **RESOLUTION #2022-12-05**, designating Free Grace United Church as the polling place for Precinct 1 and Refuge Evangelical Free Church as the polling place for Precinct 2 for all municipal elections taking place within the boundaries of the City of Zimmerman in 2023, as required by MN Statute 204B.16, as recommended by staff.
- j. Approve the re-appointment of Dave Earenfight and Derrick Montplaisir to 4-year terms on the Planning Commission, expiring 12/31/2026, as recommended by staff.
- k. Approve the Event Permit for the 2023 Wild West Days and authorize the closure of Main Street between 2<sup>nd</sup> Street East and 3<sup>rd</sup> Avenue South from 12:00 p.m. on Friday, May 27, 2021 until 4:00 p.m. on Sunday, May 29, 2021; and approve the permit application for a public parade to be held on Saturday, May 28, 2021 with staging and ending at the Zimmerman High School/Middle School, approving the closing of certain roads identified on the map provided for the duration of the parade, to be held beginning at 12:00 Noon, as requested by the Zimmerman Community Club.

**OPEN FORUM**

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

**LAW ENFORCEMENT REPORT**

**Captain Ryan Broich, Sherburne County Sheriff's Department**, provided an overview of law enforcement activities for the month of November 2022. The department received 292 calls for service, including 103 traffic stops with 29 offenses charged by citation, not including long form complaints or in-custody arrests. In addition, Deputies conducted 246 security checks in November. During the same period in 2021, there were 315 calls for service, with 262 calls in 2020. The department responded to 4 theft complaints, 7 motor vehicle accidents with

injuries or damage, and a small variety of other calls made during the month. Captain Broich added that it was a quiet month overall with no significant trends or incidents reported.

**Council agreed by unanimous consensus to accept the Law Enforcement Report for November 2022 as presented.**

**PUBLIC WORKS REPORT**

Authorization to Bid Water Supply Project

Brian Guldán, Environmental Engineer, Bolton & Menk, was present to discuss the timeline for bidding and construction for the 2023 Water Tower and Treatment Plant project. Plans and specifications for bidding and construction have been developed for the project, which will be located at the recently acquired site on 5<sup>th</sup> Street West, adjacent to the Sherburne County Public Safety Building. Projected costs for the project are estimated at \$9 - \$12 million and will likely be funded through a low-interest loan from the MN Public Facilities Authority. Staff is seeking approval to advertise for bids for the project.

**RESOLUTION #22-12-10      Stay/Earenfight unanimous to adopt RESOLUTION #2022-12-10, authorizing Bolton & Menk to advertise for bids for the construction of Water Treatment Plant No. 3 and Water Tower No. 3 on Lot 1, Block 4, Public Safety Addition, as it relates to the Municipal Well #4 Project, setting a virtual bid opening date of Tuesday, January 31, 2023 at 2:00 p.m. Motion carried.**

2022 Holiday Parking Restrictions

Koehler requested Council consider waiving winter parking restrictions between the Christmas and New Year’s holidays.

**Council agreed by unanimous consensus to waive winter parking restrictions between December 23, 2022 – January 2, 2023.**

2023 Water and Sewer Fund Budgets

Public Works Director Koehler presented proposed 2023 Water and Sewer Fund Budgets, stating that budgets for the two funds are very close to 2023 numbers.

Comments were heard from **Tom Haugland, 10410 – 265<sup>th</sup> Avenue NW, Zimmerman**, who questioned the need for an expansion to the Wastewater Treatment Plant, stating that he believes an increase in population of 2,000 people in 5years wouldn’t generate enough solid waste to justify the project. Public Works Director Koehler stated that staff has been working with the MPCA and the project is warranted based on guidance relating to plant capacity provided by the MPCA.

**Stay/Earenfight unanimous to approve the proposed 2023 Water (601) and Sewer (602) Fund revenue and expenditure budgets as presented and as recommended by staff. Motion carried.**

**FINANCE REPORT**

Reinvestment of City Funds

The City had an investment valued at approximately \$200,000 mature on December 12. A second investment valued at \$200,000 will mature on December 28. Staff has been in contact with brokers and local bank representatives to provide a recommendation for reinvestment, based on current holdings and rates available for consideration.

**Stay/Dahl unanimous to approve the following re-investments with Financial Northeastern Companies, utilizing funds from the matured CDs and authorizing wire transfers from the ICD Securities Money Market account or City’s checking account to complete the transactions as needed:**

- \$200,000 for 1 year at a rate of 5.10% with Affinity Plus Credit Union of St. Paul MN,
- \$200,000 for 1 year at a rate of 5.0% with Interstate CU

Motion carried.

Public Hearing – Proposed 2023 Fee Schedule

Mayor Stay opened a Public Hearing at 7:25 p.m. for the purpose of accepting testimony regarding the proposed 2023 Fee Schedule.

Administrator Piasecki explained that a public hearing for the fee schedule is required because Planning and Zoning related fees are subject to public hearing. Piasecki and Clerk/Treasurer Tillmann reviewed the proposed changes to the fee schedule including flat rate building permit fees, park rental and use fees, and water and sewer rates and connection fees per the recommended schedule established during the last rate study.

There being no public comment, Mayor Stay closed the hearing at 7:32 p.m.

**RESOLUTION #22-12-11 Stay/Earenfight unanimous to adopt RESOLUTION #2022-12-11, approving Ordinance No. 346, adopting the 2023 Fee Schedule and authorizing publication of the summary ordinance as presented and recommended by staff. Motion carried.**

2023 General Fund Budget and Levy

Council has reviewed the General Fund Budget since presented in August 2022. In September, Council certified a preliminary levy of \$2,392,950, which included levied funds for Capital Expenditures and debt service for the City’s share of the Fire Hall/Event Center. An additional EDA levy in the amount of \$50,000 was also certified to Sherburne County. The proposed budget and levy were discussed at the public comment meeting on December 5, 2022 and remains unchanged since presented at the Public Comment Meeting. The final levy is proposed at \$2,392,950. The expenditure budget totals \$3,161,025. The final levy must be certified to the County Auditor/Treasurer by December 28, 2022.

**RESOLUTION #22-12-06 Stay/Bondhus unanimous to adopt RESOLUTION #2022-12-06, approving the 2022 General Fund Levy for taxes collectible in 2023 as follows: General Fund and Parks: \$1,722,950; Capital Improvements: \$482,000; Fire Hall/Event Center Debt: \$188,000; for a total levy amount of \$2,392,950, upon taxable property in the City of Zimmerman. Motion carried.**

**RESOLUTION #22-12-07 Stay/Earenfight unanimous to adopt RESOLUTION #2022-12-07, approving the 2022 EDA levy in the amount of \$50,000 for taxes collectible in 2023 upon taxable property in the City of Zimmerman. Motion carried.**

**RESOLUTION #22-12-08 Earenfight/Dahl unanimous to adopt RESOLUTION #2022-12-08, approving the 2023 operational budget for the General Fund and Parks in the amount of \$3,732,135, as presented, and as recommended by staff. Motion carried.**

MAYOR/COUNCIL ITEMS

Mayor Stay noted the following upcoming events:

- Upcoming Holidays – City Offices closed as follows:
  - December 23, 2022 – Christmas Eve – Close at Noon
  - December 26, 2022 and January 2, 2023 – Closed in observance of Christmas and New Year’s Day
- January 28, 2023 – Passing the Bread Food Distribution; 9 – 11 a.m. at UMA Precision Machining

Recognition of Outgoing Council Member Bondhus

City Staff and Council wished to acknowledge the contributions of Member Josh Bondhus, whose term on the City Council is ending December 31, 2022. Mayor Stay, Council and staff thanked Bondhus for his years of service on the City Council and the City Park Board expressed appreciation for his contributions to the community, presenting him with a gift and framed resolution.

**RESOLUTION #22-12-09 Stay/Earenfight unanimous to adopt RESOLUTION #2022-12-09, expressing gratitude and appreciation to Council Member Josh Bondhus for his 4 years of service on the City Council and 5+years of service on the City Park Board.**

Before adjourning, Mayor Stay asked for a moment of silence in honor of US military personnel and first responders at home and abroad.

**Bondhus/Dahl unanimous to adjourn the meeting at 7:40 p.m.**

Approved this 9th day of January 2023.

s/s Kary Tillmann, Clerk/Treasurer

Approved 01/09/2023