

**MINUTES OF THE REGULAR MEETING  
OF THE ZIMMERMAN CITY COUNCIL  
MONDAY, JULY 12, 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, Council Members Bondhus, Dahl, Frederick, and Whiting. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann and Public Works Director Koehler.

**AGENDA APPROVAL**

**Bondhus/Frederick unanimous to approve the agenda with the addition of presentation of a letter of gratitude from the American Legion Post 560.**

**APPROVAL OF MINUTES**

**Whiting/Bondhus unanimous to approve the minutes of the June 21, 2021, Regular Meeting as presented.**

**CONSENT AGENDA**

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

- a. Approve the payment of claims (check #43268 - #43332) in the amount of \$85,698.37 as presented.
- b. Accept the following invoices presented for payment by Bolton & Menk (ck #43333) for Engineering and Project Management services for the period of May 1 – 28, 2021 as follows and as recommended by staff:
  - Invoice #270778 in the amount of \$21,530.00 for Huntington Fourth Addition Engineering Review
  - Invoice #270784 in the amount of \$8,032.50 for the Lions Parks Survey and Plan
- c. Approve the semi-annual payment to Northland Trust Services (ck #43335) in the amount of \$28,234.40 for scheduled interest repayments on GO Bonds as follows and as recommended by staff.
- d. Approve payment to the MN Commissioner of Transportation in the amount of \$33,400.00 (ck #43334) to complete the purchase of 2 MNDOT pickup trucks for the Public Works Department, authorized by Council in March 2021, to be paid from the Water (601) and Sewer (602) Funds.
- e. Authorize payment to Total Control Systems as identified on Invoice #9803 in the amount of \$5,822.11 (ck #43336) for SCADA improvements at the 6<sup>th</sup> Avenue Water Treatment Plant, as recommended by the Public Works Director.
- f. Approve the proposed updated Agreement for Legal Services with Campbell Knutson PA, establishing 2022 billing rates.
- g. Accept the Building Permit Summary Report for June 2021 as presented.
- h. Approve the event permit application for the Zimmerman/Livonia Fire Department Open House, to be held September 11, 2021, from 11:00 a.m. – 3:00 p.m., at 26140 – 136<sup>th</sup> Street NW, Zimmerman, as requested.
- i. Approve the permit application for an outdoor dance for the Zimmerman/Livonia Fire Department, to be held September 11, 2021, from 8:00 p.m. – 12:00 midnight, at 26140 – 136<sup>th</sup> Street NW, Zimmerman, as requested.
- j. Approve the license application for gasoline sales for the period of January 1 – December 31, 2021, as requested by Northern Tier Retail, dba Speedway #4535, 26075 – 3<sup>rd</sup> Street East, Zimmerman, MN.

**OPEN FORUM**

Legion Member Ron Mathison was in attendance and presented a certificate of gratitude to the Council for the City's donation towards the 2021 Wild West Days fireworks display. No action taken.

**LAW ENFORCEMENT REPORT**

**Patrol Captain Ryan Broich, Sherburne County Sheriff's Department**, provided an overview of law enforcement activities for the month of June 2021. The department received 422 calls for service, including 145

traffic stops with 29 offenses charged by citation, not including long form complaints or in-custody arrests. During the same period in 2020, there were 394 calls for service, with 367 calls in 2019. Several thefts reports were made, with many being from unlocked vehicles. The department also responded to 8 vehicle crashes with property damage or injuries, all on County Road 4 or at the Highway 169/CSAH 4 intersection. Broich reviewed other types of calls made during the month, noting no significant trends or incidents were reported.

Captain Broich also updated Council regarding an incident that ended in the City Park in the early morning on Sunday, July 11. A suspect has been taken into custody, with charges anticipated to be filed on Tuesday, July 13.

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

### **2021 WATER/SEWER FUND ANALYSIS**

**Financial Consultants Jim Casserly, Monroe Moxness Berg, and Greg Johnson** were present to provide a summary update of the City's Water and Sewer Funds. The Fund analysis was conducted to verify cash flow and cash reserves are adequate for debt service and repair and replacement of infrastructure. The two have reviewed and analyzed financial information provided by staff as well as existing facility capacities and growth projections. Casserly and Johnson have found the Water/Sewer program to be very sound, with adequate funding provided by SAC/WAC fees and operating revenue to meet current and future debt service, operations expenses, and replacement.

Discussion was also held regarding future bonding for water and wastewater capital improvement projects. The analysis assumes \$10M debt in 2022 for water expansion, and \$12M debt in 2023 for wastewater expansion. Maintaining the current SAC/WAC fee of \$15,000/unit is recommended, and with a minimum of 50 units/year, these fees will provide sufficient resources for debt service. Staff will continue to work with Casserly and Johnson on bond financing for the upcoming water and wastewater improvements.

**RESOLUTION #2021-07-01 Stay/Dahl unanimous to adopt RESOLUTION #2021-07-01 providing for the issuance and sale of General Obligation Bonds in the proposed aggregate amount of \$10,000,000, as recommended by the City's Financial Consultants. Motion carried.**

### **PUBLIC WORKS REPORT** – presented by Public Works Director Keith Koehler

#### New Hire -- Wastewater Treatment Facility Manager

Koehler reminded Council that Wastewater Treatment Facility Manager (WWTF) Mike Gwynn had recently submitted his resignation with an intent to retire on September 30, 2021. Council authorize staff to advertise for the vacancy, with the intent to have a new hire work with Gwynn for the last two months of his tenure with the city. Three candidates were interviewed in June by Koehler, Gwynn, and Administrator Piasecki. Staff recommends the hiring of Jacob Olson as Gwynn's replacement, with an anticipated start date of July 26, 2021.

**Whiting/Frederick unanimous to appoint Jacob Olson to the position of Wastewater Treatment Facility Manager at Level 9, Step 1 of the approved 2021 Pay Scale. Motion carried.**

### **FINANCE REPORT** – presented by Clerk/Treasurer Kary Tillmann

#### Period 1 2021 Tax Settlement

Tillmann presented a summary of the 1<sup>st</sup> half tax settlement received from Sherburne County. The summary shows current and delinquent taxes collected by the County for the City's levy of General Fund, Special Levies/Assessments, Capital Expenditure, and Tax Increment. The 1<sup>st</sup> half settlement totaled \$1,171,041, which

consisted of \$74,849 in TIF payments, \$26,484 for the EDA levy and the balance of \$1,069,707 being divided among the General Fund, Project Funds and Water and Sewer Funds. No action taken.

**ADMINISTRATOR’S REPORT –presented by Administrator Randy Piasecki**

**Sherburne County RAISE Grant Application**

Sherburne County is applying for funding for improvements to the TH 169/CSAH 4 intersection through the US Department of Transportation Rebuilding American Infrastructure with Sustainability and Equity (RAISE) grant program. If successful, this grant would fund approximately \$25 million in costs associated with the interchange improvements. The County is also seeking letters of support from local agencies, developers, and landowners adjacent to the intersection. The County’s grant application is another attempt to secure funding to convert the current at-grade intersection into an interchange to protect residents and the traveling public.

**RESOLUTION #2021-07-02 Stay/Whiting unanimous to adopt RESOLUTION #2021-07-02 supporting Sherburne County’s submission of a RAISE Grant Application for the construction of an interchange at the Trunk Highway 169/CSAH 4 intersection, as recommended by staff. Motion carried.**

**June 23, 2021, Planning Commission Report**

The Planning Commission met in regular session on June 23, 2021, to conduct public hearings on a request for a Conditional Use Permit (CUP) to conduct auto sales in the C-3 East Highway Commercial District and the Preliminary Plat of Tall Pines Second Addition, as well as consideration of the Final Plat of Tall Pines Second Addition.

**Stay/Bondhus to approve the Conditional Use Permit requested by Patten Properties, LLC for an auto sales business on property located at 26219 Fremont Drive, legally described as Lot 3, Block 1, Fremont Plaza, subject to the following conditions, as recommended by the Planning Commission:**

- 1. Only 1 auto sales license allowed on the premises.**
- 2. Parking of sales inventory only allowed on paved surfaces.**
- 3. No parking or storage of repairable or salvage vehicles on the property.**
- 4. No auto repairs are to be conducted on the property.**

**Roll call on the motion: Bondhus, aye; Dahl, aye; Frederick, naye; Stay, aye; Whiting, aye. Motion carried.**

**Stay/Whiting unanimous to approve the Preliminary Plat of Tall Pines Second Addition, as recommended by the Planning Commission. Motion carried.**

**Stay/Frederick unanimous to approve the Final Plat of Tall Pines Second Addition, as recommended by the Planning Commission, and authorize the Mayor and City Administrator to enter into a Development Contract with Menard, Inc. Motion carried.**

**Stay/Frederick unanimous to accept the Planning Commission Report of June 23, 2021, as presented. Motion carried.**

**MAYOR/COUNCIL ITEMS**

Mayor Stay noted that Passing the Bread will hold a food distribution on July 24 from 9 - 11 a.m., UMA Precision Machining with set up on Friday, July 23.

Before adjourning Mayor Stay called for a moment of silence in support of United States military and emergency services personnel and their families both at home and abroad.

**Frederick/Whiting unanimous to adjourn the meeting at 7:56 p.m. Motion carried.**

Approved this 19th day of July 2021.

Kary Tillmann  
Kary Tillmann, Clerk/Treasurer

Approved 07/19/2021