

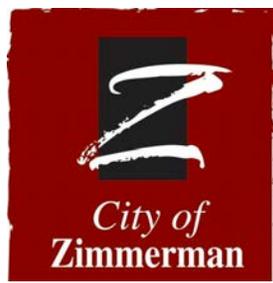
CITY OF ZIMMERMAN

MINNESOTA



**CITY
PLANNER**

\$86,672 - \$103,491



is seeking a City Planner

ANNOUNCEMENT

Job Purpose Summary: Performs difficult professional work coordinating the development of comprehensive plans, preparing policies, reviewing development proposals and site plans, administering zoning ordinances, analyzing data, and preparing studies/recommendations as they relate to planning and community development, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator.

Salary Range: \$86,672 - \$103,491

Minimum Qualifications: Bachelor's degree with coursework in urban planning, geography, architecture, or related field and considerable experience in municipal planning, or equivalent combination of education and experience.

APPLICATION PROCEDURE

To be considered for this position, an applicant's file must be completed and received by April 9, 2026, and must contain:

1. Cover Letter
2. Résumé
3. Formal Application

SELECTION TIMELINE

Application deadline: April 9, 2026

Finalists selected: April 10, 2026

Interviews: Week of May 4, 2026

Candidate selected: Week of May 4, 2026

POSITION PROFILE

View the full position profile, job description, and benefits package at mncsc.org/careers/government or zimmerman.govoffice.com.

SEND APPLICATION MATERIALS TO

Mike Humpal, CEcD
Manager, Local Government Solutions
South Central Service Cooperative
2075 Lookout Drive,
North Mankato, MN 56003

Office: 507-389-5107

Mobile: 507-236-7651

Email: mhumpal@mncsc.org



IDEAL CANDIDATE

Personal Characteristics

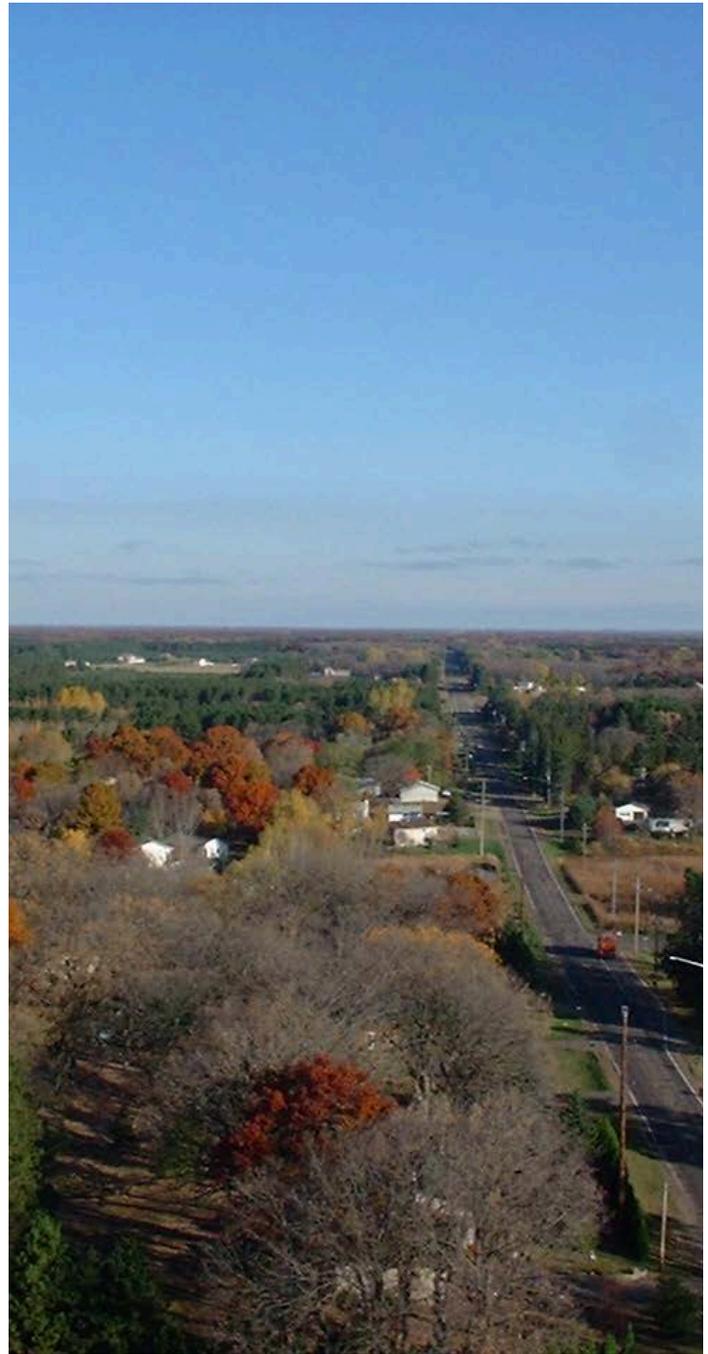
The City of Zimmerman is seeking a City Planner who brings a confident, decisive presence while treating others with respect and professionalism. They envision someone who is highly analytical and adaptable, able to navigate evolving community needs with clarity and sound judgment. This individual should also be proactive and reasonable in their approach to code enforcement and nuisance abatement.

Technical & Management Skills

The Zimmerman City Council is seeking a City Planner with strong technical and management capabilities, including the ability to process development applications across residential, commercial, and industrial projects with accuracy and efficiency. This individual should be prepared to lead both the Park Commission and Planning Commission, contribute meaningfully to economic development efforts, and work collaboratively with residents and developers to foster solutions rather than conflict. The ideal candidate will also bring valuable skills in ordinance writing, GIS, report writing, and public presentations, along with solid project management abilities that ensure work is organized, transparent, and effectively delivered.

Top Priorities

The City of Zimmerman has outlined several priority issues for the next City Planner to address over the coming 1-3 years. These include guiding the city through annexation efforts, leading the codification process and implementing needed updates to the city's codes, and advancing commercial and industrial development. Additionally, the City Council would like the Park Commission to be re-established.



THE POSITION

A full description and benefits package can be viewed at mncsc.org/careers/government and zimmerman.govoffice.com.

General Definition of Work

Performs difficult professional work coordinating the development of comprehensive plans, preparing policies, reviewing development proposals and site plans, administering zoning ordinances, analyzing data, and preparing studies/recommendations as they relate to planning and community development, and related work as apparent or assigned. Work is performed under the general direction of the City Administrator.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Reviews planning and land use applications, including development proposals, platting requests, subdivisions, variances, and special and conditional use permits, to determine consistency with local policy and plans and assesses impact on the community.
- Prepares Planning Commission agendas, reports, and recommendations on land use applications.
- Meets with developers, citizens, and neighborhood groups to receive input on planning and land use requests; explains findings of City plan reviews.
- Prepares, updates, administers, and enforces the City's Comprehensive Plan, zoning code, and land use ordinances.
- Reviews civil engineering and architectural plans, specifications for code, and regulatory compliance.
- Assists in the negotiation of development contracts with builders and developers.
- Enforces zoning codes by responding to complaints, inspecting property, and reporting findings to affected property.
- Provides information and assistance to the public regarding City planning and development, subdivision code, zoning code, and the City's comprehensive plan.
- Prepares and presents reports to the City Council, Planning Commission, and other agencies as required.
- Represents the City at meetings related to land use and natural resources.
- Oversees activities of the City Planning Commission.

THE POSITION

A full description and benefits package can be viewed at mncsc.org/careers/government and zimmerman.govoffice.com

Knowledge, Skills, and Abilities

Thorough knowledge of City codes and ordinances and department programs and policies; thorough knowledge of the principles and practices of urban planning; thorough knowledge of economics, sociology, environmental issues, municipal finances, and tax-increment financing as applied to urban planning; skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in reading maps, land surveys, topographic surveys, and site plans; ability to review architectural plans, site and landscape plans, building elevations, and related materials to determine compliance with applicable land use, design, zoning, and environmental regulations; ability to analyze complex problems and develop comprehensive plans; ability to evaluate and compare competitive bids and recommend action; ability to negotiate contracts; ability to present complex and technical information in a clear and concise manner, both orally and in writing, and to various groups; ability to meet the public and to discuss problems and complaints; ability to establish and maintain effective working relationships with City Council, developers, consultants, associates, and the general public.

Education and Experience

Bachelor's degree with coursework in urban planning, geography, architecture, or related field, and considerable experience in municipal planning, or equivalent combination of education and experience.

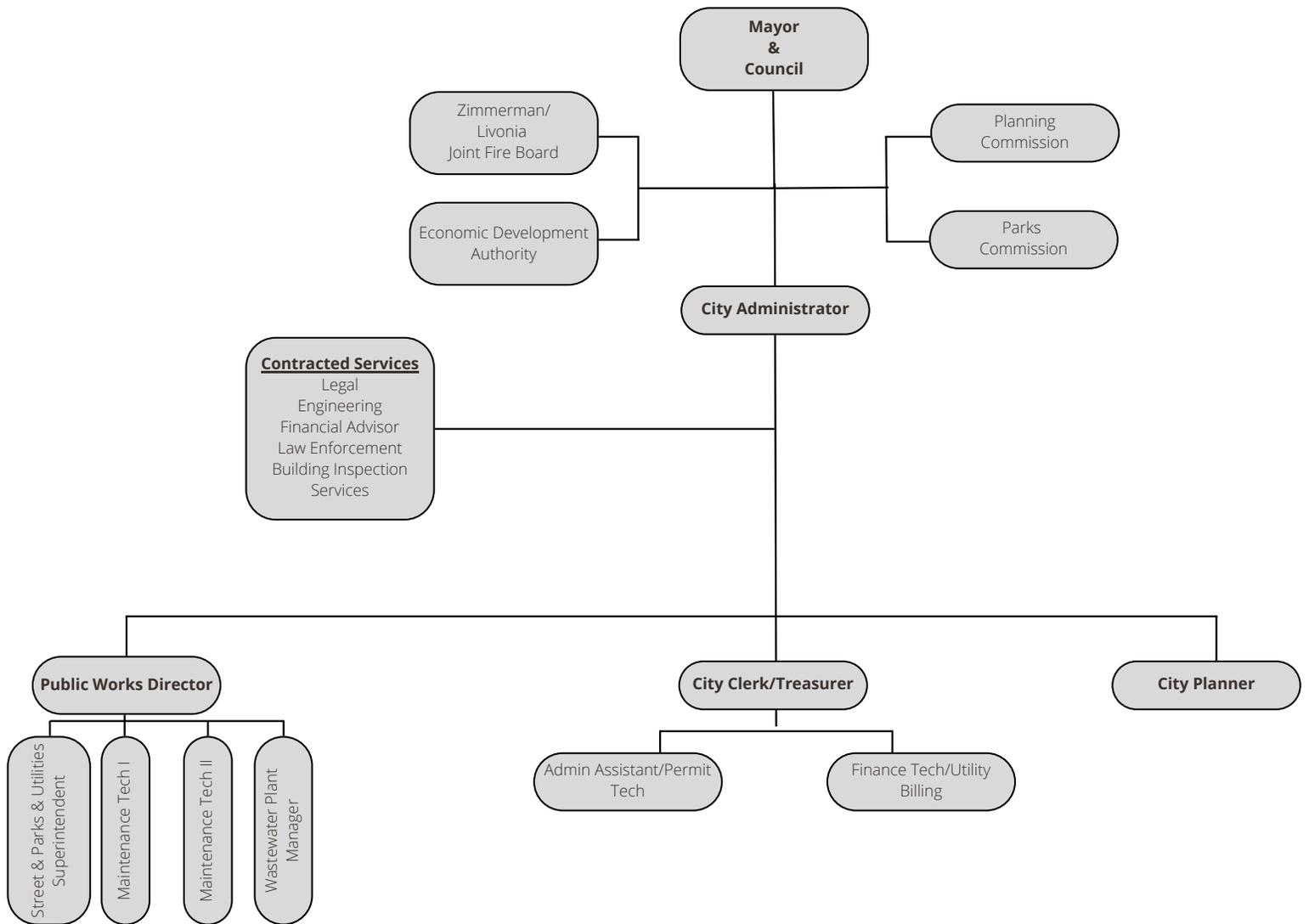
Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work has standard vision requirements; vocal communications is required for expressing or exchanging ideas by means or the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

Valid driver's license in the State of Minnesota.

ORGANIZATIONAL CHART



BUDGET

Revenues	2026 Budget
Property Taxes	3,130,982
Other Taxes	1,200
License and Permits	254,650
State Local Government Aid	846,118
Grants from County and Other Local Governments	179,500
Charges for Services	185,650
Fines and Forfeits	15,000
Interest on Investments	50,000
Miscellaneous Revenues	2,500
Total Revenues	4,665,600
Other Financing Sources	130,000
Transfers from Other Funds (incl. Enterprise Funds)	0
Total Revenues and Other Financing Sources	4,795,600
Expenditures	2026 Budget
General Government (council, administration, etc.)	1,397,100
Public Safety	1,724,950
Streets and Highways	580,500
Culture and Recreation	393,050
Total Current Expenditures	4,095,600
Capital Outlay	700,000
Total Expenditures and Other Financing Uses	4,795,600
Increase (Decrease) in Fund Balance	132,900

The City's 2026 revenue budget totals \$4,795,600, a proposed increase of \$128,900 from 2025. Revenues include general taxes, state aids, fees, lease revenues, and special levies. In 2026, certified Local Government Aid (LGA) increased to \$846,118, according to certified figures released by the State Department of Revenue at the end of July. This is an increase of \$1,898 over the 2025 amount. Building permit revenues, including plumbing and mechanical permit fees and surcharge remittances to the state, are projected to increase due to anticipated building and development activity.

The 2026 General Fund levy was approved at \$3,130,982, which includes funds for the Fire Hall/Event Center, 269th Ave Reconstruction, and Lake Fremont Area Reconstruction debt levies, as well as \$50,000 levies for the EDA and Park funds, and \$700,000 for capital expenditures.

2026 General Fund expenses were approved at \$4,795,600 to match General Fund revenues, which is a slight increase over 2025. The 2026 Budget includes General Fund department operation expenses, including personnel, anticipated expenditures for street preservation, future capital expenditures, and road project expenses, a City Planner in City Hall, and debt payments for the Fire Hall/Event Center, 269th Avenue, and Lake Fremont Area Reconstruction projects.

In addition, the City operates a Water and Sewer enterprise with a combined budget of \$2,025,000, and manages an investment portfolio valued at \$20 million.

OUR GOVERNMENT

Administration

The City of Zimmerman's administrative department links all operating departments and all city employees with the City Council. The City office staff work four 10-hour days, Monday through Thursday. The City Administrator is responsible for implementing Council policies, and the administrative team prepares City Council agendas, official minutes, and keeps the Council informed on issues that affect the City. The Administrator's Office is also responsible for coordinating elections, licensing, data practices, records retention, the City newsletter, cable access channel, the electronic information sign, and the City's website.

Building Department, Economic Development, & Finance

The City of Zimmerman oversees several key departments that support community growth, safety, and financial stewardship. The Building Department manages building permits, inspections, and certificates of occupancy for all construction projects within city limits, ensuring development meets local standards. The Economic Development Department focuses on retaining and expanding existing businesses while attracting new enterprises to the area. Complementing these efforts, the Finance Department handles the city's accounting, auditing, cash management, payroll, and special assessments, and works closely with the City Council to prepare the annual operating and capital improvement budgets.



OUR GOVERNMENT

Public Safety

The City of Zimmerman aims to ensure general welfare of the community. Law enforcement service is contracted through the Sherburne County Sheriff's Office. Deputies patrol the City twenty-four hours a day, and a deputy is assigned to the Zimmerman schools. The Zimmerman/Livonia Fire District operates out of Zimmerman but covers 78 square miles of service area, serving approximately 12,000 citizens from the surrounding Townships.



Public Works

The Public Works Department provides for the operation and maintenance of the City's infrastructure systems. The department's services focus on the following primary areas: Public Works Administration, Street Maintenance, Sanitary Sewer/ Water System Maintenance, Parks and Ground Maintenance, Wastewater Treatment, and Water Supply Distribution.



OUR COMMUNITY

The City of Zimmerman is located in Sherburne County. Zimmerman is a predominantly rural community with U.S. Highway 169 serving as a main route in the area. The community is 42 miles north-northwest of Minneapolis and 33 miles east-southeast of St. Cloud.

Incorporated in 1910 as the Village of Lake Fremont, the community was renamed the City of Zimmerman in 1967. Lake Fremont honored the explorer John C. Fremont, while Zimmerman commemorates a local farmer who played a key role in promoting the arrival of the Great Northern Railway.

DEMOGRAPHICS

Distribution by Race Total Population: 6,189	
White	90.31%
Some Other / Two or More Races	7.46%
Asian	1.05%
Black or African American	0.81%
American Indian & Alaskan Native	0.29%
Native Hawaiian & Other Pacific Islander	0.08%
Total	100.0%
Hispanic (all races)	2.96%

Educational Achievements & Other Statistics	
High School or Higher	72.6%
Bachelor's Degree or Higher	21.2%
Median Age – Zimmerman	32.2
Median Age – Minnesota	39.2
Median Household Income – Zimmerman	\$85,645
Median Household Income – Minnesota	\$87,117
Poverty Rate	11.2%

Source: US Census Bureau



LIVING & WORKING

Zimmerman's workforce is characterized by strong employment participation, diverse industry representation, and a highly mobile commuting population.

With an employment rate of 60.5%, residents demonstrate steady engagement in the labor market. Commute times are notably longer than the statewide average, 34.5 minutes compared to Minnesota's 22.7 minutes, reflecting the community's proximity to the Twin Cities and other job centers. Most residents drive alone to work (68.3%), though a meaningful share carpool (19.1%), work remotely (11.4%), or rely on public transportation (1.2%), showcasing a mix of traditional and flexible work arrangements.

Zimmerman's economy is supported by a mix of industries, led by educational services, health care, and social assistance (23%). Manufacturing also plays a major

role in the local employment landscape, accounting for 20.4%, followed by other services (11.2%), retail trade (8.4%), and construction (7.8%). Additional industry sectors, including transportation and utilities, professional and scientific services, arts and entertainment, and public administration, each contribute between 3% and 7%, illustrating a balanced and resilient economic base. Entrepreneurship also has a strong presence in the community. Collectively, these trends highlight a community with a diverse, adaptable workforce, positioned to thrive in both regional and statewide economies.

Employment

Industry	
Educational services, and health care and social assistance	23.0%
Manufacturing	20.40%
Other services, except public administration	11.2%
Retail trade	8.4%
Construction	7.8%
Transportation and warehousing, and utilities	7.3%
Professional, scientific, and management, and administrative and waste management services	5.3%
Arts, entertainment, and recreation, and accommodation and food services	4.4%
Public Administration	3.8%
Finance and insurance and real estate and rental and leasing	3.6%

Class of Worker	
Employee of private company workers	65.8%
Private not-for-profit wage and salary workers	11.3%
Local, state, and federal government workers	8.7%
Self-employed in own incorporated business workers	8.3%
Self-employed in own not incorporated business workers and unpaid family workers	6.0%

Other Employment Statistics	
Employment Rate	60.5%
Average Commute Time – Zimmerman	34.5 minutes
Average Commute Time – Minnesota	22.7 minutes
Means of Transportation – Drove Alone	68.3%
Means of Transportation – Carpool	19.1%
Means of Transportation – Work Remote	11.4%
Means of Transportation – Public Transportation	1.2%

Source: US Census Bureau

LIVING & WORKING

Zimmerman is part of the Elk River Area School District (ISD 728), which serves multiple communities in the region.

Students from Zimmerman attend Zimmerman Elementary (K-2), Westwood Elementary (3-5), Zimmerman Middle School (6-8), and Zimmerman High School (9-12). The surrounding area also offers a variety of private school options serving students from Kindergarten through grade 12. In addition to the regular academic programming, students in the district can participate in a wide range of extra-curricular activities, including athletics and other activities.

Local adult and youth activities available in the Zimmerman area include a variety of sports clubs, recreational leagues, and organized programs such as youth hockey, soccer, baseball, basketball, wrestling, Cub Scouts, and Girl Scouts.

Housing

Housing Value		Housing Units	
Less than \$50,000	2.6%	Occupied housing units	2,202
\$50,000 to \$99,999	0.7%	Vacant housing units	137
\$100,000 to \$149,999	1.4%	Total	2,339
\$150,000 to \$199,999	4.6%		
\$200,000 to \$299,999	29.7%	Homeownership Rate	
\$300,000 to \$499,999	57.1%	Homeownership Rate in Zimmerman	82.1%
\$500,000 to \$999,999	4%	Homeownership Rate in Minnesota	71.6%

Occupied Units Paying Rent		Financial Characteristics	
Less than \$500	4.7%	Median Gross Rent – Zimmerman	\$1,398.00
\$500 to \$999	8.6%	Median Gross Rent – Minnesota	\$1,291.00
\$1,000 to \$1,499	45.5%		
\$1,500 to \$1,999	11.9%		
\$2,000 to \$2,499	2.9%		
\$2,500 to \$2,999	10.9%		
\$3,000 or more	15.6%		

Source: US Census Bureau



PARKS & RECREATION



The Zimmerman Civic Building serves as a hub for community life, offering a versatile space where residents gather, celebrate, and connect. Operated by the City of Zimmerman, the facility hosts a wide range of events from community meetings to private celebrations.



Fireman's Park is one of Zimmerman's most beloved community gathering spaces, offering a welcoming blend of recreation, relaxation, and small-town charm. The park features spacious green areas, mature trees, playground equipment, a fully-fenced one-acre dog park, and open space ideal for picnics and family outings.



Horvath Park offers residents a peaceful neighborhood retreat, blending natural beauty with accessible outdoor recreation. Nestled among mature trees and open green space, the park offers a quiet setting for families, walkers, and anyone seeking a relaxing break outdoors.

PARKS & RECREATION

Operated by the City of Zimmerman, this outdoor rink provides residents of all ages with a place to skate, practice hockey, or simply enjoy the crisp winter air. Whether families are gliding across the ice, local youth are sharpening their skills, or friends are gathering for an evening skate, the rink adds to Zimmerman's vibrant winter culture and community spirit.



Lake Fremont is one of Zimmerman's most cherished natural assets, offering residents and visitors a peaceful escape surrounded by scenic beauty. Known for its calm waters and abundant wildlife, the lake is a popular sport for fishing, paddling, and enjoying quiet moments along the shoreline. In every season, Lake Fremont provides opportunities for outdoor recreation, whether it's casting a line in the summer sun or taking in the crisp, reflective stillness of winter. Its natural charm and easy access make it a key part of Zimmerman's high quality of life, giving the community a tranquil retreat right in its own backyard.



PARKS & RECREATION

The Refuge Gateway offers Zimmerman residents an inviting entrance into the stunning landscapes of the Sherburne National Wildlife Refuge, one of the region's most treasured natural areas. Just a short drive from the community, this gateway provides access to scenic trails, wildlife observation areas, and immersive outdoor experiences that showcase Minnesota's diverse habitats.



The Great Northern Trail offers Zimmerman residents a scenic, accessible pathway for outdoor adventure, connecting the community to miles of paved trail that wind through Sherburne County's natural landscapes. As part of a regional trail system built on a former rail corridor, the route invites walkers, runners, cyclists, and families to enjoy wooded stretches, open prairie views, and peaceful rural surroundings. The portion of the trail near Zimmerman provides an easy way for residents to step into nature, stay active, and experience the area's beauty year-round.

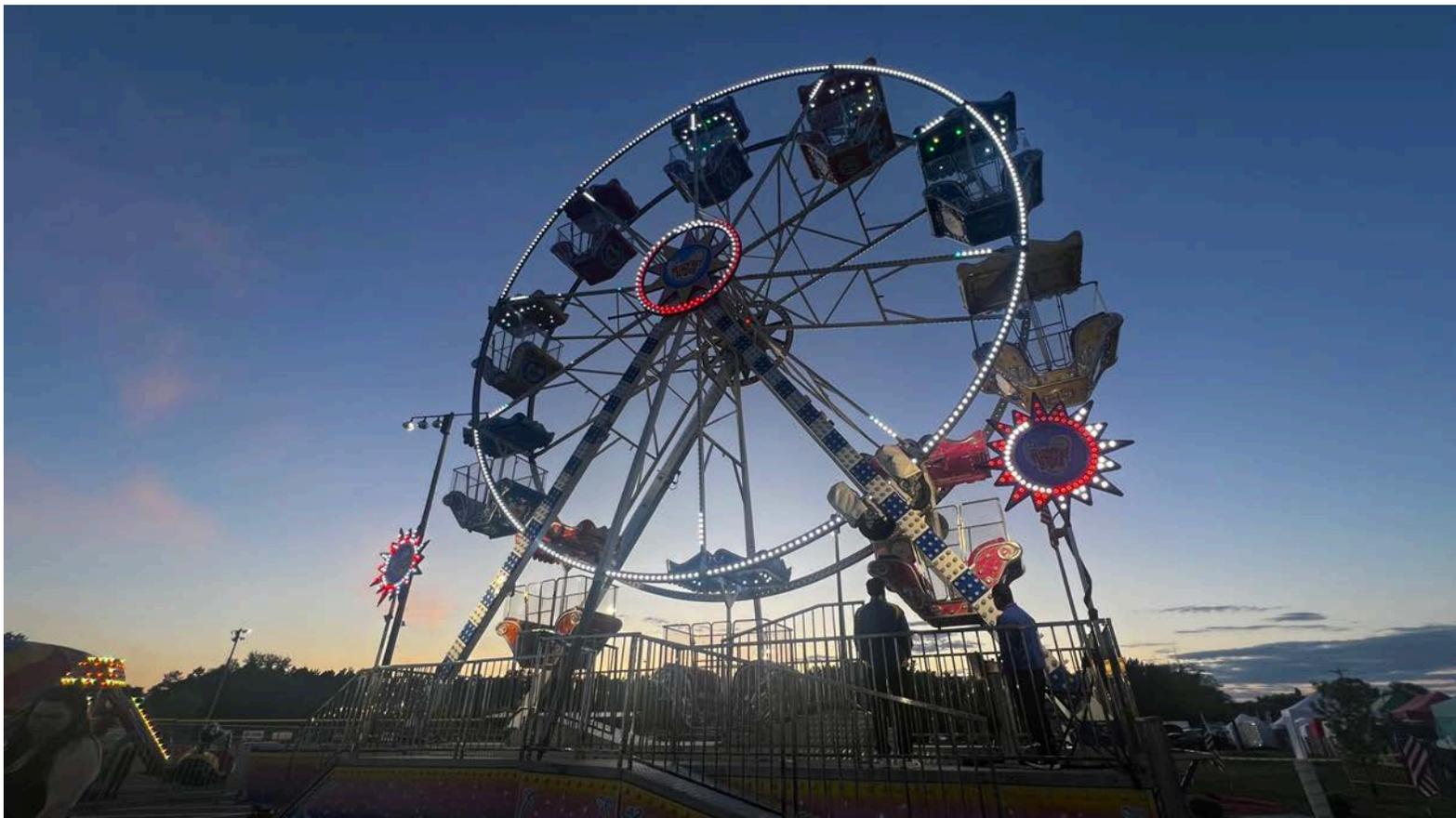


AMENITIES

Advocate Urgent Care in Zimmerman provides convenient, high-quality walk-in medical care for residents of all ages right in the heart of the community. Located on Fremont Avenue, the clinic offers timely treatment for non-emergency illnesses and injuries, diagnostic testing, and compassionate care from experienced clinicians without the need for an appointment.



Wild West Days is Zimmerman's signature community festival, a beloved Memorial Day weekend celebration that brings residents and visitors together for fun, tradition, and hometown pride. Organized by the Zimmerman Community Club, this multi-day event features a wide array of activities in City Park, live music, food vendors, street mercantile shopping, softball and disc golf tournaments, pedal tractor pulls, a car and bike show, fireworks, and much more that appeal to all ages.

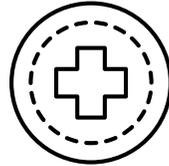


OUR COMMUNITY AT A GLANCE



Education

Zimmerman schools are part of the Elk River School District (ISD 728) which serves K-12 Zimmerman students.



Healthcare

Advocate Urgent Care in Zimmerman provides convenient, high-quality walk-in medical care for residents.



Housing

A total of 2,339 housing units with 2,202 occupied. The home ownership rate is 82.1%. On average, monthly rent costs are \$1,398.00.



Demographics

The population in 2020 was 6,189, with a median age of 32.2.



Employment

Residents are employed in educational services, health care, and social assistance followed by manufacturing and other services.



Recreation

Families enjoy parks, lakes, and trails, along with the popular Wild West Days Festival.



Infrastructure

Zimmerman is committed to providing essential services residents and businesses depend on.



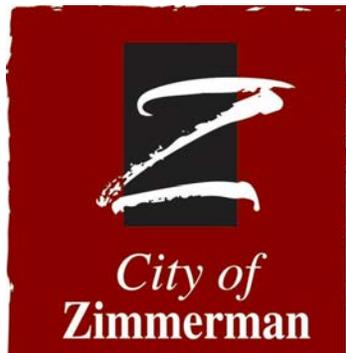
Public Safety

Zimmerman ensures strong public safety through 24-hour law enforcement coverage from Sherburne County and dedicated fire protection from the Zimmerman/Livonia Fire District.



Civic Engagement

Zimmerman fosters strong civic engagement, with residents actively participating in community events, local organizations, and volunteer efforts that strengthen the city's small-town spirit.



Address

12980 Fremont Avenue
Zimmerman, MN 55398

Telephone

763-856-4666

Connect with Us

www.zimmerman.govoffice.com