

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, FEBRUARY 4, 2013**

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 Earenfight, followed by the Pledge of Allegiance.

ROLL CALL

Present: Mayor Earenfight, Council Members Brisbin, Clough, Laney and Mathison. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann, and Public Works Director Horvath.

AGENDA APPROVAL

Laney/Brisbin unanimous to approve the agenda with the following changes.

- **Move Emerald Ash Borer Presentation to after Fire Department Report**
- **Remove Public Works Report**

APPROVAL OF MINUTES

Clough/Mathison unanimous to approve the minutes of the January 28, 2013 Regular Meeting of the City Council as presented.

CONSENT AGENDA

Brisbin/Clough unanimous to approve the consent agenda as follows:

- a. Approve the payment of claims (check #34912 - #34930) in the amount of \$6,666.98 and electronic payments (e-check #860 - #864) in the amount of \$28,152.94 as presented.
- b. Accept the Investment/Funds Report for December 2012 as presented by the Clerk/Treasurer.
- c. Accept the Monthly Budget Report for December 2012 as presented.
- d. Approve an event permit application for a 5K Run to be held on Saturday, April 6, 2013, as requested by the Zimmerman High School Baseball Team, 25959 4th Street West, with staging at the Zimmerman High School, and approve the closing of certain roads, identified on the map provided, for the duration of the event.

OPEN FORUM

There was no one present to address the Council during open forum.

LAW ENFORCEMENT REPORT

Patrol Sergeant Chris Aleshire, Sherburne County Sheriff's Department, provided an overview of activities for the month of January, 2013. The department received 314 calls for service, including 135 traffic stops, as opposed 309 calls for service in the same time period in 2012. Discussion was held regarding a large number of gas drive-offs at the Holiday Gas Station in the month of January, as well as other activities currently under investigation.

Council accepted the Law Enforcement Report for January, 2013, by unanimous consensus as presented.

FIRE DEPARTMENT REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of January, 2013. The Department responded to 3 medical assists, 2 gas leaks, 4 injury accidents with extrication, 3 fire alarms, 4 carbon monoxide calls, 1 downed power line, 1 vehicle fire, a garage fire and a residential house fire. Maloney reported that in the past week, the Department has responded to three residential structure fires due to heating appliances, such as woodburning appliances and electrical furnaces. Residents are urged to use caution when working with these types of appliances. Maloney also reported that in the past month, 2 firefighters have been injured; one while on a fire call, and one at the Zimmerman station.

Council accepted the Fire Department Report for January, 2013 by unanimous consensus as presented.

PRESENTATION -- Emerald Ash Borer Preparedness

Gina Hugo, Resource Conservationist, and Francine Larson, Sherburne Soil & Water Conservation District (SWCD), facilitated discussion regarding Emerald Ash Borer Preparedness. The Soil & Water Conservation District is facilitating an Urban Forestry Program and has solicited participation from each of the cities within Sherburne County, including Elk River, Becker, Big Lake, Princeton, St. Cloud and Zimmerman, and the Sherburne County Park Board. The goal of the program is to initiate focused efforts to actively assess, manage and plan for urban forest resources in Sherburne County.

The first two tangible objectives of the program will address the threat of Emerald Ash Borer throughout the County. The SWCD will host a series of working meetings for key city staff, in which the group will develop preparedness plans specific to each individual community. In addition, the SWCD will be working cooperatively with the U of M Extension Service, St. Cloud State University, the MN DNR, the MN Department of Agriculture and volunteers to complete tree inventories for each community.

Hugo provided information about the Emerald Ash Borer (EAB), an invasive species that has been found in trees in Minnesota communities. EAB attacks and kills all species of ash trees, which are prevalent in this area. Hugo went on to describe the methods to prepare for EAB and how to protect the urban forest in the community, which will be implemented through the Urban Forestry Program. Volunteers are needed to help with tree inventories and other aspects of the project. Anyone interested in volunteering can contact the Sherburne Soil & Water Conservation District.

FINANCE REPORT—presented by Clerk/Treasurer Tillmann

Re-Investment of City Funds

On February 2, 2013, a Certificate of Deposit held by The Bank of Elk River matured. CD #63266 is valued at \$441,780.45. After checking rates from regularly used financial institutions, it was determined that the City can earn a higher rate of return by separating the proceeds into several smaller investments. Staff would like to re-invest the proceeds with ICD Securities and the Bank of Elk River for 36 months.

Mathison/Brisbin unanimous to approve the re-investment of \$441,780.45 as follows:

- **The Bank of Elk River – \$241,780.45 for 36 months at a rate of 0.83%**
- **ICD Securities, Inc. – \$225,000 for 36 months at a rate of .90% with Oriental Bank and Trust, utilizing \$25,000 from the City’s money market account with ICD Securities and also authorizing a wire transfer from the City’s checking account in the amount of \$200,000 on February 6, 2012 to complete the transaction.**

PFA Loan Payments

Brisbin/Mathison unanimous to approve the semi-annual payment to the Minnesota Public Facilities Authority (ck #34931) in the amount of \$63,987.12, for scheduled interest payments on GO Revenue Bonds as follows and as recommended by staff:

- **2000 WWTP – Interest: \$19,910.40**
- **2007 4th Ave – Interest: \$19,177.20**
- **2010 WWTP – Interest: \$24,899.52**

Administrative Assistant Position

Tillmann reported that Administrative Assistant Canterbury had submitted her 2-week notice, terminating her employment with the City effective February 14, 2013. Staff will provide a recommendation for filling the vacancy at a future meeting.

ADMINISTRATOR'S REPORT –presented by Administrator Piasecki

MnDOT Master Partnership Agreement

The MN Department of Transportation, through Engineer Bittner, had presented a Master Partnership Agreement for review and consideration at the December 17, 2012 Council meeting. Council tabled action at that time. MnDOT has contacted those cities that haven't acted on the agreement, requesting action either for or against the agreement. Both the City Engineer and the City Attorney have reviewed the agreement and have no concerns with the document as provided. Engineer Bittner recommends approval.

Mathison/Brisbin to approve the MnDOT Agreement between the City of Zimmerman and MN Department of Transportation, approving execution of all necessary contract documents, and authorizing the Mayor and City Administrator to sign said agreement on behalf of the City, as recommended by staff.

Member Brisbin requested clarification on whether the City could decline participation with MnDOT projects on a case by case basis.

The motion and second were withdrawn and action was tabled until the February 25, 2013 meeting.

2013 Street and Utility Improvements

On January 28, 2013, Council reviewed and discussed the Feasibility Report on 2013 Street and Utility Improvements, which include the 2nd Avenue North Reconstruction, reconstruction of cross streets, water main replacement under TH 169 and water main extension to the Hockey Rink. At that time, Engineer Bittner provided information regarding timing and financing the projects. Council authorized Engineer Bittner to prepare plans and specs for the TH 169 water main replacement, accepted the feasibility report and schedule a public hearing on the 2nd Avenue North improvement for February 25, 2013.

Staff requests Council order the plans and specs for the reconstruction project in order to keep on track with the project schedule presented on January 28.

RESOLUTION #13-02-01 Brisbin/Clough unanimous to adopt RESOLUTION #13-02-01, authorizing the City Engineer to prepare plans and specifications for the 2013 Street and Utility Improvement Project, as recommended by staff.

MAYOR/COUNCIL ITEMS

Council agreed by consensus to cancel the February COW meeting due to a lack of agenda items. Mayor Earenfight noted that if Public Works Director Horvath is ready, the February 25th meeting agenda will include discussion on the three items brought forward on January 28. Supporting documentation should be provided in the packet regarding the requests from the Public Works Department.

Before adjourning, Mayor Earenfight asked for a moment of silence in honor of US military personnel.

Brisbin/Laney unanimous to adjourn the meeting at 7:43 p.m. Motion carried.

Approved this 27th day of February, 2012.

s/s Kary Tillmann, Clerk/Treasurer