

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, FEBRUARY 22, 2016**

CALL TO ORDER

The regular meeting of the Zimmerman City Council was called to order at 7:00 p.m. at City Hall by Acting Mayor Brisbin, followed by the Pledge of Allegiance.

ROLL CALL

Present: Council Members Mathison and Nathe. Mayor Earenfight and Member Smith were excused absent. Also present were Administrator Piasecki, Clerk/Treasurer Tillmann and Engineer Bittner.

AGENDA APPROVAL

Mathison/Nathe unanimous to approve the agenda with the addition of the following items to the consent agenda:

- **Maintain Investment Account with Financial Northeastern Companies**
- **Establish a CDARS Investment Account with The Bank of Elk River**

APPROVAL OF MINUTES

Nathe/Mathison unanimous to approve the minutes of the February 1, 2016 Regular Meeting as presented.

CONSENT AGENDA

Mathison/Nathe unanimous to approve the consent agenda with the addition of item h. Maintain Investment Account with Financial Northeastern Companies and item i. Establish a CDARS Investment Account with The Bank of Elk River, as follows:

- a. Approve the payment of claims (check #37793 - #37994 and #37796 - #37851) in the amount of \$37,548.20 and electronic payments (e-check #1285 - #1298) in the amount of \$68,761.90 as presented.
- b. Accept Invoice #186715, authorizing payment to Bolton & Menk in the amount of \$21,136.50 (ck #37852) for Project Management Services related to the Fremont Drive Realignment Project for the period of November 21 – December 3, 2015, as recommended by staff.
- c. Adopt **RESOLUTION #16-02-03**, approving the commitment of \$4,192.50 in Municipal State Aid Funds as presented and as recommended by staff.
- d. Accept the Building Permit Summary Report for January, 2016 as presented.
- e. Adopt **RESOLUTION #16-02-04**, approving a Temporary On-Sale Liquor License for the Zimmerman Lions Club for Wild West Days to be held May 26 – 29, 2016, to be used in designated areas at the City of Zimmerman Municipal Park.
- f. Approve the permit application for fireworks sales for Jim Kreml dba Funworks Fireworks, 24690 – 116th Street, Zimmerman, MN 55398, at the location of Angeno's Pizza and Pasta/Zimmerman Bar & Grill, 13100 Fremont Avenue, Zimmerman, for the period of May 15 – July 21, 2016.
- g. Approve the license application for a Solicitor for the period of February 23, 2016 – February 22, 2017, for Michelle Remick, dba Brain Freeze Ice Cream, 17618 – 229th Avenue NW, Big Lake, MN 55309.
- h. Authorize staff to maintain the investment account with Financial Northeastern Companies, authorizing designated representatives to sign the Corporate Resolution on behalf of the City as necessary.
- i. Authorize staff to establish a CDARS investment account with The Bank of Elk River and execute documentation to establish the account as necessary.

OPEN FORUM

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

PRESENTATION – Community Forestry Program

Gina Hugo, Sherburne Soil & Water Conservation District (SWCD), presented an update of the Community Forestry Program in Zimmerman and throughout the Sherburne County Area. The SWCD has been coordinating community forestry programming in the area since 2013, with expanded efforts since programming started. The goal of the program is to engage community volunteers in tree planting and care. Hugo detailed the Citizen Pruner Program, which will be initiated in Zimmerman in October 2016, and also detailed other community tree programs aimed at increasing the resilience of existing neighborhood tree populations and empowering homeowners with knowledge and skills to plant more trees on their own. Hugo asked the Council to consider adopting a resolution supporting the creation of a statewide program focusing on the management of the Emerald Ash Borer infestation. Any resident wanting more information on community forestry programs can contact the SWCD. No action taken.

PARK BOARD REPORT

Staff noted that minutes from the February 2, 2016 Park Board meeting were included in the Council Packet for review. The Park Board held a dedication of the Hockey Rink on Wednesday, February 10, 2016, with members of the community, Council and staff present.

Nathe/Mathison to accept the minutes of the February 2, 2016 Park Board meeting as presented.

LAW ENFORCEMENT REPORT

Patrol Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of activities of the Sheriff's Department for the month of January, 2016. In January, the Sheriff's Department responded to 353 calls for service, as opposed to 284 in 2014 and 281 in 2013. There were 124 traffic stops initiated with 58 charged by citation, not including long form complaints or in custody arrests. Stangler noted that the call load for January was up compared to the last two years. There were nine thefts reported in the month, with two cases having identified suspects, 4 currently under investigation and one arrest being made. Fourteen motor vehicle accidents were reported in the month of January, with one having injuries. A large majority of the property damage vehicle crashes were in the vicinity of County Road 4 and Highway 169. Stangler also noted that since August, 2015, there have been five new hires in the Patrol Division of the Sheriff's Department, with Field Training being conducted throughout the County including with the City limits of Zimmerman, utilizing several seasoned Deputies working with the new hires.

Council agreed by unanimous consensus to accept the Law Enforcement Report for January, 2016, as presented.

FINANCE REPORT – presented by Clerk/Treasurer Kary Tillmann

Re-Investment of City Funds

Tillmann reported that three of the City's investments, with a combined total of approximately \$730,000, matured in the first two weeks of February, with funds returned to the City. Staff would like to re-invest the proceeds with Financial Northeastern Companies, ICD Securities and The Bank of Elk River, for varying terms.

Mathison/Nathe unanimous to approve the re-investment of City Funds as follows:

- **Financial Northeastern (\$245,000) -- 4 years at a rate of 1.60% with Goldman Sachs Bank USA authorizing a wire transfer from the City's checking account in the amount of \$245,000 on or before March 2, 2016 to complete the transaction.**
- **ICD Securities (\$240,000) -- 4 years at a rate of 1.5% with Lakeside Bank, utilizing funds from the ICD Money Market account and authorizing a wire transfer from the City's money market account on or before February 24, 2016 in the amount of \$10,000 to complete the transaction.**
- **The Bank of Elk River (\$245,000) -- 5 years at a rate of 1.55% through the CDARS Network Program,**

authorizing a transfer from the City's money market account at The Bank of Elk River in the amount of \$245,000 to complete the transaction.

Lease Agreement – Folding Machine

The current lease agreement with NeoPost/Hasler for the tabletop folder/insertor expires on March 30, 2016. Staff has received proposals for a 60-month lease from Neopost and a 63-month lease from American Mailing Machines for the exact same machine. American Mailing's pricing is considerably less than Neopost/Hasler, which is a savings of \$32 a month from what the City pays for the current lease. By entering into a lease agreement with American Mailing Machines, the savings to the Water and Sewer Funds over the life of the lease would be approximately \$1,810.

Nathe/Mathison to approve lease agreement for a tabletop folder/insertor from American Mailing Machines (Northland Business Systems), for use at City Hall, for 63 months, as recommended by staff.

ADMINISTRATOR'S REPORT – presented by City Administrator Randy Piasecki

2016 SCORE Grant Agreement

Sherburne County has presented the 2016 SCORE Grant Agreement for consideration and approval by the City Council. The grant reimburses the City for expenses related to operating the City's Compost Site, including grinding, hauling costs, gate monitoring, insurance and miscellaneous site improvements.

Mathison/Nathe unanimous to approve the City's participation in the Sherburne County Municipal Recycling Board and approve the agreement for 2016 SCORE Grant Funding from Sherburne County in the amount of \$24686.00 for the grinding and hauling of organic material from the compost site located in and operated and maintained by the City of Zimmerman, and other related expenses, and authorize staff to execute said agreement, on file in the City Clerk's Office.

Wellhead Protection Plan Amendment – Part I

Piasecki reminded Council that the current Wellhead Protection Plan was adopted in 2008. Minnesota Rules require the public water supplier (the City) to begin a review and amendment of the Plan eight years after the Plan was adopted. Staff has been notified by the Minnesota Department of Health (DOH) that it is time to begin the City's review of our plan. DOH representatives and City staff met in late August to discuss the plan amendment and layout a timeline to complete the amendment process.

Staff has discussed the Plan Amendment process with Engineer Bittner, who has submitted a proposal to complete the Part I Amendment. Staff believes working with the current engineering staff is the best course of action for updating the plan, and recommends Council accept the proposal for the preparation of the Part I Wellhead Protection Plan Amendment, at a not-to-exceed cost of \$18,800. The 2016 Water Fund budget includes \$25,000 for the preparation of the Part I Amendment.

Mathison/Nathe unanimous to accept the proposal submitted by Bolton & Menk, Inc., to prepare the Wellhead Protection Plan Amendment – Part I, at a cost not-to-exceed \$18,800, with funds to be taken from the Water Fund (Fund 601), as recommended by staff.

ISD 728 Community Education Summer Programming

Staff has been contacted by ISD 728 Community Education about the possibility of conducting summer track and field and cross country programming in the City in 2016. They are asking for the City's consent to conduct their events in the City and possibly use City Park facilities at varying times throughout the summer months. In return, Community Education would use revenues generated through these summer programs to offset expenses related to the fall, winter and spring Open Gym events funded by the City and Livonia Township.

Council agreed by unanimous consensus to allow ISD 728 Community Education to utilize facilities and open space within the City Park to conduct summer park and recreation activities as needed.

Fremont Drive Realignment Project Update

Engineer Bittner provided an update of activities related to the Fremont Drive Realignment project, which is a joint project between the City, Sherburne County and the MN Department of Transportation. Currently final plans are being drafted by all parties and prepared for review by the State. Holiday Corporation has expressed an issue with the location of the realigned intersection and has been discussion their concerns about the proposed location with the County Engineer. The County is awaiting an alternate proposal from Holiday for review.

Bolton & Menk is also working on plans for the rebuilding of Main Street between County Road 4 and Woodlands National Bank. The City will be replacing an older segment of pavement and a portion of the water main on this state aid street. More information will be provided on both projects as it becomes available. No action taken.

MAYOR/COUNCIL ITEMS

Upcoming Events

- Passing the Bread Food Distribution - Saturday, February 27, 9 – 11 a.m. at the Sherburne County Public Safety Building
- Chamber of Commerce Business and Community Expo - Saturday, March 12, 10 a.m. – 2 p.m. at Zimmerman High School.
- Local Board of Appeal and Equalization – Monday, April 18, 9:00 a.m. at Zimmerman City Hall.

Before adjourning, Acting Mayor Brisbin asked for a moment of silence in honor of US military personnel serving at home and abroad.

Mathison/Nathe unanimous to adjourn the meeting at 7:42 p.m. Motion carried.

Approved this 7th day of March, 2016.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 03/07/2016