

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY FEBRUARY 24, 2014**

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 Clough, Mathison and Merwin. Member Brisbin was excused absent. Also present were Administrator Piasecki, and Clerk/Treasurer Tillmann.

AGENDA APPROVAL

Mathison/Clough unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Clough/Merwin unanimous to approve the following meeting minutes:

- **February 3, 2014 Regular Meeting as presented**
- **February 10, 2014 Committee of the Whole Meeting as presented**

CONSENT AGENDA

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

- a. Approve the payment of claims (check #35868 - #35913) in the amount of \$65,297.75 and electronic payments (e-check #993 - #999) in the amount of \$185,412.32 as presented.
- b. Accept the Investment/Funds Report of January 2014 as presented by the Clerk/Treasurer.
- c. Accept the Monthly Budget Report for January 2014 as presented.
- d. Accept the Building Permit Summary Report for January 2014 as presented.
- e. Approve the Sewer & Water Installer License Application for RC Grading & Excavating, PO Box 405, Montrose, MN 55363, for the period of February 24 – December 31, 2014.
- f. Approve payment to Hawkins, Inc., in the amount of \$5,233.50 (ck# 35914) for bulk chemicals to be used at the Wastewater Treatment Plant as identified on Invoice #3561008, with funds to be taken from the SBR Budget in the Sewer Fund, as indicated by the Public Works Director.

OPEN FORUM

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

ATTORNEY'S UPDATE

Kathleen Heaney, Sherburne County Attorney, was present to provide an update of activities and services provided by the Sherburne County Attorney's Office through the prosecution contract with the City.

In 2013, the City collected approximately \$18,700 in fine revenue, with one-third of that, \$9,112, turned back the County Attorney's Office for prosecution services for petty and gross misdemeanors. The County Attorney's Office opened 233 new adult felony cases compared to 205 in 2012. Heaney reported that they continue to see an increase in the number of alcohol related cases processed through the County Attorney's Office. Other trends include increased prescription drug abuse amongst adults and teenagers and an increase in the number of youth being put through the system at younger age, affected by mental health or other issues. Heaney said she appreciates the working relationship between the City, the County Attorney's Office and the Sherburne County Sheriff's Department.

Discussion was held regarding diversion methods and programs used by the judicial system and cooperative assistance provided Health and Human Services and Probations Departments.

PARK BOARD REPORT

Tim Sevcik, Park Board Chair, presented the report for the February 12, 2014 Park Board Meeting. Sevcik reported that the Park Board is recommending application for an Outdoor Education Grant for the development of

City Park areas through the MN DNR. The Park Board is interested in acquiring property in Huntington for the development of a playground area near the intersection of 8th Street and 10th Street.

Council agreed by unanimous consensus to allow the Park Board to proceed with the Outdoor Education Grant process.

Clough/Merwin unanimous to accept the minutes of the February 12, 2014 Park Board meeting as presented.

FINANCE REPORT – presented by Clerk/Treasurer Tillmann

2014 Elections

Tillmann reported that the City will participate in Primary and General Elections in 2014. The State Primary is scheduled for Tuesday, August 12, 2014 and the General Election will be held on Tuesday, November 4, 2014. Election Judges are currently being sought, with 12 needed for the Primary and 20 needed for the General Election. The City will have two races on the General ballot, including two Council seats and the Mayoral seat. Filing for office will open in July and close in August. Election information will be published in the Elk River, Star News, on the City's website and cable access channel as it becomes available. No action taken.

Acceptance of Credit Cards with Payment Service Network (PSN)

Tillmann reported that Council approved a change in credit card processors in the fall of 2013. The new processor, Payment Service Network (PSN), allows more payment options for customers, including payment with bank accounts and electronic checks in addition to Visa, Mastercard and Discover, and allows customers to view utility bills on-line, as well as opt out of receiving monthly paper statements. In 2013 on average, the City was processing \$10,000 a month in electronic payments. Since switching to PSN, the City is processing \$16,000 - \$22,000 in electronic payments monthly, and paying the same amount in convenience fees as with RevTrak. It appears the service has been well received by customers. No action taken.

ADMINISTRATOR'S REPORT – presented by Administrator Piasecki

Draft Emerald Ash Borer (EAB) Preparedness Plan

Piasecki reported that in 2013, the Sherburne County Soil & Water Conservation District, Sherburne County and cities within the County formed a committee to review and potentially address EAB if or when it arrives. Part of the committee activity has been the formation of a unified response/preparedness plan, based on a common template. The Council packet included a draft preparedness plan developed by staff in conjunction with the SWCD and committee members. A tree survey of the City has been completed by volunteers coordinated by the SWCD, which identified 16% of Zimmerman's trees to be ash and susceptible to EAB. The draft plan includes proposed actions allowing the City discretion in whether to treat or remove infected trees, prohibiting plantings of ash trees in proposed landscape or boulevard plantings, and monitoring when able by both city staff and volunteers.

RESOLUTION 14-02-02 Mathison/Clough to adopt RESOLUTION 14-02-02, adopting the Emerald Ash Borer Preparedness and Management Plan as presented.

MAYOR/COUNCIL ITEMS

Upcoming Events

The Zimmerman Chamber of Commerce Business and Community Expo will be held on Saturday, March 15, from 10 a.m. – 2 p.m. at the Zimmerman High School.

Passing the Bread held a Food Distribution event on Saturday, February 22, with the next distribution event scheduled for Saturday, March 22, from 8 – 10 a.m. at the Sherburne County Public Safety Building.

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

Mathison/Merwin unanimous to adjourn the meeting at 7:37 p.m. Motion carried.

Approved this 4th day of March, 2014.

s/s Kary Tillmann, Clerk/Treasurer

Approved 03/03/2014