

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, JUNE 3, 2013**

CALL TO ORDER

The regular meeting of the Zimmerman City Council was called to order at 7:01 p.m. at City Hall by Mayor Earenfight, followed by the Pledge of Allegiance.

ROLL CALL

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

AGENDA APPROVAL

Laney/Clough unanimous to approve the agenda as presented.

APPROVAL OF MINUTES

Mathison/Clough unanimous to approve the meeting minutes of the May 20, 2013 Regular Meeting of the City Council as presented

CONSENT AGENDA

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

- a. Approve the payment of claims (check #35173 - #35200) in the amount of \$33,359.24 and electronic payments (e-check #899 - #894) in the amount of \$27,961.83 as presented.
- b. Authorize payment in the amount of \$8,560.00 (ck #35201) to Abdo, Eick & Meyers, as partial payment for certified audit services for the year ended December 31, 2012, per the agreement on file in the Clerk/Treasurer's Office.
- c. Authorize premium payment to the League of Minnesota Cities Insurance Trust in the amount of \$70,207.00 (ck #35203) for the 2013-2014 insurance premium renewal, as presented and as recommended by staff.
- d. Approve payment to Fergus Power Pump in the amount of \$15,671.01 (ck #35202) for semi-annual bio-solids hauling, with funds to be taken from the SBR Budget (602-49480-460), as recommended by the Public Works Director.
- e. Approve tobacco license renewals for the following establishments, for the period of July 1, 2013 – June 30, 2014, pending receipt and acceptance of all application materials, as recommended by staff:
 - Frontier Liquor -- 26207 Fremont Drive
 - Holiday Stationstore #239 -- 26125 Highway 169
 - Jim's Market, 26233 – 2nd Street East
 - P & A Liquor, 26025 – 3rd Street East, Suite 400
 - SuperAmerica #4535 – 26075 – 3rd Street East
 - Uptown Off-Sale – 25965 Main Street

OPEN FORUM

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

LAW ENFORCEMENT REPORT

Patrol Captain Bob Stangler, Sherburne County Sheriff's Department, provided an overview of activities for the month of May, 2013. In the month of May, the department received 418 calls for service, including 183 traffic stops, as opposed 295 calls for service in the same time period in 2012 and 350 calls in 2011. There were 76 citations issued, not including long form complaints, with one burglary reported in the month. Stangler reported that there have been problems with the school zone lights by Westwood and Zimmerman High School but they are working once again. Wild West Days went well overall and there were no major incidents, however several counterfeit \$20 bills were passed to vendors and reported. Deputies were able to track down the perpetrators; however the incident is still under investigation. Stangler also reported that the Sheriff's Office, in

partnership with the Sherburne County Attorney's Office annually awards scholarships to graduating seniors. This year, five ZHS Seniors were awarded \$500 scholarships. Stangler also reminded residents of current curfews for minors, which can be found on the Sherburne County Website.

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

FIRE DEPARTMENT REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of May, 2013. The Department responded to 1 medical assist, 1 gas leak, 5 accidents including 3 with injuries, 1 fire alarm, 1 downed power line, 2 grass fires, and provided assistance to a residential garage fire in Orrock Township and a house fire in Elk River. The city-owned house on 2nd Avenue North will be burned during a training exercise on Tuesday, June 4, starting about 5:00 p.m.

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

Dan Plude was in attendance on behalf of the Zimmerman/Livonia Fire Relief Association to present a \$3,900 check towards the purchase of bleachers in Lion's Park.

RESOLUTION #13-06-01 Clough/Laney unanimous to adopt RESOLUTION #13-06-01 accepting a donation of \$3,900 from the Zimmerman/Livonia Fire Relief Association for the purchase of bleachers in Lion's Park.

PUBLIC WORKS REPORT -- presented by Engineer Bittner

Engineer Bittner reminded Council that bids were awarded for the 2013 Street Improvement Project at the May 20 meeting. However, Council requested that prior to construction commencing, property owners be provided with updated assessment amounts and have an opportunity to discuss the amended proposed assessment with Council. Notice of the same was sent to all affected property owners, noting that the final assessment hearing will not occur until late October or early November when an accounting of final costs has been completed. Bittner continued that there is a drop in proposed assessments of approximately 30%, but they did not drop equally. Corner lot assessments were re-evaluated. In order to be consistent with City policy, corner lots are assessed at 100% of the long side and 20% of short side.

The following public comments were heard:

Roger Munter addressed the Council regarding the properties he owns at **12700 - 2nd Avenue North** and **26146 - 2nd Street West**. He stated that he was not in agreement with the sidewalk being on his side of the street and felt the project was too fancy and too expensive. He said that no one would use the sidewalk so he didn't feel it was even necessary, but if it was put in, it should be closer to the street that currently located on the plans. He feels that the assessment is too much. His fence is located within the right-of-way and he doesn't feel he should be responsible for moving it. He stated that the property is valued at \$22,000 and doesn't warrant a \$12,000 assessment.

Engineer Bittner stated the sidewalk was placed at a consistent distance along the entire length of the street in order to allow for snow storage. He recommends the sidewalk be placed where located on the plan. If the sidewalk was placed along the curb line, the City would likely have to maintain the sidewalk in the winter due to the amount of snow that would be plowed onto it when removed from the street. Bittner also explained that the total project cost is approximately \$1.1 million, of which approximately \$200,000 will be assessed and \$700,000 will be funded through Municipal State Aid. Property owners are being assessed approximately 30% of the street and storm water costs. There will be some inconveniences during the project with regard to accessing certain

areas, but as with the last project, staff and the contractor will work to minimize that as much as possible. There is no significant cost differential to move the sidewalk.

Deb Nienow, 12757 -- 2nd Avenue North questioned the Council's final decision on street width, on-street parking and the sidewalk location. Bittner responded that 2nd Avenue North was narrowed from 38 feet wide to 32 feet wide on the plan. The sidewalk will be located on one side of the street only, the south side on 2nd Avenue North and on the east side of the cross streets. On-street parking will be on the same side of the street of the sidewalk.

Jill Matson, 26128 – 3rd Street West, questioned the construction schedule. Bittner stated that construction is anticipated to start in July and should be finished by the end of the October. The final lift of bituminous would be added sometime next year. Staff will distribute a weekly e-mail newsletter and provide updates via the City's website.

Shannon Zimmerman – 12725 – 2nd Avenue North, questioned if the boundaries on the north side of 2nd Avenue North would be determined since properties are not platted. Administrator Piasecki responded that the project construction drawings are based on a right of way survey done by the engineers.

Street Sweeping

Piasecki reported that street sweeping has been delayed due to the rainy weather. The Public Works Department started street sweeping this week and should be done within 2 weeks. No action taken.

Ballfield Lighting Project

All of the new ballfield lights from the Ramsey location have been brought into the City and will be installed in the near future. Once the light poles are standing, the control panels and preliminary power will be added. No action taken.

FINANCE REPORT –presented by Clerk/Treasurer Tillmann

Credit Card Processing Vendor

In 2008, the City Council approved the acceptance of credit cards for city water utility services, due to high customer request. On average, staff processes approximately 250 credit card payments each month, and about 150 auto debit payments. The average monthly invoice from RevTrak (the current service provider) is approximately \$700 per month for processing electronic payments. Because the fees have steadily increased, staff has been researching service providers that offer the same or similar services for less cost.

Payment Service Network (PSN) provides a less expensive solution to the City. Tillmann reviewed monthly processing fees for the two vendors. If current processing volume is maintained, the monthly cost through PSN would be approximately \$420, a savings of about \$280 per month. PSN also offers additional ways of processing that RevTrak does not, such as electronic checks from bank accounts. Even with that add-on, we would still save at least \$100 per month from what we currently pay. For a small upcharge, the City could add a module to process electronic checks from customer bank accounts and email utility bills to customers, which would reduce costs in the long run, as we would be using less postage and paper supplies to mail bills out.

The Finance Department will need to upgrade our Banyon software module to the PSN solution. This cost will be an additional \$500, which can be paid from the Computer Supplies line in the Finance Department. The City's contract with RevTrak expires on October 28, so any savings from changing vendors would not be realized until later in the year. However, the extended prep would allow staff and vendors to prepare for a seamless transition.

Mathison/Laney unanimous to accept the service and cost proposal from Payment Service Network (PSN) for electronic payment processing of utility bills, designating the Clerk/Treasurer and Finance

Assistant/Utility Billing Clerk as authorized users to facilitate the process; approve the creation of a web store on the City's website to facilitate electronic credit/debit transactions; and authorize the City Administrator to sign a service agreement to be kept on file in the City Clerk's Office.

Mathison/Laney unanimous to approve the upgrade of the Internet Payment Software Module from Banyon Data Systems, Inc., in the amount of \$500.00, with funds to be taken from the Finance Administration Computer Supplies line item (101-41500-207), as recommended by staff.

MAYOR/COUNCIL ITEMS

Council agreed by unanimous consensus to cancel the COW meeting for June 10 due to a lack of agenda items.

Mayor Earenfight noted the following upcoming events:

- Tuesdays from 3 – 6:30 p.m. – Farmer's Market -- City Park
- June 8 – Fire Department Golf Tournament at Fairway Shores Golf Course
- June 14 – Chamber of Commerce Golf Tournament at Princeton Golf Course
- June 14 – 16 and June 21 – 23 -- ZAYAA Baseball tournaments – City Park

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

Clough/Mathison unanimous to adjourn the meeting at 8:09 p.m. Motion carried.

Approved this 17th day of June, 2013.

s/s Kary Tillmann, Clerk/Treasurer

APPROVED 06/17/2013