

**MINUTES OF THE REGULAR MEETING
OF THE ZIMMERMAN CITY COUNCIL
MONDAY, OCTOBER 5, 2015**

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

AGENDA APPROVAL

Brisbin/Nathe unanimous to approve the agenda with the following addition:

- **Variance to MSAS Design Standards for Fremont Drive Realignment – Administrator’s Report**

APPROVAL OF MINUTES

Mathison/Brisbin unanimous to approve the minutes of the September 21, 2015 Regular Meeting of the City Council as presented.

CONSENT AGENDA

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

- a. Approve the payment of claims (check #37432 - #37475) in the amount of \$59,349.44 and electronic payments (e-check #1233 - #1235) in the amount of \$282,240.07 as presented.
- b. Approve the transfer of \$25,000 from the Water Fund (Fund 601) and \$25,000 from the Sewer Fund (Fund 602) to the General Fund (Fund 101) to cover 2015 expenses funded wholly by the General Fund as identified and as recommended by staff.
- c. Approve the transfer of \$42,232.13 from the General Assessment Fund (Fund 504) to the CSAH 4 Improvement Fund (Fund 442) to reimburse the balance of the reconstruction expenses and close out the project fund.
- d. Accept the Investment/Funds Report for August 2015 as presented.
- e. Accept the Monthly Budget Report for August 2015 as presented.
- f. Accept the September 2015 Building Permit Summary Report as presented.

OPEN FORUM

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

FIRE DEPARTMENT REPORT

Fire Chief Ryan Maloney presented the Fire Department report for the month of September, 2015. The Department provided assistance on 3 medical calls and responded to 2 motor vehicle accidents with injuries. They answered 3 fire alarms, 2 carbon monoxide calls, responded to a Hazardous Materials spill and a vehicle fire. Last Friday, October 2nd, the local elementary schools held their 2nd annual Walk-A-Thon fundraiser and the Department hosted over 1200 kids at the Fire Station after they walked from the 2 elementary schools in town. This week is Fire Prevention Week, and Department members will meet with over 1300 students from local schools to talk about Fire Prevention. This year’s theme relates to Smoke Detectors. Batteries Plus has donated 9-volt batteries for smoke detectors in residential properties and those are available at the Fire Station. Maloney has recently completed a review of the Department’s Worker’s Compensation insurance with the Department’s Insurance Agent. The Fire Department’s rating is .75, which is as low as possible, meaning the Department saves approximately 25% on the annual insurance premium for Work Comp insurance.

Council accepted the Fire Department Report for September, 2015 by unanimous consensus as presented.

PROJECT UPDATE – Seating Areas at Lions Park

Branden Weber, Boy Scout Troop 91, was present to provide an overview of his Eagle Scout Project. Weber constructed two rows of benched seating and 5 picnic tables near the fire ring in the Park. The project took approximately 180 hours to complete, using about 40 volunteers with a value of \$2,800. Weber showed a video overview of his project to the Council.

FINANCE REPORT– presented by Clerk/Treasurer Tillmann

2015 Longevity Pay

Discussion was held regarding the granting of Longevity Pay to eligible employees for 2015. Annually, Council considers longevity payments to employees based on years of service to the City. Currently, there are 6 employees eligible for longevity, with a potential total payout of \$9,360.00. The impact on the General Fund is \$4,420, on the Water Fund is \$1,690, and the Sewer Fund is \$3,250. These amounts were included in the 2015 expenditure budget when it was approved last year. Staff was requesting discussion on whether Council would approve the payout of longevity for 2015. Council directed that this item be placed on the October 19 meeting agenda for further discussion and action.

Request for 2016 Initiative Foundation Funding

Annually, the Initiative Foundation asks Council to consider a contribution in the annual budget. Staff has received a request for funding for 2016.

Mathison/Brisbin unanimous to approve a \$100 contribution to the Initiative Foundation for 2016.

ADMINISTRATOR’S REPORT –presented by Administrator Piasecki

Amendment to Wellhead Protection Plan

The City adopted the current Wellhead Protection Plan in 2008. Minnesota Rules require every public water supplier to review and amend their plan 8 years after adoption. This review and amendment accounts for potential environmental changes, growth, and development that might impact the aquifer and City’s public supply wells. Staff met with representatives from the MN Department of Health (DOH) in late August to discuss the City’s plan amendment. Staff was informed at that time that the mapping and water modeling in the current plan is not usable and new mapping and water modeling will be required for the plan amendment. DOH anticipates the process to take approximately two years, finishing in 2017, and will cost the City approximately \$25,000 - \$30,000.

The City’s former engineering firm, Earth Tech, assisted in the preparation of the Wellhead Protection Plan when it was drafted 8 years ago. We can choose to use our current Engineer, Bolton & Menk, or issue a Request for Proposals (RFP) to draft and prepare the plan amendment. Staff will budget appropriately in the 2016 Water Fund to cover the costs of Phase I and II of the Plan Amendment. More information will be provided as it becomes available. No action taken.

Variance to MSAS Design Standards – Fremont Drive Realignment

Engineer Bittner attended the September 21, 2015 City Council meeting to discuss and present a resolution requesting a variance from MN DOT to the State Aid design standards for the Fremont Drive relocation project proposed for 2016. At that meeting, Council adopted a resolution to decrease the design speed from 30 miles per hour to 25 mph, as Bittner requested.

Engineer Bittner met with the MN DOT Variance Committee last week. The Committee approved a decreased speed variance, but further decreased the speed to 20 mph, due to “back to back” curves in the proposed

realignment. Staff requested Council adopt a resolution to match the action taken by the Variance Committee to match project records.

RESOLUTION #15-10-01 Brisbin/Mathison unanimous to adopt RESOLUTION #15-10-01, requesting a variance from standard for State Aid Operation for Project SAP 251-123-001, as requested and recommended by the City Engineer.

MAYOR/COUNCIL ITEMS

Mayor Earenfight identified the following upcoming events:

- Wednesdays – County Veteran’s Office staff are available at the Public Safety Building to assist veterans with benefit administration. Contact the Sherburne County Veteran’s Service Office to schedule an appointment
- October 31 – Passing the Bread Food Distribution – 8 – 10 a.m., Public Safety Building

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

Brisbin/Nathe unanimous to adjourn the meeting at 7:35 p.m. Motion carried.

Approved this 19th day of October, 2015.

Kary Tillmann, Clerk/Treasurer

Approved 10/19/2015