

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JANUARY 24, 2013 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Victoria Hallin, Dick Dobson, Thom Walker and Jules Zimmer. Staff present was Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Liquor Store Manager Nancy Campbell, Public Works Director Bob Gerold, City Clerk Shawna Jenkins and Attorney's Richard Schieffer and Damien Toven. Absent was Community Development Director Carie Fuhrman.

SPECIAL ORDER OF BUSINESS – SWEARING IN OF COUNCILOR JULES ZIMMER

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of January 10, 2013

WALKER MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF JANUARY 10, 2013 WITH THE CORRECTIONS AS REQUESTED BY ATTORNEY RICHARD SCHEIFFER. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
 - 1. Mille Lacs Chapter 59 Ducks Unlimited Raffle – April 4, 2013
- B. **Personnel**
 - 1. **Police Department** – Nichole Josephs Step 6 Increase effective 2/4/13
 - 2. **Public Works** – Todd Ross temporary demotion from GM II to GM I until acquisition of Class "C" sewer license
- C. **Donations / Designations**

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

None

PUBLIC HEARINGS

None

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Fire Advisory Board minutes of January 8, 2013
- B. PAVC Minutes of January 14, 2013

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Ordinance 695 – Wellhead Protection Ordinance – Final reading

Karnowski stated that the Princeton Public Utilities (PUC) General Manager, Connie Wangen, is asking the City Council to consider adopting the attached ordinance that would prohibit the drilling of private wells in the city except in certain circumstances.

At issue are the “Wellhead Protection” responsibilities of the PUC to take whatever means necessary to protect the water supply serving the city residents.

It is pointed out that any protrusion into the aquifers beneath the city provides an opportunity for contaminants to get into the water.

The ordinance would prohibit the drilling of most wells except for properties further than 500 feet from the PUC’s water system. It also allows for wells drilled for dewatering purposes, groundwater monitoring purposes, heating and/or cooling systems, etc.

WALKER MOVED TO APPROVE ORDINANCE 695 AMENDING CHAPTER 940 OF THE CITY OF PRINCETON CODE OF ORDINANCES TO ADD NEW SECTION 940.01 PROHIBITING PRIVATE WELLS FOR DOMESTIC USE ON PROPERTIES WITHIN THE CITY SERVED BY THE PRINCETON PUBLIC UTILITIES WATER SYSTEM. DOBSON SECONDED THE MOTION.

Hallin asked if the ordinance should read that if the system fails it cannot be repaired it or replace. Schieffer responded that the ordinance is just to prevent the drilling of a well. If a well is no longer operative, it needs to be abandoned.

Hallin questioned if it can be repaired if something were to fail. Dobson replied that this ordinance is to go along with PUC’s policy where that would be covered. He suggested attaching a copy of PUC’s policy to this ordinance once it is also approved and passed.

THE MOTION CARRIED UNANIMOUSLY

B. Resolution 13-03 – Accepting a donation from John and Carol Hulette

HALLIN MOVED TO APPROVE RESOLUTION 13-03 ACCEPTING A DONATION OF \$200 FROM THE HULETTES FOR THE PRINCETON FIRE AND RESCUE DEPARTMENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**C. Resolution 13-04 – Resolution authorizing rental of a safe deposit box in Bremer Bank
Karnowski, defines signatures to a safety deposit box**

Zimmer asked what was in the City’s safe deposit box. Karnowski responded that it contains deeds, titles, etc.

HALLIN MOVED TO APPROVE RESOLUTION 13-04 AUTHORIZING THE RENTAL OF A SAFE DEPOST BOX IN BREMER BANK. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Princeton Fire and Rescue – Chief Roxbury

1. 2012 Update

Roxbury stated that the Princeton Fire Rescue is a paid on call fire department with 32 dedicated members that provide service to the City of Princeton, Princeton Township, Greenbush Township, Blue Hill Township, part of Bogus Brook Township, and part of Wyanett Township. It protects 152 Square Miles with approximately 14,576 people. It also provides mutual aid to other departments in the area of which we had 17 calls in 2012 including providing manpower and equipment to the paper mill fire in Sartell.

Roxbury reported that Princeton Fire Rescue responded to 267 calls for service in 2012 with an average response of 16 members attending, up from 244 calls in 2011. The average response time from the time we are paged to the time that we are at the occurrence is 7:30 minutes. Remember that the time is an average of all calls including the 17 mutual aid calls and no emergency calls. We are good but it does take us a little over the 7:30 minutes to get to Sartell. To compare how we are doing with others, the last study that I could find that Minneapolis did on their response times was 2011 and their average time was 6:24 Minutes. A copy of all fire run records are available upon request.

The incident types with the most calls in order are: Medicals, Grass fires, Traffic Accidents, Building Fires, and then Car fires.

Princeton Fire Rescue has an ISO rating of a 4 in the city and a 7 in the rural. ISO rates from 1 to 10 with the lower the number the better the rating. ISO rates 2066 communities in Minnesota, with only 38 full time and volunteer departments rated better than the 4 that Princeton Fire Rescue is rated.

Newsworthy for 2012: Tanker 9 refurbished, Grass 1 put in service (Our 6X6 Ranger), Over 60 people trained and tested out with our relocation mission for the Monticello Power plant and the commitment from the state for another two years of the program, 800Mhz Radios up and running, Grants received, The Sartell Paper Plant Fire, and the belief that by the time you get this report next year we will be in a new Public Safety Building.

Grants and outside funding: Monsanto, Brian Orton: Winter Knights: Central MN EMS: Fire Act Grant: MBFTE: Center Point Energy: Eddie Foundation: DoD Firefighter Property Program: DNR Volunteer Fire Assistant Grant: MN Dept of Human Services, REP Program.

Roxbury stated the Fire Departments Mission Statement is: Princeton Fire Rescue is a public safety agency dedicated to protecting life, property, and the environment through professionalism, integrity, and efficiency.

Hallin said she really appreciates this information.

Dobson asked what the average time is between the time the call is made to the time on scene. Roxbury said he does not have those figures with him. He added that it is recommended to see a response of 80% within 14 minutes. Princeton's Fire and Rescue average around 94% at 14 minutes or less.

Dobson said he knows that Princeton is very good and quick about getting the first truck out there. Whitcomb said it shows that the department has a great group of volunteers that will get up at all hours of the night and get out to a scene quickly.

2. Fire Act Grant Update

Roxbury stated the Council is likely aware that the Princeton Fire Rescue received a Fire Act Grant for \$43,890 for the replacement and upgrade of the department's rescue tools. The grant is a 5% matching grant.

With \$41,620 coming from the grant, the fire department already has the \$2,190 set aside to cover the city's matching grant portion.

In selecting the replacement equipment, we had representatives promoting different brands brought in to demonstrate the various types of equipment to the department members, to see how they worked with our existing equipment. Requests for quotes were then sent out to the suppliers to get the best bang for our buck.

After review of suitability and pricing, our opinion is that the best equipment for our department would be:

Rescue 42 CTC Strut kit	\$ 3,000
Hurst eDraulic SD700E Rescue Cutters	\$ 10,395
Hurst eDraulic SP300E Rescue Spreaders	\$ 10,795
Hurst Chargers (for Batteries, Adapters, Fittings and Accessories)	\$ 11,300
[The three items above are from Alex Air Apparatus]	
Paratech #50 Max-Force Air Bag Kit with Control	\$ 5,300
[From Frontline Plus]	

The \$550 fee paid to our grant writer (Lisa Burlage) is also an allowable grant expense and will be included in the total.

Copies of the information on the equipment and price quotes are on file if you would like to review them.

Roxbury said he is requesting a motion by the council approving the purchase of the above listed equipment which would then allow me to order the equipment.

HALLIN MOVED TO APPROVE AUTHORIZING THE PURCHASE OF THE RESCUE 42 CTC STRUT KIT AT \$3,000, HURST EDRAULIC SD700E RESCUE CUTTERS AT \$10,395, THE HURST EDRAULIC SP300E RESCUE SPREADERS AT \$10,795, HURST CHARGERS AT \$11,300 AND A PARATECH #50 MAX FORCE AIR BAG KIT WITH CONTROL FOR \$5,300 WITH THE GRANT MONEY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Council Liaisons and Appointments

Karnowski stated the following is a list of the current Council liaison appointments for the City's boards and commissions. If the Council wishes, appointments should be made for 2013.

Board/Commission

Planning Commission
Park Board
Airport Advisory Board

Current Appointment

Dick Dobson
Dick Dobson
Dick Dobson

Public Utilities Commission	Dick Dobson
Economic Development Commission	Thom Walker & Victoria Hallin
Fire Advisory Board	Paul Whitcomb
Housing & Redevelopment Authority	Dick Dobson
Tree Board	(open)
Cable Commission	Victoria Hallin
Mille Lacs Co. Historical Society (open)	
Library (P.A.L.S.)	Victoria Hallin
ECRDC Board	(open)
Chamber of Commerce	Victoria Hallin

Karnowski stated that once the Council agrees on the liaison appointments, a motion to make those appointments would be in order

The Council also needs to elect the Acting Mayor for 2013. A motion to make that appointment would be in order as well.

Karnowski said there is only one municipal representative for the ECRDC Board

Hallin said she needs to remove herself from the Library Board due to her stipend being donated to them, so that will be an open position as well.

Dobson said he needs to give up the Park Board and Airport board, and would like to get resign as liaison to the Housing and Redevelopment Authority as well. Dobson said the Housing and Redevelopment Authority meets once a month in the afternoon.

Dobson said he will remain on the Planning Commission, the Public Utilities Commission and the Tree Board.

Walker said he will remain on the Economic Development Commission and will take the ECRDS Board.

Hallin said she will remain on the Economic Development Commission, the Cable Commission and the Chamber of Commerce.

Whitcomb said he will remain on the Fire Board.

Zimmer stated he will take the Park Board, Mille Lacs County Historical Society and the Library.

HALLIN MOVED TO APPROVE THE APPOINTMENT OF: DOBSON TO THE PLANNING COMMISSION, PUBLIC UTILITIES COMMISSION AND THE TREE BOARD. WALKER TO THE ECONOMIC DEVELOPMENT BOARD AND THE ECRDS BOARD. HALLIN TO THE ECONOMIC DEVELOPMENT BOARD, THE CABLE COMMISSION AND THE CHAMBER OF COMMERCE, ZIMMER TO THE PARK BOARD, MILLE LACS COUNTY HISTORICAL SOCIETY AND THE LIBRARY BOARD. MAYOR WHITCOMB TO THE FIRE BOARD. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO APPOINT OF VICTORIA HALLIN AS ACTING MAYOR. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Pay Equity Compliance report

Jackson reported that every three years, on a rotating basis, all government subdivisions of the State of Minnesota are required to file a report to the state verifying they are in compliance with the Pay Equity requirements. This is the year for the City of Princeton. Although the final result on this compliance report is not apparent on the form, it is my analysis that the City does comply with the requirements.

Jackson stated that because of the complexity of the report he would need time and the additional information in the instruction booklet in order to answer any specifics. The short analysis is that there are some classes that are underpaid and some of those are female classes, but according to the state's analysis they are not statistically significant.

Walker asked if there is a reason why the female portion is showing as under-paid. Jackson responded that there is not a definite reason why. A point system has been developed shows there are some female positions that are under-paid, but the statistical report shows that it is not significant. It shows some underpaid male positions as well.

WALKER MOVED TO APPROVE THE PAY EQUITY COMPLIANCE REPORT AS SUBMITTED. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Landscaping for the Roundabout

Gerold said as part of the overall roundabout project, MnDOT is responsible for completing the landscaping. MnDOT has prepared a landscape plan that includes shrubs, perennials and grasses. MnDOT plans to go out for bids this spring and to hire a contractor for the plant installation to be done this spring / early summer. The contractor will be responsible for maintenance for the first two years; after that, the City will take over maintenance through an agreement with MnDOT. This is just for information purposes at this time, as no action is needed.

Hallin said it from the drawing it will look is very nice. Walker asked if we can have irrigation to the site to ease in future maintenance. Gerold responded that MnDOT does not usually allow irrigation in the right- away, but since it is already there, they may be willing to work with the City on that.

MISCELLANEOUS

Hallin said the Cable Commission will be meeting in February to work on the Franchise Agreement.

BILL LIST – \$294,428.98

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$107,345.71, AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 67448 TO 67509 FOR A TOTAL OF \$294,428.98. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:30 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor