

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 22, 2015 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, Thom Walker, Dick Dobson, and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Attorney Damien Toven, and Engineer Mike Nielson. Absent was Jules Zimmer.

AGENDA ADDITIONS/DELETIONS

None

Presentation to Brad Hodgson for 27 years of service

Karnowski reported that after 27 years on the Fire and Rescue Department, Brad Hodgson has decided to retire. Hodgson has been a huge asset to the department. Over his quarter-century plus, Brad has served in many capacities on the department including Fire Captain, Fire Fighter, Fire Relief Board Treasurer, Fire Relief Board Member and Pump Operator.

Hodgson was also very active in the PFRD's efforts to promote fire safety. If it was dealing with the public for fire safety Brad was there, be it Fire Prevention in the schools, operations of the Department's Fire safety trailer program and Fire safety at the Mille Lacs County Fair.

He also took an active role in the operations of the ever popular Haunted House at the fire station. He is already helping the PFRD get the Haunted house program back running this year at the new facility.

Chief Roxbury noted that Hodgson has earned the right to be able to sleep in his easy chair without being awoken by the pager and added, "It will be hard to replace 27 years of experience that is going out the door."

CONSIDERATION OF MINUTES

- A. Study Session Meeting Minutes of October 15, 2015

WALKER MOVED TO APPROVE THE STUDY SESSION MEETING MINUTES OF OCTOBER 15, 2015. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Police – Shane Duncan Step Increase to \$23.27 effective 11-6-15
 - 2. Liquor Store – approval to Hire Alyssa Swenson
 - 3. Fire – Accept Resignation of Brad Hodgson
- C. **Donations/Designations**
 - 1. Resolution 15-66 accepting donation from Walmart to the Police Dept.

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

OPEN FORUM

PUBLIC HEARINGS

A. 8th Avenue Drainage Project – Resolution 15-65 to accept quotes and award contract

Nielson advised that they received a total of 3 quotes for option 1 of the drainage project. West Branch Construction has the low bid at \$20,432.00.

Whitcomb opened the Public Hearing at 7:08

Jim Dolye, 608 8th Ave south said he moved in 24 years ago. He feels the City should be picking up some cost, as they were the ones that allowed the homes to be built there, only put in a small trench to fix a previous drainage issue and then allowed the school to pave a large area which removed a lot of green space which allowed for drainage.

DOBSON MOVED TO CLOSE THE PUBLIC HEARING AT 7:10pm. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Walker asked if we should take into consideration what Doyle is saying. Whitcomb said the residents petitioned for this drainage repair. If the City would have initiated this project the road issues would have been fixed as well. Nielson agreed and said ideally the road would be redone as well, which would probably be about a \$350,000 project.

HALLIN MOVED TO APPROVE RESOLUTION 15-65 ACCEPTING THE QUOTE AND AWARDING THE CONTRACT TO WEST BRANCH CONSTRUCTION FOR \$20,432.00. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Fire Advisory Board Meeting of September 1, 2015

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Engineering RFP

Karnowski reported that last week, the city received five (5) proposals. The submittals were from (alphabetically):

Bolton & Menk Engineering

TKDA Engineering

Ulteig Engineering

Wiseth, Smith & Nolting Engineering

WSB Engineering

All of the firms submitting proposals are reputable firms who have experience in the municipal engineering field. Each City Council Member and PUC Board member will get a copy of each proposal to evaluate.

Staff hopes that each Council Member/PUC member will complete their ranking of the firms no later than Friday, October 30th. We ask that you rank the proposals with your top pick getting a "1" and the firm you like least getting a "5". The Council should let the City Administrator know your ranking and the PUC should notify their General Manager with their rankings. Mark Karnowski & Connie Wangen will collate the rankings and, hopefully, come up with two or three firms to interview.

Staff will then organize a joint Council/PUC meeting to do the interviews. It is suggested to hold the interviews the third week in November (16th-19th) with hopes of selecting one after the interviews. The goal would be to have the firm on board January 1, 2016. Obviously those target dates are subject to modification by the boards.

Some of the components of the proposal that the Council may want to compare include:

1. **Cover Letter/executive summary/overview:** Does it capture our concerns and issues? Does it focus on our needs as opposed to their deeds?
2. **Assigned Personnel:** Does the lead engineer and the others on the team have the relevant experience and qualifications to do the work we need them to do? Does the proposal clearly state that the assigned personnel have experience bringing in projects on time and under budget?
3. **Basis for Compensation:** Does the proposal clearly state what the method of compensation will be including rates for each person noted in the proposal? How do those fees compare with the fees noted in the other proposals? If there's a 'retainer' component to their proposal, what does the retainer cover? Does the proposal clearly state that the billing will include the necessary detail so we know what work was actually accomplished for the amount billed?
4. **Services Available:** What services do each firm have 'in house'? Do they have the necessary departments to deal with the type of projects the City and PUC will require or would they have to sub some of the work out to other firms?
5. **Funding Options:** Do any of the firms have staff that can/will assist the city in getting grant funds to assist in buying down the cost of projects. If so, is there an additional charge to the city/PUC or is it an included service offered by the company?
6. **Proximity to Princeton:** Is the firm located reasonably close to the City of Princeton to facilitate participation in various meetings?

Walker suggested adding it to the Study Session Agenda to discuss and invite the PUC to attend as well.

Nielson advised that the Pay Voucher #3, \$329,805.37 for the West Branch Project has been received. The quantities completed to date have been received and agreed upon by the Contractor. There are a few things that still need to be completed, but the project is almost done.

There are still a number of people parking on the road, and can be an issue. Staff has been discussing whether to post it as no parking on both sides of the street. It does not need to be decided now, but if the Council would like to change it to no parking a resolution will need to be passed. Hallin asked if it was mostly the one apartment building that uses the street to park on. Nielson and Gerold stated it was. Seasonally, residents choose not to use the parking in back that is available. The street does not have enough width for parking. Hallin added that both apartment units do have adequate parking behind the buildings so there is no reason for street parking.

Walker asked if there is enough room along the street for the apartment building to put a gravel parking area off the road. Gerold and Nielson said it would be an option. However, when they approached the building owner about adding bituminous area for them, the owner did not want to incur those costs. Karnowski added that the current ordinance does not allow for a gravel parking area.

Whitcomb suggested staff can draft the appropriate resolution to designate the road as no parking.

HALLIN MOVED TO APPROVE PAY VOUCHER #3 FOR \$329,805.37 TO DOUGLER-KERR UNDERGROUND FOR THE WEST BRANCH PROJECT. WALKER SECONDED THE MOTION.

Hallin asked what the change order was for. Nielson said that was for a section that was not able to be done with a slip line.

THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Public Works Pickup Purchase and sale

Gerold advised that Public Works is looking at purchasing a used 2014 Dodge Ram for \$22,800. Currently, there is \$24,000 budgeted for this new piece of equipment. This is to replace a 2001 Chevy, that staff is requesting to sell at Public Auction.

Public Works is also requesting to utilize \$12,000 that was budgeted to rehab an existing 2001 Ford F350.

WALKER MOVED TO AUTHORIZE THE PURCHASE OF A USED 2014 DODGE RAM FOR \$22,800, TO SELL THE 2001 CHEVY AT AUCTION AND UTILIZE \$12,000 TO REHBAB AN EXISTING 2001 FORD F350. HALLIN SECONDED THE MOTION.

Walker asked for clarification that this is in regards to 2 trucks. Gerold responded that it is requesting approval to purchase the 2014 Dodge Ram and use \$12,000 to rehab an existing 2001 Ford F350.

THE MOTION CARRIED UNANIMOUSLY

B. Public Works Signage Upgrade

Gerold reported that Public Works is looking at replacing the current aging Street Signs. \$5000 has been budgeted for 4 consecutive years and they would like to start the project at this time.

This was budgeted when the Federal mandates changed to say signs needed to be upgraded to the high visibility reflective standard. That standard has been modified, but staff would still like to move forward with the project.

Dobson asked if these would be the high visibility signs. Gerold said they will be.

HALLIN MOVED TO AUTHORIZE STAFF TO START THE 4 YEAR PROJECT TO REPLACE AGING STREET SIGNS. DOBSON SECONDED THE MOTION.

Walker asked if this approval will be for the entire 4 year project. Gerold responded that it would be approving the entire 4 year project.

THE MOTION CARRIED UNANIMOUSLY

C. November Council Meeting Schedule

Karnowski advised that because the Council's second meeting in November falls on Thanksgiving Day, it's traditional that the November meetings are moved. If the Council wishes to keep the same November meeting schedule as in past years, the November meetings would be as follows:

November 5th: Study Session

November 12th: Regular meeting

Tuesday, November 24th: Regular meeting

If the Council wishes to adopt that meeting schedule, a motion to that effect would be in order.

HALLIN MOVED TO RESCHEDULE THE SECOND REGULAR MEETING TO TUESDAY, NOVEMBER 24TH. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Project Lifesaver Grant Award

Frederick reported that the primary mission of Project Lifesaver is to provide timely response to save lives and reduce potential injury for adults and children who wander due do Alzheimer's, Autism and other related conditions or disorders. The task of searching for wandering or lost individuals with Alzheimer's, autism, Down syndrome, dementia or other cognitive conditions is a growing and serious responsibility.

The Princeton Police Department received notice from the MN Department of Public Safety, Office of Justice Programs regarding a grant that was submitted for Project Lifesaver. The Office of Justice awarded \$4,000 to the Princeton Police Department to fund the program on October 9, 2015.

Funds from this grant will be used to purchase equipment and training to assist the police department in understanding and locating missing individuals due to Alzheimer's and other related conditions.

With this project and the existing Alzheimer's kit that was launched by the police department in September 2015, the officers will be better equipped to handle these situations.

Dobson asked if other departments applied as well. Frederick stated the County applied a year ago and purchased 2 units. Princeton will have their own, but in case someone were to go missing, other units would be brought in to help find the person faster.

DOBSON MOVED TO ACCEPT THE PROJECT LIFESAVER GRANT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Dobson added that he has had the privilege of working with Brad Hodgson for several years and he has been a real asset to the department. He wished him good luck in his retirement.

Hallin reminded everyone that they were invited to the event at the Teen Center Friday night.

BILL LIST

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$137,157.76 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72585 TO 72698 FOR A TOTAL OF \$572,427.41. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:34PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor