

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 25, 2014 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, and Jules Zimmer. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins, and Attorney Damien Toven. Absent was Dick Dobson and Victoria Hallin

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of November 13, 2014

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 13, 2014. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

B. Personnel

- 1. Fire Department probationary Firefighter to Regular Firefighter effective 11-19-14
 - a. Math Devilbliss
 - b. Tim Gould
 - c. Stephen Schneider
 - d. Shane Werner

C. Donations / Designations

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Airport Advisory Board Minutes of November 3, 2014
- B. Fire Advisory Board Minutes of November 3, 2014
- C. PAVC Minutes of November 10, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

- A. 2015 Budget Discussion

Jackson and each department head went through the preliminary budget.

Frederick mentioned the large increase for training this year and stated that within the next year, most of the officers are all due for training and certifications.

Roxbury said for the Fire Department, they try to do an increase of just 3%, which makes it easier for the Townships to plan for Fire Protection costs in their budgets.

He added that they apply for and receive a lot of grants, but those are not guaranteed, so they do plan for those costs while budgeting.

Karnowski stated that including the Townships in the Fire Advisory Board works very well as they also have a say in how the money is spent.

Karnowski spoke about the Airport budget and stated that the numbers in regard to the Flight Service station are up in the air as of right now. The contract is up in August or September and staff is not sure what is going to happen at that time.

Gerold said in regard to the sanitary sewer fund, Klinghagen has really worked hard on getting the costs down, but still keeping the numbers under where they need to be.

Jackson stated that with this proposed levy, a resident or business owner's city portion of the taxes would go down 4.8% if the property value remained the same.

Jackson asked the council for any feedback. Whitcomb and Walker responded that the budget looks good. Jackson added that it will be on the study session agenda for discussion as well.

NEW BUSINESS

A. Policy to Ensure the Security of Not Public Data

Karnowski reported that Attorney Schieffer recommended the City adopt a policy in regard to the Security of data that is not public now that the state has made those changes. The recommended policy is as follows:

Legal Requirement

The adoption of this policy by the City of Princeton satisfies the requirement in Minnesota Statutes, Section 13.05, Subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in City of Princeton's Data Inventory (required by Minnesota Statutes, Section 13.025, Subd. 1), in the individual employee's position description, or both City of Princeton's policy limits access to not public data to employees whose work assignment reasonably requires access.

Data Inventory

Under the requirement in Minnesota Statutes, Section 13.025, Subd. 1, City of Princeton has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by City of Princeton. To comply with the requirement in Section 13.05, Subd. 5, City of Princeton has also modified its Data Inventory to describe the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in City of Princeton's Data Inventory, the Responsible Authority, and the City Attorney, may have access to all not public data maintained by City of Princeton if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Data Sharing with Authorized Entities or Individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, Section 13.04) or City of Princeton will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that Not Public Data are Not Accessed Without a Work Assignment

All tasks involving the use of not public data shall be carried out by the Responsible Authority, or assigned to an appropriate employee by the Responsible Authority.

Penalties for Unlawfully Accessing Not Public Data

City of Princeton will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, Section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

WALKER MOVED TO ADOPT THE NOT PUBLIC DATA POLICY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$107,204.14 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 71024 TO 71073 FOR A TOTAL OF \$131,979.03. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:42PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor