

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
DECEMBER 10, 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, Victoria Hallin, Dick Dobson, and Jules Zimmer. Others present: Administrator Mark Karnowski, 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, Engineer Mike Nielson and Attorney's Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Continued Study Session Meeting Minutes of November 24, 2015
- B. Regular Meeting Minutes of November 24, 2015
- C. Study Session Meeting Minutes of December 3, 2015

WALKER MOVED TO APPROVE THE CONTINUED STUDY SESSION MEETING MINUTES OF NOVEMBER 24, 2015, THE REGULAR MEETING MINUTES OF NOVEMBER 24, 2015 AND STUDY SESSION MEETING MINUTES OF DECEMBER 3, 2015. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
- C. **Donations/Designations**
 - 1. Resolution 15-75 – Walmart \$1000 Donation to “Shop with a Cop”

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Planning Commission Meeting Minutes of November 16, 2015
- B. EDA Board Meeting Minutes of November 19, 2015
- C. Park Board Meeting Minutes of November 23, 2015

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

- A. Ordinance 727 – Kennels – FINAL READING

Foss advised that there have been no changes to the suggested ordinance amendment since the first reading.

WALKER MOVED TO APPROVE ORDINANCE 727. DOBSON SECONDED THE MOTION.

Hallin asked what happens if someone currently has more than 3 pets in the home. Foss responded that the ordinance always stated that 3 pets were only allowed, so any homes that have more than 3 are non-conforming and in violation of the ordinance. The amendment is just addressing some various language in the definitions that differed in the code and zoning sections of the ordinance.

THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 728 – 2016 fee schedule

Karnowski reported that this is the yearly review of fees. There are several suggested changes in the cemetery section that is reflective of recent changes in the rules and regulations.

Zimmer asked about the civic center fees. Karnowski said the changes before the council are just those that staff or boards/commissions are recommending amendments to. If the Council would like to change the Civic Center fees or anything else, we can bring those back for approval. Zimmer said he was just wondering and doesn't feel they need to be changed at this time

HALLIN MOVED TO INTRODUCE ORDINANCE 728 AMENDING FEES. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 15-76 – 2016 Budget and Levy

Jackson presented the 2016 Budget and Final Levy, which is the same as the preliminary that was set in September.

DOBSON MOVED TO APPROVE RESOLUTION 15-76, APPROVING THE 2016 BUDGET AND LEVY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Power Source North Interim Use Permit Annual Review

Foss advised there she reviewed the interim use permit with Matt McClay and there have been no changes.

D. Engineer Selection

Karnowski reported that the council was short 2 members at the Study Session when the Engineers were interviewed, so the decision was made to wait until this meeting when the Council was complete.

Walker said he ran into Wangen from the PUC and it appeared that they were still in favor of WSB as the PUC being the Engineer.

Hallin said she is in favor of continuing with WSB as well.

HALLIN MOVED TO APPOINT WSB AS THE CITY ENGINEER. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Sterling Point Transfer – Resolution 15-77

Foss advised that this is the final paperwork needed for the transfer of title on Sterling Point that was discussed at a previous meeting.

HALLIN MOVED TO APPROVE RESOLUTION 15-77. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. 2016 Licenses

Jenkins advised that this is the yearly review and approval for the 2016. There are a few that staff is still waiting for information, but those can also be approved pending appropriate paperwork.

WALKER MOVED TO APPROVE THE 2016 LICENSES PENDING APPROPRIATE PAPERWORK, PAYMENTS AND BACKGROUND CHECKS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Board and Commission Appointments

Karnowski reported that this is the yearly Board and Commission appointments for those terms that are expiring. Walker advised that the Airport Board would like to keep their same board members, so he would advocate for them to stay the same.

DOBSON MOVED TO APPOINT
SCOTT SUHSEN TO THE PARK BOARD - 3 YEAR TERM
DUANE KRUSE AND JEFF DOTSETH TO THE AIRPORT BOARD - 3 YEAR TERMS
BETTY MEYER TO THE HOUSING & REDEVELOPMENT AUTHORITY – 3 YEAR TERM
GEORGE FREICHELS TO THE PUBLIC UTILITIES COMMISSION – 3 YEAR TERM
SHARON SANDBERG TO THE ECONOMIC AUTHORITY – 6 YEAR TERM
VICTORIA HALLIN TO THE CABLE COMMISSION – 1 YEAR TERM
HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. PFRD Officers for 2016

Karnowski reported that at the Princeton Fire and Rescue Department's (PFRD) annual

meeting on December 1st, the membership voted to recommend that the City Council appoint the following firefighters for two year terms for the leadership positions indicated:

Captain III: Joshua Vaccari
Captain IV: Jerry Rud

Every year the PFRD holds elections for some of the six (6) leadership positions. On the even years, the elections are for Fire Chief, Assistant Chief, and two of the four Captains. On the odd years, elections for the other two Captains are held. Incidentally, the other PFRD officers (elected last year) are:

Fire Chief: Jim Roxbury **Captain I: Tim Jenson**
Asst. Fire Chief: Ron Lawrence **Captain II: Troy Thompson**

In addition, Brian Melgren was elected to serve on the PFRD Executive Board (replacing Rud)

If the Council concurs with the recommendation of the PFRD membership, a motion to appoint the candidates noted above to serve a two-year term would be in order.

The PFRD also awarded service pins to firefighters who had reached certain milestones in their firefighting careers. Those awarded on December 1st include:

20-Year Service Pin: Bob Gerold
15-Year Service Pin: (none)
10-Year Service Pin: Troy Thompson, Joe Gerold
5-Year Service Pin: Adam Cook, Bryan Haubenschild, George Wallace

After the PFRD's Annual meeting, the PFRD's Relief Association also has its annual meeting. At that meeting the following business was conducted:

The Relief Association also held their annual election with the following results:

Adam Cook: President (3-year term)
Tim Gould: Treasurer (last 2 years of Cook's 3-year term)
John Sjoquist: Secretary (3-year term)
Dan Hillard: Trustee (finishing out the last year of Sjoquist's term)
Austin Schneider: Trustee (finish out last year of Gould's 3-year term)

Other Relief Association Board members are:

Shane Werner: Vice President (3-year term)
Jim Roxbury: Fire Chief

Paul Whitcomb: Mayor (ex-officio member)
Mark Karnowski: City Administrator (ex-officio member)

DOBSON MOVED TO APPROVE THE OFFICERS AS ELECTED BY THE PFRD. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Christmas Eve Day

Karnowski advised that the last few years we've closed City Hall on Christmas Eve day by allowing staff to take a day of vacation.

This year Christmas Eve is on a Thursday. Our experience is that it is very rare that City Hall gets any phone calls – much less a customer coming in the door – on Christmas Eve Day.

Would the Council agree to allow City Hall to be closed if the employees would like to take a vacation day for the time? If so, a motion to that effect would be in order.

HALLIN MOVED TO APPROVE CLOSING CITY HALL ON THURSDAY, DECEMBER 24TH AND ALLOW THE EMPLOYEES TO TAKE A VACATION DAY FOR THE TIME. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Class Action Request

Karnowski advised that the city has been notified that there is a class action lawsuit being organized against the manufacturers and distributors of liquid aluminum sulfate (alum) – which is a chemical we've used at our wastewater treatment plant. The charge is that those manufacturers and distributors were engaged in unlawfully fixing, raising, or restraining prices and competition in the market for alum.

The agreement for Gustafson Gluek PLLC to represent the City of Princeton has been reviewed by Attorney Bourgeois who approves of the proposed language.

If the Council agrees to have the law firm represent the city in recovering funds paid for alum, then a motion to direct the City Administrator to sign the letter and return it would be in order.

Walker stated the he understands there was a lawsuit against some of the firms and questioned if a fine was levied against one of the companies, would participating in this class action lawsuit preclude us from any of the restitution. Toven does not believe so, but he will confirm.

WALKER MOVED TO DIRECT THE CITY ADMINISTRATOR TO SIGN THE LETTER AND RETURN TO ALLOW THE CITY OF PRINCETON TO BE INVOLVED IN THE CLASS ACTION LAWSUIT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. Police Squad Purchase

Karnowski reported that Nelson Auto Center in Fergus Falls again has the state bid for ordering a scheduled replacement squad for the year of 2016. The total purchase price including delivery is approximately \$25,817.71 for a 2016 Ford Police 4 door Sedan, AWD Interceptor. The add on options for the squad have been limited to items such as keyed alike to other purchased squads, removing carpet and adding rubber floors, adding LED spot lamp to driver's side door, wiring package, wiring tunnel (front engine compartment to rear cargo). In ad-

dition to the price of the squad there is approximately 9,000.00 budgeted for replacement of the equipment and the conversion cost.

The Princeton Police Department will be replacing the 2011 Ford Crown Victoria (unmarked) which has approximately 100,000 thousand miles on it. This squad has been used as a patrol squad and Investigator / detective squad.

Hallin asked if the equipment and conversion costs \$9000, Frederick said it should be slightly under \$9000.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE 2016 FORD POLICE AWD INTERCEPTOR FOR \$25,817.71 FROM NELSON AUTO CENTER IN FERGUS FALLS. DOBSON SECONDED THE MOTION.

Walker suggested a friendly amendment to include the sale of the old squad. Friendly Amendment accepted.

THE MOTION CARRIED UNANIMOUSLY

G. Bucket Truck Purchase

Gerold reported that Public Works has \$20,000 in the budget for the purchase of a bucket truck to use for tree trimming. On the MN State Surplus Auction the following truck was listed, with an auction end date of December 9th, 12:30pm.

1998 Ford F800 F Series Aerial Lift Truck
Style / Body: Conventional Cab Truck Delivery
Engine: 5.9L L6 Diesel

Vehicle runs and drives, no known problems, 1624 hours, automatic transmission, air brakes, 32360 GVW, emergency lighting, AM/FM radio.

Versalift VST5000I aerial lift
Serial Number BC9725
Working height 54 feet 6 inches, insulated boom, live hydraulics, long reach hydraulic chain saw, long reach hydraulic pruner, hydraulic winch, fiberglass utility body.

The City won the auction with a high bid of \$19,175.

WALKER MOVED TO APPROVE THE PURCHASE OF THE BUCKET TRUCK FOR \$19,175. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Dobson thanked those that applied for the commissions and came to the meeting tonight.

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 \$81,417.31 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72862 TO 72928 FOR A TOTAL OF \$296,834.78. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:54PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor