

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
DECEMBER 12, 2013 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Dick Dobson, Thom Walker, Jules Zimmer and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Police Chief Brian Payne, Police Sergeant Joe Backlund, Liquor Store Manager Nancy Campbell, Clerk Shawna Jenkins, Attorneys Dick Schieffer and Damien Toman.

**AGENDA ADDITIONS/DELETIONS**

None

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of November 26, 2013

HALLIN MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF NOVEMBER 26, 2013. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

**A. Permits and Licenses**

- 1. Raffle (3-27-14) permit for East Central Chapter of MN Deer Hunters Association
- 2. Small "Booze Raffle" (2-2-14) for VFW during Superbowl Half-Time

**B. Personnel**

**C. Donations / Designations**

- 1. Resolution 13-62, donations/grant for Police, Fire and Public Safety Building

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

**OPEN FORUM**

**PUBLIC HEARINGS**

**REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. Special Planning Commission meeting minutes of November 5, 2013
- B. Planning Commission meeting minutes of November 18, 2013
- C. PUC meeting minutes of October 23, 2013
- D. Park Board meeting minutes of November 25, 2013
- E. Fire Advisory Board minutes of December 3, 2013
- F. EDA meeting minutes of November 21, 2013

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

**ORDINANCES AND RESOLUTIONS**

- A. Resolution 13-63, Revising 2013 budget and adopting the 2014 Budget and Levy

Jackson spoke about a sales tax exemption that goes into effect Jan 1<sup>st</sup>. the city's estimated savings from tax exemption from the general fund is approximately \$30,000 and if other funds are included, it could be as high as \$55,000.

HALLIN MOVED TO APPROVE RESOLUTION REVISING THE 2013 BUDGET AND ADOPTING THE 2014 BUDGET AND LEVY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **UNFINISHED BUSINESS**

#### A. Dump Grant Agreement

Karnowski reported that Mr. Johnson had the previously approved agreement reviewed by an attorney. That attorney and Mr. Schieffer have reached agreement on some new, albeit minor adjustments in the language relating to holding RP Properties of Princeton, LLC harmless if Deed or the MPCA takes an action against the city for failure to properly administer the grant used by Thousand Acres and/or RP Properties to clean up the dump. Neither Schieffer nor city staff think that happening is even a remote possibility.

Mr. Schieffer recommends that the Council approve the revised agreement.

DOBSON MOVED TO APPROVE THE REVISED DUMP GRANT AGREEMENT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### B. DRT Biosolids Partial Pay Estimate #3 for \$273,307.40

Karnowski reported that DRT has issued a pay estimate for \$273,307.40 to DRT Biosolids.

WALKER MOVED TO APPROVE PARTIAL PAY ESTIMATE #3 TO DRT BIOSOLIDS FOR \$273,307.40. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **NEW BUSINESS**

#### A. 2014 Metro West Building Inspection contract

Karnowski reported that Metro West Inspection Service, Inc. who has been doing the city's building inspections since 1992.

The current contract provides that the city will pay them 30% of the scheduled building permit fee set pursuant to the schedule in the Uniform Building Code except for permits whose value is \$1,000,000 or higher. For those permits, the fee is 20%.

The proposal submitted by Metro West and supported by staff is to raise the fee for the smaller permits from 30% to 32% for the time period beginning 2014. Staff has also negotiated some minor contract language as well.

If the Council concurs with the recommendation of staff, then a motion to approve the contract and authorize the Mayor and Clerk to sign on behalf of the city would be in order.

HALLIN MOVED TO APPROVE THE 2014 METRO WEST BUILDING INSPECTION CONTRACT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Board of Review date

Karnowski reported that for our annual Board of Adjustment meeting in April, it appears the normal date and time – the April 3<sup>rd</sup> Study Session is unavailable because the Sherburne County notices are being mailed too late to accommodate that date.

Therefore, the next earliest date would be your first regular meeting in April (the 10<sup>th</sup>) which would be fine except the Auditor's office already booked the City of Becker for 7 PM that night.

So, as staff sees it, there are three options:

1. Move your April 10<sup>th</sup> meeting to an earlier time....say 5 PM, or
2. Have Board of Review be before your second meeting in April (the 24<sup>th</sup>), or
3. Swap your April 3<sup>rd</sup> Study Session with your April 10<sup>th</sup> regular meeting (the Study Session would be at 4:30 on the 10<sup>th</sup> and the Regular meeting at 7:00 on the 3<sup>rd</sup>).

ZIMMER MOVED TO SWITCH THE STUDY SESSION AND APRIL 10<sup>TH</sup> REGULAR MEETING AROUND, SO THE BOARD OF REVIEW MEETING DATE WILL BE AT 4:30PM ON APRIL 10th. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Fire Department Annual Election Results.

Karnowski reported that the Princeton Fire and Rescue Department's (PFRD) annual meeting on December 4<sup>th</sup>, 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: Jason Baumunk**

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:

<b>Fire Chief: Jim Roxbury</b>	<b>Captain I: Tim Jenson</b>
<b>Asst. Fire Chief: Randy Cook</b>	<b>Captain II: Troy Thompson</b>

If the Council concurs with the vote 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 3<sup>rd</sup> include:

**25-Year Service Pin: Brad Hodson**

**15-Year Service Pin:**  
**10-Year Service Pin:**

**Jeff Kerfeld, Jay Roxbury, Jason Baumunk**  
**Josh Vaccari, Jamin Wood**

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 elected two trustees. Both incumbents, Adam Cook and John Sjoquist were nominated and elected. Other Relief Association Board members are: Jamin Wood, Chad Heitschmidt, Jim Langfeld, Joe Gerold, John Sjoquist and Chief Roxbury. The ex-officio members are Mayor Whitcomb and Administrator Karnowski.

The Relief Association also voted to establish dues for the organization which will be two (2) hours of fire run pay per month to be collected by the city and deducted from the member's quarterly pay checks.

It was noted that the Relief Association received a \$2,000 donation from the Mystic Riders Snowmobile Club to defray the cost of furnishing the day room in the new Public Safety Building. The Relief Association passed a motion to add \$3,500 from their general fund to bring the total to \$5500 to outfit the day room.

The Relief Association also voted to spend up to \$2000 from their general fund for a new refrigerator and microwave for the new Public Safety Building's kitchen.

They also voted to spend up to \$600 from their general fund for a used candy machine to be installed along with their pop machine in the commons area of the new building.

Also, it was announced that the Families of Jason Baumunk and Troy Thompson have offered to donate the USA and Fire Dept flags for the new building's flag poles.

#### D. Board and Commissions Appointments

Staff has advertised the open Board and Commission seats for terms starting in 2014. The following seats are open and the following people have applied.

##### **EDA – 1 open Council position, 6 year term (2019)**

Thom Walker did not apply, but expressed his interest in remaining on the EDA.

DOBSON MOVED TO APPOINT THOM WALKER TO THE EDA BOARD. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

##### **Planning Commission - 2 open positions, 3-year terms (2016)**

Jeff Reynolds

Eldon Johnson (received past deadline) 3rd choice

WALKER MOVED TO APPOINT JEFF REYNOLDS AND ELDON JOHNSON TO THE PLANNING COMMISSION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

##### **Park Board – 3 open positions, 3 year terms (2016)**

Robert Beattie

Carla Kleinwachter Vita

Todd Frederick  
Jill Papesh

ZIMMER MOVED TO APPOINT ROBERT BEATTIE, CARLA VITA AND TODD FREDERICK TO THE PARK BOARD. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Airport Advisory Board – 2 open position, 3 year terms (2016)**

Joe Glenn  
Eugene Stoeckel  
Christine Brooks

DOBSON MOVED TO APPOINT JOE GLENN AND EUGENE STOECKEL TO THE AIRPORT BOARD. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Public Utilities Commission - 1 open position, 3 year term (2016)**

Henry Findell  
Genny Reynolds  
Eldon Johnson (received past deadline) 2<sup>nd</sup> choice

DOBSON MOVED TO APPOINT HENRY FINDELL TO THE PUBLIC UTILITIES BOARD. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Housing and Redevelopment Authority - 2 positions, 5 year term (2018)**

Margaret Bennington  
Helen Sandborn (received past deadline)  
Kathryn Reineccius (received past deadline)

WALKER MOVED TO APPOINT MARGARET BENNINGTON AND HELEN SANDBORN TO THE HOUSING AND REDEVELOPMENT AUTHORITY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Cable Commission - 1 position, no term**

Hallin questioned who would be her backup if she is unable to attend a Cable Commission meeting. Walker responded that he has been the backup in the past and is willing to continue that.

E. 2014 Licenses

Karnowski reported that applications have been received for the 2014 Liquor, Tobacco and Garbage Haulers and need to be approved. Second Notices were sent out to a few past applicants to remind them that they need to apply by the end of the year.

HALLIN MOVED TO APPROVE THE 2014 LICENSES, PENDING APPROVAL OF BACKGROUND CHECKS AND RECEIPT OF FEES AND ALL NECESSARY DOCUMENTS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. Auditor Selection

Jackson reported that the City received two proposals in response to its Request for Proposals to provide auditing services. Staff had sent out five requests. In addition to the two responses, a letter was received from one of the companies simply stating that at this time they were not going to submit a proposal but would like to be considered again the next time we request proposals. The other companies did not respond in any manner.

The two proposals that were received were both excellent proposals from two very high quality companies. Both proposals showed a complete understanding of the request and their ability to provide the services. The two companies have many years of experience in providing auditing services to governmental entities and have a long list of government clients. He said he was very impressed with the quality of the proposals.

Based on the proposals submitted and the vast experience of the two firms, Jackson said he feels confident that either firm would be able to provide excellent service to the City. He said he felt that it would be prudent to go with the firm that would provide the services at the least cost; however, the cost proposal was extremely competitive with only \$330 dollars separating the two bids. That firm ended up being our current auditors Kern, DeWenter, Viere, LTD (KDV). Their cost proposal for the three-year period of the RFP was \$68,410 as opposed to \$68,740 for the other firm. I think it is reasonable to go with a high quality firm that we have several years of satisfactory experience with that happens to offer the most reasonable cost. The other firm is actually a larger firm, both in total size and in government clients, but their main base of clients are in Wisconsin with only a few Minnesota cities. That would not in any way be a reason to exclude them, but he said he does not think it is a competitive advantage either. By the way, the \$68,410 total for this proposal's three years is only 5.4% higher than the \$64,900 that was proposed when the City went through the competitive process 6 years ago in 2007. That is less than a 1% increase per year.

Jackson stated if the Council concurs with his recommendation to approve KDV's proposal, he said he will ask them to prepare an engagement letter for approval at the next meeting.

HALLIN MOVED TO ACCEPT KERN, DEWENTER, VIERE'S PROPOSAL FOR AUDIT SERVICES. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### G. Christmas Eve Day

Karnowski stated that the last few years City Hall has been closed on Christmas Eve day by allowing staff to take a day of vacation.

This year Christmas Eve is on a Tuesday. Staff's experience is that it is very rare that City Hall gets any phone calls – much less customers coming in the door – on Christmas Eve Day.

The only possible issue is getting the meeting packets out for the December 26<sup>th</sup> meeting. He is anticipating a light agenda for that meeting, so he said he is confident that we could get the packets out on Monday of that week.

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

DOBSON MOVED TO CLOSE CITY HALL ON DECEMBER 24 AND ALLOW THE EMPLOYEES TO USE A VACATION DAY IF THEY SO CHOOSE TO TAKE THAT DAY OFF. HALLIN SECONDED THE MOTION. THE MOTION CARRIED

**MISCELLANEOUS**

Hallin reported that the Cable Commission met on November 18<sup>th</sup> to finalize the agreement and it was approved. The Municipalities will be getting the maximum franchise fee amount.

**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 \$71,878.62 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 69122 TO 69211 FOR A TOTAL OF \$631,215.92. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:52pm. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins  
City Clerk  
ATTEST:

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Paul Whitcomb, Mayor