

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 27, 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, Jules Zimmer 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, Clerk Shawna Jenkins, Attorney Damien Toven, and Engineer Mike Nielson.

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of August 13, 2015
- B. Special Meeting minutes of August 17, 2015

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 13, 2015 AND THE SPECIAL MEETING MINUTES OF AUGUST 6, 2015. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Police Officer Arnie Soden Step 7 increase to \$28.31 effective 9-9-15
 - 2. Advance Firefighter Candidates to probationary firefighters
 - a. Dan Hiller
 - b. William Jacobson
 - c. Corey Sahner
- C. **Donations/Designations**
 - 1. Resolution 15-50 accepting donation for Riverside Park shelter

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

OPEN FORUM

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Planning Commission Minutes of August 3, 2015
- B. Park Board Minutes of August 24, 2015

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Public Safety Open House report

Frederick advised that on August 22nd, 2015 the Princeton Police Department, Princeton Fire Department, Princeton Public Works and the Princeton Utilities Commission hosted the first Princeton Public Safety Day.

The goal of the event was to bring the community together to meet Police personnel, Fire Department personnel, Public Works personnel and Utilities personnel and promote public safety. The event was located at the Princeton Police and Fire building from 10am to 2pm. This event was a great success. Initial estimates were that approximately 700 to 800 people attended the event.

Donations were generously made by Marv's True Value, Walmart and McDonalds. These donations made it possible to provide free food and water, bounce houses, popcorn and a sno-kone machine.

During the event Princeton Public Utilities Commission hosted an electrical safety demonstration put on by Conexus Energy. The Princeton Public Works had a demonstration of snow-plow safety. Princeton Fire Department hosted a kitchen fire demonstration and Princeton Police had a K-9 demonstration. Fire trucks and police cars were made available for tours. Also present were the Red Cross and North Ambulance/Aircare who provided safety information and tours of the Aircare helicopter and ambulance.

B. MN Board of Peace Officer Standards and Training Notice

Karnowski reported the MN Board of Peace Officer Standards and Training (POST Board) is the occupational regulatory agency charged with the vital responsibility of maintaining selection, education and licensing standards for the 445 Minnesota Law Enforcement agencies that employ over 15,000 peace officers across the state.

While the POST Board performs many functions, a significant portion of the POST's responsibility is dedicated to conducting "compliance reviews" of Minnesota law enforcement agencies to ensure they are meeting legislatively mandated training and department policies on Use of Force/Firearms training, Emergency Vehicle Operation and Pursuit Driving Training and mandated department policies.

On August 11, 2015 a POST Board Standards Coordinator conducted a review at the Princeton Police Department. After a comprehensive review of their records concerning mandated employee training and department policies, Princeton Police Department passed the review.

Ensuring all law enforcement agencies around the state are in compliance plays a pivotal role in maintaining the high level of professionalism we have enjoyed in Minnesota for many years, and that professionalism translates into quality law enforcement services for the citizens of Minnesota.

C. Alzheimer's & Dementia Awareness

Karnowski advised that the Police Department has put together an "Adult ID Kit" which will assist the police in finding a missing adult.

Frederick said they have had probably 6 or 7 of these calls in the last few months, so this will be very beneficial for residents and the police.

ORDINANCES AND RESOLUTIONS

A. Ordinance 721 – Planning Commission Membership amendment – FIRST reading

Karnowski advised that Mayor Whitcomb approached him a couple weeks ago. 2 vacancies on the planning commission, as well as one on the EDA. While it does not currently allow non city

residents to be on the planning commission, he felt it could be beneficial to have a business owner on the planning commission. It would allow for one planning commission to reside in the Princeton Zip code, but outside of city limits.

Hallin asked if something similar was done with the EDA being that allows a member to live outside the City limits. Whitcomb said it has been that way on the EDA for a long time.

WALKER MOVED TO INTRODUCE ORDINANCE 721 AMENDING THE PLANNING COMMISSION MEMBERSHIP REQUIREMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 15-49 – Lot Split

Foss reported that this was reported to the Council at the last meeting. A resolution needs to be passed by the Council so it can be recorded with the County.

HALLIN MOVED TO APPROVE RESOLUTION 15-49 GRANTING A LOT PLIT AT 10TH STREET NORTH IN AN R-2 RESIDENTIAL DISTRICT FOR PID 24-040-2610. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. West Branch Project Pay Voucher #1

Nielson reported that WSB is submitting Pay Voucher #1 for \$373,183.65 to Douglas-Kerr Underground for the West Branch project. This is work through the end of July. The underground work is completed, and they will begin on the street work soon.

HALLIN MOVED TO APPROVE PAY VOUCHER #1 FOR \$373,183.65 TO DOUGLAS-KERR UNDERGROUND FOR THE WEST BRANCH PROJECT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Whitcomb asked when they expect it to be paved. Nielson replied that they are a tad behind schedule, but they should begin paving in about 2 weeks.

NEW BUSINESS

A. Eagle Scout Project

Karnowski reported that Michael Hoheisel is a young man who lives in Zimmerman and is working toward earning his Eagle Scout rank (which is the highest rank in the Scouting organization).

The rank of Eagle Scout may be earned by a Boy Scout who has been a Life Scout for at least six months, has earned a minimum of 21 merit badges, has demonstrated Scout Spirit, and has demonstrated leadership within his troop, team or crew. Additionally he must plan, develop, and lead a service project—the *Eagle Project*—that demonstrates both leadership and a commitment to duty.

As his service project, Michael has decided to improve the entrance at the Princeton Municipal Airport. The attached project description includes photos of the existing entrance as well as some of that area's shortcomings.

Michael will be working with some of our airport hangar owners and city staff to organize the project. At this point it appears that Michael will be looking to fund the project through various contributions and fund raising efforts.

If the Council agrees this project has merit, a motion to approve the task as Mr. Hoheisel's Eagle Scout Project would be in order.

Hallin asked if we have donated some to any eagle projects. Karnowski responded that he does not recall very many eagle project requests. He does not believe City's normally contribute. Hallin would like to research whether cities contribute. Dobson said he knows a few that have gone for their Eagle Scout projects and they have done a great job.

WALKER MOVED TO SUPPORT MR. HOHEISEL'S EAGLE SCOUT PROJECT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. 2015 Insurance Renewal

Jim Burroughs, Princeton Insurance Agent reported that the difference in premium was primarily due to a property rate decrease, the property premium was down \$7,445.

The Liability premium was up \$2,842, which was primarily due to increased expenditures. The auto insurance remained stable with a \$139 increase. The mobile property premium was up \$376, which is from the addition of the new Elgin Sweeper and the Police K9. The Liquor liability premium was up \$101 due to the addition of an employee.

The only option to act on is to Wave statutory limits. Karnowski added that the city does not usually wave the liability limit.

DOBSON MOVED TO NOT WAVE THE LIABILITY LIMIT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Volunteer Fire Assistance Grant Acceptance

Karnowski reported that Chief Roxbury applied for a 50-50 matching grant to assist in the purchase of Wildland Personal Protective Gear. The grant has been awarded. Gear that is needed when they handle grass fires. They are looking for a \$2000 grant.

HALLIN MOVED ACCEPT THE 50-50 GRANT FOR WILDLAND PERSONAL PROTECTIVE GEAR. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. United States Distilled Products Agreement

Karnowski advised In order to insure that the WWTP operators have a better sense of the strength and make-up of the pre-treated discharge from United States Distilled Products

(USDP), the revised agreement was presented to the City Council with the recommendation that the Council approve the amended agreement.

Generally, the former agreement was amended to require additional testing and record keeping in addition to modifying the notice requirements for the entities.

Staff will continue to work with USDP with the goal of, ultimately, USDP being able to send all of their effluent to our WWTP.

There have been some concerns with the product waste that is being sent down the sewer. Over the winter in particular, some of the strengths were much stronger than anticipated. Stronger waste in the winter costs much more in chemicals. USDP will modify their testing, which is the only change in this amended agreement. This will make it easier for Chris and Tyler to keep the plant running its best. We need to know what is going to be sent down so we can keep on top of it

DOBSON MOVED APPROVE THE AGREEMENT WITH USDP AS WRITTEN. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Engineering RFP

Karnowski advised that since 2007, the City of Princeton and the Princeton Public Utilities Commission has jointly engaged WSB Engineering to do the civil engineering for both entities. For a time before that, the two entities each engaged a different engineering firm which resulted in joint projects being reviewed by two separate engineering firms. That doubling up process was seen as inefficient and too expensive.

While WSB has served both organizations well over the past 8 years, it's deemed by proponents of 'good governance' groups to test the waters to make sure that the consulting engineering firm is providing the best value to the city and PUC.

If the City Council is interested in seeing if other qualified engineering firms are interested in serving the City and PUC, between now and the end of the year may be a good time to ask for competitive engineering proposals as we are now winding down on our current construction season.

He is aware that the Public Utilities Commission will be discussing this topic as well.

The RFP that the City and PUC used in 2007 that has been updated. If the Council wants to move forward with an RFP, the draft RFP would be reviewed and further updated if necessary.

As a sidebar, the Airport Advisory Board recently did an RFP for airport engineers (as required by the FAA) and opted to continue retaining SEH. So staff suggests that the engineering for the airport not be included in a future RFP.

He questioned the council if they wanted to do an RFP for Engineering Services.

Dobson stated that it was discussed at the PUC meeting yesterday and they are willing to go out for an RFP as well if the City decides to proceed.

Walker said he feels it is good to compare rates and service once in a while, so it is probably time to do one for Engineering. Zimmer added that we just did one for the attorney as well.

HALLIN MOVED SEND OUT AN RFP FOR ENGINEERING SERVICES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

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 \$121,695.61 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72326 TO 72366 FOR A TOTAL OF \$623,587.53. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

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

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor