

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON AUGUST 31, 2016 4:30 P.M.**

Mayor Paul Whitcomb called the meeting to order. Council member present was Dick Dobson, Jules Zimmer and Victoria Hallin. Staff present, Finance Director Steve Jackson, Public Works Director Bob Gerold, Community Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Fire Chief Jim Roxbury, Assistant Fire Chief Ron Lawrence, Waste Water Plant Manager Chris Klinghagen, Engineer Andy Brotzler, and Clerk Shawna Jenkins. Absent was Thom Walker and Administrator Mark Karnowski

Insurance Renewal

Jim Burroughs reported that the city's 2016-2017 premium will be \$122,893, which is a small decrease from last year. The 2016-2017 Workers Compensation Premium is \$96,651, which is about a \$16,000 increase. The rate for Police went up \$.50 per \$100 and the cities experience modification factor went from a \$1.03 to \$1.06

He asked for Council conscious is to continue with the insurance renewal. The Council agreed. The one option that the Council needs to act on, is whether to wave the per person Statutory Liability Limit of \$500,000 to the \$1,500,000 Statutory Liability maximum at a cost of \$2,109.

DOBSON MOVED TO NOT WAIVE THE LIABILITY LIMITS. HALLIN SECONDED THE MOTION. MEETING ADJOURNED

2017 Preliminary Budget & CIP Discussion

Liquor:

Campbell stated that the electronic sign has been on the CIP a few years, and she carried it out a year. The computer equipment and software upgrade is an every year thing. She would like to change lights to LED in 2017, which will save money.

Sanitary Sewer:

Dobson asked Klinghagen about the truck listed in 2017. Klinghagen replied that in looking at used trucks, the 2010-2012 trucks sell for approximately \$22-25,000. However, in talking with Princeton Chevrolet, the municipality receives a large discount, so a new truck with warranty would be just slightly more than used at \$28,000 so he feels that would be the best way to go.

Gerold reported on the Sewer Camera listed in 2017. The Departments current sewer camera is from 2003 and is very limited in what it can do. The one they are looking at will work much better for the department.

Foss reported on the replacement of sewer on 7th Ave between 12th and 7th. She said the County is planning on redoing the road in 2017, so it would be a good time to replace the sewer. The amount of \$788,600 is a high estimate.

Fire and Emergency Management:

Roxbury reported that the Share Service Study is complete and he will provide the full study to a council at an upcoming study session. The Engine listed in 2019 is just listed as a heads up as it will likely need to be updated in the future.

The amount listed for the Update City Disaster Plan is an estimate on staff time. At this point, it would just be updating contact numbers and names, which staff should be able to do.

Public Works & Parks:

Gerold did add a Sidewalk Machine to the CIP, and there has been discussion amongst staff if the City wants to plow snow on more sidewalks. He will likely be coming to the Council with this discussion.

Police:

Frederick advised the he asked his officers and staff if they had any suggestions of what they would like added or replaced to the department.

Officer Dehn is requesting the purchase of 2 handguns to use as backup if needed. Their current backup handguns are approximately 75 years old and acquired through the military donation program. The cost to purchase 2 M&P .45 CP Handguns is \$850.

The replacement of a squad rifle and back-up rifle is a new request as well. The cost of the request is \$1,850.

Office Soden is requesting Force on Force training equipment. It includes rifle training conversion kits, blue training pistols, training ammunition and protective face masks. This will provide dynamic and realistic training while maintaining a high level of safety. The Total Cost of this training equipment is approximately \$4,407.10.

Police Secretarial Staff are requesting two adjustable standing desks. The Cost of these are \$850

The Department is also requesting a Shield replacement, as theirs is very outdated in regards to ballistic value. The cost of this replacement is \$1,464.16

Public Infrastructure and Community Development:

Foss said she added 2 items to the CIP. One is a Transportation Comprehensive Plan and the other an Infrastructure Comprehensive Plan. These plans will help prepare for future needs.

Jackson stated that the council will need to make some decisions on projects. A decision on the utility extension and trail will need to be made soon to begin the planning process.

Jackson questioned what the council's goal was for the 2017 tax levy. Last year there was approximately an increase of 2.9%. The preliminary levy will need to be passed at the next meeting. The preliminary levy that is set cannot be raised, but can be lowered. He suggested a possible 2.5% increase, which should meet the needs of the City but is a slight decrease from last year.

Frederick mentioned that he has been in contact with the Sherburne County Drug Task Force and gave the council an overview of the program. They are looking at joining the group and will likely be coming back to the council with more information.

Public Works new building discussion

Jackson reported that the agreement that was first presented would not conform to the state statutes, Ron Weyer with RW Builders met with staff and Attorney Bourgeois. A new contract is being drafted that will meet the state statutes. He stated that he wanted to verify with the Council that they wanted staff to move forward with signing the agreement after the Attorney has reviewed and approved it.

Council stated that they approve of staff signing once the attorney has reviewed the agreement.

DOBSON MOVED TO ADJOURN THE STUDY SESSION AT 6:40PM. HALLIN SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor