Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Development Director Jolene Foss, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney’s Damien Toven and Kelli Bourgeois.

**AGENDA ADDITIONS/DELETIONS**

Jackson would like to add the employment agreement for Council Administrator Selection Robert Barbian to Unfinished Business.

**CONSIDERATION OF MINUTES**

A. Regular Meeting Minutes of September 28, 2017  
B. Special Meeting Minutes of October 3, 2017

Whitcomb noticed a correction needed to the motion made on page 9 of the September 28, 2017. Jenkins will make that correction.

**CONSENT AGENDA**

A. Permits and Licenses  
B. Personnel  
1. Jolene Foss Step Increase from $65,955 to $68,825 effective 10-23-17  
C. Donations/Designations  
1. Resolution 17-48 – Donation to Parks from West Branch Construction

**OPEN FORUM**

**PRESENTATIONS**

**PUBLIC HEARINGS**

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

A. Planning Commission Minutes of September 18, 2017  
B. EDA Board Minutes of September 21, 2017

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

A. Wine and Spirits Grant request from ACT Princeton

Foss reported that Act on Alzheimer's is asking for a $1,000 grant to help Princeton become a dementia friendly community. They will provide education through speakers and written materials to help community members understand what dementia is and ways to support those living with the disease and their caregivers.
Whitcomb added that this is a very worthwhile group and they are doing a great job even though they are very new. There will be a lot of people that will need housing and assistance in the near future, and they are doing a great job preparing for that.

ZIMMER MOVED TO APPROVE THE GRANT REQUEST OF $1,000 FROM ACT PRINCETON. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 756 – WAC and SAC Adjustments

Karnowski advised that with the recent change in how SAC and WAC is calculated, all of the calculations can be removed from the ordinance. There has been no changes since the first reading.

EDMONDS MOVED TO APPROVE ORDINANCE 756 AMENDING TITLE 9 (SEWER AND WATER) CHAPTER 900 (WAC AND SAC CHARGES) OF THE CITY OF PRINCETON CODE OF ORDINANCES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 757 – Amending the zoning map for 609 Old Hwy 18

Foss advised that this this will rezone the Habitat Humanity Home site from MN-1 to R-3. Resolution 17-43 to rezone the property was approved at the last meeting.

WALKER MOVED TO APPROVE ORDINANCE 756 AMENDING THE ZONING MAP OF THE CITY OF PRINCETON BY REZONING FROM MN-1 TO R-3 MULTI-FAMILY RESIDENTIAL DISTRICT AT 609 OLD HIGHWAY 18. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Main Sanitary Lift Station Final Pay Request

Brotzler reported that this is the final pay request for the main sanitary lift station project. All work has been completed and inspected.

Walker asked if this was the project where there was some additional work needed. Brotzler replied that there was a change order with the project, but he cannot recall at this moment what the details were.

Karnowski added that when the plant was upgraded staff knew that the lift station would need to be updated as well. We had some grant funds left after the plant was finished and they allowed those funds to be used for this Lift Station improvement.

WALKER MOVED TO Approve the final pay request for $15,742.52 and to approve the certificate of completion. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
B. Airport 2017 Crack seal Project Payment request

Karnowski advised that the 2017 crack sealing project at the airport has been completed and inspected. Struck & Irwin are requesting payment of $25,813.00. The main runway and some of the taxiways were crack sealed.

Edmonds asked if the entire amount is paid for with the Federal Funds we receive. Karnowski replied that the city is required to pay a small portion, usually about 5%.

Walker stated that he had heard some complaints about the work at the last airport board meeting, so he brought a friend out to the airport with him tonight to take a look at the work. His friend is experienced with that type of work and said the work was not great, but adequate and functional.

Walker reported that the main complaints were that the sealing went over some new striping and the runway had a lot of debris on it. He said he did not notice any debris on the runway and asked Gerold if it was recently swept. Gerold responded that they do not usually sweep the runway, and has not been an issue in the past.

Edmonds asked Gerold what he thought about the quality of the work. Gerold replied that the runway is aging, so it is tough to tie into and get a good seal, but he feels it will serve its purpose.

Karnowski and Gerold believe it is scheduled in the CIP to be redone in two or three years.

Zimmer asked if the striping that was covered will be redone. Karnowski responded that the company that does the striping for the FAA was informed that a crack sealing project was scheduled and they said they would wait if they could. They apparently could not rearrange their schedule so it was done shortly before the crack sealing.

WALKER MOVED TO APPROVE THE PAY REQUEST FOR $25,813.00 TO STRUCK & IRWIN PACING, INC. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Employment Agreement with Administrator Selection Robert Barbian.

Jackson advised that this is the same contract that was used when Karnowski was hired. Barbian will be starting with 2 weeks of leave, and he did request moving expenses. Jackson said he told him he would bring the request to the council.

Whitcomb suggested putting a stipulation on the moving expenses, that he does not receive it until he has been here for 6 months and that he needs to reside in city limits.

Walker questioned what amount Barbian requested. Jackson responded that he had requested $3000, and also brought up that it could be a stipulation that he reside in city limits.

Edmonds asked if moving expenses have ever been provided in the past. Staff did not believe it had. Karnowski asked Bourgeois and Toven if city residency could be required. Bourgeois responded that it cannot be a condition of employment, but could be a condition on the moving expense request.
Zimmer stated that he feels it is viewed differently when an Administrator lives in the city.

Reynolds questioned if the amount of $3,000 was a bit high. Walker asked how much should it be lowered. Jackson said he believes Barbian has a current lease he needs to buy out, and he may not be able to get into a permanent residence right away.

Edmonds was curious if Barbian would hold off on purchasing a property until the 6 month review.

Walker said he does not feel that $3,000 is out of line.

ZIMMER MOVED TO APPROVE THE EMPLOYMENT AGREEMENT WITH ROBERT BARBIAN. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE $3,000 FOR MOVING EXPENSES, PAYABLE AT COMPLETION OF 6 MONTH REVIEW AND WITH THE CONDITION THAT HE RESIDES IN CITY LIMITS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Subordination Agreement – Troy and Paula Minske Trustees

Foss advised that this is for a loan that they received through the Small Cities Development program. They are now refinancing and asking the city to sign off.

REYNOLDS MOVED TO APPROVE SUBORDINATION AGREEMENT FOR TROY AND PAULA MINSKE, TRUSTEES. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. MinnPace Information

Foss advised that Mille Lacs Commissioner Reynolds provided this at the last EDA meeting and asked that it be relayed to the city council. Property Assessed Clean Energy (PACE) is an innovative finance solution for building owners interested in energy efficiency and renewable energy upgrades. The PACE structure overcomes financial challenges that hinder the adoption of energy efficiency projects by eliminating upfront costs, providing low-cost, long-term financing and making it easy for building owners to transfer payment obligations to tenants, as well as new owners in the case of a sale.

If the Council has any other questions, they can contact staff.

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 $111,692.20 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 76260 TO 76331 FOR A TOTAL OF $218,896.12. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:33PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

_________________________ _______________________
Shawna Jenkins Paul Whitcomb, Mayor
City Clerk