MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 24, 2019 7:00 P.M. AT PRINCETON CITY HALL

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jenny Gerold, and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Wastewater Manager Chris Klinghagen, Fire Chief Ron Lawrence, and Attorney Damien Toven. Absent was Jules Zimmer

AGENDA ADDITIONS/DELETIONS

Schumacher would like to add discussion about Title 2 of the Code of Ordinances under New Business.

J GEROLD MOVED TO APPROVE THE AGENDA WITH THE ADDITION OF TITLE 2 DISCUSSION. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of October 10, 2019

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Shane Duncan Step Increase effective 11-6-19

REYNOLDS MOVED TO APPROVE REGULAR MEETING MINUTES OF OCTOBER 10, 2019, AND THE STEP INCREASE FOR POLICE OFFICER SHANE DUNCAN. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

2. Approval to promote the following new recruits to probationary firefighter status
   Shawn Aaseby, Brandon Bedbury, Joe Kiel, Dan Stoltenberg & Justin Suckut

   Lawrence introduced the new probationary firefighters.

J GEROLD MOVED TO APPROVE THE PROMOTION OF SHAWN AAESBY, BRANDON BEDBURY, JOE KIEL, DAN STOLTENBERG AND JUSTIN SUCKUT TO PROBATIONARY FIREFIGHTERS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Donations
D. Miscellaneous
   1. 2018-2019 Mille Lacs County snow removal bill

REYNOLDS MOVED TO APPROVE THE SNOW REMOVAL BILL FOR THE 2018 – 2019 WINTER TO BE SENT TO MILLE LACS COUNTY. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM
Kevin Gerrard asked about the snow removal bill. He asked if it included the sidewalk in front of his house. Schumacher responded that it is just the bill for the snow removal the city did last year.

Gerrard asked again about a water project that was done many years ago. It was explained to him again that the PUC would have those records, not the City.

**PUBLIC HEARINGS** - None

**PRESENTATIONS**

A. Tim Hennagir and Union Times certificate of appreciation

Schumacher thanked Hennagir and the Union Times on their hard work on the 2019 Princeton-Opoly game

**FYI – REPORTS, ANNOUNCEMENTS, CORRESPONENCE AND BOARDS / COMMITTEES**

A. FYI – Aero Business Park Lot 1 Site Plan
B. Princeton Public Utilities Commission Agenda Packet of 10-23-19

Edmonds added that at the PUC meeting they held a budget study session, which was very productive.

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

**ORDINANCES AND RESOLUTIONS**

A. Resolution 19-53 – Lights on Afterschool Proclamation

Jenkins advised that the City Council recognizes this event every year. Victoria Hallin with the Teen Center invited everyone to the event.

REYNOLDS MOVED TO PROCLAIM OCTOBER AS LIGHTS ON AFTERSCHOOL. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 19-54 – certifying past due utility bills

Jenkins advised that as is done every fall, the past due utility bills are certified to the County to be collected on next year’s property taxes.

There is one property staff would like council direction on.

PID 24-760-0560 – the Final bill was dated 8-20-18 and the property sold December 2018.

The owner of the property from August 2012 through December 2018 called City Hall after receiving the letter regarding the past due balance, saying the property had been sold. Staff
contacted PUC to find out when the past due balance was incurred. Staff called back on September 23rd and left a message with the final bill date of 8-20-18. PUC has not received a payment.

The current owners Title Company should have caught this past due balance. She asked the Council if they wanted to certify the past due amount of $187.36 or write it off.

EDMONDS MOVED TO APPROVE RESOLUTION 19-54. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J GEROLD MOVED TO INCLUDE PID FOR $187.36 TO THE RESOLUTION AND CERTIFY THAT PAST DUE UTILITY BILL. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Great Northern Trail Pay voucher #1

The construction of the Great Northern Trail is near completion and a construction update is as follows:

All trail segments have been paved as of October 18th. Some remaining concrete work needs to be completed at the north end of Segment 5. The contractor continues to place topsoil in preparation of final restoration.

Some trail modifications occurred during construction and consist of the following:

- The trail grade was adjusted for approximately 400-ft of trail along the entire length of the bus property. An existing gas main had approximately 1-ft of cover, and a 3-phase power had approximately 6-inches of cover. In order to maintain a required 18-inches of cover, the trail grade was raised approximately 1-ft. The grade adjustment will result in additional Class 5 quantity. Staff are currently negotiating the additional cost with the Contractor for the extra Class 5.

- Additional concrete was added to boulevard at the NE corner of Rum River Drive and Northland Boulevard. The plan originally called for seeding in this area; however, it was determined concrete would be a better option. Staff are working with the County to funding this addition as it is a maintenance issue for the County.

Attached for Council approval is Pay Voucher #1 which will be administered by the County for payment.

EDMONDS MOVED TO APPROVE PAY VOUCHER #1 IN THE AMOUNT OF $202,885.32. REYNOLDS SECONDED THE MOTION.

Edmonds commented on how great the construction team is doing on the project.

THE MOTION CARRIED UNANIMOUSLY.

B. Auditor Selection
Jackson advised that the City received two proposals in response to its Request for Proposals to provide auditing services. We had sent out four requests. He said he had direct contact with each firm through either phone conversations or email. Despite this communication from all firms, the other two companies did not submit a proposal.

The two proposals that we 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 firms appear to be similarly sized each with a significant emphasis on governmental work. Both companies have many years of experience in providing auditing services to governmental entities and have a long list of government clients of all sizes, including several similarly sized entities. He said he was very definitely impressed with the quality of the proposals.

Based on the proposals submitted and the vast experience of the two firms, he is confident that either firm would be able to provide excellent service to the City. With that information in mind, I think it would be prudent to go with the firm that would provide the services at the least cost. The cost proposal was not as competitive as I would have hoped. The firm that ended with the lower cost proposal is our current auditors BerganKDV, Ltd. Their cost proposal for the three-year period of the RFP was $73,425 as opposed to $91,750 for the other firm, which is nearly a 25% difference. The $73,425 total for this proposal's three years is only 7.3% higher than the $68,410 that was proposed when we went through the competitive process 6 years ago in 2013. That is only a 1.2% increase per year.

The Council has a couple of options at this point. You could review the proposals in detail to determine if you agree with my analysis of the quality of the firms and their proposals. The RFP did reserve the right for the Council to request interviews with the proposing firms, and you could exercise that right. Or you could act on staff's analysis of the proposals and my recommendation to approve our current firm's proposal. I think it is reasonable to go with an experienced firm that we have several years of satisfactory experience with and also offers the most reasonable cost.

If the Council wishes to see either of the proposals, staff will provide them.

If the Council concurs with Staff’s recommendation to approve KDV’s proposal, staff will ask them to prepare an engagement letter for your approval at an upcoming meeting.

REYNOLDS MOVED TO APPROVE BERGANKDV’S PROPOSAL. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Outdoor Recreation Grant – Phase 1 Archaeological Study

Hillesheim stated that the City of Princeton has received a $220,000 matching grant from the MN DNR Outdoor Recreation Program to make improvements and renovations to Riverside-Riebe Park. The contract was approved at the October 10, 2019 City Council meeting. As a condition of this contract the City is required by the State Historic Preservation Office (SHPO) to complete a Phase 1 Archaeological Study before work can begin at the park.

Analysis:
Staff have been acquiring bids from archaeologists from a list provided by SHPO. At this time two archaeologists have submitted bids. Due to the timeline of the project and the necessity to complete this study before snow accumulates, time is of the essence.

The archaeologists and bids are as follows:

- Blondo Consulting, LLC. – Estimate of $10,500
- Bolton and Menk – Estimate $6,635

It is important to clarify these fees are not allowed to be used towards the match required for the project. In the Community Development budget for 2019 the accounts for Engineering and Expert and Professional Services has enough funding available to cover the cost of these services being completed.

**Recommendation:**
City staff recommends awarding the project to Bolton and Menk.

J GEROLD MOVED AWARD THE PROJECT TO BOLTON AND MENK. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

A. November meeting

Jenkins advised that because the Council’s second meeting in November always falls on Thanksgiving Day. It is traditional that the November meetings are moved to the Tuesday of that week. This year, it would be on:

**Tuesday, November 26th, 7pm:** Regular meeting

If the Council wishes to reschedule the meeting to that Tuesday, or another day, a motion to that effect would be in order.

J GEROLD MOVED TO HOLD A BUDGET SESSION ON TUESDAY NOVEMBER 26TH AT 6PM, WITH THE REGULAR MEETING AT 7PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Purchase of Fire Turnout Gear with CIP Funds

Lawrence stated he is asking for permission from the council to use the CIP funds for 2019 to purchase 9 sets of turn-out gear for our firefighters. The additional funds that will be needed will come out of the fire dept’s equipment fund.

REYNOLDS MOVED TO APPROVE THE PURCHASE OF THE FIRE TURNOUT GEAR WITH CIP FUNDS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Discuss Title 2 of the Code of Ordinances
Schumacher advised that the social media policy that the Council adopted should apply to the other Boards and Commissions as well. He would like to see an amendment of chapter 2, to include those. Toven that the publication requirements are 10 days prior to the final reading. He will put together a first reading for the Council.

MISCELLANEOUS

Hillesheim reported that the GPS meeting in November will be inviting Real Estate professionals.

Hillesheim provided an update to the new Canoe and Kayak program. There were 76 paid paddlers paid over the 13 weeks. There are some local businesses and grant options that will likely pay a decent sized portion of the cost for next year. Barbian added that it seems to have drawn a lot of interest and discussion, so hopefully the program will grow.

BILL LIST

REYNOLDS MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $268,554.38 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80139 TO 80201 FOR A TOTAL OF $153,619.64. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:03PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,  
ATTEST:

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Shawna Jenkins Tadych  Brad Schumacher, Mayor
City Clerk