Mayor Paul Whitcomb called the meeting to order. Council members present were Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Liquor store manager Nancy Campbell and Fire Chief Ron Lawrence.

Approval to hire Lucas Wubben effective December 4th, 2017

Frederick reported that on Thursday, November 2nd, an interview panel consisting of Council member Jules Zimmer, Police Chief Todd Frederick, Police Sergeant Ryan Vandenheuvel, Police Officer Nicole Josephes and Princeton Public Works Director Bob Gerold interviewed candidates for the Police Officer position which became vacant upon the City Council’s promotion of an Princeton Officer to the Sherburne County Drug Task Force.

The City had over 70 applicants and scored each application, narrowing the filed down to the top 15 candidates. The 15 candidates then participated in a Physical Agility Test that occurred on Thursday, October 12th, at the Princeton Police Department. Upon the completion of the Physical Agility Test the candidates were scored and an interview field was created.

Accordingly, the interviewing panel recommended that the Police Department give a conditional offer to Lucas Wubben for the position of Police officer with the Princeton Police Department pending a successful completion of the background investigation, psychological examination and medical examination.

Mr. Wubben is a graduate of Vermilion Community College with an Associate of Applied Science Degree in Law Enforcement. He was also awarded a certificate in seasonal wildland/wildlife enforcement. Wubben completed his Law Enforcement Skills training in 2016.

Wubben has demonstrated his commitment to the City of Princeton as a Reserve Officer with the police department beginning in May of 2016. In the year and half of his service to our community, Wubben has given us over 1500 hours of volunteer (unpaid) service.

Mr. Wubben has successfully completed the above background investigation, psychological examination and medical examination. Staff’s recommendation is to hire Lucas Wubben as a Princeton Police Officer with a starting salary of $22.45 an hour, subject, to successful completion of the mandatory 12-month probation period.

If the council concurs, a motion to approve Mr. Wubben for employment beginning on December 4th, 2017 at 12am is needed.

ZIMMER MOTIONED TO APPROVE THE HIRING OF LUCAS WUBBEN EFFECTIVE DECEMBER 4, 2017 AT 12AM AT $22.45 PER HOUR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Officer Wubben was sworn in by Barbian.
Fire Act Grant Application approval

Lawrence advised that the Fire Dept. has expressed its interest to apply for two Fire Act Grants this year. Both grants would be a 5% matching grant.

Grant #1 will be for the Aerial Ladder Platform truck that is in need of replacement. The estimated cost would be $1.3 million. Our matching amount would be estimated at $65,000.00.

Grant #2 will be for new SCBA packs, tanks, and masks along with new hoses and drop tanks. The estimated cost would be $300,000.00. Our matching amount would be estimated at $15,000.00.

The paperwork from our grant writer has been sent out and needs to be returned to her before December 9th. It is estimated that the grant will be opening in December sometime.

Edmonds asked if we have funds available for the city portion if these Grants were received. Lawrence responded that he believes there is about $200,000 in the equipment fund to cover those costs.

WALKER MOTIONED TO APPROVE THE APPLICATION FOR THE FIRE GRANTS AS REQUESTED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

2018 Budget

Sewer
Jackson stated the one large change is the addition of a full time person to be added about halfway through the year. In the winter when the plant is slower, that person can help in plowing and hauling snow as well. Klinghagen spoke about the need for an additional employee to assist on weekends. Right now, it is hard to go out of town and he even had to come home early from one vacation.

Whitcomb asked what license the position will require. Klinghagen responded that ideally he would like someone new to sewer, or just out of school so they can be trained specifically to the city’s plant.

Liquor
Jackson reported that for Liquor they are finally looking to add an assistant manager, so there is an increase in the personnel for the 2018 budget. They are hoping to get through the holidays and then start the advertising and interview process.

Campbell added that she would like to begin training someone in to do some of the work she needs to do on the computers. She also hopes to retire in about 5 years, so would like to get someone up and running that is familiar with the store and processes.
Walker asked what type of salary and benefits they are looking at for that position. Jackson replied that it would likely be in the salary range of the public works supervisor and they would be eligible for benefits. As they go through the process, they will keep the council updated.

Campbell reported that she has been tracking the Sunday Liquor sales. It is showing we are taking a little away from Friday and quite a bit from Saturday. As of right now, it appears Sunday is paying for itself. If you include Sunday in weekend sales, every month has been up, except one. People are there Sunday morning waiting for them to open the doors. She stated that they are even averaging 35 people per hour during the last hour they are open Sunday. She heard Milaca is closing Sundays at the first of the year as they are not seeing a benefit of staying open.

Jackson mentioned a request from the Chamber of Commerce for an additional $5000 for the Veteran’s moving wall, which would come from the Liquor fund. Walker said the EDA has a community promotion budget, so some can be used from that fund as well.

Walker asked who is leading this event. Jackson said Karen Michels approached him and knows she is very involved, but is not sure who is heading it up. Edmonds added that he knows Randy Hatch is heavily involved as well. Jackson said that is something that the council can decide before the final budget, or even after it is approved.

**Police**

Jackson said the majority changes in the police department is the Drug Task Force, which prompted the hiring of a new person.

Frederick stated they are finalizing details for a car to be used on the drug task force. They were trying to find something through forfeiture, but the good ones usually go back to the owner. The officer is doing a good job changing his look to transfer over to the drug task force.

Walker would like to see if we could keep a car or two longer than normal, so the department had a larger fleet and a backup or two to use if needed.

**Fire**

Jackson said there are not many changes in the Fire budget. Lawrence is requesting to add an additional Captain, and asking for a small little stipend for the officers due to the time they spend doing various work that they do not put hours down for. He is requesting about $1000 for the Assistant Chief, and $400 a year for Captains.

There was an increase in equipment and repair, due to some work that needed to be done to keep a truck safe to drive, and tire replacement, etc.

Lawrence added that the previous record for a year was about 314 calls per year. They are already at about 380, with a month to go. Just yesterday they had 8 calls in 24 hours.

He stated that the city may want to look at having a part time chief at some point. Jackson said he feels the Department is in a transition period. He has always been against having a part time chief. Previous Chief Roxbury put a lot of ours into it, and Lawrence has a unique job that allows him to put in quite a few hours as well, but it is not very common.
Public Works
Zimmer asked how often the streets are sealcoated. Gerold said it used to be about a 5 year cycle in the past, but he has tried to do about ¼ of the city each year.

Jackson there are 2 options for the final levy. It can be kept the same at 7.15%, or they may be able to lower it to 3.94%, which would be a slight decrease if a resident’s property value stayed the same. Walker said he is worried about depleting the CIP. Jackson stated that there is a study session on December 7th where it can be discussed further, prior to the Truth in Taxation meeting on December 14th.

Jackson asked for the Council’s thoughts on the budget. Whitcomb responded that is okay with the Budget as is, but would like to look at the levy.

Walker asked how many applications have been received for the Community Development Director position. Barbian replied that there are approximately 10 received so far. He added that he has been meeting with various staff and groups, looking at the projects, and determining what would type of person would best fit the needs of that position. He suggested a sub group to talk about what kind of talents that person needs, whether it is planning, community development, marketing, etc. Jackson stated that it really is a hybrid position between planning and community development. He would like to get together with Whitcomb and Walker to review the applications that have been received to date. He would like to hear from each Council member what they would like to see in that position.

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 6:58PM. REYNOLDS SECOND-ED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

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Shawna Jenkins
City Clerk

ATTEST:
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Paul Whitcomb, Mayor