MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON NOVEMBER 8, 2018 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, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Finance Director Steve Jackson, Community Development Specialist Stephanie Hillesheim, Public Works Director Bob Gerold, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell and Fire Chief Ron Lawrence. Absent was Council member Thom Walker and City Administrator Robert Barbian

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of October 25, 2018
B. Study Session Minutes of November 1, 2018

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 25, 2018 AND STUDY SESSION MINUTES OF NOVEMBER 1, 2018. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Robert Barbian Step Increase effective 11-13-18
   2. Approval to hire Liquor Clerk Madison Seipel Vaccari effective 11-8-18
C. Donations
   1. Resolution 18-65 – Used clothing Center Christmas Lighting donation
D. Miscellaneous

REYNOLDS MOVED TO APPROVE THE CONSENT AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

PRESENTATION

OPEN FORUM

PUBLIC HEARING

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Fire Advisory Board Minutes of October 2, 2018
B. Park Board Minutes of October 22, 2018

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Princeton Public Schools “The Big Read” request

Jackson advised that the school is looking for a Wine and Spirits Grant Request again for their “Big Read” program. It was very successful last year. Last year, the City donated $1000 from the Liquor Fund.
ZIMMER MOVED TO APPROVE THE REQUEST AND DONATED $1,000 AGAIN THIS YEAR FROM THE LIQUOR FUND. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Hiring of Part Time Fire Chief

Jackson reported that Princeton Area Fire Advisor Board met November 5th to consider hiring of a Fire Chief. After considering the recommendation of the Ad Hock Fire Department Committee which met 10-30-2018 and after great discussion recommends to the City of Princeton Council the hiring of Ron Lawrence to be appointed as the Fire Chief starting January 1, 2019.

Further back ground on this are the members of the Ad Hock Committee present were: Arvid Jenkins, Cathy Lundeen, Paul Whitcomb, Chad Heitschmidt and Robert Barbian. The committee met to consider, recruitment, screening, interviewing and choosing of the Fire Chief to be appointed.

The motion by the Ad Hock Committee and the Area Advisory Board carried unanimously.

EDMONDS MOVED TO APPROVE THE HIRING OF RON LAWRENCE TO BE APPOINTED AS THE PART TIME FIRE CHIEF STARTING JANUARY 1, 2019 FOR AN ADDITIONAL $8,700 PER YEAR TO THE CURRENT VOLUNTEER CHIEF AMOUNT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Engineering Agreement with S.E.H for Cell Tower

Jackson said this is an agreement with S.E.H for the lease and plan reviews for the cell tower. The breakdown is $650 for the lease review, then a total of $3600 for documentation review, structural review, preconstruction meeting, and project closeout / site administration.

Jackson said most of these costs should be recuperated from AT&T per the lease documents that are being reviewed. Whitcomb asked why our current engineer was not used. Jackson said he believes S.E.H. is more experienced with these types of projects, so staff felt they were a better fit.

Edmonds asked if an RFP was done. Jackson responded that the small amount does not require an RFP.

Frederick added that at times it was difficult to determine what exactly AT&T’s plans are, so it will be good to have an experienced firm review everything. Lawrence said staff wanted to make sure that the tower structure is able to handle additional carriers. Edmonds agreed and said he feels it is a good idea to have our own engineer review this.
Zimmer said he is happy to see this moving forward, as we really need this for emergency services in the area.

ZIMMER MOVED TO APPROVE THE AGREEMENT FOR PROFESSIONAL SERVICES WITH S.E.H. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Resolution 18-66 Certify City Election Results

Jenkins stated that the City council needs to certify the City election results. The County canvasses the county and state results.

REYNOLDS MOVED TO APPROVE RESOLUTION 18-66 CERTIFYING THE CITY ELECTION RESULTS. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Reschedule and set November meetings

Jenkins advised that because the Council’s second meeting in November always falls on Thanksgiving Day, it’s traditional that the November meetings are moved. As discussed at the November 1st, Study Session it was decided to hold the regular meeting on Tuesday November 20th at 7pm, and to hold a Budget Session on Tuesday November 27th at 6pm.

Jackson added that staff just looked at the Calendar and Tuesday November 20th is also a School Board meeting. Zimmer suggested holding the meeting at the Public Safety Building.

   **Tuesday, November 20th, 7pm**: Regular meeting
   
   **Tuesday, November 27th, 6pm**: Budget Session

If the Council wishes to adopt this meeting schedule, a motion to that effect would

ZIMMER MOVED TO APPROVE RESCHEDULE THE NOVEMBER 22ND MEETING TO TUESDAY NOVEMBER 20 AT THE PUBLIC SAFETY BUILDING AND SET A BUDGET STUDY SESSION FOR TUESDAY, NOVEMBER 27TH AT 6PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Memorandum of Agreement between City and AFSCME Council 65

Jackson reported that this agreement is for the health and dental insurance. Staff noticed that there is one spot that it mentions Pine County, so we will get the documents corrected before it is signed.
ZIMMER MOVED TO APPROVE THE MEMORANDUM OF AGREEMENT BETWEEN THE CITY AND AFSCME COUNCIL 65. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Oak Knoll Cemetery rules and regulations

Jenkins advised that she has been working with Public Works Supervisor Tim Jensen on some questions that have come up regarding monuments. Several people have expressed the desire to have a above ground marker on their single graves. Jensen is recommending that we make a change to those requirements. The recommended amendments would allow an above ground marker to be placed on a single grave, as long as the marker and cement pad is contained on their own space.

While reviewing the document, it is also recommended “Raking” be removed from section 9.1, and the hours noticed needed for winter burials be increased from 48 hours to 72 hours.

REYNOLDS MOVED TO APPROVE THE RECOMMENDED AMENDMENTS TO THE CEMETERY RULES AND REGULATIONS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

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 $88,209.56 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 78312 TO 78402 FOR A TOTAL OF $265,138.79. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:23PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

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Shawna Jenkins Paul Whitcomb, Mayor
City Clerk