MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON MARCH 22, 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, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Robert Barbian, Finance Director Steve Jackson, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney Kelli Bourgeois and Damien Toven. Absent was Police Chief Todd Frederick.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 8, 2018

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 8, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Councilor Jeff Reynolds arrived

CONSENT AGENDA

A. Permits and Licenses
   1. Pizza Pub of Princeton Liquor License May 1st – December 31, 2018
B. Personnel
C. Donations
D. Miscellaneous
   1. Police School Liaison contract

Walker asked if the Police Liaison contract can be moved from the Consent Agenda to New Business

WALKER MOVED TO APPROVE THE CONSENT AGENDA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board meeting minutes of February 15, 2018
B. Park Board Meeting minutes of February 26, 2018
C. Planning Commission meeting minutes of February 26, 2018
D. Verbal Planning Commission Report on approvals
   1. CUP and Variance for Cell tower
   2. Variance for Zero setback on City Hall / School district Office buildings
   3. Variance for rear yard setback for home at 103 11th Ave S
PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant request from Princeton Lion’s for Spring Raffle

A representative from the Princeton Lion’s provided a few examples of the families they have assisted in Princeton, and they built a shelter in Rainbow Park last summer.

WALKER MOVED TO APPROVE THE REQUEST OF THE PRINCETON LIONS OF $250 TO PUT TOWARDS PRIZES FOR THEIR SPRING RAFFLE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Wine and Spirits Grant request from Princeton All Night Senior Party

Campbell reported that the liquor store has participated in the All Night Senior Party every year, by donating a 6 pack of pop for every student that will be attending.

WALKER MOVED TO APPROVE THE REQUEST OF ONE 6 PACK OF POP PER STUDENT FOR THE ALL NIGHT SENIOR PARTY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Res 18-17 accept agreement 3-2018 for First Street Traffic signal maintenance

Gerold advised that the County board has agreed to accept the responsibility of three-quarters of the existing traffic signal operations and maintenance costs for the signal located at the intersection of Rum River Drive and First Street. When the last agreement was drawn up long ago, for some reason it was drawn up that the City was responsible for all of the maintenance.

EDMONDS MOVED TO APPROVE RESOLUTION 18-17 AND AGREEMENT 3-2018. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 762 – Antenna Overlay district at City Hall – FIRST READING

Barbian reported that the Planning Commission held a Public Hearing for this new chosen location on Monday, March 19th.

EDMONDS MOVED TO INTRODUCE ORDINANCE 762. REYNOLDS SECONDED THE MOTION.

Walker stated that in the Planning Commission minutes, he saw that there was a subcommittee set up and this was the site they chose. Barbian stated that they did determine that the city hall parking lot is a good location. Walker stated that he still feels the first location is the best location, but he does not want to go against an advisory board’s recommendation.

VOTE: 4:0:1, WALKER ABSTAINED. THE MOTION CARRIED

UNFINISHED BUSINESS
A. Veterans’s Moving Wall

Gerold and Lawrence advised that the Police, Fire and Public Works Departments have been working for the past month with the Chamber of commerce in regard to the planning of Emergency Operations for the Moving Wall Event on July 4th, 5th and 6th. Their goal will always be to ensure that the event is safe and successful for the community.

At this time, they do not have a full understanding of possible overtime expenditures for the departments. They are asking for Council approval of possible overtime expenditures for the event so they can provide a safe and memorable experience for all attendees.

Walker questioned if there would be some grants available to help cover some of the additional costs.

B. Liquor Store LED Lighting

Campbell stated that the Liquor Store has $35,000 in the 2018 CIP for 2018 to change all the lights over to LED. Both bids received came way under the $35,000 budgeted.

Staff has received 2 bids, one from Princeton Electric for a total of $7,168.21 and the other from Bob Hoskins Electric for $6,890.00

While Princeton Electric is $278.21 higher than Bob Hoskins Electric, she said she prefers to go with Princeton Electric as they have done all the previous work in the Liquor Store and they have been very happy with their work.

ZIMMER MOVED TO APPROVE THE BID FROM PRINCETON ELECTRIC FOR A TOTAL OF $7,168.21. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. 21st Ave Roundabout update

Barbian reported that the County Board met on the 20th, and they have agreed to the shared funding agreement, where the county will advance the amount they agreed to fund the amount at one time, instead of over a few years that they originally wanted to do.

Brotzler said the contractor is still scheduled to begin work in the beginning of April. They will be working on a press release soon. They are working with the contractor and police chief to determine the best way to work around the June 2nd parade, as the planned regular detour would put the traffic on the parade route.

NEW BUSINESS

A. National Day of Prayer Mayoral Proclamation

ZIMMER MOVED TO PROCLAIM MAY 3RD AS A DAY OF PRAYER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
B. National Donate Life Month Mayoral Proclamation

Whitcomb stated that he recently read that with the ability to add yourself to a donor list while applying for hunting and fishing licenses, there have been 32,500 more people signed up.

ZIMMER MOVED TO PROCLAIM APRIL AS DONATE LIFE MONTH. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Milaca Mutual Aid Agreement Renewal

Gerold advised that the mutual aid services between Princeton and Milaca expired in May 2016. There have been no changes to the agreement, but staff would like to have a current agreement in place.

WALKER MOVED TO APPROVE THE MUTUAL AID AGREEMENT WITH THE CITY OF MILACA. ZIMMER SECONDED THE MOTION.

Edmonds asked how Workers Comp coverage would handle things if one of our employees would be working with another city. Tovin said it goes by the employee, so our insurance would cover any accidents.

THE MOTION CARRIED UNANIMOUSLY

D. Airport Advisory Board Appointment

Staff has been notified that while Jim Ferlaak did re-apply for another term on the Airport Board, he has changed his mind and does not want to serve on the Board.

Therefore, there is one opening on the Airport Board, with a term that will end December 31, 2020.

Brenton Titcomb, who has reserve a hanger site at the Airport, has applied for the open seat. Walker thanked him for showing an interest in the airport and the ad

WALKER MOVED TO APPOINT BRENTON TITCOMB TO THE AIRPORT BOARD, WITH A TERM ENDING DECEMBER 31, 2020. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Park Board Appointment

Gerold advised that the Park Board is short members, so they have not had a quorum. Robert Peters has applied to serve on the Park Board.

ZIMMER MOVED TO APPOINT ROBERT PETERS TO THE PARK BOARD, WITH A TERM ENDING DECEMBER 31, 2020. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
F. Public Works pickup truck purchase

Gerold advised that the Public Works has the purchase of a truck in the CIP for 2018 at $36,000.

Staff has received 2 bids, with the lowest being from Princeton Auto at $32,393.08.

The Truck is a 2018 Silverado 1500 4 x 4.

Truck that it is replacing is on loan through the police department, so it will be dispositioned through them at some point.

Zimmer moved to approve the purchase of the 2018 Silverado 1500 4x4 for $32,393.08. Reynolds seconded the motion. The motion carried unanimously.

G. Police School Liaison contracts

Barbian reported that this was began by Mark Karnowski, and it has been reviewed by the Police Chief. It took a while to go through the School District process.

Walker said there is a lot of discussion of the role of the police officers in the school. He questioned if a change in procedures is addressed in the agreement. Barbian responded that said the Police chief is involved heavily in those discussions and procedures. If the agreement needed to be changed, and amendment would likely be brought forward.

Zimmer said it is important to know that the officer is still under the city and police chief’s directive. It is important for an officer to be in the schools.

Zimmer moved to approve the Police Liaison contracts with the School District. Reynolds seconded the motion. The motion carried unanimously.

MISCELLANEOUS

Barbian advised that the Council has received an invitation to SMMPA meeting and dinner on Thursday, March 29th at the Civic Center.

Barbian reported that Klinghagen and the Wastewater Plant has received an award for Wastewater Compliance.

Barbian stated that the Liquor store also received an unexpected inspection from MN Alcohol and Gambling, which they passed.

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 $115,050.99 and the items listed on the Liquor Bill List and General City Bill List which will be checks 77134 to 77196 for a total of $165,628.30. Reynolds seconded the motion. The motion carried unanimously.
ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:31PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

_________________________   ATTEST:

Shawna Jenkins                     Paul Whitcomb, Mayor
City Clerk

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City Clerk