Mayor Brad Schumacher called the meeting to order. Council members present were Jack Edmonds, Jenny Gerold, Jules Zimmer, and Jeff Reynolds. Staff present were Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, and Fire Chief Ron Lawrence.

**Solicitor’s permit – Anna Korotkova with Southwestern Advantage**

Anna Korotkova with Southwestern Advantage has applied for a Solicitors permit to go door to door in the city for a total of 10 days over the next 3 months.

In the past few years, we have had other students apply and sell for Southwestern Advantage in the city:

2015 – Adrien Kulatre
2016 – Jagoda Lewandowski
2017 – Lauma Rikmane

As many of you know, we recently revamped the Transient merchant, Solicitor’s, and Mobile Food Vendor ordinance.

In Chapter 670.04 – License Ineligibility the following shall be grounds for denying a license under this Section:

F. The Applicant is found to have a bad business reputation. Evidence of a bad business reputation shall include, but not be limited to, the existence of more than three complaints against the applicant with the Better Business Bureau, the Attorney General’s Office, or other similar business or consumer rights office or agency, within the proceeding 12 months, or three complaints filed against the applicant within the proceeding 5 years.

In looking at the Better Business website, they do have an A+, but it states that customer reviews are not used in that calculation.

Southwestern Advantage has 92 complaints closed in the last 3 years, and 38 complaints closed in the last 12 months. Complaint types are as follows:

<table>
<thead>
<tr>
<th>Complaint Type</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising / Sales</td>
<td>18</td>
</tr>
<tr>
<td>Billing / collections</td>
<td>27</td>
</tr>
<tr>
<td>Delivery Issues</td>
<td>2</td>
</tr>
<tr>
<td>Guarantee / Warranty</td>
<td>0</td>
</tr>
<tr>
<td>Problem with product or service</td>
<td>45</td>
</tr>
</tbody>
</table>

Staff spoke with Damien Toven in regard to this, and he said Korotkova is an independent contractor operating under the license of the publisher. If the nature of the complaints had to do with product quality, billing, and delivery of the product, it would strengthen the city’s choice to deny the request.

The Council tabled this item at the July 25th Council Meeting and asked if staff can request the applicant attend the meeting.

**Action requested:** Motion to approve, or deny the request due to the complaints listed with the better business bureau, Anna Korotkova’s Solicitors permit request.
Anna Korotkova introduced herself to the council. She addressed the council’s concerns about the number of complaints with the Better Business Bureau. In 2019, are 2000 students contracted to sell books for Southwestern Advantage, with 700 being international students. If you consider the millions of books they sell, the number of complaints are not very high. This is her second year selling with Southwestern Advantage. She just received a permit with the City of Milaca and she has been approved with the City of Zimmerman as well. Last year she sold in the Southwest metro area.

Hillesheim stated she has some of the books for her kids, and they really like the science series.

EDMONDS MOVED TO APPROVE THE SOLICITORS PERMIT FOR ANNA KOROTKOVA WITH SOUTHWESTERN ADVANTAGE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Insurance Renewal – Jim Burroughs**

Burroughs, with Princeton insurance gave a presentation on the insurance renewal. The property premium increased $3,367 due to a 2% rate increase and increased property values of $1,453,729 due to the 4% inflation guard.

The Liability premium is up $4,484 due to a 10% rate increase the League has for Police Liability.

The Auto premium is up $4,629 based on the new auto liability rate schedule the League imposed and vehicle changes.

For workers Compensation Insurance, there is a payroll increase of $170,700. The Police had a 14% rate increases, but the experienced Mod went from .78 down to .73.

ZIMMER MOVED TO NOT WAIVE THE STATUTORY LIABILITY LIMIT OF $500,000 AND APPROVE THE INSURANCE RENEWAL. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Beer Garden area approval request for Beer Tasting event August 3rd**

Hillesheim is asking for approval to fence in an area behind the Pizza Pub. The plan is to utilize their liquor license for a beer tasting event. Princeton Wine and Spirits has gotten vendors to provide the samples. All proceeds will benefit the Canoe / Kayak program.

ZIMMER MOVED TO APPROVE A BEER GARDEN BEHIND PIZZA PUB FOR THE BEER TASTING EVENT ON AUGUST 3RD. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Student Council Representative**

Hillesheim advised that February 7, 2019 Mayor Brad Schumacher discussed the idea of inviting a student Representative to the City Council as an ambassador/mentoring program for high school students interested in learning more about local government.
Staff have been researching other cities who have student liaisons and have also met with Ben Barton and school staff regarding the idea. The Princeton School Board currently has a student representative who is chosen through the High School office; this would be a possible way for the student to be appointed. Other cities hold an open application process for students. In most cases students are expected to attend all regularly held City Council meetings. Some cities require the students to work on a specific project or two projects during the school year with guidance from municipal staff and elected officials. Upon completion of the school year students are served with a letter of recommendation from the Mayor.

The Council was provided two guidelines for City Council Student Representatives, as well as the application mentioned.

Councilors and the Mayor should decide how the student liaison should be chosen, as well as the expectations for the position.

Schumacher stated that he has spoken with Ben Barton and since it was a pilot program, it was suggested to use the current student council president for the first year.

Schumacher said he has shared a video that the student council president had done on the Tiger Pledge with staff.

Barbian stated they may want to select a student that lives directly in the city limits.

Edmonds mentioned that there are usually are several students at the meetings during the school year. Schumacher said Miss Sorenson requires them to attend a meeting for her class.

Frederick said the student council has 7-11 students on it, and any of those kids would be a great choice. Zimmer added that this is a joint effort with the School District, so it shouldn’t be limited to a city resident.

ZIMMER MOVED TO PROCEED WITH THE STUDENT COUNCIL REPRESENTATIVE, AND FOR THE INITIAL STUDENT SELECTION BE MADE BY THE SCHOOL DISTRICT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Cemetery Correspondence and request**

Jenkins advised that the city received a letter and follow up phone call from Mr. and Mrs. Laseter about an incident when they were here for a funeral. She stated several motorcycles roared up to the grave site and it was meant to be disrespectful to the dead.

Staff has not heard of it being an issue in the past. Police Chief Frederick looked in their records for reports as well, and did not find anything. Staff feels it was likely a one-time occurrence.

B Gerold said there are sometimes funerals that include motorcycle escorts, so it would be difficult to ban them from the cemetery during funerals.

The Council consensus is that it likely was a one-time occurrence, but request that staff keep track of any calls that are received and report back if there are any other concerns.
**Mary Lou DeWitt advancement**

Barbian advised that Marylou DeWitt was hired on August 10, 2000 as a part time Community Development Secretary. In 2002 Mrs. DeWitt advanced as a temporary “full-time status” to assist with a city staff shortage occurring with the City Administrator vacancy. In 2005 she was offered advancement to a full-time regular status as a Community Development Assistant.

Mary Lou DeWitt has gained considerable insight while taking on the responsibilities of her position working under a Planner, a Community Development Director and a couple Administrators. She has also taken on responsibilities previously handled by planners or development directors depending on the strengths and interests of her coworkers.

In hearing from others and observing her work over the past 21 months she is acting beyond the duties covered in her current Job Description as a Community Development Secretary. Her position is functioning as a valued member of the Community Development Department. For example, she handles the majority of the zoning code interpretation when citizens, developers or businesses wish to consider making improvements within the City. Mary Lou has gained skills, knowledge and experience calling for advancement and job description change.

After consideration, the administrative staff recommendation is to promote Mary Lou to Community Development Specialist, Zoning Technician (job description attached) effective July 29, 2019. This to include moving her from a grade 6 step 3 to a Grade 7 step 3 position, an increase of 1,577 per year.

If the Council agrees, a motion to adopt the attached Job Description and promote Mary Lou DeWitt to fill that position would be in order.

J Gerold said in the past, the city had a Community Development Director that handled the Planning and Zoning, and then they had an assistant. Now we have a Community Development Specialist, and no Director. She feels like this department has been was fragmented, and questioned why there is no longer a Department Head. Barbian responded that he feels the city needs someone that is more involved with the economic development to keep projects moving forward.

Hillesheim stated she has the same degree as Joleen Foss and Carrie Fuhrman. Most cities have a development person, and a planning person that work together.

Zimmer asked how long Dewitt has been doing this additional work. Jenkins responded that she has been doing it since Carrie Fuhrman left. Zimmer asked why it is just being brought up now, and why it isn’t being looked at in the fall when the budgeting is being done. When the Part time Fire Chief and the Drug Task force was started, it was discussed, budgeted for and then started on January 1. He is in favor of paying someone for the work that they do, but feels it is hard to budget for changes in the middle of the year.

Schumacher asked what the process is when someone comes in with an application, such as the recent project that Adam Price is planning. Barbian stated that he, Mary Lou and Stephanie meet with them as a team.
Edmonds agrees with Zimmer that he is in favor of an increase, but doesn’t think it should be done in the middle of the year, as it could set a precedent for changes mid-year in the future.

Reynolds stated that the City is in a period of growth and her workload has increased, so he is in favor of an increase now.

Zimmer stated that this should have been brought forward a long time ago if she is doing the work. The increase should have been planned in the budget.

Edmonds said it sounds like no one is disagreeing that she deserves an raise and promotion with the increased work load, just that it shouldn’t be done in the middle of the year without it being budgeted for.

ZIMMER MOVED TO TABLE THE ZONING TECHNICIAN JOB DESCRIPTION AND PROMOTE MARY LOU DEWITT TO THAT POSTION AT GRADE 7, STEP 3 UNTIL THE BUDGETING PROCESS. EDMONDS SECONDED THE MOTION. VOTE 4:1, REYNOLDS OPPOSED. THE MOTION CARRIED

**Miscellaneous**

Budget meetings: Jackson said it has been discussed to have several budget meetings. Does the Council want 2 or 3 for the Capital Improvement sessions, and how many for the regular budget portion. He confirmed the requirement to have the preliminary budget to the county by September 30th.

Jackson would like to suggest 2 meetings to go over the Capital Improvement items, and a broad review of the budget before it is submitted to the County on September 30th.

The Council consensus was to hold the first CIP review at 5:00pm on September 12th.

A second review will be held at 5:00pm on September 19th with the EDA being moved to 7:00pm that night.

At the September 26th meeting, the preliminary budget will be approved.

The Budget will be reviewed at the November 7th work session.

The 2nd meeting in November, is rescheduled or cancelled due to Thanksgiving. They may combine the two regular November meetings.

Barbian reported that he will send out Administrator review sheets to the Council.

Campbell advised that Coors Light is sponsoring support for the Local Fire Department. They are selling tags for $1, and all the money stays local. August 24th 1-4pm. A Firetruck will be on site, and Dahlheimer’s Distributing is providing Root Beer.
Lawrence announced that Tuesday August 6th is Nite to Unite at Rainbow and Mark Parks. The Police and Fire will be serving hotdogs and there will be Bounce Houses from 6-8pm.

Lawrence reported that the graphics are being installed on the Ladder Truck this week.

Reynolds mentioned the ongoing issues in the Shopko parking lot. He had a few people contact him about the cars being towed.

Frederick replied that they have had a few calls as well, and have been telling people that the City does not have anything to do with it, it is private property. The signage the owners have placed are legal. He reached out to the tow company and had a discussion about trying to be a little more professional by catching the drivers before going into the building. The Shopko owner said this stems from a lawsuit that he lost when someone fell and hurt themselves in the parking lot. He was asked that he try to be a little more understanding of the public as they have parked there for many years. It is unfortunate that it has come to this, but it is their legal right as it is private property. We are seeing a higher level of traffic with the park and ride being closed as well.

Schumacher asked for clarification on the licensing. Frederick replied that he is not knowledgeable of the people that work for the tow company, the Tow Company is bonded and insured.

J Gerold said she stopped at Caribou earlier and saw a vehicle parked in the lot, right next to the sign that said no parking. The Tow Truck was hooking up to it.

Frederick added that he has suggested to McDonalds and Caribou that they reach out to the Shopko owners to see if they can work something out.

Reynolds asked if some barriers or something similar could be put up. Frederick responded that he mentioned that to the owner, but the suggestion was not taken well.

Hillesheim reported that the river location signage has been put up along the river.

**Adjournment**

Zimmer moved to adjourn the study session at 6:07 PM. Reynolds seconded the motion. Meeting adjourned

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

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Brad Schumacher, Mayor