

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL  
HELD ON OCTOBER 1, 2020 4:30 P.M.**

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

**CARES Funds**

Barbian advised that the City of Princeton has been awarded \$358,243.00 in CARES dollars. The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. Expenditures are to address a three-part test;

1. Is it a necessary expenditure incurred due to the public health emergency with respect to COVID19.
2. Costs not accounted for in the City's most recently approved budget as of March 27, 2020.
3. Performance or delivery must occur during the covered period and payment of funds must be made during the period of March 1, 2020 thru November 15, 2020.

There is considerable discussion amongst recipients regarding the interpretation of a rule or policy which states that 10% of the awarded CARES dollars is to benefit small businesses and or individuals. It has been suggested that the best policy is to follow to ensure repayment is not necessary.

It is staff's recommendation that the City Council proceed as covered below. Tear Funding items are ready to be authorized in order that shortage issues do not develop. The remainder of the items will be brought back to the City Council in October after additional research is completed. This list was derived by a variety of discussions and meeting with the supervisors.

Beginning Balance - \$358,243.00

PPP related items & technology purchased to date. - 19,881.00

Technology and PPP items on order. Owls, 4 chrome books, 5 tablets for Council/Planning Commission, life jackets, paddles, Administration server, computer-finance & admin., 2 WWTP tablets for plant. - 15,713.00

Command Vehicle-ERU - 56,595.

Balance Remaining 266,054.00

1<sup>st</sup> Tier funding \$151,108.00 are as follows: To be authorized to proceed to purchase, some items are time sensitive due to high demand and many orders being placed.

**Princeton Wine & Spirits**

1. \$2736.00 Bipolar Ionization filters-, RTU - 1 Add Two (2) GPS-FC48-AC Systems for 15-ton Trane Unit RTU - 2 Add One (1) GPS-iMOD System for 6-ton Trane Unit
2. \$1695 plus \$19/month for handheld Inventory Computer - plus \$19/month for software updates and maintenance
3. \$999 Online ordering system creation from Froogle -
4. 1,800 HVAC air duct cleaning

Public Works

1. \$6,050.00 Touchless facets; 550 each: Civic center 2, library 2, PW shop 2, city hall 3, liquor store 2 for a total of 11.
2. 14,400.00 HVAC improvements at 1,200.00 each for the City Hall 3, PW Shop 1, Civic Center 3, Library 5 for a total of 12 units.

Fire Dept.

1. \$56,595. Command Vehicle-ERU, Truck- \$45,145.29, Bed Slide- \$1600.00 J( Topper-\$2000.00, Lights/Siren-\$6300.00, Spray-in Bed-\$550.00, Graphics-\$1000.00
2. \$4,000.00 Online training program  
PFRD had to purchase a training program for the firefighters to recertify their EMR training since classes were not able to be held.
3. \$ 5,000.00 N95 masks for our SCBA masks- 37 sets- These are N95 masks that attach to our SCBA masks. This will reduce the chances of contracting Covid-19 while on scenes where our SCBA masks are needed.
4. \$2,500.00 AED/Medical Bag/Supplies, Additional AED, medical bag, and medical supplies for ERU.
5. \$1,500.00 Additional Supplies for Covid-\$1500.00Masks, gloves, safety glasses, hand sanitizer, sanitizing wipes and spray. To ensure that there is plenty of supplies for this possible winter outbreak.
6. \$500.00 Web/Cloud program-This will allow myself and my Assistant Chief to be able to work from home or other remote areas easier. Right now I have several documents on different computers and have to come into the station for certain documents.
7. \$30,000.00 Lucas Devices-2 devices-Having Lucas devices on the department will help keep the firefighters from having to do CPR on the patient and will require less firefighters on scenes.
8. \$10,000.00 Jumpsuits to respond to medical calls.

Lawrence is working with the Townships to obtain commitments from the townships to purchase and or fund Fire Department items. To date Blue Hill has committed to fund approximately 26,500.00 which includes a Lucas device. Princeton indicated they would likely provide some funding not sure of amount. Greenbush and Wynette are discussing an amount. Spencer Brook is not taking the funding.

Police Department

1. 8,850.00 Gas Mask - We are asking for below items to be purchased to assist the police department in having access to these masks during times of the current pandemic as well as other issues such as civil unrest, high and our city relocation plan with Monticello.
  - A. Gas Mask {12}-\$ 7,700.00
  - B. Replacement cartridges, adapter for fit test and fit test (1 year) - \$1150.00
  - C. Total Cost of Project - \$ 8,850.00
2. \$9,200.00 Training Enhancement for small groups - This will allow staff to break out training for officers and fireman as well as allowing officers to interact with public and still maintain social distancing and community safety.

- A. Equipment for smart Tv's (3), casting devices (3), Web cam (1) for meetings and training of Princeton Officers and Princeton Fireman - \$ 9,200.00
- B. Total cost of project for Princeton Police and Fire Departments – \$9,200.00
- 3. \$8,100.00 Wi-fi enhancement-Adding new Wi-Fi to building (network and switch) to allow social distancing with public and training for the Princeton Police and Fire Department employees.
  - A. Equipment with 5 year subscription - \$8,100.00
  - B. Total cost of project for Princeton Public Safety Building - \$ 8,100.00

Comm Dev/Planning/ Technology

- 1. Screens - 3 (2 for civic center, 1 new conference room) \$1,200
- 2. Digital Imaging of all files to access remotely (30 file cabinets) \$45,000
- 3. Canoe Trailer (storage) \$6,000
- 4. Electronic Permitting Software \$2500/year
- 5. Zoom
- 6. Mounting pole for meeting owls (2) and Installation \$1,000 (installed)
- 7. Power for conference tables \$1,000
- 8. Cabinet/ stand for each chrome book station \$1,200
- 9. Digital Waiver Program \$90/year
- 10. Online reservation system (fields/buildings/pavilions includes smart waiver \$3,500 (\$2800 each year after)
- 11. Drop Box for permits etc. by front door \$600
- 12. Picnic Table/ outside meeting area (fenced in?) \$2,000

114,946.00 is the remaining balance if the above items were purchased. The City has received a number of requests for funds which are being reviewed and considered to bring back to the City Council meeting of October 8th.

Fire - \$30,000.00 Lucas Devices-2 devices-Having Lucas devices on the department will help keep the firefighters from having to do CPR on the patient and will require less firefighters on scenes.

Lawrence advised that to date Blue Hill Township has committed to fund approximately 26,500.00 which includes a Lucas device. Princeton indicated they would likely provide some funding not sure of amount. Greenbush and Wynette are discussing an amount. Spencer Brook is not taking the funding.

2 other items that have come up, one is a reduction in the school contract due to COVID-19 Distance learning. The total loss is \$9500. The other is an option of portable touchless soap Dispensers (\$179.98/4) that would be a suitable buy for several buildings as well.

J GEROLD MOVED TO APPROVE THE URGENT ITEMS THAT WE NEED TO GET STARTED ON ASAP TO MEET THE NOVEMBER DEADLINE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**2021 Capital Improvement Program**

Jackson went over the 2021 Capital Improvement items in each department. The department heads provided the council with details on any new items added for 2021, and answered a few questions about their CIP items.

The Council would like the airport numbers to be added to the CIP so they can see what is planned for the next few years.

**CLOSED SESSION – City Administrator Review**

REYNOLDS MOVED TO CLOSE THE MEETING AT 7:06PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

??? MOVED TO ADJOURN THE CLOSED SESSION AND REOPEN THE MEETING AT 9:?? PM. ??? SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Adjournment**

??? MOVED TO ADJOURN THE STUDY SESSION AT 9:18PM. ??? SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

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Shawna Jenkins Tadych  
City Clerk

ATTEST:

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Brad Schumacher, Mayor