

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JUNE 25, 2020 7:00 P.M.**

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

**AGENDA ADDITIONS/DELETIONS**

Zimmer would like to add an update on the Chamber of Commerce Meeting that was held at Riverside-Riebe Park. Schumacher said he will add it under Reports after the EDA Meeting Minutes of June 18.

B Gerold will also provide a park update.

REYNOLDS MOVED TO APPROVE THE AGENDA AS AMENDED. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSIDERATION OF MINUTES**

- A. Regular meeting Minutes of May 28, 2020
- B. Study Session Meeting Minutes of June 4, 2020
- C. Regular Meeting Minutes of June 11, 2020

REYNOLDS MOVED TO APPROVE THE REGULAR MINUTES OF 28, 2020, STUDY SESSION MEETING MINUTES OF JUNE 4, 2020 AND REGULAR MEETING MINUTES OF JUNE 11, 2020. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**CONSENT AGENDA**

- A. **Permits and Licenses**
- B. **Personnel**
  - 1. Police Secretary Karen Aguilera Step Increase effective 6-28-20
  - 2. Public Works GMII Adam Cook Step Increase effective 7-09-20
  - 3. Liquor Store Assistant Manager Dylan Donner Step Increase effective 7-8-20
  - 4. Police Srgt Ryan VanDenHeuvel Step Increase effective 7-1-20

ZIMMER MOTIONED TO APPROVE CONSENT AGENDA, PERSONNEL 1-4. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- 5. Liquor Clerk Resignations of Stephanie Moses 6-13-20 and David Hicks 6-8-20

Dylan Donner's memo reported that Hicks decided to end his employment due to his fears of catching Covid-19. David retired early from Cambridge hospital after over 30 years employment due to the five positive cases at the hospital. He decided that the risk of potentially catching Covid-19 is too high due to the volume of traffic in our store.

Moses resigned after she was offered her old position back at Target in the IT department. They asked her to start immediately the following Monday.

6. Liquor Store Clerks - approval to hire Gage Thomas and Nicole Bishop

**C. Donations**

J GEROLD MOTIONED TO APPROVE CONSENT AGENDA, PERSONNEL 5 & 6. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**OPEN FORUM**

**PUBLIC HEARINGS - NONE**

**PRESENTATIONS / SPEAKERS**

A. 2019 Audit – Steve Wischmann with Bergan KDV

Wischmann from Bergan KDV presented the City's 2019 audit.

**FYI – REPORTS. ANNOUNCEMENTS. CORRESPONDENCE AND BOARDS / COMMITTEES**

- A. Site Plan for Final Mini-Storage unit at 1800 15th street N. - Informational, no action needed.
- B. Conditional Use Permit for Auction Site - Informational, no action needed
- C. Slaughterhouse Ord. Amendment draft - Informational - PC holding public hearing on 7-20-20
- D. PUC Board packet for June 24, 2020 Meeting
- E. Planning Commission Meeting Minutes of June 15, 2020
- F. EDA Meeting Minutes of June 18, 2020
- G. Riverside-Riebe Park Chamber Meeting

Zimmer reported that the Chamber held a meeting in Riverside Park and Hillesheim gave a presentation of the proposed project. It was well received. Hillesheim advised that the City just received \$5000 each from Federated and Cobank towards the Park project. If people would like to donate funds to have a bench or picnic table with their name on it, staff has that information. Schumacher will pay for half of a bench for Jackson.

H. Park Board

B Gerold stated that the Park Board has discussed the Riverside Park Project, and the contributions from local groups that have been received. They were going to get the word out to the Community that they can donate money to buy a bench and picnic tables and have their name put on them.

I. Splash Park

B Gerold reported that the Splash Park had also been discussed. How some cities are opening, and some staying closed. The Splash Park is not a money maker, and with the CDC recommendations, we would not be able to open to full capacity, so the city would lose more money. The Park Board determined that to be fiscally responsible, it would not be practical to open this year.

Edmonds disagreed and said he feels it is also an amenity and it should be open to the community. J Gerold replied that on a good year the Splash Park usually loses approximately

30,000. She does not feel it would be fiscally responsible to lose even more with a tight budget

## **PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE**

## **ORDINANCES AND RESOLUTIONS**

### **A. Ordinance 795 – Extend Emergency Declaration**

Lawrence advised that the Emergency Declaration is due to expire at midnight June 25th, 2020. At this time, it is the recommendation of the Emergency Management Team to extend the declaration to midnight, July 23rd, 2020. As the council is aware, this is a fluid situation and this team understands that this declaration could be cancelled earlier or extended if deemed feasible.

Tim Hennagir had a question for the Emergency Management team. He asked what the COVID-19 Requirements would be required for the Splash Park. B Gerold, Frederick and Lawrence will put together a memo and provide to Hennagir.

J GEROLD MOVED TO APPROVE ORDINANCE 795. ZIMMER SECONDED THE MOTION. VOTE 4:1, EDMONDS OPPOSED. THE MOTION CARRIED.

## **UNFINISHED BUSINESS**

### **A. SCADA System Purchase**

Klinghagen reported that staff has received 2 quotes for the lift station SCADA upgrade. This planned upgrade is in the 2020 CIP with an amount of \$100,000.

One from In-Control, who has done all the SCADA at the WWTP in the past, and one from Total Control. In-Control was \$82,500, and Total Control was \$48,275.

When comparing the two quotes, In-Control's quote was for better quality of equipment, with about a \$32,520 difference in the equipment side of the quote.

If that higher quality equipment was added to Total Control's quote, it would bring the quote up to \$80,795 for a difference of \$1,705.

It is staff's recommendation to award the project to In-Control based on the fact that they have worked on the city's SCADA system before and know it well.

Klinghagen added that it will likely be a couple months before it is installed as everything needs to be ordered.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE SCADA SYSTEM UPGRADE FOR NOT MORE THAN \$82,500. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **NEW BUSINESS**

### **A. Finance Director Steve Jackson announces retirement**

Barbian announced that Jackson has submitted his retirement. He has been here for 38 years. Zimmer added that he thinks he was the only one here when he started.

Schumacher stated that since he announced at the beginning of the meeting that he wanted to chip in \$500 towards a bench, he has received messages from others who want to chip in, and the whole \$1000 has been raised. Jackson thanked everyone and said he will be sure to come for the ribbon cutting on the park project.

B. Council – Administrator Ad Hock committee on Finance Department

Barbian advised that he would like to create an Ad hock committee on the Finance Department. He would like to start by reviewing the job description.

Schumacher stated that would like to be part of that committee. Edmonds responded that we have two councilors who are very experienced in human resources, and feels they should be on the committee. J Gerold said she would also like to be on that committee as well.

EDMONDS MOVED TO APPOINT ZIMMER TO THE COMMITTEE. THERE WAS NO SECOND, MOTION FAILED.

Reynolds asked Schumacher why he wanted to be on the committee. Schumacher responded that he is in City Hall on a more regular basis and has a lot of contact with the Finance Director.

Zimmer said he is comfortable with the committees he is currently on.

The consensus was that J Gerold and Mayor Schumacher will be on the Finance Ad Hock Committee.

C. Emergency Management Informational / Speed Trailer purchase

Lawrence reported that the Emergency Management team budgeted for an Informational/Speed trailer in C.I.P. this year. We have tried to get different quotes from different suppliers for these trailers. The problem is that not all the suppliers provide the same services. We have found a trailer that will perform well for our city needs.

This trailer can be utilized by different departments making it beneficial for the city to own. Fire will be able to use it during training events, active fire events and during R.E.P. training and drills. Police will be able to use it for speed control and data along with traffic direction. Public works will be able to use it during road work and usage. These are only a few of the ideas that each department would be able to utilize this trailer for.

We have \$28,000.00 in the C.I.P. for the purchase of the trailer. The cost of the trailer is \$15,980.00. The R.E.P. program is able to pay \$1000.00 towards the trailer as well. We are looking for permission to purchase this trailer along with graphics and ancillary equipment not to exceed \$21,000.00. We will be available for questions.

Reynolds asked if the city had something similar in the past. B Gerold replied that the city had something similar and was discussed. The Boxes that the Police Department had around town have become obsolete, and they are cost prohibitive to maintain.

Lawrence added that this system will actually collect data on a number of vehicles and their speed, so it will show if there is an area of concern. It can also be used to route traffic for events, to notice for road construction, etc.

Zimmer stated that he likes these and is in favor of this purchase.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE INFORMATIONAL / SPEED TRAILER FOR NOT MORE THAN \$21,000. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Princeton Public Utilities Perceptions – Mayor Schumacher

Schumacher added this, and it was added to the PUC packet as well. He used a substation for an example. It is a complicate system to figure out the pilot program. He thinks we need to work on the perception. He publicly challenged each council member, to provide one idea how they think we can change the perception of PUC.

J Gerold suggested having that discussion at the next study session. Council members can think of some ideas they may have and come back to discuss.

**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 \$154,025.64 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81326 TO 81386 FOR A TOTAL OF \$789,728.88. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BARBIAN STATED THAT A \$500 PAYMENT NEEDED TO BE ADDED.

ZIMMER AND REYNOLDS ACCEPTED THAT FRIENDLY AMENDMENT

**MISCELLANEOUS**

Schumacher announced that he has enough donations to cover a bench for Jackson.

Edmonds advised that he may not be here for the July 9<sup>th</sup> Council Meeting.

Hillesheim said the plan is to submit the EDA grant Application tomorrow. Schumacher thanked staff and the County for assistance in getting this submitted.

Schumacher reported that he and Barbian are going to begin the quarterly meetings with Pat Omann.

**ADJOURNMENT**

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:45PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins Tadych  
City Clerk

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Brad Schumacher, Mayor