

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
FEBRUARY 9, 2012, 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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Acting Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Victoria Hallin, Thom Walker and Dick Dobson. Mayor Jeremy Riddle was absent. Staff present was Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Public Works Director Bob Gerold, and City Clerk Katie Hunter. Also present: City Attorneys Damien Toven and Dick Schieffer.

**AGENDA ADDITIONS/DELETIONS**

The following information was added to the February 9 agenda under agreement of the Council:

- 4. Consent Agenda
  - A. Permits and Licenses
    - 1. Christ Our Light Catholic Parish BINGO event held on March 18, 2012
    - 2. Princeton Lions Club Bingo and Raffles on March 24, 2012
  - C. Donations/Designations
    - 1. Princeton Used Clothing Center Contribution - *Resolution 12-09*
- 10. Unfinished Business
  - C. WWTP Change Orders - *Memo Added*
- 11. New Business
  - B. Princeton Police Department Squad Purchase Issues
  - C. Princeton Lions Club Request

**CONSIDERATION OF REGULAR MEETING MINUTES OF JANUARY 26, 2012 AND THE  
STUDY SESSION MINUTES OF FEBRUARY 2, 2012**

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 26, 2012 AND THE STUDY SESSION MINUTES OF FEBRUARY 2, 2012. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**CONSENT AGENDA**

- A. Permits and Licenses**
  - 1. Christ Our Light Catholic Parish BINGO event held on March 18, 2012
  - 2. Princeton Lions Club Bingo and Raffles on March 24, 2012
- B. Personnel - none**
- C. Donations/Designations**
  - 1. Princeton Used Clothing Center Contribution - *Resolution 12-09*

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**OPEN FORUM**

Jack Breitreutz 407 9<sup>th</sup> Avenue South Princeton

Breitreutz said he was before the City Council to ask for abatement on charging the Softball Association any fees to use the Mark Park Ball Fields.

The Softball Association bought land in the early to mid 1970's, which was turned into the modern fields that you see today. In 1995, the land turned it over to city of Princeton free of charge.

All that the City of Princeton has added is the Splash Park, a playground and the new shelter. The land totals seventeen (17) acres.

Breitkreutz went on to add that Councilor Walker had recommended doing a search on other cities and what they are charging for their softball fields. The same four questions were asked of all cities:

1. What fees are charged for the electric?
2. What fees are charged for the garbage?
3. What fees are charged for the lawn mowing?
4. What fees are charged for the water?

A league director in Chisago, Bob Gustafson, reported that they have four fields that are all lighted. There is no charge for any of the items mentioned. The City of Owatonna, which is a little bigger than Princeton, has five softball with lights and six without. The same four questions were asked and no charges. The City of Cambridge has two lit softball fields and one that is not lit. The same four questions were asked and no fees are charged. Breitkreutz went on to add that the City of Almelund was also asked the same four questions and he was told that no fees were charged for use of their fields.

Breitkreutz said he confirmed the fees with the Princeton Union Eagle who he believed Joel Stottrup confirmed with Steve Jackson of the City. The charges are \$150.00 per team per league. This amount is too stiff to what the Softball Association can afford.

Breitkreutz said he went to the Public Utilities Commission office and asked what the total cost of lighting the Softball Fields was. Dave Thompson said that there are two main light poles and one is directly in front of concession stands with the other being behind the left field fence on Field #2 by the hockey arena. The cost per bulb per hour is about 20 cents, reported Thompson. That equals out to about \$6.00 an hour to light each field. There are ten teams, with only one league in town. We start at 5:30 PM in the evening and the last game would be at 8:30 PM. That is approximately 1.5 hours for all season with about sixteen (16) games, which totals approximately twenty-five (25) hours. At \$6.00 an hour times 25 hours, there is the \$150.00 worth of electricity being used by the Softball Association.

When the PUC was asked what is billed to the city, it wasn't an exact answer because the meter is read from May to October. The Softball League ends their season in July; three months prior to the end date of the meter reading. So, for the six months that the PUC read the meter, the total was \$942.00. That cost is for all of the lights that ran all summer long.

Kathy Kraft; Chair of the Princeton School Board  
6989 50<sup>th</sup> Street Princeton

Kraft said she was very disheartened at how the Princeton City Council took away the softball field agreements at the last Study Session; and how quickly it took place. There was no communication that the agreements were going to be canceled. In fact, there have been a couple City Council members that have been at the School Board meetings commenting on how the two boards need to work better together. We could have done a better job if there was communication prior to the last Council Study Session meeting. If the information Kraft received today is correct, Police Investigator Todd Frederick will be acting on behalf of the Mayor and a discussion will be held on Monday. In future, Kraft said she hopes we can work together as the betterment of everyone by coming together for the children and taxpayers.

Whitcomb asked if Karnowski wanted to add anything to the Open Forum comments.

Karnowski said he will take the information, digest it, and get back to the City Council.

Dobson said that Frederick had talked to the Mayor who is out of town at the time, but one of the first priorities when all of the entities meet will be to work on an agreement for the Mark Park Facility.

**PUBLIC HEARINGS** – there were no Public Hearings held.

**REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. Parks and Recreation Board Minutes of January 23, 2012
- B. East Central Cable Commission Meeting Minutes from September 14, 2011
- C. EDA Minutes of January 19, 2012
- D. Draft Airport Board Minutes of February 6, 2012
  - 1. Consideration of \$500 expense to maintain airport beacon

Karnowski explained that the Airport Board had decided to request that the city expend about \$390 to do standard maintenance (including changing the bulbs) and adjustment to the airport beacon. The problems include the light not being directed upward like it should be. The Airport Board is requesting up to \$500.00 be authorized to spend on the repair. Whitcomb asked if the work could be done in house at all by the Public Utilities or by the Public Works. Karnowski said that the PUC will actually have to have a bucket truck there to access the beacon.

Walker asked if the beacon was fixed about a month and a half ago. Karnowski checked with Gerold, who said there hasn't been anything recent. Karnowski remembered an issue with the windsock at the Airport and that perhaps Walker was thinking of that.

WALKER MOVED TO APPROVE \$500.00 FOR REPAIR OF THE BEACON AT THE PRINCETON MUNICIPAL AIRPORT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

- A. Initiative Foundation Thank You for Charitable Contribution

Karnowski explained that the Thank You from the Initiative Foundation for the city's charitable investment of \$3,500 to the foundation for 2012 was just for the Council's information only.

**ORDINANCES AND RESOLUTIONS**

- A. **Sewer Rate Ordinance #680 Second Reading**

Karnowski said there has only been one slight change with Ordinance #680 since the City Council saw it and moved to approve the first reading at their January 26, 2012 meeting. After the City Attorney took a look, on page 5 of 7, under item M. "Normal Domestic Strength (NDSW) should have the word "Wastewater".

HALLIN MOVED TO APPROVE ORDINANCE 680 AN ORDINANCE AMENDING EXHIBIT E FEE SCHEDULE AND ADDING LANGUAGE TO THE CITY'S SEWER USE ORDINANCE (910) WITH THE ADDITION OF THE WORD WASTEWATER UNDER ITEM M. WALKER SE-

CONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

### **UNFINISHED BUSINESS**

#### **A. Industrial Park Stormwater Study – City Engineer Mike Nielson**

Mike Nielson, City Engineer, explained to the Council that Phase II Preliminary Design of Industrial Park Drainage and Water Quality Improvements is before them for consideration. Because the City desires to improve the drainage and quality of stormwater runoff that discharges from the Princeton Industrial Park, this study is key. The Industrial Park primarily consists of impervious land coverage that results in elevated pollutant loads and increased runoff volumes that may cause flooding or degradation of downstream waters. The recent approval for expansion of United States Distilled Products (USDP) required construction of stormwater treatment and storage on the USDP property that will further limit their available land for expansion purposes. The project will provide a needed treatment and storage capacity necessary for not only the USDP project but will also allow other businesses within this drainage basin to expand without providing on-site stormwater facilities.

USDP has requested that the City move forward with further study of these improvements.

There are six tasks outlined in the memo and WSB has proposed to complete Tasks 1-6 for the cost not-to-exceed \$9,900.00. Nielson pointed out that in Task 3: Coordinating Soil and Groundwater Analysis and Report, there is an additional \$5,000 to \$7,000 in soil borings that is not included in the \$9,900.00. So, the total would be \$16,900.00. USDP will be paying for a majority of the project.

Nielson added that staff has met with Prairie Restoration, whom is not interested in their land being used, but they will work with the City.

Karnowski added that the cost of the study will be rolled into an assessment.

Hallin if the soil boring cost would also be recovered and Nielson said the \$5,000 to \$7,000 would be recovered.

Walker made sure that USDP was interested after discussion. Nielson said they are very interested because they plan to expand again in the next five years, perhaps. The company is aware we are moving ahead.

WALKER MOVED TO APPROVE AND AMOUNT NOT TO EXCEED \$16,900.00 FOR A PRELIMINARY DESIGN OF INDUSTRIAL PARK DRAINAGE AND WATER QUALITY IMPROVEMENTS FEASIBILITY STUDY INCLUDING SOIL BORINGS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

#### **B. Civic Center Condition Update**

Karnowski elucidated that Bob Gerold and the Lynn Paulson; the City Building Inspector visited the Civic Center and had the following observations on some of the issues that need to be addressed:

1. The building needs to be re-roofed;
2. The four exterior doors need replacing;

3. Five windows need replacing
4. The carpeting needs to be removed and replaced with something
5. The kitchen needs to be gutted out and new cabinets and appliances installed (the appliances need to be commercial grade);
6. The interior walls and ceiling need to be stripped and the building fully insulated;
7. The lighting needs to be upgraded;
8. Check and possibly upgrade the electrical system;
9. A new HVAC system is advisable;
10. The restrooms should be made ADA compliant (we may be able to steal some space from the kitchen);
11. The fireplace chimney needs to be re-lined;
12. A gas insert should be installed in the fireplace for use instead of wood;
13. The windows in the east wing sunroom need to be replaced
14. The exterior needs to be bead blasted, repaired and painted.

In addition, an ad (below) is scheduled to be run in the Shopper next week:

*The City of Princeton wants people interested in working on a committee to renovate and preserve the historic Princeton Civic Center. If you want to help or if you have any historical information, photographs or fun facts about the Civic Center, contact Katie Hunter at City Hall (763-389-2040).*

Dobson mentioned that he is excited about the project and would like to see community assist with it. Councilors Whitcomb and Hallin said they would like to be part of the committee.

### **C. Waste Water Treatment Plant Change Orders**

Karnowski explained that the Wastewater Treatment Plant Engineer forwarded a change order including three items. It appears the total cost of the change orders is \$9,416.00.

The three change order items include:

1. The cost to provide 24 inch diameter 22.5 degree ductile iron pipe elbows. It was discovered last month that the end of the effluent outfall pipe at the wastewater plant installed last year was installed approximately one foot 11 inches north of the plan location included in the wastewater improvement plans. The additional two elbows will allow for the piping to be transitioned north making the connection instead of moving the effluent outfall line.
2. The cost to provide colored mortar for the filter and sludge pumping buildings - this is an upgrade cost not included in the project to go from natural grey mortar mix to reddish brown colored mortar mix to match the colored block being provided and in order to match the existing chemical building colored block and colored mortar.
3. Finally, the cost to relocate the new final clarifier diversion structure - an existing electrical duct bank was discovered during utility locates to be farther east than shown in the records drawings and in the same location as the new final clarifier diversion structure. As such, relocating the new structure was proposed to avoid the need to relocate the existing electrical duct bank.

The recommendation of the engineer is to approve the change order and forward same to the USDA for their concurrence

Karnowski added that after being brought up by Councilor Whitcomb, staff is suggesting

that the City Council table item (1) as listed above. That \$4,472.00 expense on matching up one of the pipes with the Waste Water Treatment Facility's outfall pipe is in question whether that should be a city expense. Otherwise, the balance of items #2 and #3 as listed, the costs are \$1,399 and \$3,545 totaling \$4,944 are recommended authorization.

Hallin asked who did the construction of the outfall pipe. Karnowski said construction was done by different contractor than Rice Lake Construction and according to Rice Lake; the pipe was installed one foot 11 inches off. At this point, it is not clear whether the surveyor hired by Rice Lake to locate where the first pipe was did so incorrectly, or if the surveying done by WSB holds the mistake. If it was contractor that put the outfall pipe in, then that work is still under warranty. Karnowski concluded by saying staff will have to sort through the issue and find out.

Walker asked if the work for change order for #1 has the work been done already. Karnowski said in talking with SEH, the work hasn't been done yet. With tabling item #1, it should not hold things up with the project.

DOBSON MOVED TO APPROVE ITEM 2 PROVIDING FOR COLORED MORTAR AND ITEM 3 RELOCATING THE FINAL CLARIFIER DIVERSION STRUCTURE TOTALING \$4,944. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

WALKER MOTIONED TO TABLE CHANGE ORDER #1 UNTIL FURTHER RESEARCH IS RESOLVED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

## **NEW BUSINESS**

### **A. 21<sup>st</sup> Avenue Speed Limit**

Karnowski explained that 21<sup>st</sup> Avenue between Highway 95 and 1<sup>st</sup> Street has a speed limit of thirty-five (35) miles per hour currently. There is not a lot of heavy traffic at this point. Staff is anticipating more traffic and per a suggestion by the City Engineer, perhaps the speed limit should be dropped to thirty (30) miles per hour to forewarn drivers of the upcoming heavy traffic. City Council does not have the authority to change a speed limit without the state doing a speed study.

Hallin asked if a cost was involved with the study. Karnowski said no.

Hallin asked if the entrance leading to gas station would have to be closed. Karnowski said that when that section of 21<sup>st</sup> Avenue was constructed, the City Council issued a temporary access point with understanding that in future, if it caused problems, that entrance may have to be closed.

Walker asked if there was a time limit between when speed studies can be conducted for a particular road. Walker said because there are not many businesses there now, would the state not approve decreasing the speed limit. They could possibly increase it!

Karnowski yielded to Nielson who said the state does not want people coming back every month. Nielson added that there may be a risk because the studies are complicated.

Hallin said she understands where Walker is coming from and thinks maybe the study

should wait.

Karnowski said that Walmart has done traffic studies in the past. In the future, the city will be looking at tripling or even quadrupling the traffic on that road. Karnowski said that after Walker's comment; perhaps the staff should check with the Minnesota department of Transportation and get a definitive answer. Walker closed by suggesting to wait until Walmart is actually built.

## **B. Princeton Police Department Squad Purchase Issues**

Police Chief clarified that the Ford Motor Company has stopped making their Crown Victoria police package which the Princeton Police Department has used for several years. Ford is offering two different options when replacing their Crown Vic. Both are referred to as an "Interceptor". The first is a modified Ford Taurus and the other is a modified Ford Edge.

Up until earlier this week, the main problem was that Ford wasn't going to have the new Interceptors available for purchase until later this year or early in 2013. Further, the other concern regarding either of the new Fords was that they're both new models and there is no history on their reliability or track record as squads. The Chief would have liked to hold off buying the new Ford until it has been used by other departments and its reliability is better substantiated. But, the squad being replaced is on its last legs and would need about \$5,000 in repairs to keep it road worthy. Payne said he is uncomfortable investing that amount of money in a vehicle that, hopefully, won't be used much longer.

On Wednesday, Payne said he found out that a new Ford can be ordered and be delivered in July or August. The Department's preference would be the Ford interceptor utility (Edge) at the State Contract price of \$25,309.

Hallin asked how much set aside for this purchase. Payne said \$40,000.00 is in the CIP. With the replacement of the digital video camera, updating some other outdated equipment and the cost of the change order, the department is hoping to stay within the \$40,000.00. The cost may end up being over by \$500.00. But, the department is in a situation where there is no choice.

The Council asked for a breakdown of the equipment cost. Payne said the digital camera itself is \$6,000.00 and \$15,000.00 for the change order. Payne mentioned he wished he could soften the blow for the Council somewhat, but he can't.

Whitcomb added that he did a web search on the vehicle and that the Minnesota State Patrol is going to order the same vehicle. Hallin added that the state has mandated that vehicles be updated after a certain amount of miles. Payne said that mandate is at about 110,000 miles and the current Ford Taurus has 120,000 miles on it.

Walker asked how Payne knows about the safety issues. Payne stated that Michigan State Patrol has a test track for squad cars. The cage of a squad car is not only to separate from prisoner from the officer, it is a built-in roll bar for top and sides. The V-6 engine gets much better gas mileage. This vehicle has a house track record for durability. This vehicle is all around squad car so it can be used for pursuit.

**HALLIN MOTIONED TO PURCHASE THE FORD INTERCEPTOR UTILITY AT THE STATE CONTRACT PRICE OF \$25,309. DOBSON SECONDED THE MOTION.**

Walker asked if it was appropriate to add the additional costs in the motion as well. Payne said at this time, an exact amount cannot be given. When the people that do the change-over get the calculations, probably will not be until July or August.

THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

**B. Princeton Lions Club Request**

Karnowski explained that the Lions Club has requested five (5) \$20.00 gift cards from Princeton Wine and Spirits Liquor Store for their annual spring raffle fundraiser.

The question was asked if the Lion's Club had requested the donation last year. Dobson said they had also requested the same donation in 2011 which was granted.

Dobson went on to add that the Lions Club has continued to do a lot of good in the community.

DOBSON MOVED TO APPROVE THE \$100.00 REQUEST OF FIVE \$20.00 GIFT CARDS FROM THE MUNICIPAL LIQUOR STORE FOR THE LIONS CLUB SPRING RAFFLE FUNDRAISER. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

**MISCELLANEOUS**

*Hofman Oil Entrance – Blake Broding*

A question from the audience from Blake Broding was asked regarding the entrance for the gas station off of 21<sup>st</sup> Avenue. Broding asked if that entrance to Hofman Oil was in any dire.

Councilor Walker explained that Hofman Oil had wanted that access to make it easier for people to get in and out of. But, with the alignment of diesel pumps in that driveway and with additional traffic and a great potential, they were made aware that the entrance may have to be blocked if a problem arises. If no problems arise, the entrance will not be closed.

*Legislative Day – Vicki Hallin*

Councilor Hallin mentioned that she attended Legislative Day at the Capital. Hallin was able to visit senators and representatives and even spoke with Dave Brown. Local Government Aid was really pushed and promoted. Different issues were discussed that are going to be coming forth at the capital. Brown said he was willing and adamant to carry a bonding bill for the Princeton Regional Safety Building. Hallin asked Karnowski if the safety building was on the bonding bill and Karnowski said it has been submitted. Hallin said it was a productive and active day.

**BILL LIST – \$826,990.46**

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDED THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$96,155.46 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE

CHECKS 65588 TO 65669 FOR A TOTAL OF \$730,835.00. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**ADJOURNMENT**

There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:45 HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Respectfully Submitted,

Katie Hunter  
City Clerk

ATTEST:

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Paul Whitcomb; Acting Mayor