

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JANUARY 14, 2016 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, Victoria Hallin, Dick Dobson, and Jules Zimmer. Others present: Administrator Mark Karnowski, Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer Jeff Row and Attorney's Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of December 22, 2015
- B. Study Session Meeting Minutes of January 8, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 22, 2015 AND THE STUDY SESSION MEETING MINUTES OF JANUARY 7, 2016. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Accept resignation of Chuck Young from the Planning Commission
- C. **Donations/Designations**
 - 1. Resolution 16-04 accepting donation for Fire Dept. from John & Carol Hulett

DOBSON MOVED TO APPROVE THE CONSENT AGENDA. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Board Minutes of December 17, 2015
- B. Planning Commission Minutes of December 21, 2015
- C. Airport Board minutes of December 7, 2015
- D. Airport Board minutes of January 4, 2016
- E. Fire Board minutes of December 1, 2015
- F. Fire Board minutes of January 5, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

- A. Resolution 16-01 – annual Council designations

Karnowski advised that this is the standard resolution that is done at the first meeting every year adopting the rules of procedure, and designation of the official depositories, collateral authority and the official newspaper.

HALLIN MOVED TO APPROVE RESOLUTION 16-01 ADOPTING RULES OF PROCEDURE FOR THE PRINCETON CITY COUNCIL, DESIGNATION OF OFFICIAL DEPOSITORIES, DESIGNATION OF COLLATERAL AUTHORITY, AND DESIGNATION OF OFFICIAL NEWSPER FOR THE CITY OF PRINCETON. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 16-02 – Mail balloting Proposal

Karnowski reported that Sherburne County Board voted to replace their voting equipment. This would cost the city a great deal of money, which we do not have budgeted. With only 50 registered voters that live in Sherburne County, staff has contacted Sherburne County to see if mail balloting would be an option. Sherburne County Auditor Diane Arnold has approved the request, and asked that the Council pass a resolution approving mail balloting for Princeton's 50 registered voters that reside in Sherburne County.

Walker asked if anything needs to be done after this Resolution is passed. Karnowski responded that he believes the County is in favor of this, but the County Board will need to approve this as well.

HALLIN MOVED TO APPROVE RESOLUTION 16-02 APPROVING MAIL VOTING FOR PRINCETON RESIDENTS THAT RESIDE IN SHERBURNE COUNTY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 16-03 – agreement to maintain pedestrian bridge for Riverside/Riebe

Foss advised that this resolution is for the city to agree to maintain a pedestrian bridge in Riverside and Riebe Park. The Federal highway Administration requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the way or property ownership acquired without prior approval.

Transportation Alternatives projects and receive federal funding and the MnDOT has determined that for projects implemented with alternative funds, this requirement should be applied to the project.

Walker asked the "Useful Life" was. Bruce Cochran said he was not sure what the average pedestrian bridge's life was. Foss said she believed she read it was 20 years.

DOBSON MOVED TO APPROVE RESOLUTION 16-03 AGREEING TO MAINTAIN A PEDESTRIAN BRIDGE FOR RIVERSIDE AND RIEBE PARKS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. PAVC Update – Carol Ossell

Carol Ossell presented the Council with the fundraising packet that has been sent to both business and individuals that may be potential donors.

The initial funding sources is	
Initiative Foundation	\$10,000
Otto Bremer Grant	\$45,000
Gala 2011	\$11,000
Knife River	\$ 2,050
Individuals	\$ 3,000

They have been also been promised various pro bono work from David Larson and Anderson Inc. Steven's Restaurant contributed by not charging for the 2011 Gala.

Ossell reported that the PAVC have made some changes to the plan, which has lowered the cost from the original \$581,880 to \$290,000.

Scott Suhsen provided information on rental fees and policies of other amphitheatres in the area for an idea of revenue that could be expected for this type of facility. Dobson added that when it comes time to draw up contracts for the facility and the insurance, it would need to have the city listed as well.

Ossell asked for recommendations on how they should move forward. Whitcomb suggested bringing it to the Park Board.

Hallin asked how far away they are away from their fundraising goal. Ossell responded that they need to put a value on the services and time donated to get an accurate number.

Ossell asked about the \$90,000 that was set aside. Whitcomb replied that those funds are set aside for Riverside Park, not specifically for the Amphitheater. He added that the bathrooms really need to be updated, and a few other improvements that should be done. Ossell said she thought that the \$90,000 was set aside specifically for the amphitheater.

Foss asked Ossell how they plan on raising those additional funds and asked if any grants would be applied for. Ossell said Fuhrman had applied for a couple, but they were not successful. She does not see new bathrooms being a necessity for an amphitheater, and felt that porta-potties would work well for an event

Ossell would like to come forward again to discuss the project, possibly at a study session. She asked if they were still allowed to use the \$90,000 as a backup on grant applications. Whitcomb said some of those funds will be used up by the pedestrian bridge, and some other work needs to be done as well. He said the Park Board can decide how to spend those funds in Riverside.

Dave Patten stated that he has been involved in a lot of different projects in many cities. This would not just be an amphitheater, it is a recreational amenity that typically attracts business and residents. For example, the 4R board really focuses on recreation in our community. The amphitheater would be considered an anchor of the community. Overtime, things change and people ask for different things. Recreationally, an amphitheater would attract weddings, and community events that would draw people to the city. If an event were planned with the Rum River Festival, it would keep people downtown for a much longer period of time. This would be a benefit to the city.

An amphitheater could hold Regional Concerts, arts festivals, outdoor plays and other private events. The best thing is it is downtown, so many businesses may benefit.

He suggested a master plan for Riverside Park and to look for grants to cover everything. The bathrooms could be considered phase 1, which the city could apply for a grant for. He said the couple of grants that they did receive, the grantors were very interested to see how everyone in the community was involved in the project. Another option would be to include adding some buffers to the river, which maybe the DNR would get involved in and help fund.

Walker commented that he thinks the city has been working hard on improving that park. He doesn't know if that includes an amphitheater, but can see having that in a future plan. There is still a long ways to go to raise the additional funds. If this is something that everyone wants and more funds can be raised, he believes there will be support from the City.

Patten said it would be nice to have a collaborative effort. If you look at the construction plans, some of the items may be a bit large for the site. For example, maybe the roof could be a fabric type structure. Patten said details need to be looked at and there may be some additional ways to cut costs.

Hallin asked if they talked with the City of Milaca about their band shell and how it has helped the park, the city, the businesses, etc. Patten said Milaca does seem to have quite a few events there.

Ossell stated that she has worked on the grants and these Foundations want to know that it is more than the committees building it, and they need to know the city is behind the project. They need the support of the council, the mayor, the EDA, etc. Patten added they cannot apply for many of the available grants as they are a Non-Profit.

Whitcomb advised that it is not that the City does not support the idea, and have always provided a letter of support with each grant application. Fuhrman had found out many of these Grant Foundations were simply not in support of an amphitheater.

Steven Dolan, Vice President of the PAVC is on the Greenbush Town Board and their Township supports the amphitheater and donated \$2000.

Whitcomb suggests bringing it to the Park Board and keep trying to raise additional funds.

Dobson added that with the different individuals and companies coming on board with their pledges, some of these grants may be a little easier when it is seen how much has been donated and pledged towards the project.

B. Appoint Chris Pruett to the Park Board for a 3 year term

Karnowski advised that Chris Pruett's term expired at the end of December and he forgot to send in the application he was mailed in October. He would like to remain on the Park Board.

ZIMMER MOVED TO APPOINT CHRIS PRUETT TO THE PARK BOARD FOR A 3 YEAR TERM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Skidsteer, attachments and Air Compressor

Gerold reported that Public Works has \$60,000 for a Skidsteer and Attachment on the Capital

Improvement Program for purchase in 2016.

The Skidsteer listed on the state contract is a Bobcat S590 T4 Skidsteer loader. With Specs and options included, the price is \$37,872.75

Attachments requested as follows:

60" width snowblower - \$3,839.50

68" angle broom - \$3,720.50

66" industrial fork grapple - \$2,772.00

Skidsteer and attachments total \$48,204.75

With the prices being almost \$12,000 less than the CIP, he said he is requesting approval to purchase a new air compressor, which was in the CIP for 2015.

If the Council agrees with these purchases, staff is looking for a motion to approve the purchase of the Skidsteer and attachments as listed above and on the state bid for a total of \$48,204.75 and an air compressor, and to sell both the old skidsteer and air compressor at auction.

Walker questioned how much a compressor would run and if the balance saved on the Skidsteer would cover the cost. Gerold responded that it is a large trailer unit, that will be approximately \$9,000- 10,000 so the balance will cover the cost.

WALKER MOVED TO APPROVE THE PURCHASE OF THE SKIDSTEER AND ATTACHMENTS FOR THE STATE BID PRICE OF \$48,204.75, THE PURCHASE OF AN AIR COMPRESSOR AND TO SELL BOTH THE OLD SKIDSTEER AND AIR COMPRESSOR AT AUCTION. HALLIN SECONDED THE MOTION.

Walker asked if the funds received from the sale of the old equipment goes back into the CIP fund. Jackson said it does go back in the CIP, and in essence, offsets some of the cost.

THE MOTION CARRIED UNANIMOUSLY

B. Toro Demo Mower purchase

Gerold reported that Public Works has \$58,000 budgeted for the purchase of mowers in 2016. Staff is looking for approval to purchase a 2013 Toro Groundmaster 360 demo model for a total of \$13,035.30

DOBSON MOVED TO APPROVE THE PURCHASE OF A 2013 TORO GROUNDMASTER 360 DEMO MODEL FOR \$13,035.30 AND TO SELL THE OLD MOWER AT AUCTION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Special Meetings – TED Grant discussion / Stormwater fee hearing

Karnowski advised that because of time restraints outlined in the TAP grant documents the city received regarding the TED grant awarded by the state, it's been suggested that the Council call a special 'Study Session' in the next week or so to discuss exactly what the grant

proposes to cover, the state/local cost split and what the options are for funding the local share.

Staff suggests either next Tuesday, January 19 or Thursday, January 21 at 4:30. He asked if either of those two days' work for the Council, or would another time work better.

Karnowski also stated that at the January Study Session the Council agreed to hold a public hearing regarding the Storm Water Fees that will be added to the Sewer and Water billing in the next month or so. He asked if the night of the first meeting in February work (Feb. 11th) work for everyone. Again, one of the reasons for holding the hearing is to try and reduce the number of phone calls the PUC will get the first month the additional charge shows up on the bills.

WALKER MOVED TO SCHEDULE A SPECIAL MEETING TO DISCUSS THE TAP GRANT ON THURSDAY, JANUARY 21ST AT 4:30 TO DISCUSS THE TED GRANT, AND TO HOLD A PUBLIC HEARING FOR THE STORMWATER FEES AT THE FEBRUARY 11 MEETING. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Board / Commission Liaisons and acting mayor for 2016

Karnowski advised that the following are the current Council liaison appointments for the City's boards and commissions. If the Council wishes, appointments should be made for 2016.

Whitcomb stated that the PC is now short a member, so one more member is needed for a quorum. He spoke to Zimmer and he agreed to serve the out the remaining term.

<u>Board/Commission</u>	<u>Current Appointment</u>
Planning Commission	
Park Board	Jules Zimmer
Airport Advisory Board	Thom Walker
Public Utilities Commission	Dick Dobson
Economic Development Commission	Thom Walker & Victoria Hallin
Fire Advisory Board	Paul Whitcomb
Housing & Redevelopment Authority	Victoria Hallin
Tree Board	Dick Dobson
Cable Commission	Victoria Hallin
Mille Lacs Co. Historical Society	Jules Zimmer
Library (P.A.L.S.)	Jules Zimmer
ECRDC Board	Thom Walker
Chamber of Commerce	Victoria Hallin

Karnowski added that the Council also needs to elect the Acting Mayor for 2016. A motion to make those appointments would be in order

WALKER MOVED TO APPOINT THE FOLLOWING TO THE BOARDS AND COMMISSIONS:

Planning Commission	Jules Zimmer
Park Board	Jules Zimmer
Airport Advisory Board	Thom Walker

Public Utilities Commission
Economic Development Commission
Fire Advisory Board
Housing & Redevelopment Authority
Tree Board
Cable Commission
Mille Lacs Co. Historical Society
Library (P.A.L.S.)
ECRDC Board
Chamber of Commerce

Dick Dobson
Thom Walker & Victoria Hallin
Paul Whitcomb
Victoria Hallin
Dick Dobson
Victoria Hallin
Jules Zimmer
Jules Zimmer
Thom Walker
Victoria Hallin

HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO ELECT VICTORIA HALLIN AS THE ACTING MAYOR FOR 2016. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$203,658.49 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73007 TO 73116 FOR A TOTAL OF \$866,088.14. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:00PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor