

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 6, 2014 4:30 P.M.**

Mayor Paul Whitcomb called the meeting to order. Council members present were, Thom Walker, Dick Dobson, Jules Zimmer and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Jolene Foss, Clerk Shawna Jenkins, Police Chief Todd Frederick, Engineer Mike Nielson, Public Works Director Bob Gerold, Fire Chief Jim Roxbury and Attorney Damien Toven.

West Branch Water Improvements Discussion

Karnowski stated that as it has been discussed previously, the PUC is still looking at doing a water project along West Branch to improve the fire flow and the water flow for the residential units. He asked how the Council would like to assess the project. Staff had discussed that normally a contractor doing the work is responsible for repairing the street after a line is put in. For example, when Caribou Coffee cut into the street, they not only paid for the water line, but to replace the tar in the street as well. The City would not be doing any street repairs if the water project was not being done. Nielson said it would cost twice as much to mill off the asphalt, then replace and do an overlay. Staff was thinking that the PUC should consider assessing the cost of the water line and the saw cut street repair to the residents. If the Council decides to do additional street work, those fees could be assessed to the property. The way the water project assessments are calculated, the costs may be spread more fairly.

Nielson stated they had also discussed cutting half the street, then overlaying the whole thing. He did suggest sewer line being laid as well while the project is done.

Nielson reported that at an early estimate with the street assessment at 50% and sewer at 100%, Residential ranges are \$4,600 up to \$12,000 – \$13,000. He suggested a 10 year assessment. Jackson stated we could possibly go up to 15 years with the large amounts.

Nielson said that if some of the street costs should be rolled into the water main project. Walker said he thinks putting some of the costs in with the water main assessment would be good, as they are responsible for repairing the street.

Walker suggested creating a CIP to cover road repairs in the future. Dobson agreed.

Nielson reported that he will go back to the PUC and request that 50% of the street repair costs be figured in to the water main project. Walker suggested maybe striping the street it so there is a walking or biking path. Nielson said they could make one side wider to accommodate a path as well.

Walker said he assumes we would not be putting in curb and gutter on West Branch, but do we do want them in the future. Nielson responded that curbs have a lot of positive aspects, but they do cost a bit more. We could probably reduce our storm sewer because of the permeable soils here. Walker said he would like to know if they would be workable for the future.

Walker questioned if it would make sense to bore lines under Highway 95 for lines while West Branch is being done. Nielson replied that it would not be too expensive to do at a later time. He added the best time to do it would be when the work on 13th is done.

Nielson said he would like to schedule a public hearing in January, then hopefully go out for bids in March or April.

2015 Budget Discussion

Airport CIP

Karnowski reported that the Airport Board met Monday and are looking at some of the crack sealing problems. We still have some issues with Kruse partial, but have hopes that an agreement will be reached.

The CIP includes a new taxi lane and some additional hanger space.

We are in the process of doing a master plan for the airport, which will have a set of priority projects.

Zimmer asked if the FAA guarantees the funds listed in this CIP. Karnowski replied that the City usually gets \$150,000 per year, and have a few years to get that spent. Zimmer asked how much the City currently has banked. Karnowski responded that he believes it is around \$300,000.

Jackson asked if the cost for the master plan is a separate amount. Karnowski replied that it is already funded and they are currently working on it.

Hallin asked where the local funds come from. Karnowski responded that the local portion comes from liquor store funds.

Other City Departments CIP

Jackson and the Department Heads went through each Capital Improvement Program request.

Roxbury will attempt to get some grants for some of the Fire and Emergency CIP costs.

Walker mentioned the trail the local portion of the project. Jackson said we would have to come up with the local portion or we would not receive the grant. Foss added that we have already received a \$75,000 grant and are asking for \$144,000 from Otto Bremer. The city would have to come up with about \$20,000 for the local portion.

Nielson asked if Smith Systems sewer is on the CIP anywhere. Jackson said it was not at this time. Nielson added that it probably does not need to be done in the next year or 2, but it needs to be looked at in the future. Jackson said that is a good point and it possibly opens up discussion on the possibility of doing an Infrastructure Study. Even if things are good now, they may not be in the future. He asked what the Council's opinion was of looking at study costs. He said he understands there would be some costs, but it would be a very good planning tool.

Walker and Whitcomb stated that it should be figured in just as sidewalks and streets are. Dobson said he would like to see the estimate for a cost on an infrastructure study.

Karnowski suggested putting that discussion on the January Study Session Agenda, which the Council agreed on.

Pay Estimate #1 – Airport Taxiway project

Karnowski reported that the 2014 taxi lane rehabilitation has been completed and pay estimate #1 for \$148,667.92, with a 5% retainage. At the airport board meeting, there was some concern expressed that there were some areas that are holding water. The contractor will be meeting out there to look at the issue.

WALKER MOVED TO APPROVE THE PAY ESTIMATE #1 FOR \$148,667.92 FOR THE TAXILANE REHABILITATION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

November and December meeting dates

Karnowski reported that as the city heads into the end of the year's holiday season and the time for final approval of the 2015 budget, it seems timely to consider a meeting schedule for the end of the year. Some of the issues to decide include:

1. Budget meeting dates - In the past the Council has scheduled two budget meetings in November. The first is usually your Study session (this year, November 6th) with the second being the Tuesday before Thanksgiving (this year, November 25th – Thanksgiving's on the 27th) and the December 4th Study session. Will those dates work for the Council this year or would some other dates be more preferable? What time should the meetings be (4:30, 6 or 7)?

2. November and December meeting dates: This year, as usual, Thanksgiving falls on your second meeting date. In the past the Council has had one regular meeting in November with the understanding that the Council would approve bills at the month end budget meeting should the need arise. This year Christmas also falls on the Council's 2nd meeting date in December. Accordingly, it may make sense to move the second December meeting to Tuesday, December 23rd. If the Council chooses to follow that procedure, a motion to cancel the November 27th Council meeting and have a special budget on November 25th and Cancel the December 25th meeting and have a special meeting on December 23rd would be in order.

HALLIN MOVED TO MOVE THE NOVEMBER 27TH MEETING TO 7PM ON TUESDAY NOVEMBER 25TH AND THE DECEMBER 25TH MEETING TO 7PM ON TUESDAY DECEMBER 23RD. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 6:25 pm. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor