

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 1, 2012, 4:30 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Mayor Jeremy Riddle called the meeting to order. Council members present were, Dick Dobson, Thom Walker, Paul Whitcomb and Victoria Hallin. Staff present was Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Public Works Director Bob Gerold, Police Chief Brian Payne, Fire Chief Jim Roxbury, and City Clerk Shawna Jenkins.

Approve Christ Our Light Catholic Parish Turkey bingo for November 11, 2012

Karnowski asked the Council to approve the Christ Our Light Parish's Turkey Bingo that they will be having on November 11, 2012

HALLIN MOTIONED TO APPROVE THE CHRIST OUR LIGHT CATHOLOIC PARUSH'S TURKEY BINGO. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

2013 Budget and Capital Improvements

Jackson said each department has submitted their capital improvement requests for 2013. If the Council agrees with these, they will need to be added to the budget

Jackson stated that one advantage to having built this up and added to yearly to the fund balances, is so it can sustain expenditures when they come forward without increasing the levy. One of the discussions in regard to the budget would be to use about \$100,000 of the CIP over the next few years to toe the line on the general levy. The other item that is affecting the decrease in the balance is the Airport CIP. In previous years we had funded the City's portion of any project out there and matched it with money from the liquor store.

Jackson went over the Administration CIP. It they are looking to replace City Hall roof for \$62,500, a total of \$75,000 to remodel the Civic Center and a total of \$2,000,000 to replace the Fire Station/Public Utilities building.

Karnowski said he met with a Greystone Representative this morning and it is looking pretty good to come in at budget. There are still some issues to talk about such as SAC and WAC fees. He put together a memo on the meeting they had and sent it to Greystone to make sure he heard everything correctly before the final proposal is drawn up. He anticipates having a final proposal to the Council at the December study session.

Hallin asked about the roof. Jackson said it is the portion of the entire City hall and police station area.

Jackson stated for the Finance Department, they are looking for \$4,000 in 2013 for a computer and software upgrade, and then \$30,000 in 2014 for an anticipated software update because what they are currently using is no longer being enhanced. At some point the software company will not want to keep someone on staff to maintain it, so an update will be needed.

Fuhrman reported that for the Community Development CIP, everything being requested is from previous years except for the Industrial Expansion study for \$ 20,000. Inline, USDP and another business is looking to expand so it would be a good time to have a study done to look at the area.

Fuhrman added that the 21st Avenue Extension is still there, but it would be a match situation. Walker asked if \$600,000 is the total amount. Fuhrman replied that she believes that the Federal Grant covers 50%.

Jackson reported on the Library CIP. He stated \$32,000 is set aside for Carpet replacement and \$5000 for a window replacement. Riddle asked if the carpet squares were used in the Community center and asked if there have been any issues. Walker responded that they used the Carpet squares in the curling club he belongs to in Cambridge and they have held up very well, so it was suggested to use those in the Library.

Hallin asked about the \$6000 set aside in 2014 for heating and air conditioning and why there are so many units for the building. Jackson responded that he believed it was to set up several different zones in the building.

Payne reported on the Police Departments CIP request. He said the squad cars are rapidly deteriorating. He also said he upped the cost of squad car to cover the replacements of the computer units.

Payne commented that they have discovered the new 800 MHz required radios do not work too well in some of the buildings, so they are looking at some various options to boost the signals.

Payne stated that they are also looking at replacing the Taser equipment, as the company said anything they will not service anything over 5 years old.

Payne said he is also looking into employee mounted camera that could possibly replace the car mounted cameras in the squad cars, but does not know yet if that is feasible.

Payne commented that trail cameras were an option as well, for areas that are stolen from frequently. For example, if there was one in the storage lot, the suspects would have been caught much sooner than they were.

Payne mentioned there is a situation with cellular communications. The County will require officers to call in at the beginning of their shift to link in to the system. Currently the officers are using their own personal cell phones as needed, but if it is used for police business, then anything on that personal cell phone could be public or subpoenaed. If each car has a basic cell phone that is only used for police business that would eliminate potential problems.

Payne added that many times their calls now don't come on the radio, but come thru the computer in their squad cars, so the squad computers will need to be kept up to date as well.

Payne reported that they have included a K9 unit in the CIP as it has been discussed in the past. He is very much in favor, but everyone in the police department understands the economy may not be conducive to it at this time. However he is asking for permission from the Council to look into grants, donations and the possibility of using forfeiture money to pay for a new K9 unit.

Dobson asked how much is in the forfeiture fund. Jackson responded that he believes it in excess of \$100,000. Payne added that they are not looking at spending all of those funds to start a canine unit, as that money is a great assistance for many projects. The department uses it to buy various things that would help fight the drug problem.

Hallin asked if why the previous k9 unit the City had was discontinued. Payne responded that he was not chief at the time, but he is aware that there can be unforeseen costs that can affect the unit. Karnowski stated in addition to the expense, his main recollection was that training documentation was not being maintained so the City could have had some liability that we did not want to dispose ourselves to.

Walker said his concern is the City will essentially lose an officer to training time and assisting other departments. Payne responded that the biggest problem he can see is the original 8 weeks of training and then the additional drug training. However, when Jason was on duty, he is on duty here like any other officer. If he was off duty and was called for assistance, it would be up to him to go and do that, but the city would be responsible for covering his wages.

Hallin said she is concerned that the City would have issues with cost, training, etc and need to drop out again. Payne responded that the department has learned a lot and they should be better prepared this time.

Dobson added that after the story in the newspaper about the department looking at a canine unit, he heard someone saying they had access to a vehicle that would be suitable for a canine unit for much less than we had looked at. Payne said that was correct, and they would be looking into that if the Council approves them to.

Hallin asked how hard is it to get a K9 unit in the area if needed. Cedarberg responded that there is only one in the whole county. So, if they are off duty it is not likely to get him, and he has had to wait a very long time on some calls if they are on the north side of the county.

Hallin questioned the estimate cost of \$3750 for cell phones. Payne replied that a cell phone is dedicated to each car. We have 5 squads and one backup, so there would be 6 cell phones. Dobson asked for clarification that these are what the officers would use to link into the county and use for police business. Payne confirmed that and added that it would also be used at times if a victim of a domestic call needs to call Victim Services, or any other police situations. Hallin stated she liked the idea that officers would not be using their own cell phones and would have one dedicated for police business.

Walker questioned the CIP amount of \$47,000 for the 800 MHz radios. Payne stated that they did not get all the radios needed thru the grant that was received, so they will need to purchase some additional radios and will be looking into a possible way to boost the signal in some areas.

Walker questioned on the legality of using trail cameras, and if there is a policy about when and where they could be used. Payne said there is not yet a policy for that, and it is likely the only time they would be used would be on private property.

Dobson stated that it does not cost the City anything to have the department look into the possibility of grants for a canine unit, or ability to collect donations, so he is in favor of them proceeding with the research. Hallin said she would like an idea on approximate yearly maintenance costs for a K9 unit.

Walker asked if there would be more court time if a having a canine unit produces more arrests, and how would that effect the overtime requirements. Cedarberg stated most of the time the department will catch the suspects, but the canine can actually save money as there is better chance of quicker apprehension that would lead to less staff time. Payne said Cedarberg does work nights and court is during the day, and most officers are really good about taking comp time instead of OT.

Walker said he is almost to the point of being in favor, but he still has some concerns. Dobson agreed and said he felt it would be okay for the department to at least go ahead and look into it. If we set the budget with the possibility in mind, we've got something set aside to approve it with.

Hallin said she would like to see if the department has any statistics from the past to how much benefit having a K9 unit is.

DOBSON MOTIONED APPROVAL OF THE POLICE DEPARTMENT TO LOOK INTO THE POSSIBILITY OF A CANINE UNIT. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Jackson reported that the GPS mapping system CIP for Fire and Rescue is a hold-over from last year. Roxbury added that the company did a presentation last year and he got prices on it that looked good, but then found there were a lot of additional costs. He added that he does not believe there is anything that is cost effective right now.

Roxbury stated that as Payne said, there is a concern in some areas with the new radios. He doesn't believe there is a real good answer to that problem out there now so the number of \$10,000 that he included is just an estimate. Once there is a better option he will look for funding options.

Roxbury said that they are aware that a new warning system will need to be put on the west side and will look at it when development happens. He feels the best way to fund it is to look at the people that would be benefiting from it and build the cost in then.

Riddle asked about the \$50,000 in the Public Works CIP to replace the office area. Gerold said he has held off on the new office until we know what will happen with the old fire station.

Gerold stated the \$5000 for barricades; cones and signs are a hold-over from last year. For barricade storage, they are going to use one of trailers that was offered to the fire station. They will use the funds to modify the trailer a bit and bolster what they already have. He added that they will be replacing signs as needed with the new high reflectivity.

Gerold said they are looking at purchasing a used bucket truck, as it can be used to trim trees, replace lights, etc. Dobson added that it is something that would be handy to have, especially if we were to have some sort of disaster. Gerold added that they are looking for a smaller one, similar to what the school has.

Gerold reported that Parks and Recreation are also requesting funds to replace the air compressor as the one they have is very old. The motor that is in it is very costly to maintain and parts are getting to be obsolete.

Gerold stated the Park Board asked to include Mini Golf in the future, as it is on their wish list. Hallin asked if there are any grants available. Fuhrman responded that Fuhrman is looking for any grant money she can find.

Gerold said as he is looking at putting the 13th Avenue / West Branch water looping project out to 2014. Central Minnesota housing partnership is not going forward with the old Arcadian homes site and they are going to go back out for bid.

Gerold reported on the cemetery, that the Utility truck with a plow is a hold-over. He said he has modified the amount slightly to replace a one ton truck with dump box to put a plow on. They did find a small Mitsubishi in North Dakota for \$500, and they have resurrected it to use out there.

Gerold said for the fence replacement, they have decided on roses that they can split and eventually have a green fence of roses.

Karnowski said in regards to the Airport CIP, the extension of 21st and the cross wind runway is in ongoing discussions. The funds for those are more than a placeholder than an actual planned expense. They are looking at doing phase 1 of an Environmental Study, but because of wind conditions, we most likely will not meet the criteria to use entitlement funds to build the cross-wind runway.

Karnowski said extending 21st into the Industrial Park and the cross wind runway is not compatible, so it would be up to council to review.

Hallin and Walker said there is a lot of talk about a cross wind runway, but they would rather see an extension and they did not see that included in the CIP. Karnowski responded that it is his impression that the Airport Board does not see lengthening the runway as an issue, and is leaving the cross wind runway in as a way to show they are supporting it. He added that at the last meeting they are stated they are in support of the expansion as well.

Karnowski stated that if the City decided to go forward with either project, we would have to go directly to congress to get special funding and would still have to use entitlement funds to set the stage to get that amount of money.

Karnowski stated that the Airport Boards goal is to get the balance of the airport in tip top shape, tie down area done this year, and another area in the CIP is to do the taxing lanes, but the FAA will only pay for the middle 20 feet. While it would be nice to have asphalt from hanger to hang-

er, there is an additional 40 feet that would need to be paved over what the FAA will pay for. Some hanger owners have replaced the tar in front of their hangers but others have not. From the city prospective there is a benefit to have it all done, but he questioned if the remainder could be assessed.

Karnowski said there is still a lot of ground to cover before we get to where we want to be. He said the Cross Wind Runway does need to be discussed as well as the expansion, but the FAA does not agree that they compatible. He added that the Council does not have to make a decision now, but to just keep these items on their radar.

Riddle questioned if the hangers could be assessed and not the property, as they are personal property. Walker stated you could put a lien on it. Dobson added that personal property cannot be assessed. Karnowski stated he would ask the Airport Engineer to find out how others have done it. If the Council decides to do the center, they should determine how the sides will be paid for.

Gerold said both items on for the Sanitary Sewer department are hold-over's from last year. The laptop computer / mapping system is to be able to map and mark all the sewer lines and man-hole covers. The lawnmower is for standard maintenance.

Jackson said the computer upgrade and software update for the Liquor Department is also a hold-over. They have skipped one update, possibly two. A new system is in need, so it will likely happen in 2013.

Jackson said the Council does not need to make any decisions tonight, but let him know if there is anything they want to discuss further or if they have any serious reservations.

Riddle said he is not very sure about the Airport's priorities, as there is about 5 million planned over the next few years. Walker added that he feels it is ridiculous that they are not willing to take anything off the table, even though they are probably aware of the Council's concerns.

Dobson said with it appears the city would have to fund the cross wind runway, He added that an expansion would allow company jets to land which could be beneficial for the City. Jackson said he feels it would be easier to get funding for the expansion as it would be more beneficial than the cross wind runway.

Karnowski said the cross wind runway is not on the list until 2014, and they've seen them keep pushing it out. Jackson said they keep pushing the expansion out as well. Walker asked how we could get funding for an expansion if it's not listed on the CIP. Karnowski responded that he and Fuhrman have talked about it and if it was on the plan, it may limit the ability of development to the Strom property and Meadowview along with a few others.

Fuhrman asked how the expansion of 21st can happen with a cross wind runway if FAA will not let them Co-exist. Karnowski responded that an old map we have shows that the cross wind runway changed very little from how it was originally planned. Fuhrman suggested looking for grants for the expansion, but they will want the preliminary done. Karnowski replied that as long as cross wind runway is on the ALP, it can't be done. However, an amendment could be done,

but the last one took about 2 ½ years to be completed. He said in the last amendment, they did not prohibit the building of the t-hanger while it was in the process, but does not know if it would be that way with the cross runway.

ADJOURN

WALKER MOTIONED TO ADJOURN THE MEETING AT 4:55PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins

ATTEST:

Jeremy Riddle, Mayor