

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL  
HELD ON FEBRUARY 4, 2016 4:30 P.M.**

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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, Public Works Director Bob Gerold, Police Chief Todd Frederick, Fire Chief Jim Roxbury, Community Development Director Jolene Foss, Clerk Shawna Jenkins, and Attorney Damien Toven.

**Area Marketing Study Report – Liz Templin (U of M Extension Professor)**

Liz Templin went over the Market Area Profile. It covers retail analysis, gap areas, and household by type, ages, and incomes. The end recommendations made by the November 13<sup>th</sup> group are:

- Family Restaurant
- Deli
- Gas Station (north of Princeton on the east side of 169)
- Spa
- Musical Instruments store
- Hobby, Toy and game store
- Handmade leather goods store
- Beauty Supply Store
- Natural, Organic dry cleaners

**Public Works Addition**

Karnowski advised that staff has drawn a few sketches that relate to the proposed (albeit fabled) addition to the Public Works Garage. They include an expansion of the storage and work area as a second addition which will be the office area.

There are several small structures that need to be dealt with in order to construct the new additions. Those structures are old garages that a former Public Works Director salvaged and moved onto the site for storage. Bob Gerold advises that the plans are to demolish those structures. We looked at possibly re-locating them (to the old airport site?) but the condition of the existing structures are such that they probably wouldn't survive the move.

The city has set aside \$350,000 in the Capital Improvement Plan (CIP) for the proposed shop addition and \$80,000 in The CIP for proposed new office area. The existing office space (currently located within the current shop) will be removed and repurposed as shop area.

The game plan (subject to Council approval) is to do a Request for Proposals (RFP) for a construction management firm and manager to refine the preliminary plan, manage the creation of the final construction documents, manage the bid process, and manage overall construction responsibilities.

Staff wants to make sure that the local contractors have a chance to bid on the job.

Walker asked if we would be using the sale of the old police department sale to offset the cost of this. Jackson said they hope to use the sale of the police and fire station to offset some of the cost. Karnowski added there is someone that seems very interested in the old fire station, so hopefully that will be sold soon.

Zimmer asked if this addition will work for a while. Gerold said it should work for them for about 25 years.

Whitcomb stated he is in favor of the addition as sketched. Zimmer and Walker agreed. Karnowski said the council did not need to make a motion, but he staff wanted to know if the Council was in favor of moving forward.

**Resolution 16-06 – MnDOT Airport Maintenance Grant Agreement**

Karnowski stated that this is to authorize the Minnesota Department of Transportation's Airport Maintenance Operation Contract. It is the same as every year. The state gives them approximately \$25,000 towards airport maintenance yearly. This contract needs to be signed to be awarded the funds.

Hallin asked the amount has been increased. Jackson replied that it was increased slightly, and they have slightly increased the percentage covered.

Whitcomb reported that the American Legion's National Commander was here recently and was very impressed with the Civic Center.

DOBSON MOVED TO ADJOURN THE MEETING AT 5:30pm. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins  
City Clerk  
ATTEST:

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Paul Whitcomb, Mayor