

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL HELD ON
FEBRUARY 5, 2015 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, Liquor Store Manager Nancy Campbell, and Attorney Damien Toven.

Chamber Executive Board

Chamber Director Karen Michels introduced Chamber President David Haugen, Treasurer Tim Siercks and Secretary Amber Wilkinson. They came to share what the Chamber is doing and what their goals are. She thanked the City Council and the Staff, and said everyone has been amazing in their communication and working together with the Chamber. She commented that Haugen, Mayor Whitcomb and herself just met last week to share some ideas. Haugen added that they discussed what the Chamber has planned for the next few years and some ideas on improving the look of the city. It is helpful having the Mayor involved, as the ongoing maintenance of these ideas can be discussed as well.

Michels said one of the things the Chamber is striving to do, is reconnect with their membership. Unfortunately, with the timing of both the vacancy in the Chamber and in Community Development, Manufacture's Week was not celebrated. They are a very important part of the City and Chamber of Commerce. Michels said she nominated Biomatrix for the 2015 Minnesota Progress Award and she was recently notified that they were selected as one of the 26 businesses for that honor, which will be held in April.

Michels stated she has been working with City Staff to make sure they are aware of when and where the events will be taking place. She appreciates the opportunity to talk with the Council.

Dobson commented that he thinks it is really great to see the City and Council working so well together

West Branch Project

Presentation

Karnowski reported that as the Council is aware, the City and PUC have been discussing a water looping project on West Branch for a few years. This project was actually initiated by the PUC to improve the fire flow in an that area. They were going to be tearing up some of the streets, so they asked if the City was interested in adding any sewer lines at that time. In many discussions with the PUC, staff believes the revised project meets what the PUC wants to do and what the City feels is reasonable.

Nielson advised that the current water main only provides approximately 500-600 gallons per minute. In the middle of the block which is serviced off 3rd street, it was monitored at only 100 gallons per minute. For optimum Fire Flow, they like to see 2500 gallons per minute. This project will increase it to about 1930 gallons per minute.

Nielson said they did have some residents attend the open house last week. Those in attendance are in favor of the project, but did have some negative comments on the cost. Another issue that was brought up, was that there was not enough parking for the apartment building and they asked if a few spaces could be added along the road. He estimated about \$10,000 to widen the road there and add a few parking spaces. The costs presented last

time, have been adjusted slightly as they have now done some of the design work and have a better idea on cost. Those estimates are the street and storm sewer at \$487,799, water main at \$494,000 and sewer at \$117,585.

Nielson stated that they did receive a comment from a resident that lives on the west end who has had their sewer back up a few times. Public Works went out and used the camera to take a look at that line. There are a few spots that had standing water, so there may be some dips in the line. He added that jetting the line may be a good idea. The worst areas are at the service connections, so it may be something to look at. If that was replaced, it would be about 1300 additional feet.

In regards to how the property assessments will be calculated, corner lots will only have one side calculated and others will be assessed by the front footage. The Water and Sewer will be based on residential units. Units will vary from 1 up to 32 units for the largest apartment building. The city policy does allow for up to 100% assessment of the project, but staff is looking at the street and storm sewer being assessed at 50% and PUC is looking at the water main being assessed at 60%. Sanitary Sewer for properties that do not have it will be assessed at 100%, divided by the number of units. There are some undeveloped lots and some of those may not be buildable. For example, parcel 2 is owned by Ideal Realty and according to the County, the market value is \$3,600. The proposed project with street, storm and sewer would be an assessment of \$12,750, so we may need to meet with the property owner. There are also a few other properties that have proposed assessments that are a fair chunk of the estimated market value, so there may need to be some considerations made on those as well. These improvements bring value to properties, but staff should determine what a maximum assessment to those properties should be.

Dobson questioned if the cost to create the parking spaces would be assessed to the Apartment Building. Nielson responded that is what he is proposing.

Hallin asked if the estimated 1.99 million included the water line costs. Nielson responded that almost half of that is the cost of the water line. PUC is reducing their coverage to 40% of the cost. Dobson asked if Nielson was going to talk to the PUC about getting it to 50%. Zimmer asked if that will be done prior to starting the project. Nielson responded that they will know that before the Public Hearing at the end of the month.

Walker he agrees that we may need to do some additional negotiation on some properties.

Order Feasibility report – Resolution 15-04

HALLIN MOVED TO APPROVE RESOLUTION 15-04 ORDERING THE FEASIBILITY STUDY FOR THE WEST BRANCH PROJECT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Accept feasibility report and call for Public Hearing – Resolution 15-05

HALLIN MOVED TO APPROVE RESOLUTION 15-05 ACCEPTING THE FEASIBILITY STUDY FOR THE WEST BRANCH PROJECT AND CALL FOR A PUBLIC HEARING. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Civic Center Rental Agreement – draft 4

Karnowski reported that he has made the recommended changes to the civic center agreement as was discussed in previous meetings.

Walker asked if it should state that food prep should also only be allowed in the kitchen. A cake decorating class was mentioned as an example.

Karnowski said he could find some wording to cover it.

Dobson added that he likes the alternative language and that civic groups could have no fundraising events there at a cheaper rate.

Walker asked if it is first come first serve, even if it is nonprofit verses a profit business. Whitcomb suggested changing the cheaper rate to Monday through Thursday, as Sundays' may get used frequently and it is a weekend day when a lot of events may be held.

WALKER MOVED TO APPROVE THE CIVIC CENTER RENTAL AGREEMENT WITH THE ALTERNATIVE LANGUAGE AND A POSSIBLE CHANGE TO THE SECTION ON COOKING. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Replacement of 2011 Ford Crown Victoria

Frederick advised that Nelson Auto Center in Fergus Falls again has the state bid 2015. They are looking at ordering a replacement squad for the year of 2015. The total purchase price including delivery is \$26,303.95 for a 2015 Ford Police Utility Interceptor. The add on options for the squad have been limited to items such as keyed alike to other purchased squads, removing carpet and adding rubber floors, adding LED spot lamp to driver's side door, wiring package, wiring tunnel (front engine compartment to rear cargo) and back-up cameral. In addition to the squad purchase price, there will be equipment needed to outfit the squad. At this point, Keepers (St Cloud, MN) who is responsible for the install of the equipment is in the process of testing and inspecting the equipment to determine which items are working property from the damaged squad car.

After discussing the replacement of the totaled squad with Finance Director Jackson, it was decided to shift the original purchase / replacement of the unmarked squad (2010) to 2016 and use the funding for that squad. This would assist with the purchase of the squad that is replacement the totaled squad plus any insurance deductible.

Walker asked if this was a normal CIP purchase. Frederick said there is a purchase in the CIP for this year, so it was just changed to this vehicle and the other will be replaced next year. Dobson questioned if the equipment that is still good will be used on the new one. Frederick said there are some that would be usable in the new squad, but a few things that they will need to purchase, such as the cage. With the current CIP, that additional equipment is listed as well. The insurance agent handles most of the squad cars and the equipment is being tested to determine what is still functional. Zimmer asked if the items that can't be used will be sold, or stored for future use. Frederick said some things will be stored for future use but the cage for example will be scrapped as it is worth more money. Hallin asked if the insurance settlement would go back into the CIP. Jackson confirmed that it will go back

to the CIP. Frederick said the radar unit, camera and computer still need to be pulled out and tested.

ZIMMER MOVED TO APPROVE THE PURCHASE OF A REPLACEMENT SQUAD FROM THE STATE BID HOLDER NELSON AUTO CENTER IN FERGUS FALLS FOR \$26,303.95. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Street Sweeper Disposition

Gerold reported that the Public Works Department is purchasing a new street sweeper which he has had in the CIP since 2002. He is requesting that the Council authorize the old one to be sold at auction. There is a reserve put on it, so if it does not sell for the trade in value, it will be no-saled and will be traded in.

HALLIN MOVED TO APPROVE THE STREET SWEEPER TO BE SOLD AT AUCTION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Whitcomb thanked Bob and Jenny Gerold for all the work that they have done on the Civic Center.

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 5:15 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor