

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

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of March 24, 2016
- B. Study Session & Sherburne Board of Appeal Meeting Minutes of April 7, 2016

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 24, 2016 AND STUDY SESSION AND BOARD OF APPEAL MEETING MINUTES OF APRIL 7, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

- 1. Princeton Lion's gambling permit for June 12, 2016
- 2. Coborn's Fireworks for sale May 9 – July 7, 2016

B. Personnel

- 1. Public Works Seasonal Employees
 - a. Clarence Reiman at \$10.50 per hour
 - b. Chase Lindenfelser at \$11.00 per hour
 - c. Jack Sinkel at \$10.00 per hour
 - d. Fred Rittenhour at \$10.25 per hour
- 2. Splash Park Employees
 - a. Linda Alexander
 - b. Baylee Bartz
 - c. Mike Alexander
 - d. Erica Schramel

C. Donations/Designations

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. Planning Commission Meeting of March 21, 2016
- B. Park Board Meeting of March 28, 2016
- C. Airport Advisory Board Meeting of April 4, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Princeton School District request for 5th Ave and 6th Street Closure

Karnowski said he spoke with Chief Frederick before the meeting and the concern is the distance that they would need to patrol as it may be difficult to do. He is requesting the Council provide General Approval for the road closures and he will discuss some various options and how to best handle the event and road closures with the School District.

Frederick stated that there concern is the idea of 1300-1400 walking to school, as the sidewalk would not hold that many. He suggested utilizing the Public Works Department to help with the intersections. He has been speaking to Michelle at the School District about another route that may work better, but nothing is decided as of yet.

WALKER MOVED TO APPROVE STAFF TO WORK WITH THE SCHOOL DISTRICT TO DETERMINE THE BEST ROUTE FOR THE EVENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Wine and Spirits Grant Request from Senior Dining

Karnowski said that the City has been contacted by the Bridget Johnson regarding the senior van. It is in very bad shape and in some areas you can even see the ground through the floor. They are looking for grants and donations to replace it.

Hallin said it would be nice to know an amount that they are looking for.

Walker said he really likes the program and would like to donate something from the Wine and Spirits fund to assist in the van replacement. Zimmer agreed and said the program really is a benefit to the community.

WALKER MOVED TO APPROVE A \$1000 DONATION FROM THE WINE AND SPIRITS FUND TO ASSIST IN THE PURCHASE OF A SENIOR VAN REPLACEMENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 16-18 approving road closures for various community events

Karnowski reported that this is the yearly resolution that requests County Road Closures for the community events.

Whitcomb asked if the work on Rum River Drive this summer will affect the scheduled events. Karnowski replied that Scott Barry's office stated they have spoken to Bruce Cochran at Mille Lacs County and the construction will be worked around for the Block Party on July 29th.

HALLIN MOVED TO APPROVE RESOLUTION 16-18 REQUESTING THE COUNTY ROAD CLOSINGS FOR THE 2016 EVENTS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 16-19 – Rescind Annexation by Ordinance on the Odger's Property

Karnowski said in further research, it was discovered that a resolution rescinding the previous resolution to annex the Odger's Property by ordinance needed to be completed and recorded for the property to be subdivided.

HALLIN MOVED TO APPROVE RESOLUTION 16-19 RESCINDING RESOLUTION 16-05 TO ANNEX THE ODGERS PROPERTY VIA ORDINANCE. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 733 - Microbrewery

Foss said this will allow a resident to have a microbrewery in his home as a Home Occupation.

Hallin said questioned the section that mentions garages and accessory buildings. Foss explained that there was some contradictory language, so that was corrected. It would be allowed in accessory buildings, but cannot utilize more than 625 square feet of an accessory building.

Foss added that there are stringent State and Federal requirements that the applicant needs to meet as well as the City requirements for the Home Occupation License.

HALLIN MOVED TO INTRODUCE ORDINANCE 733 AMENDING THE ZONING ORDINANCE TO DEFINE BREWER, BREWPUB, MICROBREWERY, MICRODISTILLERY AND TAPROOM, AND TO ALLOW MICROBREWERY AS A HOME OCCUPATION IN R-1 AND R-2 ZONING DISTRICTS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. CIP General Obligation Bond Municipal Service Agreement

Jackson said this is a service agreement with Northland Securities. This is done each time prior to the bond sale. It was scheduled to go to the Council with the bond, but did not get included with the packet. It is the same agreement that has been used in the past

HALLIN MOVED TO APPROVE THE GENERAL OBLIGATION BOND MUNICIPAL SERVICE AGREEMENT WITH NORTHLAND SECURITIES. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Main lift station Rehabilitation

Karnowski said this was put out for bid last fall and only one bid was received, which was much higher than anticipated. It was determined and approved by council to deny that bid and rebid it this spring. Three bids were received, and checked for mathematical accuracy and tabulated. The Engineers estimate was \$545,330.00.

Eagle Construction	\$515,000.00
Northern Plains Contracting	\$524,000.00
LS Black Contractors	\$645,000.00

Staff recommends the Council consider these bids and award the contract to Eagle Construction Company.

Row said the plan also includes some SCADA upgrades that were originally approved by the Council via a Resolution. He will contact the Company to see if their bid is still accurate. If it is not, he will bring it back to the Council for approval.

Hallin asked why the costs came in different from last year. Row replied that time it was pretty late in the year, and contractors were likely already busy and didn't feel they could get it done. Therefore the one company that did the bid, bid a bit higher.

HALLIN MOVED TO AWARD THE CONTRACT TO EAGLE CONSTRUCTION COMPANY FOR \$515,000.00. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Fire Department Grants and Contributions

Karnowski reported that Fire Chief Roxbury thought the Council would be interested in an accounting of the various grants and other income sources the Princeton Fire and Rescue Department had in 2015:

2015 Fire/Accident Run Payments	\$ 7,859.00
Donations received in 2015	\$ 8,975.00
Monticello Power Plant Relocation	\$51,000.00
Fire Extinguisher Training System	\$ 7,900.00

Donations from PFRD members (via the Relief Association) for the purchase of a Fire extinguisher training system to train city staff and the public.

MN State Funding for Relocation Trailer Storage \$ 5,000.00
Storage (new in 2016)

DNR grant for wild fire turn out gear: \$ 4,000.00

Note that this is a 50% matching grant with the match coming out of our general fund operating budget as a planned expense

Central MN Emergency Mgmt. System Training \$ 2,500.00

Note: The PFRD also has a pending \$500 CMEMS grant application in for first aid bags

MN Board of Firefighter Training & Education \$ 5,760.00

Note: In the past years the Department turned a larger request than our grant and it's been covered because if a department does not use its allotted funds those can be given to other departments

Fire Act Grant: Shared Services Study Grant: \$38,000.00

Includes a 5% 'in-kind' match which will be covered by the time spent on the grant by both Princeton and Milaca staffs. It is a non-binding study of 5 departments (Princeton, Baldwin, Foreston, Milaca, and Isanti) to examine how they might operate to better provide better service to the public at a lower cost. Upon completion of the study it appears that, next year, the state will use the study results as the basis for grant funds to implement the study's findings

The new grass rig: \$56,787.00
\$33,773.00 for the truck, \$14,875.0 for the slide in pump system and \$8,139.00 for the lighting/siren system. The budget was \$60,000.00

Washer/Dryer Extractor Award: \$7,927.09
The City received the above noted grant from the State Fire Marshall's Office for the washer. The total for the washer and dryer is \$14,237.00. Staff is pursuing a grant to cover the additional \$6,310.00. If other funding cannot be found, there are sufficient funds in the PFRD equipment fund. Both the washer and dryer systems have been installed and are being used. The system is necessary to keep the turn out gear clean and remove all the bad things that get in them from fires. It is vital to our fire fighters' health and the longevity of the gear.
The old conventional washing machine has been installed in the street department shop as there's was broken.

Pending grants applied for:

Fire Act Grant I \$32,545.00
A Grant has been applied for to replace the 33 nozzles and upgrade one of the department's thermal imaging cameras. Some of the nozzles that are used on the department where in use when Roxbury started in 1977. The grant has a 5% match of \$1,578.00 which, if awarded will come from the \$11,000 CIP line item to replace the thermal imaging camera.

Fire Act Grant II \$382,700.00
The 5 departments in the shared services study have applied for a regional grant for a burn training facility which would be located in Milaca on city owned land. Recent rule changes put in question how much longer Fire Departments will be allowed to do training burns on old buildings. The need to train on live fire is vital to train our members. If awarded, this facility would allow is to continue with live burns. The total cost of the project includes a 5% match from the departments. He said he anticipates Princeton's share of the match, \$6,900.00, would come from other grants, donated funds or our budget.

800 MHz Radios in the school ???
There is a new system that appears to function such that it will allow both firefighters and police to use our radios in the school buildings. It was tested in the Milaca School and worked well. They are coming to demonstrate the system to Roxbury and Frederick. If it works well, the cost is approved from the relocation program.

Dobson commented that this list really shows the effort that the Fire Department puts into many of the Grants that are applied for.

Zimmer asked if our Department is competing with other departments for these grants. Rox-

bury stated some are, but the more funds can be generated with outside funds, the better it is for the Department members, the residents and surrounding communities that we service.

B. PC Appointment

Karnowski advised that the Planning Commission reviewed their Bylaws and made a change that will also allow those with a business in the city, and residing within the Princeton School District to serve on the Planning Commission.

Foss said both applicants have a business in town, but they do not live in the Princeton zip code, so only one seat can be filled by these 2 applicants. Foss reported that one was received in February before the Bylaws were changed and one was received recently.

Applicant Faith Goenner stated she is the owner of Mama Gracie's. She volunteers at the Elim Home, Sterling Point and the School. She has also been on University of Minnesota Boards.

Karnowski reported that the other applicant was Troy Minske, who applied in February. His application was one of the reasons that the Bylaws were looked at and modified. Foss said there are open seats on the EDA as well, so the applicant that is not appointed to the Planning Commission could be appointed to the EDA Board if they were interested.

DOBSON MOVED TO APPROVE FAITH GOENNER TO SERVE ON THE PLANNING COMMISSION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Proposed mower

Gerold reported that the 2016 CIP includes the anticipated purchase of a bi-directional boom mower attachment. The 21' boom would include a 50" rotary mower. The cost of the boom/rotary mower is \$39,756 which includes the cost of modifying our tractor to be able to use the new attachment.

This unit will allow the city to cut ditch banks and other areas where the slope is such that it's unsafe to cut the area with a belly type mower.

There are 2 listed on the State Bid. One of which is from Diamond Mowers for \$39,756.00 and the other from Tiger Corporation for \$44,920.16.

The staff recommendation is to approve the purchase at \$39,756.00.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE BOOM MOWER FROM DIAMOND MOWERS FOR \$39,756.00. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Splash Park Equipment Addition

Gerold advised that the 2016 CIP included \$18,000 for a new Splash Park fixture (the Mega Water Bucket) and another 10,000 for control upgrades. He received a revised price of \$15,500 for the fixture and he is in the process of getting quotes for the control upgrades.

Because he would like to get the upgrades installed as quickly as possible, he is asking the Council to approve both expenditures so they can be purchased as soon as possible.

WALKER MOVED TO APPROVE THE PURCHASE THE MEGA BUCKET AND CONTROL UP-
GRADES. HALLIN 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 \$189,757.08 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73454 TO 73559 FOR A TOTAL OF \$301,829.97. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:32PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor