

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MAY 23, 2013 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 Victoria Hallin, Dick Dobson and Thom Walker. Staff present: Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Police Chief Brian Payne, Engineer Mike Nielson, Public Works Director Bob Gerold and City Clerk Shawna Jenkins. Absent was Jules Zimmer and Nancy Campbell

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of May 9, 2013

DOBSON MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF MAY 9, 2013. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
1. TNT Fireworks – sale of Fireworks at the Walmart Store
- B. **Personnel**
1. **Community Development / Planning**
a. Com Dev Director Carie Fuhrman Step 5 Increase effective 6/6/13
b. Approval to hire Christopher Bruhn as the summer 2013 intern
- C. **Donations / Designations**
1. Resolution 13-22 accepting donations for the Fire Department
2. Resolution 13-23 accepting donations to the Police K9 unit

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

None

PUBLIC HEARINGS

None

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Meeting
1. Request City Council Approval for Contribution toward Downtown direction sign near Rivertown Crossing Development

Fuhrman reported that in the continued effort to revitalize downtown Princeton, and to capitalize on the increased traffic in the Rivertown Crossing area, the EDA and Chamber of Commerce have been working together to plan for a di-

rectional sign inviting residents, visitors, and shoppers to downtown from this area.

A 6ft by 4ft sign is being proposed, similar to the attached layout, but the "SHOPPING" text would replace the "It Starts Here!" text, and the current "SHOPPING" would be removed. A quote was received and is attached, coming in at \$242.90.

The discussed placement has been so vehicles leaving the Walmart parking lot would see the sign (see the map below). A second smaller "Downtown Business District" sign is also proposed closer to the stop sign (~\$45-50).

The EDA is requesting \$150 from the City Council with the expectation to split the costs of the two signs with the Chamber of Commerce. If the City Council is in agreement, a motion would be in order

WALKER MOVED TO APPROVE \$150 TO GO TOWARDS THE 2 SIGNS DIRECTING TRAF-
FIC TO THE DOWNTOWN AREA AS REQUESTED BY THE EDA. DOBSON SECONDED THE
MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. PAVC Minutes of May 13, 2013
- C. Park Board Minutes of May 20, 2013

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Princeton Wine and Spirits Grant Request for the Princeton Special Olympics

Karnowski reported that the Princeton Special Olympics is requesting a \$100 grant to be used as prize money in a golf tournament to raise money for the Princeton Special Olympics.

WALKER MOVED TO APPROVE \$100 GRANT AS REQUESTED BY THE PRINCETON SPE-
CIAL OLYMPICS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANI-
MOSLY

- B. Princeton Wine and Spirits Grant Request for the Princeton Senior All Night Party

Karnowski reported that the Senior All Night Party is again requesting a grant for a 12 pack of pop for the 2013 Senior All Night Party.

HALLIN MOVED TO APPROVE THE GRANT REQUEST OF A 12 PACK OF POP FOR THE
SENIOR ALL NIGHT PARTY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED
UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

- A. Resolution 13-21 requesting approval to apply for Additional Small Cities Develop-
ment Program Grant Funds

As the Council is aware, the City of Princeton was awarded a joint Small Cities Development Program (SCDP) grant with the City of Milaca through the Department of Employment and Economic Development back in 2011.

So far, the SCDP has provided funding for improvements to residential and commercial structures within Princeton city limits through forgivable loans (six residential and six commercial projects within Princeton will be improved through this program). Improvements have included windows, steel doors, electrical updates, insulation, roofing, and siding, gutters, addressing lead hazards, furnace replacement, windows, lighting, handicap entry doors, and signage.

There is another opportunity for the City of Princeton to apply for additional SCDP funding through a new funding round in the fall of 2013, and Lakes and Pines has offered to do the grant writing and administering the funds again. The City currently has a contract agreement with Lakes and Pines stating that if the pre-application does not warrant an invitation for a full application (which occurred in 2012), Lakes & Pines would help revise and resubmit the pre-application at no additional cost the following year (2013).

If the Council approves, Lakes and Pines would begin advertising for interested persons this summer and narrow down the target area prior to the submission of the preliminary proposal.

Staff is requesting approval of Resolution #13-21 to apply for Small Cities Development Program grant funding, which will allow additional residential and commercial properties within city limits to benefit from this program.

HALLIN MOVED TO APPROVE RESOLUTION 13-21 TO APPLY FOR THE SMALL CITIES DEVELOPMENT PROGRAM GRANT FUNDING. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 697 – amends Mark Park Shelter rental fee schedule (second reading)

Karnowski reported that at the January meeting, the Park Board discussed and decided to recommend that the City Council increase the Mark Park shelter rental fee from \$35 to \$50 per side to help off-set maintenance costs for now and into the future.

If the Council agrees with that recommendation, a motion to adopt Ordinance 697 (below) would be in order.

The Council of the City of Princeton hereby ordains that the following revisions to the fee schedule are established: (strikeouts indicate deletions, bold face indicates additions.)

<u>Item</u>	<u>Date of Last Change</u>	<u>Set by Ordinance</u>	<u>Existing Fee</u>	<u>Proposed Fee</u>
<u>FACILITY FEES</u>				
Mark Park Rental Fees	01-2010	#641	\$35/day	\$50/day, per side

Ordinance #697 amends Appendix E Fee Schedule of the City of Princeton's Ordinances by (re)establishing certain fees relating to Facility Fees. A full copy of the ordinance is available for inspection at the Princeton City Hall 705 Second Street North; Princeton MN 55371. 763-389-2040.

HALLIN MOVED TO APPROVE ORDINANCE 697 AMENDING THE MARK PARK SHELTER RENTAL FEES. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Downtown Parking Update

Karnowski stated as the Council is aware, some business owners feel there is a parking issue downtown and it was brought to the Council's attention at the March 6th study session.

The Princeton Area Chamber Board sent a request to the City Council to institute a 2 hour parking limit in the downtown area, and the issue was discussed again at your March 28th meeting.

Since those events, there was a meeting held on Tuesday, May 14 at the Princeton library to discuss the issue where all downtown property owners and businesses were invited to attend. That event was moderated by St. Cloud State University professor, Barry Kirchoff (who is also the Director of the University's Small Business Development Center). Our Community Development Director, Carie Fuhrman, assisted Mr. Kirchoff by taking notes.

Fuhrman reported that about 30 attendees from both the retail and service sectors of our business community attended the 2-hour meeting. Professor Kirchoff took a quick show of hands at the beginning of the meeting regarding regulated parking, and more people voted against regulated parking than for it.

Fuhrman also reported that it was pointed out that the parking issues are a problem only in specific areas of the downtown during certain times of the day, which may have been one of the reasons that no consensus was reached.

Fuhrman felt there was a definite feeling that the City could do a better job of identifying and advertising the off-street public parking spaces that are available. She suggests some signage at the entrances of the lots, as well as directional signs along Rum River Drive, which would be helpful to direct people to those parking locations, as well as promotion of free downtown parking through other means, such as advertising on the City's website and Facebook page.

The following summary shows, the perceived problem and proposed solutions vary significantly, but "cooperation" was mentioned several times. One of the proposed solutions suggested at the meeting was a "parking pledge", which may help to open the door to positive communication and a better understanding of all the different parking needs of the downtown businesses.

Originally the Council opted to table the discussion to budget time this fall. With the new information, is that still the Council's wish?

Summary of Comments at May 14, 2013 Downtown Parking Meeting at Princeton Library

IDENTIFYING THE PROBLEM:

- Long-standing issue
- Employees parking in front of others' businesses
- Lack of communication/talking personally with others about issue
- Don't believe there's a problem
- If customers cannot find adjacent parking, then they won't stop
- It's a lot made out of nothing
- Some have handicap needs and require parking close to their business
- There are specific areas in Downtown with the problem; not everywhere
- Snow plowing is not done well
- Need fair and convenient access to businesses

SPECIFIC SOLUTIONS:

- "Customer Only parking" Signs
- "Welcome! Customer Parking Only" Signs
- "Two Hour Parking" Signs and Regulations put into place (enforced occasionally; call regarding violators)
- Assign On-Street parking spots to Specific businesses
- Ask everyone (employees & business owners) to park in public parking lots, even those with off-street parking specific to business to leave those available to customers
- Diagonal Parking (just one side of Rum River Drive?)
- Self-Policing
- Pay for (rent) on-street parking spots
- DT Parking Pledge
- Personal Visits are needed (ex: Block Captain to get everyone on board; Door stickers; etc)

GENERAL POINTS:

- Acknowledge difference between retail and service-based business parking needs
- Concern of parking and walking far with lots of stuff / offer "carpooling" from public lots to drop off fellow business people
- There is plenty of parking available
- Signs will not work
- Signs are only as good as the enforcement behind them
- Survey Princeton community residents
- Petition has been signed by businesses & submitted to City Council
- Some customers need more than 2 hours for parking
- Thursday, Friday, and Saturday are busiest days for some retail shops
- Better identification and advertisement of public parking available downtown through city website, signage, etc.
- Need safer access to cross streets (specifically Rum River Drive)
- Traffic, snow banks, etc. limit accessibility to parking spots and businesses
- Form a Downtown Association to deal with problems like this

- Subjective enforcement is a problem
- Successful downtowns need COOPERATION
- Cooperation, Common Sense, Courtesy, Friendly Atmosphere
- Willingness to compromise leads to success
- 2 hour parking has not worked in the past in DT Princeton
- Risk of driving people out of town with parking restrictions
- People will walk far for some businesses, but there is a different mindset for DT
- Is there enough off-street public parking for the needs of the DT? Survey/study of DT businesses, number of employees, number of spots needed, where they park now, etc.
- Common Respect
- Identify “Hot Spots” in DT
- Certain areas at certain times have the most problems
- DT is a melting pot of parking needs
- Need to understand all business parking needs – not just your own
- It’s the responsibility of the business owners
- City should initiate a project to suggest more utilization of off-street public parking
- City: Newspaper and Radio Ads
- Chamber should initiate a larger discussion of the issue
- Peer Pressure works
- Somebody has to take the risk and step up
- Negative Publicity from this issue
- Need for a rigid solution, otherwise problem will come back

It appeared that there were a few people that felt there should be better signage to indicate where the public parking is located. If the council wanted to pursue that, staff can get some price estimates.

Fuhrman stated that said one of the overwhelming things, that people were not aware that some of the parking was public. There were representatives from the service and retail side of businesses. Hallin said she was not aware of 2 of the public parking lots, so she agrees that signage directing people to the public lots would be a good start.

Whitcomb said he feels at least the mall parking lots should be marked.

DOBSON MOVED TO RESCIND PREVIOUS MOTION TO TABLE THE DOWNTOWN PARKING SIGNAGE. HALLIN SECONDED THE MOTION.

Walker asked about restriping the one public lot. Gerold said we would end up with 64 spaces. He said the parking lots were on his seal coating list to do this year, so it will be a good time to restripe them.

Walker said we are almost at budget time already, and he estimates it will only cost about \$500 in signs. Whitcomb said the mall ones should be at least done to start with, and the rest done in the future.

Dobson said he likes the idea of restriping the parking lot between the churches on 6th to make it easier to get in and out of. Walker asked if the lot behind Villa Manor was public. Gerold replied some is public and a small part if private.

WALKER MOVED TO APPROVE STAFF TO ORDER SIGNS TO MARK THE 4 PUBLIC PARKING LOTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. WWTP Partial Pay Estimate #19

Karnowski reported that this is pay estimate #19. He has checked with the engineer who has said there could be 2 more pay estimates, depending on how quickly the punch list is gone through.

DOBSON MOVED TO APPROVE PAY ESTIMATE #19 FOR \$78,140 TO RICE LAKE CONSTRUCTION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Approval of Material Testing & Observations bid for the Public Safety Bldg

Karnowski reported that the City has received three proposals for materials testing and observations for the Public Safety building. The budget for these services was \$7,500.

Northern Technologies, Inc	\$7,107
Independent Testing Technologies, Inc	\$8,902
American Engineering Testing, Inc	\$10,966

Rob Gemelke from Greystone recommends awarding the job to Northern Technologies, Inc. The amounts are an estimate. The services will be billed and paid based on actual number of tests performed and hours provided based on the unit prices provided in the proposal, which is typical practice in construction.

HALLIN MOVED TO AWARD THE BID FOR MATERIALS TESTING AND OBSERVATIONS TO NORTHERN TECHNOLOGIES FOR \$7,107. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Public Safety Building Bid Awards

Karnowski the following are the remaining contracts except for the metal wall panel and specialty locker contracts, which are still being worked out.

Contract #0240– Bituminous Paving/Curb & Gutter

Two bids received

Budgeted amount: \$44,420

Low Bidder: Omann Brothers Pacing, Inc in Albertville

Base Bid: \$88,930

Contract #0250 – Landscaping

Three bids received

Budgeted amount: \$25,000

Low Bidder: Great Northern Landscapes in Elk River

Base Bid: \$22,000

Contract #0600 – Carpentry

Four bids received
Budgeted amount: \$23,103
Low Bidder: Kellington Construction, Inc in Minneapolis
Base Bid: \$36,500
Alternate #3: \$400

Contract #0676 – Pre-Manufactured Casework

Two bids received
Budgeted amount: \$49,715
Low Bidder: Ron's Cabinets in Sauk Rapids
Base Bid: \$53,405

Contract #0704 – Roofing

Eight bids received
Budgeted amount: \$87,201
Low Bidder: Buysse Roofing of St Cloud
Base Bid: \$84,400
Alternate #3: \$4,500

Contract #0730 – Caulking

Four bids received
Budgeted amount: \$3,500
Low Bidder: Right-Way Caulking in Fridley
Base Bid: \$12,800
Alternate #3: \$675

Contract #0811 – Aluminum Storefront, Windows & Glazing

One bid received
Budgeted amount: \$28,100
Low Bidder: East Side Glass Company in St Cloud
Base Bid: \$33,800

Contract #0821 – Overhead Doors

Five bids received
Budgeted amount: \$37,184
Low Bidder: Aker Doors, Inc in Ham Lake
Base Bid: \$35,459
Alternate #3: \$5,498

Contract #06902 – Drywall

Four bids received
Budgeted amount: \$116,107
Low Bidder: Friedges Drywall if Elko
Base Bid: \$94,100

Contract #0910 – Tile

Four bids received
Budgeted amount: \$29,609
Low Bidder: Mid-State Tile Company in St Cloud
Base Bid: \$16,215

Contract #0912 – Resilient Flooring and Carpet

Three bids received
Budgeted amount: \$25,500
Low Bidder: Grazzini Brothers and Company in Eagan
Base Bid: \$22,913

Contract #0920 – Acoustic Ceilings

Four bids received
Budgeted amount: \$30,750
Low Bidder: MDI Inc in Big Lake
Base Bid: \$17,350

Contract #0990 – Painting

Six bids received
Budgeted amount: \$32,375
Low Bidder: Steinbrecher in Princeton
Base Bid: \$19,600
Alternate #3: \$850

Contract #1001– Toilet Partitions / Toilet Accessories / Misc Specialties - Supply

Two bids received
Budgeted amount: \$6,189
Low Bidder: Bartley Sales Company in Minneapolis
Base Bid: \$9,761

Contract #1051– Standard Lockers

One bid received
Budgeted amount: \$4,500
Low Bidder: Olympus Lockers & Storage Products
Base Bid: \$5,115

Total Contracts Base Bids: \$552,348

Total Contracts Accepted Alternates: \$11,923

Total Contracts Base Bids and Accepted Alternates: \$564,271

WALKER MOVED TO AWARD THE BIDS AS FOLLOWS:

Contract #0240– Bituminous Paving/Curb & Gutter

Omman Brothers Pacing, Inc in Albertville - Base Bid: \$88,930

Contract #0250 – Landscaping

Great Northern Landscapes in Elk River - Base Bid: \$22,000

Contract #0600 – Carpentry

Kellington Construction, Inc in Minneapolis - Base Bid: \$36,500, Alternate #3: \$400

Contract #0676 – Pre-Manufactured Casework

Ron's Cabinets in Sauk Rapids - Base Bid: \$53,405

Contract #0704 – Roofing

Buysse Roofing of St Cloud - Base Bid: \$84,400, Alternate #3: \$4,500

Contract #0730 – Caulking

Right-Way Caulking in Fridley - Base Bid: \$12,800, Alternate #3: \$675

Contract #0811 – Aluminum Storefront, Windows & Glazing

East Side Glass Company in St Cloud - Base Bid: \$33,800

Contract #0821 – Overhead Doors

Aker Doors, Inc in Ham Lake - Base Bid: \$35,459, Alternate #3: \$5,498

Contract #06902 – Drywall

Friedges Drywall if Elko - Base Bid: \$94,100

Contract #0910 – Tile

Mid-State Tile Company in St Cloud - Base Bid: \$16,215

Contract #0912 – Resilient Flooring and Carpet

Grazzini Brothers and Company in Eagan - Base Bid: \$22,913

Contract #0920 – Acoustic Ceilings

MDI Inc in Big Lake - Base Bid: \$17,350

Contract #0990 – Painting

Steinbrecher in Princeton - Base Bid: \$19,600, Alternate #3: \$850

Contract #1001– Toilet Partitions / Toilet Accessories / Misc Specialties - Supply

Bartley Sales Company in Minneapolis - Base Bid: \$9,761

Contract #1051– Standard Lockers

Olympus Lockers & Storage Products - Base Bid: \$5,115

HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Airport NOTAM Policy

Karnowski reported that as owner of the airport, the city is obligated to issue “Notice To Airmen” (NOTAM) alerts with the FAA whenever there are issues at the airport that might impact pilots planning on landing or taking off from our airport.

The Airport Advisory Board had a good suggestion that there should be a policy as to who can call those alerts into the FAA.

Accordingly, staff suggests the following policy be adopted by the City Council:

Only city employees are authorized to issue Notice To Airmen (NOTAM) alerts. Users of the city airport who wish to alert the city to an issue at the airport that may require the issuance of a NOTAM should:

1. Contact Princeton City Hall and ask for the City Clerk (763-389-2040). If the Clerk isn't available, then the party should:
2. Contact the Princeton Public Works Director (cell: 763-234-0212). If the Public Works Director is not available, then the party should:
3. Contact the Princeton Public Works Supervisor (cell: 763-331-1563). If the Public Works Supervisor is not available, then the party should:
4. Contact the Princeton Airport Manager/City Administrator (City Hall: 763-389-2040 or Home Phone: 651-257-2653). If the Airport Manager/City Administrator is not available, then the party should dial "911" and advise the dispatcher of the issue and request that they contact a city official.

If the Council agrees with that policy, a motion to adopt the policy would be in order. Karnowski recommended adding Mary Lou as the number 2 contact.

HALLIN MOVED TO APPROVE THE NOTAM POLICY WITH THE ADDITION OF ADDING MARY LOU DEWITT AS THE SECOND CONTACT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. June 13th Council Meeting

Karnowski stated this year the first Council meeting in June is on the 13th. That's also the day of the Rum River Festival Parade which starts at 6 PM.

The Princeton EDA has called a special meeting to consider the sale of the Revenue Bonds for the new Public Safety Building. That meeting is at 4 PM. It is anticipated that the EDA will award the bonds. In order to stay on the timeline set by Northland Securities, the Council should meet shortly after the EDA to "concur" with the decision of the EDA.

Because of that date being "parade night" the Council normally meets early. Is the Council conducive to re-scheduling their June 13th meeting to start at 4:30? If so, a motion to that effect would be appropriate.

Karnowski also brought up the conflicting date of the July Study Session with the 4th of July holiday. There are a few things that should be discussed so he proposes moving the meeting to Tuesday July 2nd.

HALLIN MOVED TO APPROVE THE STARTING TIME OF 4:30PM FOR THE JUNE 13TH CITY COUNCIL MEETING AND THE JULY STUDY SESSION BE MOVED TO JULY 2. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Distinctive Door Property Annexation

Karnowski reported that the City has received a signed petition from S & P Holdings, LLC (d.b.a. Distinctive Door) requesting annexation into the city of Princeton.

The purpose of the request is to gain access to the Public Utilities Commission (PUC) water system.

Because the property abuts the current city limits, the annexation can be done by ordinance. Annexation by ordinance requires that the city give the township (Baldwin) 30 days notice of a public hearing at which the Council will take testimony regarding the proposed annexation.

Accordingly, staff suggests that the City Council accept the petition and set a public hearing for 7 PM Thursday, July 11th in the Council Chambers of City Hall.

If the Council concurs with that suggestion, a motion to that effect would be in order.

WALKER MOVED TO ACCEPT THE ANNEXATION PETITION AND TO SET THE PUBLIC HEARING FOR 7PM ON THURSDAY JULY 11TH. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST – \$141,449.26

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$102,643.83 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 68049 TO 68105 FOR A TOTAL OF \$141,449.26. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:42PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor