

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JULY 23, 2015 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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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, and Jules Zimmer. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Attorney Damien Toven, and Engineer Mike Nielson. Absent was Victoria Hallin.

**AGENDA ADDITIONS/DELETIONS**

None

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of July 9, 2015

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 9, 2015. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

**A. Permits and Licenses**

- 1. Gambling Permit for Princeton Lion's – October Raffle
- 2. Transient Merchant License for Southwestern Advantage – Adrien Michel Kulatre

**B. Personnel**

- 1. Amanda Oehman Resignation effective July 21, 2015

**C. Donations/Designations**

- 1. Resolution 15-42 accepting donation to the Fire Department

**D. Other**

- 1. Renewal of Mutual Aid Agreement with the City of Isanti

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

**Special order of business – Kvisto Recognition**

Chief Fredrick and Officer Cederberg recognized Kvisto Veterinary Clinic for being partners in the Princeton Police K9 Program. They have provided excellent care to Skar since he has been with the City.

**OPEN FORUM**

**REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. Fire Advisory Minutes of July 7, 2015
- B. PAVC Minutes of June 8, 2015
- C. PAVC Minutes of July 13, 2015

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

- A. Mama Grace's Pregnancy Shop First Street Closure Request

Foss reported that Faith Goenner, Owner of Mama Gracie's Pregnancy Shop, is requesting a street closure on September 7<sup>th</sup>, 2015 from 10am until 3pm. The Grand Opening Event is scheduled that day and Ms. Goenner would like to barricade 1<sup>st</sup> Street in front of her store. She will be inviting a food truck to be set up there. She is planning to set up tables, a kid's area and a space to watch demonstrations and meet the experts

WALKER MOVED TO APPROVE THE CLOSING OF FIRST STREET IN FRONT OF HER STORE ON SEPTEMBER 7 FROM 10AM TO 3PM. ZIMMER SECONDED THE MOTION.

Whitcomb asked Goenner if she has informed the surrounding businesses. Goenner responded that she was waiting for approval from the council before letting everyone know.

THE MOTION CARRIED UNANIMOUSLY

B. Greater Life Tabernacle Riverside Park Event on August 15

Karnowski advised that the Greater Life Tabernacle will be hosting their fourth annual back to school and Celebration of Jesus Party at Riverside Park from 11am to 3pm. They expect to have a kids program, kid's games, balloons, live music and a lunch will be served. They will also be distributing free bread and local establishments are contributing prizes for drawings and backpacks filled with school supplies will be given away.

C. Fairview Northland 5k Run September 19, 2015

Karnowski reported that this event was held last year with the same route.

ZIMMER MOVED TO APPROVE FAIRVIEW'S 5K RUN ROUTE FOR SEPTEMBER 19. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## **ORDINANCES AND RESOLUTIONS**

A. Resolution 15-39 – Accept 7<sup>th</sup> Ave Feasibility Report and call for hearing

Nielson reported that the project is a proposed utility extension that involves the construction of 4 – inch and 8 – inch sanitary sewer and a 12 – inch watermain. The extended sewer would benefit 8 homes on the West side of 7<sup>th</sup> Ave North as well as the School.

The proposed utility extension includes street removal and replacement. Sanitary sewer extension includes the installation of 1017 feet of 8 inch PVC sewer and 264 feet of 4 inch PVC sewer. Watermain extension includes installation of 1015 feet of 12 inch ductile iron water main. The Public Utilities Commission has indicated they will pay for the oversizing costs of the 12 inch watermain (\$52.50/LF) vs. the cost of an 8 inch watermain (\$32/LF). The total oversizing cost includes contingencies, administrative and finance costs.

This proposed schedule is aggressive, with the construction to be estimated to begin in September, with substantial completion in November 2015. Final completion including the final court of bituminous pavement is June 2016. If the Council wanted the project done this year, the assessment hearing may need to be held after the project. However, the School would be okay with the project happening next year.

The PUC cost share would reduce the overall assessable cost for the project to \$383,590.00

Whitcomb asked if this would affect the school buses in the fall. Nielson responded in that case, it would likely be better to wait until next year when school was out for the summer.

Karnowski commented that if his memory serves him correctly, when Shady Acres was looked

at, looping the water was desired. This project will shorten that long route by about 2/3.

Nielson said those with newer septic systems should be discussed as to how that will be handled. Walker responded that he would like to see some sort of deferral mechanism for those that have newer systems. Dobson agreed.

Walker asked if the septic is usually in the back of the house.

Whitcomb said if he recalls, several of the homes had asked about water and sewer several years ago, but the cost to run it to that area was too much.

Dobson said they had a PUC meeting Wednesday and they would be willing to discuss ideas to make costs easier on the homeowners.

WALKER MOVED TO APPROVE RESOLUTION 15-39 ACCEPTING THE 7<sup>TH</sup> AVENUE FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 15-40 – Accept Northland Drive feasibility report and call for hearing

Nielson advised that the proposed improvement of Northland Drive will address several infrastructure deficiencies. Northland Drive was constructed in 1991 and includes a length of about 2050 feet, or .39 miles. The bituminous surface has deteriorated to a condition where pothole patching is no longer a viable solution. Pavement cores were taken along Northland Drive in May 2015 to determine the condition of the pavement and the rehabilitation method.

The proposed improvement to the roadway is a mill and overlay with spot curb and gutter replacement were deemed necessary. There are two options to consider as part of the mill and overlay project.

The first option is proposed to include milling the full 45 feet width of existing pavement to a depth of 2 inches and replacing with 2 inches of new bituminous wear course. In addition all manholes and gate valve boxes would be adjusted to the new surface course. This option would also include spot patches as deemed necessary. The estimated cost of the full width mill and overlay is \$174,072.25.

The second option limits the mill section to a width of 4 feet within the tire tracks of the existing driving lanes followed by patching. Once the 4 foot milled sections are patched the entire width of the roadway would receive a 2 inch overlay. The driving lanes will maintain a 2% slope while the shoulders would taper to match the existing curb and gutter. This is proposed to potentially repair the tire rutting and potholes to a higher level due to the additional pavement section added to the roadway. This option has an estimated cost of \$192,646.44

It is recommended to have the sewer televised to determine if any sewer repairs are necessary. The watermain will be evaluated for repair or replacement by the engineer and Public Utilities.

Dobson asked how it will affect traffic into the businesses. Neilson said genuinely, mill and overlay usually takes just a couple days. Karnowski added it is usually done around traffic, so it usually does not cause many issues.

Walker commented that if we were to create a CIP street fund, this type of project could be

covered with those funds.

WALKER MOVED TO APPROVE RESOLUTION 15-40 ACCEPTING THE NORTHLAND DRIVE FEASIBILITY REPORT AND CALLING FOR A PUBLIC HEARING. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- C. Resolution 15-41 – Airport Grant Acceptance
  - a. Resolution 15-42 – award 2015 Crack Sealing for Airport

Karnowski advised that the FAA Grant decided to fund the grant, which is a 90-10. He added that the main runway has developed some cracks that need to be repaired. One of the causes is the high ground water table. Being we keep the runway plowed in the winter, the frost goes deeper, causing a few issues which requires crack sealing more often

DOBSON MOVED TO APPROVE RESOLUTION 15-41 ACCEPTING THE AIRPORT GRANT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE RESOLUTION 15-43 AWARDED THE 2015 AIRPORT CRACK SEALING TO STRUCK AND IRWIN PAVING INC, NOT TO EXCEED \$64,111. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **UNFINISHED BUSINESS**

- A. Main Street Lift Station bid results

Karnowski advised that the city only received one bid for the main lift station rehab project (to be covered by USDA-Rural Grant funding).

Although, there were nine plan holders, only one bid was received, that of LS Black Constructors, Inc. Their bid of \$686,000 was substantially over the engineer's estimate of \$448,600.

The engineer contacted two of the plan holders that he expected to submit a bid to inquire why they didn't bid. They both had the same response that they were simply too busy to meet the specified completion dates of January 31, 2016 for substantial completion and May 31, 2016 for final completion.

He suspects that if he called more of the plan holders, he would hear the same thing.

In addition to the bid price, there will be \$54,578.14 in additional project costs increasing the construction cost of the project to \$740,578.14.

Staff understands there is approximately \$500,000 in grant money available for construction which would leave a shortfall of approximately \$250,000 if the project were awarded to L S Black.

The engineer has contacted USDA and requested an extension of the grant availability. The local USDA office is checking to see if that's an option.

Accordingly, the recommendation is for the Council to adopt a motion rejecting the lone if the city is advised that it can still access the USDA grant funding next year and re-bid the project for spring construction.

It is the engineer's belief is that lower, more affordable bids would be received if we did so.

The recommendation at this time is to have the council reject the bid as submitted, unless it could be negotiated to a lesser rate. He has drafted a letter to the USDA requesting an extension. If that is granted the plan would be to rebid the project in the winter, for a spring project.

Nielson asked if it would be better to table the bid instead of rejecting. He said he talked to the contractor today, and he just hasn't had time to look into it further. He can tell the contractor that unless the bid is lowered, they will reject the bid.

Karnowski added that since the station was put in, the electrical code has greatly changed. Tom Roshar is looking to see if the new code needs to be followed being the lift station is being rehabbed and not a new one installed, so that may cut the costs down. Nielson stated that the new electrical code would require a separate building, which increases the cost greatly.

Walker asked if the Lift Station is currently on its last legs, or will it continue to work for a bit. Gerold responded that there are some issues with it, but staff is working through some of those issues.

DOBSON MOVED TO TABLE THE LOW BID FOR THE MAIN LIFT STATION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### A. Police Sergeant vacancy

Karnowski advised that the City has received a letter of resignation from Sergeant Joe Backlund who, Monday night, accepted the Chief of Police position with the city of Hawley. Backlund has served the citizens of Princeton admirably for 19 years and will be sorely missed by all who worked with him or knew him.

Chief Fredericks is advising that there are several current Princeton Police Officers who the Chief feels have the necessary training, background and experience to serve the Department as Sergeant. He is, therefore, recommending that the City Council authorize an internal posting for the position of Sergeant and, concurrently, advertise for a new police officer.

As we approach the coming school year, the city needs to quickly get our police department fully staffed.

If the council concurs with the recommendation of Police Chief Frederick, then the Council should:

1. Adopt a motion to accept Sergeant Backlund's resignation, and
2. Adopt a motion authorizing an internal posting for the Police Sergeant vacancy, and
2. Adopt a motion authorizing the PD to advertise to fill the anticipated Police Officer vacancy once a new Sergeant is appointed.

WALKER MOVED TO ACCEPT SERGEANT BACKLUND'S RESIGNATION. DOBSON SECONDED THE MOTION.

Dobson stated he is sad to see Backlund go, but happy to see him be able to further his law enforcement career.

THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO AUTHORIZE STAFF TO INTERALLY POST FOR THE SERGEANT VACANCY AND AUTHORIZE STAFF TO ADVERTISE FOR THE ANTICIPATED POLICE OFFICER VACANCY ONCE A NEW SERGEANT IS APPOINTED. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Lot split at 707 10<sup>th</sup> Street North

Foss advised that Shawn Williams of AJW Contracting has recently purchased the property site at 707 10<sup>th</sup> Street North. The site is located in R-2 residential zoning. There is currently a home on the site that will be torn down and the applicant would like to replace it with a twin home. The legal description would be separating lot 7 & 8 and putting them on their own property identification number. The existing property is 19,600 square feet. With the lot split, lot 7 would be 9,800 square feet and lot 8 would be 9,600 square feet.

The Planning Commission approved this request with the following conditions:

1. The applicant must follow permitted uses and regulations of the R-2 zoning ordinance.
2. A Building permit for the demolition of the current home must be approved by the building inspector and the necessary notification of intent to perform a demolition be submitted to the MN Pollution Control Agency
3. A building permit must be applied for an approved to construct the proposed twin home.

No council action is required.

C. Conditional Use Permit for Princeton High School Addition and Renovation

Foss reported that the Princeton Independent School District #477 has applied for a conditional use permit for the property address at 805 8TH AVE S. PRINCETON MN 55371

PID # 24-033-0010CITY OF PRINCETON W 1/2 OF SE OF SW EX 1/2 A IN NE COR & COM 40 RDS E OF NW COR OF SE OF SW, S 825 FT E 264 FT, N 825 FT, W TO BEG, EX N 55 OF E 185 FT LYING S OF LOT 1 BLK 7 CHULA VISTA 33 36 26 24.27

PID # 24-033-0030 CITY OF PRINCETON S 490.25 FT OF W 481 FT OF E 1/2 OF SE OF SW, EX N 94 FT OF E 217 FT 33 36 26 4.93

The request is for two separate additions in order to construct a gymnasium and additional classrooms.

The Future Land Use Plan designates this property as Public & Semi-Public. The Comprehensive Plan states that *the City should support the enhancement or expansion of [public and semi-public uses, including governmental facilities, churches, and schools]. Care should be given to ensure that adequate integration with surrounding land uses occurs.*

The current zoning for this property is R-3. Schools and educational facilities are allowable uses with a Conditional Use Permit in R-3.

The Planning Commission has approved this CUP with the following conditions:

1. Additional items submitted by the Fire Marshal must be addressed
2. The City Engineer's conditions and recommendations shall be followed
3. A Developer's Agreement shall be put in place
4. An updated site plan shall be submitted
5. A building permit shall be submitted and approved by the City's building official prior to commencement of construction

Foss stated that council action is not needed.

Walker asked if the portables currently being used will be removed. Ryan from the School District stated they will be gone by the time construction is done. Walker asked if there would be any issues with emergency exits. Ryan replied that they will work through those and follow recommendations by City staff and consultants.

## **MISCELLANEOUS**

### **BILL LIST**

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$122,680.88 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72162 TO 72221 FOR A TOTAL OF \$245,020.70. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **ADJOURNMENT**

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:49PM. ZIMMER 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