

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JULY 28, 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 Jules Zimmer and Victoria Hallin. Others present: Administrator Mark Karnowski, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Fire Chief Jim Roxbury, Liquor Store Manager Nancy Campbell, Engineer Mike Nielson, and Attorney Damien Toven and Kelli Bourgeois. Absent was Clerk Shawna Jenkins

**AGENDA ADDITIONS/DELETIONS**

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of July 14, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 14, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

**A. Permits and Licenses**

- 1. Princeton Lion's Raffle at K Bob – October 17, 2016

**B. Personnel**

**C. Donations/Designations**

- 1. Resolution 16-33 accepting donation from Walmart for Public Safety Day

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. Fire Board Minutes of July 5, 2016
- B. Planning Commission Minutes of July 18, 2016
- C. Park Board Minutes of June 25, 2016

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

- A. National Night Out

Frederick reported that National Night out is on Tuesday August 2<sup>nd</sup> and will be held at Mark Park and Rainbow Park from 6 to 8pm

**ORDINANCES AND RESOLUTIONS**

- A. Ordinance 739 – Ordinance to Opt out of State program- FIRST READING

Karnowski advised that a bill creating a new process for local governments to permit certain types of recreational vehicles as temporary family dwellings was signed into law by Gov. Dayton on May 12. The law is Chapter 111: SF 2555.

The main stated motivation behind the new law is to provide transitional housing for seniors. For example, if a family wanted to keep a close eye on grandma while she recuperates from surgery, they could have grandma stay in a “temporary family health care dwelling” in the yard or driveway.

But the law has a broader effect than that, however, with anyone who needs assistance with two or more “instrumental activities of daily life” for mental or physical reasons eligible to be housed in this manner.

The law includes a provision stating cities can opt out of the law but must do so by Sept. 1, 2016. Staff is recommending the city opt out of the law for the following reasons:

- The Planning Department has not had sufficient time to thoroughly review the law,
- Opting out gives the city additional time to consider whether to address the use with the Planning Commission and seek community input,
- Opting out allows the city to draft its own ordinance language if or when it decides to consider the use.

Staff believes there is a need for a provision similar to that law passed by the legislature but we think the concept should be vetted by our own Planning Commission and Council rather than buy into the ‘one size fits all’ provisions of the state law.

If the Council agrees that the city should opt out, then the appropriate Ordinance should be introduced.

The Council can, by motion, also direct staff to have the Planning Commission investigate adoption of an ordinance that would have a similar impact as the state law noted above.

Walker asked what is allowed now. Frederick responded that there it is currently allowed now, but it can only be so many days. Hallin asked what a “Temporary Dwelling” would entail. Frederick and Zimmer said it could be a camper or even a fish house. Karnowski said that is why he felt the City should put something in place.

**DOBSON MOVED TO INTRODUCE ORDINANCE 739 AN ORDINANCE OPTING-OUT OF THE REQUIREMENTS OF MINNESOTA STATUTES, SECTION 462.3593. HALLIN SECOND-ED THE MOTION.**

Walker stated he has no problems opting out, but there are some requirements in the state law regarding durability of the temporary housing that would address some of the Council and Staff’s concerns.

**THE MOTION CARRIED UNANIMOUSLY**

### **UNFINISHED BUSINESS**

#### **A. Public Works Building Addition**

Karnowski reported that about April 1<sup>st</sup> of this year the city requested proposals from qualified firms interested in handling the construction management for the proposed addition(s) to the public works garage. The approved budget for that project is \$430,000.

The Council was advised on April 28 that the city received responses from the following three companies for Construction Management services for the amount noted:

1. Wenck Engineering, Golden Valley, MN (\$139,550.00)
2. RW Builders, Princeton MN (\$103,115.00)
3. CPMI, Eagen MN (\$93,330.00)

Obviously, when the Construction Management costs equal about one fourth of the total budget, it's doubtful that the project can be completed for the budgeted amount.

At that meeting, staff requested and was granted permission to see if any of the proposers appeared interested in helping the city modify the original proposal such that the city could get the space we need, stay within statute limitations for such a project and come in at or under budget.

Only two of the three original proposer appeared interested in working with the city to meet those goals. Of those two, Bob Gerold, Kelli Bourgeois, Damien Toven and he were able to work with Ron Weyer of RW Builders to break the project down into manageable tasks that stayed under the trigger amount for sealed bids.

Staff has reviewed an outline for those tasks and the anticipated costs plus new diagrams of both the storage component of the project and the office space component. Note that the anticipated cost exceeds the budget by approximately \$2,130. RW Builders has agreed to contribute the amount over the city's budget.

Staff is requesting a motion authorizing the Mayor and Administrator to enter into an agreement with RW Builders to manage the project.

WALKER MOVED TO AUTHORIZE THE MAYOR AND ADMINISTRATOR TO ENTER INTO AN AGREEMENT WITH RW BUILDINGS TO MANAGE THE PUBLIC WORKS BUILDING EXPANSION PROJECT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Old Fire Station Purchase Agreement (Final)

Karnowski advised that a proposed final purchase agreement between the City and the School District for the purchase of the old Fire Station has been drafted. It has been reviewed and approved by both the City and School District attorneys.

If the Council so wishes, a motion directing the Mayor and City Administrator to sign the document would be in order.

HALLIN MOVED TO APPROVE THE PURCHASE AGREEMENT WITH THE SCHOOL DISTRICT FOR THE PURCHASE OF THE OLD FIRE STATION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. 8<sup>th</sup> Ave. South Drainage Improvement Pay voucher #2 & Change order #1

Nielson reported that pay voucher #2 for the amount of \$10,061 has been received for the 8<sup>th</sup>

Ave Drainage Project. As the Council may remember, a gas main was encountered and a different kind of casting was required. West Branch agreed to finish the work this spring and did extend their contract prices. There were some mobilization costs to come back this year and a \$375 fee for traffic control. The casting required was \$250. This is the Final pay estimate, with the total project cost being \$68 more than originally quoted.

Whitcomb asked for clarification that the project is completed and has been inspected by WSB. Neilson confirmed that it is complete and has been inspected.

DOBSON MOVED TO APPROVE PAY VOUCHER #2 FOR \$10,061 TO WEST BRANCH CONSTRUCTION COMPANY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Request of partial allocation of 2011 Ford Crown Vic sale proceeds

Frederick advised that the Police Department has received a cashier's check in the amount of \$4,200 for the sale of the police departments 2011 Crown Vic Police Interceptor (unmarked) that was taken out of its scheduled rotation. David Russel, the Mille Lacs County Animal Control Officer purchased the vehicle.

Normally the police department auctions all squads and they sell for approximately \$2,000. In selling the unmarked squad, cage and taking into consideration of the squad we were able to get \$4,200. The Police Department is asking the City Council to allocate \$1,400 of the total amount to outfit the K9 squad with a lockable rear storage compartment for drugs, weapons and other equipment that need to be secured with the K9 program.

Dobson asked for clarification that it would transferable to a different squad. Frederick responded that was the first thing they asked as well. Walker asked what type of vehicle is the K9 unit. Frederick replied Cederberg is driving a 2012 Tahoe.

ZIMMER MOVED TO APPROVE TO SPEND UP TO \$1,400 TO PURCHASE A LOCKABLE REAR STORAGE COMPARTMENT FOR THE K9 SQUAD. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Revised Comp Plan RFP

Foss advised that she has made the requested changes to the Comp Plan RFP. If the Council is satisfied with the RFP, it can be advertised and go out next week.

WALKER MOVED TO APPROVE THE COMPREHENSIVE PLAN REQUEST FOR PROPOSAL. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. Resident Questions regarding 7<sup>th</sup> Ave Project, assessments, etc.

Susan Bialka at 1205 7<sup>th</sup> Ave asked when is the project going to be completed, and the residents are informed of the final assessment costs. No one has been in contact with them since October of last year.

Nielson stated that it was discovered that the turn lane would be needed, so that was added with a Change Order In addition, the Fire Department required the school to put in another hydrant , which currently is not connected to the water main. They have looked at 2 options to get it hooked up. The PUC will need to approve which one they would like to see done. The cost of both are approximately the same. They hope to have that done without the next 2 weeks.

He said they anticipate having the assessment hearing in October.

Whitcomb asked for clarification that the Fire Hydrant hookup cost will be paid for by the School. Nielson responded that the Hydrant and the Turn Lane will be paid for by the School, so they will not impact the assessment.

Bialka asked if the additional water main on 12<sup>th</sup> Ave was new or a replacement. Nielson said that was a replacement. Some issues were discovered when putting in the sanitary sewer, so the waterline was replaced. Bialka asked if that would that will be included in their assessment. Nielson stated that is yet to be discussed with Princeton Public Utilities. Bialka asked if there were any other homes connected to it. Nielson said there are no other connections to that new line.

Bialka said she spoke to the contractor, who informed her that the project had been paid for, minus a 5% retainage fee. However, the final wear course and seeding has not yet been done. The Turn Lane and Fire Hydrant hookup are Change Orders and the contractor said he is waiting for those to be approved to send his guys back out. She feels that the Turn Lane cost should be noted as the School Districts responsibility. Whitcomb apologized if that was not stated in the minutes.

Whitcomb asked if there were any more questions. He thanked them for coming in and bringing up their concerns.

## **NEW BUSINESS**

### A. Wood Chipper Purchase

Gerold is requesting Council approval to purchase a gas powered Wood Chipper. Staff has one listed in the CIP for 2016 with a cost of \$42,000. A quote for a Morbark Beaver M12R has been received, with a cost of \$33,610.00.

HALLIN MOVED TO APPROVE THE PURCHASE OF THE WOOD CHIPPER FOR \$33,610.00.  
ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## **MISCELLANEOUS**

Hallin gave the Council an update from the CGMC Conference. They will be focusing on LGA, Economic Development and Broadband.

## **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 \$119,181.69 AND THE ITEMS

LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 74025 TO 74081 FOR A TOTAL OF \$205,685.81. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

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

Respectfully Submitted,

ATTEST:

---

Shawna Jenkins  
City Clerk

---

Paul Whitcomb, Mayor