

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JULY 9, 2015 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. 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, Attorneys Damien Toven and Kelli Bourgeois, and Engineer Mike Nielson.

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of June 25, 2015
- B. Study Session Minutes of July 2, 2015

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 25, 2015 AND THE STUDY SESSION MINUTES OF JULY 2, 2015. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

- 1. Gambling Permit for Immanuel Lutheran – October Raffle
- 2. Carson and Barnes Circus – July event

C. Donations/Designations

- 1. Resolution 15-37 accepting donations to the Fire Department
- 2. Resolution 15-38 – accepting donations for the Princeton Fireworks

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

OPEN FORUM

PUBLIC HEARING

- A. Resolution 15-36 – hearing to consent to the sale of Fairview Hospital Bonds

Karnowski reported that Fairview is requesting approval to sell Hospital Bonds. The Council has also gone through this process for the Elim Home in the past.

HALLIN MOVED TO APPROVE RESOLUTION 15-36, APPROVING THE ISSUANCE OF BONDS BY THE CITY OF MINNEAPOLIS ON BEHALF OF FAIRVIEW HEALTH SERVICES. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Planning Commission Minutes of June 15, 2015
- B. EDA Minutes of June 18, 2015

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Princeton Fireworks donation

Karnowski stated we received a letter requesting a donation for Fireworks that had been misplaced. In the past the City has contributed \$1,000 towards Fireworks, and this request is to do the same this year.

DOBSON MOVED TO APPROVE A \$1,000 DONATION FOR THE PRINCETON FIREWORKS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. City Hall / School Co-Location Update

Karnowski advised that at the July 3rd Study Session, the full City Council discussed the proposal to co-locate the School District management staff in the Princeton City Hall building.

Generally, the conversation was very favorable to the idea, but there were some concerns expressed regarding the cost/benefit to the city. The City Council asked that staff put together a 'bullet point' memo on some of the criteria suggested by the Council. Those points include:

1. **Utilities:** It was noted that while the HVAC cost and Sewer/Water for a building remains pretty much constant regardless of the number of people in the building so splitting that cost on the square footage basis outlined below seems reasonable to the City Council. But the cost of electricity can vary significantly because of personal computer usage, photocopying, etc. Accordingly, the City Council suggests that as part of the remodeling project, the electrical wiring be split and a second meter be added that would measure each entities electrical use. Each entity would be responsible for their own electric bill. The HVAC and S&W cost would be split according to the square footage calculation:

Total City Hall building: 5,040

Dedicated to City & Chamber: 1,520 (45.2% of unshared space)

Dedicated to School District: 1,840 (54.8% of unshared space)

Shared space: 1,680 (split 45.2%/54.8%)

Total City & Chamber: Dedicated space: 1,520

Shared space: $\frac{759}{2,279 \text{ ft}^2}$ (45.2% of shared space)
2,279 ft² (45.2%)

Total School District: Dedicated space: 1,840

Shared space: $\frac{921}{2,761 \text{ ft}^2}$ (54.8% of shared space)
2,761 ft² (54.8%)

(Note: the numbers above could change depending on final space alignment)

2. **Lease Rate:** The city acknowledges that city hall space is not 'prime'. So we believe the lease rate be based on a monthly lease rate of \$2/ft².

The School District suggested that the District's cost to remodel the City Hall building such that it will accommodate both the City Hall Staff and the School

District Administrative Staff be addressed by giving the District credit against the proposed lease for the money the District spends on remodeling. The City Council agreed to that concept. Given the District's consultant's space split (outlined under #1 above), the monthly lease rate for the District would be \$5,552. At that rate, the lease credit means the district would occupy the 2,761 ft² for a total of 76 months (\$417,000/\$5,522) or 6+ years

3. **Lease Duration**: The proposed lease would be for seven years at the rate agreed to above. After 7 years the lease would be subject to renegotiations with the understanding that the default position of the city would be to extend the lease at least another 7 years at a rate agreed to at the end of the first seven years.

Purchase of former Police Department Space: The District tendered a verbal offer of \$32,500 for the old police department building and the adjacent heated garage. The city acknowledges that space has some cosmetic issues that would need to be addressed by a new owner but that the roof was recently replaced and, structurally, the building is in good shape. The County Assessor's Office places the value of that building at \$148,500 for the office portion of the old police building and \$21,000 for the garage portion of the building or \$169,500 for both (not including the land under it). It's the city's experience that the Assessor's Office values are often significantly higher than what, historically, the results of an arm's length sale turns out to be. That being the case, the city's counter offer to the District's \$32,500 would be \$50,000.

4. **Parking**: It should be noted that when the city purchased the current city hall/police department property, the purchase included all of the parking area located north of the District's building. It's the city's intention that the city hall co-location lease and/or purchase of the former police building include an accommodation for a portion of the parking lot (amount to be determined).
5. **Storage**: The city would agree to provide a storage area in the City Hall basement for use by the District. The exact amount of space would be subject to negotiations.

Karnowski added that he spoke to School District Superintendent Julia Espe this afternoon and she stated they said they have reviewed the memo and stated it seems like a good proposal. If there are no changes the Council would like to see, this will go to the school board next week at a special meeting.

Dobson said it includes all the points we discussed. Hallin said she likes the inclusion of the \$50,000 cost for the old police department.

Zimmer asked why the 10 year review suggestion was not added. Karnowski said when he calculated the lease rate and the estimated cost of the repair it would work out to be about 6 or 7 years, so thought it would be a good time to review it.

Walker asked if they were fairly receptive about price of \$50,000 for the police dept. Karnowski said Espe did not seem to have an issue with anything that had been highlighted in the memo.

WALKER MOVED TO APPROVE STAFF TO CONTINUE MOVING FORWARD ON THIS WITH THE SCHOOL DISTRICT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. West Branch Project Change Order #2

Nielson reported that the contractor began the pavement reclamation on 3rd Street N and West Branch Street. Unfortunately the bituminous material was predominately seal coat and will not be re-useable as an aggregate base for the street as anticipated.

He is recommending that the quantity of Class 5 Aggregate Base from the 900 cubic yards to 2458 cubic yards to replace the reclaimed material that was anticipated for re-use. This will provide a 6" class 5 base.

The additional 1558 cubic yards of Class 5 Aggregate Base at the unit price of \$24.00/CY will increase the project cost by \$37,392.00.

At a cost saving measure, 3rd Street North could be narrowed from 48' to 38' from the West edge of the Hy-Tech Tire Building to 7th Ave. North or approximately 500'. The 38' width would still allow parking on both sides of the street. By narrowing the road by 10', we could reduce the project cost by approximately \$9,392.00. If the Council would chose to narrow 3rd Street N. the total estimated project overrun would be approximately \$28,000.

In addition when bituminous calculations are done, typically a 10% contingency is added to allow for possible overruns caused by variability in pavement thickness. This amounts to \$21,000 if there are no overruns in planned quantities.

Nielson said his recommendation is to approve Change Order #2 for the additional Class 5 Aggregate Base in the amount of \$37,392.00 and discuss the narrowing of 3rd Street North by 10' with the adjacent property owners. This decision could not have to be made for at least 3 to 4 weeks.

Nielson said since that is his mistake, and there is any additional costs, they will deduct that cost from the engineering fees.

WALKER MOVED TO APPROVE CHANGE ORDER #2 IN THE AMOUNT OF \$37,392.00.
DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Elim Fest Event Request

Karnowski advised that the Elim Care and Rehab Center is going to hold their 29th Annual Elim Fest on Sunday, August 16th. They would like the ability to close off 8th Ave from about 11am to around 8pm. As they have done in the past, they will gladly keep a path open on the north side of the street for Ambulance and other emergency vehicle access.

Hallin asked what time the event was. Dobson said they usually need a little set up time, so he would estimate the event likely starts at noon.

HALLIN MOVED TO APPROVE THE CLOSURE OF 8TH AVE FROM 11AM TO 8PM ON SUNDAY AUGUST 16TH. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. 8TH Avenue South Drainage improvements

Nielson advised that residents along 8th Avenue S between the High School and 6th Street S have filed a petition for storm water drainage improvements. Currently there is a low spot in the roadway at the home of Chris Caskey where water ponds during rain events. During larger rain events the water backs up into his driveway and threatens his home and garage.

A map was created from the Drainage GIS mapping available and shows the drainage basins discharging to the area. The existing storm sewer is shown as well. The actual low spot indicates an elevation of 975.00. Record drawing information is not available for this storm sewer system and therefore survey information will be required to evaluate options for solving this situation.

In addition, drainage improvements have been made to the school parking lot directly to the west of 6th Avenue S. The record drawing information for these improvements is not available, but the general location of the storm sewer piping is shown. Discussion with the school engineer creating plans for the proposed high school gymnasium addition improvements have indicated that the elementary school and parking area will be removed when the new elementary school is opened on the north end.

At this time, he said he believes there are 3 potential solutions to this drainage problem as follows;

1. Regrade the roadway to drain north to the existing catch basins on 6th Avenue.
2. Install a drain pipe on the east side of 6th Street to the existing catch basins on 6th Avenue.
3. Install catch basins at the low point of the roadway and connect to the school drainage system located in the parking lot.

The petitioners have acknowledged that these improvements may result in assessments to their parcels. To complete these improvements as an assessment project a feasibility report and public hearing must be completed prior to ordering the improvements.

WSB is proposing to complete a feasibility report and prepare a preliminary assessment roll in accordance with the State Statute Section 429.

If the project moves forward, meeting with the affected property owners, a public hearing and assessment hearing will be required. The costs to provide these services are estimated at \$6,000 and would be included in the final design costs.

Due to the pending site changes proposed by the school, he said he would recommend meeting with the petitioners to see if they would be willing to wait until the school changes are completed in 2017 to see if the reduction in impervious area will reduce their flooding potential. This option would eliminate any cost to the petitioners.

At this time staff is looking for direction on meeting with the petitioners to discuss postponing any improvements or moving forward with these drainage improvements and authorization of the attached resolution to complete a collect all available data, prepare a feasibility study and prepare a preliminary assessment roll at an estimated cost of \$5,520.

At this point he does not recommend approving a feasibility study, as the cost of the study may exceed the cost of the repairs. He would like to talk to the residents and the school to try to work with them.

Nielson will call the residents that petitioned for the drainage repair to discuss options.

WALKER MOVED TO TABLE RESOLUTION 15-39 AUTHORIZING A FEASIBILITY STUDY BE DONE 8TH AVENUE SOUTH DRAINAGE IMPROVEMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Paint Striper Purchase

Gerold advised that the departments Paint Striper is becoming cost prohibitive to use and repair.

Public Works is asking for permission to purchase a new Graco Paint Striper, not to exceed \$3,500. The truck recently purchased was less than what was budgeted for in the CIP, so staff would like to use those remaining funds to cover the cost of this Paint Striper.

HALLIN MOVED TO APPROVE THE PURCHASE OF THE GRACO PAINT STRIPER, NOT TO EXCEED \$3,500 AND TO DISPOSE OF THE CURRENT ONE AT AUCTION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Fire Department Vehicle Purchase

Karnowski reported that Chief Roxbury advises that the PFRD truck committee is recommending that the city replace the Fire Chief's vehicle (a 2006 retired Princeton PD squad with 130,000 miles) with a 2011 Tahoe that the Blaine PD is taking out of service.

The Tahoe in question is has 90,000 miles on it. The 2-wheel drive vehicle would come with the lights, siren package etc left on it. The truck committee has evaluated the unit and review the maintenance records and recommends to purchase. The cost of the unit is \$10,000. It is almost identical to the Tahoe the Princeton PD has that is used as our K-9 unit.

The Fire Advisory Board reviewed the proposed purchase at their July meeting earlier this week and voted unanimously to recommend the Council approve the purchase.

Roxbury suggests that the funding would come from the fire department truck and equipment fund.

If the Council concurs with the recommendation of the truck committee and the Fire Advisory Board, a motion to purchase the 2011 Tahoe from the Blaine PD for use as a PFRD Chief's Vehicle and declare the old Chief's Vehicle to be surplus and authorize its sale at auction would be in order.

Dobson asked if the radio in the current vehicle can be used in the new one. Roxbury replied that he is hoping that the old one sells for enough to cover the cost to transfer the radios and graphics. Whitcomb added that even if it does not, there are enough funds in the truck and equipment fund to cover those costs.

DOBSON MOVED TO APPROVE THE PURCHASE OF THE 2011 TAHOE FROM BLAINE POLICE DEPARTMENT AND AUTHORIZE THE DISPOSITION OF THE OLD CHIEF'S VEHICLE AT AUCTION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Karnowski reported that the Civic Center open house is on August 12th, so the planning should get started. He has talked with the Legion as well about some preliminary ideas.

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 \$188,007.62 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72079 TO 72158 FOR A TOTAL OF \$674,705.14. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:22PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor