

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 25, 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:, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineer Andy Brotzler, and Attorney Kelli Bourgeois. Absent was Administrator Mark Karnowski

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of August 11, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 11, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

B. Personnel

- 1. PW – Caleb Scharber extension to 12-31-16 and pay increase from \$9.50 to \$10hr
- 2. Resignation from Fire Department Effective 7-27-16 – Tim Gould
- 3. Resignation from Fire Department Effective 8-6-16 – Jeff Kerkfeld
- 4. Advance from Probationary Fire Fighter to Regular Fire Fighters effective 8-27-16
Dan Hiller, Bill Jacobson and Cory Zahner

C. Donations/Designations

- 1. Resolution 16-38 – Accepting donation to the Police Department

D. Miscellaneous

- 1. Trespass female “L.G.” from Parks for one year

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Planning Commission Meeting of August 15, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Mary Mahan and Martha Nelson letter regarding Senior Bus

Jackson advised that the letter is just some correspondence for the Council to review. The letter simply asks the Council to consider efforts to assist in senior transportation.

- B. Princeton High School 5k Fundraiser

Foss advised that the High School is holding a 5k as a fundraiser for the high school PE program and Homecoming kickoff on October 2 at 4:30 and 5pm. They are looking for an approval for the route. They will provide staff at the corners for safety.

Hallin asked they will have 2 start times. Frederick stated that they wanted to stagger the runners a bit to not have so much traffic at once on the route.

DOBSON MOVED TO APPROVE THE PRINCETON HIGH SCHOOL 5K ROUTE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. School District Signage

Jackson advised that the City staff has met with School District and they have determined how many, what size and where the signs need to be.

Zimmer asked where the signs will be. Gerold, responded that from First Street to 2nd street North the Bus Loading signs will be placed. Parking between the bus loading times will be for District Office visitors.

WALKER MOVED TO APPROVE PRINCETON SCHOOL DISTRICTS SIGNAGE REQUEST. DOBSON SECONDED THE MOTION.

Whitcomb asked if the signs will have wording to say if would be for school days only. Frederick said, he would like that on the sign as well.

THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 740 – Adding Speedway to sites able to be licensed- FINAL READING

Jackson stated that as discussed at the introductory reading, this is just a cleanup of the liquor ordinance listing the Speedway as a Sports Facility allowing them to sell liquor.

HALLIN MOVED TO APPROVE ORDINANCE 740 ADDING THE SPEEDWAY TO THE LIST OF ALLOWED LIQUOR LICENSE HOLDERS AS BEING A SPORTS FACILITY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 16-37 – Approving community promotion expenditure

Foss reported that with the support of the Economic Development Authority she has been working with the Department of Employment and Economic Development to create a promotional ad. This ad will be featured In the Business Climate MINNESOTA Thriving in the North Magazine that will be distributed to decision makers in key industries like Aerospace, Advanced Manufacturing, Pharmaceutical Manufacturing, Medical Device Manufacturing, Computer programming and Data Centers. These magazines are distributed by MN DEED at conferences and events, and through overseas offices. Over 10,000 copies will be distributed next year.

Due to the limited budget that is designated for community promotion (\$5000) and the high cost to advertise on a national platform, this ad in this magazine is likely the best opportunity

we have as a small community to make our location known to many national site location consultants and corporate real estate professionals.

The 2/3 vertical bleed will be located across from the Top 100 Hospitals in Minnesota article and Fairview Northland will be on that list. There will be no other ads on those two pages. Our ad will also be featured in digital form on the website as a leaderboard ad with general placement and a leaderboard ad in the Livability MN section.

Fairview Northland Hospital was contacted to partner on this ad, but due to a promotional funding freeze as a result of a potential merger, they were only able to help out with \$500. USDP was approached to help with this ad and agreed to spend \$750 toward the cost. Staff approached Glenn Metalcraft and BioMatrix but at his time they did not choose to spend money on the ad, stating that it was not in their budget this year. Sherburne and Mille Lacs County were also approached for help to cover the cost, but could not due to budget constraints. Unfortunately, she was unable to meet with Crystal Cabinets due to scheduling conflicts.

Lastly, she said she approached the PUC to see if they would be willing to split the remaining cost. They responded: "Ok – but they would like to see some type of draft before they agree to the amount." Staff deeply researched print advertising to create an ad that would attract potential developers, impress a feeling upon them and create a message that was brief and clear. The magazine allowed for one edit as part of the agreement and after much consideration, it seemed that including many of the businesses that we have in Princeton that sell to a national clientele would be most beneficial.

The cost of the ad is \$5926.00. Minus the \$1250 from USDP and Fairview the remaining cost would be \$4676. Split with the PUC, our cost would have been \$2338.

The PUC met yesterday. Their response was, "The Business Ad was discussed in length- no action was taken by the board to pay for a portion of the ad. They question the effect of the ad and at this time were unsure of the benefit and therefore could not justify using ratepayers money. They invite you to come to their next meeting on Wednesday September 28th at 1:00 pm to discuss."

At this time, Foss said she would like to use the remaining community Promotion budget to cover the remaining cost of \$4,676. Participation at the September 28th PUC Board meeting will still occur in hopes that they see the value of the ad and decide to participate in the sharing of costs.

Staff interviewed a few communities who had advertised last year to see how they felt about their investment. This is the response that was received.

Linsey Preuss-Fairmont- "We will do it again, thought it was a good expenditure, DEED reps do take it to trade shows, split cost with Convention and Visitors Bureau and Utility."

Sherri Charney-Red Wing -They are investing again this year, they don't know if any leads came specifically from magazine, cannot afford to go to all of the trade shows so they can get their name out there this way.

Brian Tohal-New Ulm- they are going to do it again, no direct leads per say, but being absent from the magazine would eliminate any chance of exposure nationally, it is DEED's Chief marketing tool partnered with the Utility and the Chamber.

Bill Kemp-Greater St. Cloud Development Corporation: "I am not sure we got any leads per se. We decided on being in it because it is the main hand out piece DEED uses at conferences so we would be conspicuous if we were not in it."

Drew Hage-Windom- They are going to increase their ad, they like that the ad then can be used for promotion locally, also.

Zimmer asked Foss if she had planned anything for the other funds. She said she had a few ideas, but nothing set in stone or officially planned.

Whitcomb said he feels it's worth trying. Dobson said his feeling at the PUC meeting was that they did not seem to be open to covering the full half. He asked why businesses were listed that did not contribute to the ad. Foss said she felt that some of the businesses that were known nationwide should be listed. She said some of the businesses she contacted were not able to contribute this year due to it not being in their budget.

Walker asked when they need to have this to the magazine. Foss said as soon as a decision is made, it will need to be sent in soon.

Zimmer said he would like to see staff still ask if PUC can contribute. Hallin said she would like to see those businesses contribute as well if they can.

ZIMMER MOVED TO APPROVE RESOLUTION 16-37 APPROVING THE COMMUNITY PROMOTION EXPENDITURE OF UP TO \$4,676. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Early move in agreement with the School District

Jackson advised that this will allow the School District to move in to the old fire station a bit early. They are proceeding with a purchase agreement, which can take some time. This agreement will allow the school to have access to the building, but still protect the city as the current owner. In checking with staff everything of the cities property has been removed with the exception of some shelving that will be moved to city hall

WALKER MOVED TO APPROVE THE EARLY MOVE IN AGREEMENT WITH THE SCHOOL DISTRICT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. 7th Ave N water and sewer Extension Change Order #4

Brotzler advised that change order #4 is to make a connection to a water line that was installed on the school district. Before the project is closed out, the water line with a hydrant needs to be installed in 7th Ave. This Change Order will be funded by the School District and WSB.

Hallin asked about the previous Change Orders of \$48,000. Brotzler responded that Change Order #3 was about \$22,000 and was for the Turn Lane that the School District will be paying for.

Walker asked if 7th Ave needs to be dug into to make this water connection. Brotzler replied that all parties tried to find a different solution, but unfortunately they were not able to find one and the road will need to be dug into.

WALKER MOVED TO APPROVE CHANGE ORDER #4 IN THE AMOUNT OF \$17,181.00. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- C. Northland Drive 2014 Improvement Project
 - 1. Resolution 16-39 – declaring cost and assessments
 - 2. Resolution 16-40 – calling for assessment hearing

Brotzler reported that Northland Drive has been completed. One Hundred percent of the cost of the project is proposed to be assessed.

WALKER MOVED TO APPROVE RESOLUTION 16-39 DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENTS FOR NORTHLAND DRIVE IMPROVEMENTS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPROVE RESOLUTION 16-40 CALLING FOR AN ASSESSMENT HEARING WITH RESPECT TO NORTHLAND DRIVE IMPROVEMENTS. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- D. 8th Ave 2015 Drainage Project
 - 1. Resolution 16-41 – declaring cost and assessments
 - 2. Resolution 16-42 – calling for assessment hearing

Brotzler stated this project was petitioned for by the residents and is complete and final. One Hundred percent of the project will be assessed to the property owners.

WALKER MOVED TO APPROVE RESOLUTION 16-41 DECLARING COSTS TO BE ASSESSED AND ORDERING PREPARATION OF PROPOSED ASSESSMENTS FOR THE 8TH AVENUE SOUTH DRAINAGE IMPROVEMENTS DOBSON SECONDED THE MOTION.

Hallin asked if the cost was the same as the original estimate. Gerold replied that there was a slight change to a drain. Brotzler added that it is actually a slight reduction from the original estimate.

THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPROVE RESOLUTION 16-42 CALLING FOR AN ASSESSMENT HEARING WITH RESPECT TO THE 8TH AVE SOUTH DRAINAGE IMPROVEMENTS. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Zimmer asked about how the assessment hearing works. Brotzler responded that the State Statutes require a project improvement hearing, and then an assessment hearing. Many times the estimated costs are provided to the public at the first hearing.

THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Public Works Utility Trailer disposition Request

Gerold said public works is looking to disposition a trailer at public auction. The cost to repair the trailer and the amount of downtime makes it no longer suitable for the department

WALKER MOVED TO APPROVE THE DISPOSITION OF THE TRAILER AT PUBLIC AUCTION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. September Study Session Date and Time

Jackson said he put this on the agenda to discuss options with the Council. It seems several staff members have plans for Labor Day Weekend and he wanted to check with the Council to see if they have plans as well. It is an important study session with Jim Burroughs presenting the Insurance renewal and will include discussion on the CIP for the 2017 budget and preliminary levy. He asked if the Council would like to move the meeting to Wednesday August 31st.

WALKER MOVED TO RESCHEDULE THE STUDY SESSION TO WEDNESDAY AUGUST 31ST AT 4:30PM. DOBSON 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 \$132,791.61 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 74167 TO 74225 FOR A TOTAL OF \$347,840.89. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:35 PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor