

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 7, 2014 4:30 P.M.**

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. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Clerk Shawna Jenkins, Police Sergeant Joe Backlund, and Public Works Director Bob Gerold.

Princeton Ambassadors

Karen and Sylvia Michaels spoke about the Princeton Ambassadors Program. Karen said she is the Treasurer, Lori Gram is the Secretary, Sylvia Michels the Scheduler, Sara Heizem the Senior Advisor and Jasmine Carr the Jr Ambassador Program Head.

Their Mission Statement is: The Princeton Ambassador Program is a local, nonprofit organization and scholarship program committed to the personal growth and development of young women in the community. The Princeton Ambassador Program provides the community and surrounding area with positive role models and young professions who are motivated and determined to make a difference in the world around them.

Candidate applications are due April 1st and the process begins in May. There is a \$700 scholarship given to each ambassador, but it is not given until the year is completed as well as their first year of college. The checks are also written to the school and not to the ambassador. They attend a lot of local events, volunteer and participate in fundraising for the Ambassador program as well as others. They make many appearances over the year. Last year, they attended 66 events and traveled over 1700 miles.

They have tried to set a budget and stick to it. This year, their budget is \$8100, and have already received 5600. They did have to spend \$1700 on the new tarp to protect their float.

They are looking at hosting a Conference in February, and will provide more information when that is set up.

Sylvia said at their last coronation, they had people from 30 communities. It is an extensive network and it brings people out to communities they normally would not visit. There have not been any conferences like they would like to hold, so they would like to be the first.

Raising the number of candidates each year is their number one goal. Even the candidates that don't win have said they still had a great experience and would recommend it to others.

Dobson said it's been a good program. He said a few years ago when he was involved with the VFW, they sponsored a girl that became an Ambassador.

Sponsorship provides advertisement and Ambassador Attendance at events. The value for the sponsors is as tremendous as it is for the girls.

Vendor Licensing

Karnowski reported the city has had some issues with trying to follow ordinances for vendor licensing. A few years ago, we had talked with the Chamber in trying to find a solution for chamber events. He said with the Chamber charging a few as well as the cities, many vendors were not wanting to attend the events. He wanted council thoughts so we can amend the ordinance. He had a fairly long conversation with the City Attorney and his understanding of the ordinance is to protect the citizens from people that the City may not want going door to door. If you do a background check, you can find some of that out. For instance, all the vendors at the County Fair, we don't require them to have a permit. We don't require them to have permits at the Expo either. He said we have always used the thought of licensing people that are only on public property, and not on private property. His thought is to not

license those that are at a set location through an event. But, they have not thought it through entirely. They invited Bob Michels as the Chamber president to get the Chamber thoughts. He would like to get it done and organized so the City, Chamber, Police and residents are happy. If that is reasonable, they can start tinkering with the ordinance.

Whitcomb said most Chamber vendors are likely the same year to year. Michels said they have had 2 drop out and 2 new over the last few years. The craft vendors are much more difficult to determine as they change yearly. He feels comfortable that with the supervision that these vendors have, they usually become aware of any issues and they would simply not be invited back the next year.

Karnowski said vendor licensing is pretty standard according to the League of Minnesota's Clerk and Administrators List Serve. We are striving to provide the necessary protection to the residents by running background checks on vendors. Walker asked for clarification that we would determine which events would fall under Chamber management or City. Zimmer said there could be provision that any new vendors would be required to have a police background check. Michels said in the case of new vendors, they require references from previous communities where the vendor has operated.

Dobson said he thinks if a vendor will be at a fixed location for a Chamber event, they should not need to go through the City as well. Zimmer asked what organizations beside the Chamber put on events in the City. Michels said the Block Party is separate, and the Princeton Youth Hockey Association sometimes holds events as well.

Karnowski said it is good for the City and the Chamber to work together. Hallin questioned if the organization holding an event could simply provide a list to the City. Karnowski said in talking to Attorney Schieffer, it would be better if the City was not involved at all. Walker said it seems reasonable, but questioned what would happen if another group came in and held a terrible event. Michels said if that were to happen, it would likely not continue as that event would not get any vendors to come to next year.

Karnowski said staff will make some changes to the ordinance and bring it back to the Council.

Airport Courtesy Car

Karnowski reported that City staff has been advised that the current airport courtesy car is on its last legs.

The vehicle used as the airport courtesy car was donated to Princeton chapter of the Experimental Aircraft Association by Jerry Rinehart back in 2009 and the EAA then donated it to the city.

Gas for the vehicle is paid for by the folks who visit our airport and use the car. Troy Minske (Rum River Automotive) has been providing the maintenance for the vehicle at no cost to the city for the past 3 years. He indicated he's invested about \$1,000 in it since he started maintaining it. Minske also advises that he plans on continuing to provide pro bono maintenance on the courtesy car as his contribution to the airport.

One option, if the Council wants the airport to continue to have a courtesy car, would be the police department squad car that was recently replaced via our CIP program. In the past, the city has sold those vehicles at auction and received income in the \$4,000-\$5,000 neighborhood. So converting the squad to courtesy car use would result in the city

losing that amount of revenue plus the additional annual cost for adding that vehicle to our insurance.

He said he thinks it is fair to say that the Courtesy Car is a popular feature for our airport and encourages visitors to fly into Princeton and then borrow the car to go shopping. In the five years it's been available, we've only had an issue with it once when a local learned about its availability and 'borrowed' it for a few days for his personal use.

How does the Council wish to proceed? If the Council wants to use the squad car being retired as the new courtesy car, then a motion to that effect would be in order.

Dobson said he likes the idea of the courtesy car at the airport. It has been used a fair amount and while he doesn't know what people used it for, he assumes they are spending money in town or doing some sort of business here, which benefits the community.

Hallin said if we have the vehicle, might as well use it. Jackson said he feels it is a good use for the retired squad.

HALLIN MOVED TO APPROVE USING THE RETIRED SQUAD CAR AS THE NEW AIRPORT COURTESY CAR. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Streambank Stabilization project

1. Maintenance Agreement

Karnowski reported that the City is trying to wrap up the phosphorus reduction projects. The property owner for project #3 is requesting that an agreement be in place outlining the responsibilities of both the city and the property owner. The agreement was drafted by the City Attorney and appears to meet that need. It is before the Council for consideration.

HALLIN MOVED TO APPROVE THE STREAMBANK STABILIZATION AGREEMENT FOR PROJECT #3. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

2. Bids

Karnowski reported that a motion to direct the City Engineer to go out for bids is recommended.

HALLIN MOVED TO APPROVE THE ENGINEER TO GO OUT FOR BIDS ON STREAMBANK STABILIZATION AGREEMENT PROJECT #3. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Closure of 6th Ave South Parking lot

Karnowski reported that the Art Co-op is requesting the partial closing of the parking lot on August 14 for the Pre-Design Team Visit and the entire parking lot on September 26th for their Back to the 50's Drive in Night event.

Whitcomb asked who parks in that lot. Backlund responded that it appears to mostly be residents that live in the apartments and some employees from K Bob. He suggested informing Apartment Property managers of the dates that the parking lot will be closed, so they can notify the residents.

ZIMMER MOVED TO APPROVE PARTIAL CLOSING OF THE PARKING LOT ON AUGUST 14 FROM APPROXIMATELY 4 TO 9PM AND THE ENTIRE PARKING LOT ON SEPTEMBER 26 FROM 8PM TO APPROXIMATELY 11PM, AND IF THERE IS A RAIN OUT, THE ALTERNATE DATES OF 27TH OR 28TH. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Amendment of GMII Job Description

Karnowski reported that a few years ago the City Council agreed to modify the General Maintenance Worker II Job Description by requiring employees have a Class D Wastewater License by the end of their 2nd year of employment. With the opening of the new plant, the job responsibilities have evolved and staff is requesting that the Class D license requirement be replaced with Class S (collection system) only requirement. The recommended Class is Class SC License (Service license serving a population of 1,500 to 15,000). It is also more cost effective to the city, which will bring down the training budget.

HALLIN MOVED TO AMEND THE GMII JOB DESCRIPTION TO REQUIRE THE CLASS SC LICENSE, INSTEAD OF THE CURRENT CLASS D REQUIREMENT. WALKER SECONDED THE MOTION.

Dobson asked if those that do have the license, would have to cover that cost difference with any continuing education classes. Gerold said Koehler and himself found quite a few opportunities for employees to get their hours in for the license requirements at minimal cost to the city.

THE MOTION CARRIED UNANIMOUSLY

Preliminary Budget

Finance Director Jackson said he is starting the 2015 budget process and is requesting feedback from the Council to determine if there are any major changes, new programs or projects the Council would like to see reflected in the preliminary budget.

The LGA for 2015 has been released and we are expecting approximately \$20,000 - \$25,000 more next year. However, Flight Service Lease with the FAA will likely change, so the City will have less income there. They may find another leaser, but they do not know yet.

Karnowski reported that in his negotiations with the FAA, they may want to lease a quarter of the building and they want to pay accordingly. The agreement states that the City can lease it out to others, but it has to be airport related. He said the lease expires October 2015. Fuhrman asked if the requirement it be airport related could be changed. Karnowski replied that there are options, but it is a lengthy process. It would be very difficult with the security requirements the FAA has. He said he will continue to work with the FAA and he hopes to reach an amicable agreement.

Karnowski reported that there have been comments from the public that they cannot hear well in the meetings and some meetings should be recorded. He feels we should look at a sound system and microphones. He is not sure what it will cost, but it is something we need to look at and should be considered when looking at the 2015 budget.

Walker said we have the possible bill for the trail, and asked how we would pay for that if we don't get enough grant money. He said he would like to see something in CIP to start build-

ing a fund for replacing streets and sidewalks. Whitcomb also suggesting increasing the budget slightly for the Civic Center, as it should be opening soon and the City should be seeing higher utilities for the site.

Whitcomb said he also feels a donation to the Ambassadors program would be nice, even though that won't be seen in the budget as it would be a grant from the Liquor Store. Hallin mentioned the Historical Society, and Walker added that we are already doing a lot of for them with the Assessment payments.

Karnowski said since Walker brought up the trail, he mentioned a program called "Design Build" which is a good tool to look at for some projects. He said the engineering on the bike path has been considerably expensive and this may be an option for some projects. Walker added that he wouldn't think there would be a lot of engineering required when a bike path is being installed over an old railroad track.

Walker mentioned the Industrial Park Study that is needed. Fuhrman said she has the RFP's together and currently has \$20,000 budgeted for it, but she feels it may cost more than we were expecting. Walker said he would like to get it done at all once if we can, so we may need to look at that in the budgeting process as well.

Public Works Painting

Karnowski reported that the city has received two bids for painting both the interior and exterior of the Public Works building. Fransen Decorating of Milaca's bid is \$36,820 and Steinbrecher Painting of Princeton is \$12,338. Staff recommends awarding the bid to Steinbrecher Painting.

DOBSON MOVED TO AWARD THE PAINTING OF THE PUBLIC WORKS BUILDING TO STEINBRECHER PAINTING FOR \$12,338. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 5:45 pm. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor