

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
SEPTEMBER 10, 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, Jules Zimmer and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Jolene Foss, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Attorney's Damien Toven and Kelli Bourgeois, and Engineer Mike Nielson. Absent was Public Works Director Bob Gerold

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of August 27, 2015
- B. Study Session Meeting minutes of September 3, 2015

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 27, 2015 AND THE STUDY SESSION MEETING MINUTES OF SEPTEMBER 3, 2015. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. Permits and Licenses
- B. Personnel
- C. Donations/Designations

OPEN FORUM

Chuck Young at 908 North 3rd Street said they are very disappointed with the West Branch project. They are working one day and then not the other. The project should have been finished a long time ago. Whitcomb thanked him for his comment.

PUBLIC HEARINGS

- A. 7th Ave. sewer and water preliminary assessment hearing

Nielson gave a presentation on the 7th Ave sewer and water project.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:16

John Trunk, 1209 ½ 7th Ave asked if they will have to abandon their wells. Scott Daniels from the PUC responded that they have determined if the well is in working condition and it is only plumbed externally, it can remain for external use.

Connie Wangen from the PUC added that Mille Lacs County currently has a Grant Available to homeowners that are sealing their wells if they are done by the end of the year. If the grant is received, they will cover half of the cost.

Helen Durant 1209 7th Ave North stated they just put a well in a couple years ago and another neighbor just put in a new septic. Nielson said if a well or septic is newer, the Council may allow them to remain on their system for so many years. Whitcomb added that even if a home owner has a newer system, they may want to pay the WAC and SAC fees now as the rates have been lowered. Karnowski added that any residents who would like to stay on their current private wells and septic should write a letter stating why they want to stay on their

current system so the Council can review those..

Katherine Walbruch at 1201 7th Ave North said they are new home owners. When they purchased the home, the brand new septic was a big bonus for them knowing they shouldn't have any issues for a while and would not have a water and sewer bill. If this project goes through as it is written now, they cannot afford those additional costs and it would be a financial hardship for them. They would like the Council to work with them so they can keep their home.

Glendyce Luedke 1203 7th Ave North asked for clarification on the annual payment per year. Nielson provided the estimate of approximately \$1,400 per year.

Katherine Walbruch asked if the 3.5% rate was set in stone. Whitcomb responded that it depends on what the bond sells for, but that is a fairly good estimate.

Glendyce Luedke asked what would happen if the cost was higher than anticipated. Nielson explained the estimates of each portion of the project.

Katherine Walbruch stated they have 2 lots and asked if it would be possible to bypass the assessment on the corner lot as there is no home there and they do not have any plans to sell or build on it. Nielson responded that the policy is for any "buildable lot" to be assessed. Walbruch said if they had known of this project and assessment, they likely would not have purchased the house.

Whitcomb asked if that additional lot is considered a buildable lot. Nielson replied that it is platted as a buildable lot. Walbruch questioned if they could combine the lots so they would only be paying an assessment on one lot, as they are not planning on selling that lot anyway.

Nielson added that they could request a deferment on the vacant lot as well. It is something the Council can consider on a case by case basis. Walbruch asked if they can set up a meeting with the Council to discuss. Walker mentioned that the vacant lot would not be paying the SAC, WAC and connection fees, only the assessment.

Walbruch stated that this project wouldn't be occurring if the new school wasn't being built. She asked when the City found out about the need for this project. Karnowski responded he believed it was early 2015 or late 2014. Nielson added that it was when the school came in with their building plans and requested the utilities be on their property. Nielson said that would not work since the City would need to maintain them.

Glendyce Luedke asked if a home's system is older than 10 years, would they be required to hook up. Nielson responded that the Council may extend that time period if the systems are currently working.

Katherine Walbruch asked what an average monthly bill would be. Wangen responded that there is a \$21 minimum for sewer and \$15 water. Water is \$5 per 1000 gallons and sewer \$10.40 per 1000 gallons. Sewer is based on winter water usage. The average house uses 4000 gallons. If the sewer was also the average of 4000 gallons, the bill would be approximately \$40 per month. She stated an approximate average per person amount is about 2000 gallons per month.

Nielson said the residents are highly encouraged to hook up to both right now, especially with the lowered SAC and WAC fees.

Glendyce Luedke questioned how long they have to sign up. Nielson responded that the reduced WAC and SAC is for at least a year. Jackson said if they wanted to add the cost to their taxes, they would need to make that decision soon

Karnowski added that they could ask the City to assess the SAC and WAC to their taxes now, and decide when to hook up.

Karnowski stated that if anyone has any questions, please call City Hall. If we do not know the answer, we know who does and can get back to them.

DOBSON MOVED TO CLOSE THE HEARING AT 7:45PM. HALLIN SECONDED THE MOTION.

Walker asked what the current SAC and WAC fees were. Jenkins replied that Residential SAC is \$2,101 per unit and WAC is \$1,912.50 per unit.

Dobson questioned if the City would have looked at adding in water and sewer when the County redoes the road in 5 years. Nielson confirmed that we would have likely done the project then if the school project wouldn't have prompted the upgrade now.

Resolution 15-55 – accepting plans/specs and order bid advertisement

DOBSON MOVED TO APPROVE RESOLUTION 15-55 ACCEPTING PLANS AND SPECIFICATIONS AND ORDERING THE AD FOR BID FOR THE 7TH AVENUE NORTH IMPROVEMENTS FROM 12TH STREET TO APPROXIMATELY 1000 FEET NORTH. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Walker mentioned Walbruch's question earlier about when the City found out about this project. He stated that the Feasibility Study was ordered at the March 5th, 2015 Council meeting.

B. Northland Drive Preliminary Assessment Hearing

Nielson gave a presentation on the Northland Drive Project, explaining that they are suggesting Option 1 which is milling and overlaying 2" of the entire roadway.

Hallin asked if we get the life expectancy we want with just 2". Nielson replied that 2" overlay would provide about 10-15 years. If the road needed to last longer, a much thicker overlay would be needed, which would be much more expensive.

Walker questioned if the 2" that is milled off is being hauled away, or can the city use it. Nielson responded that it just depends on how the contract is written.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:57

Chuck Young, 908 North 3rd Street commented that the street should have sidewalks, as he is surprised someone has not been killed. Nielson responded that the City does have a grant to bring a sidewalk from the WWTP to Mark Park, so there will be one added to the south side of that road at some point. He believes the grant for that project is for 2017.

Ray Piernan Fairview Real Estate and Rich Chambers from their Engineering Department were in attendance. They asked what the plan was for Smith Systems Road. There was discussion about doing something with that corner, and they were interested in knowing how

they should plan the back side of the hospital. Nielson responded that it is intended to widen that curve, but the issue is funding. A proposed Smith System project will cost about 3 million. Karnowski added that the right away for that curve is already set aside. Piernan said they had looked at a few of those parcels for future use. Nielson said the road would provide access to some additional land. Foss added that it is still in the plans, so it is hoped that it can be done at some point.

HALLIN MOVED TO CLOSE THE HEARING AT 8:02PM. ZIMMER SECONDED THE MOTION.

Resolution 15-56 – authorizing plans/specs

DOBSON MOVED TO APPROVE RESOLUTION 15-56 AUTHORIZING PLANS AND SPECIFICATIONS FOR THE NORTHLAND DRIVE OPTION ONE IMPROVEMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Resolution 15-57 – Ordering the ad for bid for the Northland Drive Improvements

WALKER MOVED TO APPROVE RESOLUTION 15-57 ORDERING THE AD FOR BID FOR THE NORTHLAND DRIVE IMPROVEMENTS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Board Minutes of August 20, 2015

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

- A. Resolution 15-50 – approving the TED Grant Application

Karnowski advised that this grant application is to construct one or more roundabouts at the Highway 95 and 21st Ave and other applicable intersections near State Highway 95 and US Highway 169.

WALKER MOVED TO APPROVE RESOLUTION 15-50. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Resolution 15-53 – approving preliminary tax levy and setting public meeting

Jackson advised that this is to approve the preliminary tax levy and to set the public hearing. The preliminary levy amount is what was decided at the study session. We will continue to refine the budget over the next couple months to hopefully lower that levy

HALLIN MOVED TO APPROVE RESOLUTION 15-53 APPROVING THE PRELIMINARY TAX LEVY AND SETTING THE PUBLIC MEETING. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- C. Ordinance 721 – Planning Commission Membership amendment – FINAL reading

Karnowski advised that this ordinance amendment would allow for one planning commission to reside in the Princeton Zip code, but outside of city limits. It could be beneficial to have a business owner on the Commission.

WALKER MOVED TO APPROVE ORDINANCE 721 AMENDING THE PLANNING COMMISSION MEMBERSHIP REQUIREMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Resolution 15-54 – approving the execution of an airport grant

Karnowski reported that this is a standard grant agreement with MnDOT for Airport improvements. The project is already finished but we just now received the paperwork.

HALLIN MOVED TO APPROVE RESOLUTION 15-54 AUTHORIZING THE EXECUTION OF AN AIRPORT GRANT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Community Sign Joint Powers Agreement Amendment

Foss advised that since the time the original contract was signed, a few changes that need to be made have come to her attention.

Under Section V – Maintenance, letter A it currently states the District shall reimburse the city for one half of costs within 30 days. They are requesting it be changed to every 6 months.

Also, under Section IX, Non Permitted uses, they would like to add “Non-Profit agencies conducting fund raising events when not affiliated with athletic associations or booster clubs”

HALLIN MOVED TO APPROVE THE AMENDMENT TO THE COMMUNITY SIGN JOINT POWERS AGREEMENT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. PFRD Shared Service Grant Application

Karnowski reported that the Princeton Fire & Rescue Department is considering whether or not to apply for a grant through the Minnesota State Fire Marshall’s Office.

The program under consideration is their “Shared Services Grant Program”. If the City applies for and is awarded a grant, the funds can be used for outside consulting services that explore a shared services model for multiple fire services

The funds would be used to pay for a third party (consultant) feasibility study that addresses some or all of the following study requirements and the options for shared services including but not limited to those provided in “A Blueprint for Shared Services”.

- Governance of regional fire and rescue shared service districts that take into account geographic area, population density and other factors that encourage voluntary participation of communities and fire service providers.
- Funding sources for operation of the service district, cooperative training among component departments, and equipment procurement.
- Efficiency and effectiveness of emergency response and overall benefit to the population served,
- Employment issues associated with combining existing agencies and entities into a regional or multi-jurisdictional shared services entity.
- An analysis of best practices in the creation and functioning of public safety-related shared services delivery models.
- A preliminary set of operating procedures for cooperative shared fire and rescue service systems.

Shared Services refers to any number of methods where fire and rescue service organizations are doing something together to become more effective or more efficient. The shared service concept does not necessarily mean a savings in terms of money nor does it mean that fire departments must formally merge together to be able to share services.

It is anticipated that two or more fire service agencies will jointly apply for grant funding to study ways, or implement ways of increasing efficiency, effectiveness, and/or cost savings through voluntary and cooperative shared services.

Staff has been advised that individual grants should be in the range of \$25,000 to \$40,000. A local match of at least 10% of the grant award is required. Local match may include administrative costs to manage the consultant contract.

The expected outcome of the study will include a report delivered to the State Fire Marshal that outlines possible alternatives for the parties to share fire and rescue services. The grants have to be in to the State Fire Marshal's Office by September 25th

The PFRD is requesting Council Permission to look into the program and apply for a grant should our research indicate that participation in the Shared Services investigation could be useful.

Roxbury said it is nonbinding study. Recommendations can be taken, but changes are not required. The study will determine if we have the right equipment, if there are items they do not need and how they can serve better and save money.

WALKER MOVED TO AUTHORIZE STAFF APPLY FOR A GRANT IF THE SHARED SERVICE INVESTIGATION COULD BE USEFUL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Hallin reported that the Teen Center is holding a golf tournament that will help support the youth programs in the community. Dobson added that it would help with all youth services. Hallin said Family Pathways are spread across 18 communities. The Princeton Teen Center offers career development, community support, and volunteerism. They have the highest visits, with 1022 in May. She stated the Princeton Teen Center has a strong group of teens, and about 50 – 70 kids visiting the center each night. This Golf Tournament raises funds to help

provide those services. The Family Pathway Thrift Stores supports the Teen Center by about 60%, but they are need additional funds raised in other ways.

Foss advised that she has provided a flier in the packets for the Council to review.

Nielson gave an update on the West Branch project. He said they are hauling class 5 in and are anticipating they will be laying bituminous by the end of next week.

Whitcomb announced that one year ago today, his wife received the gift of life from their son in law.

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 \$73,653.59 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72369 TO 72451 FOR A TOTAL OF \$189,928.67. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:18. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor