

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
AUGUST SEPTEMBER 11, 2014 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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Acting Mayor Vicki Hallin called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker and Dick Dobson. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Police Investigator Todd Frederick, Liquor Store manager Nancy Campbell, Public Works Director Bob Gerold, Clerk Shawna Jenkins and Attorney's Dick Schieffer and Damien Toven. Absent was Mayor Paul Whitcomb, Council Member Jules Zimmer and Community Development Director Carie Fuhrman

**AGENDA ADDITIONS/DELETIONS**

Karnowski removed Ordinance 711 from the Agenda, as that requires a 4/5 vote and there are only 3 in attendance.

**CONSIDERATION OF MINUTES**

- A. Study Session Minutes of September 4, 2014

WALKER MOVED TO APPROVE THE STUDY SESSION MINUTES OF SEPTEMBER 4, 2014. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

- A. **Permits and Licenses**
- B. **Personnel**
  - 1. Finance – Karen Hodge Step 5 Increase to \$23.78 effective 9-27-14
- C. **Donations / Designations**

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

**OPEN FORUM**

**PUBLIC HEARINGS**

**REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. EDA Minutes of August 21, 2014
- B. Fire Board Minutes of September 2, 2014
- C. PAVC Board Minutes of September 8, 2014

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

**ORDINANCES AND RESOLUTIONS**

- A. Resolution 14-29 – Supporting Legacy Grant App for Riverside / Riebe Parks

Karnowski said Fuhrman apologizes for not being here this evening, but her grandmother passed away and the funeral was this afternoon. He reported that the City has been working with the Park Board and Princeton Area Visionary Committee over the past few years to obtain funding for improvements to Riverside and Riebe Parks. The initial grant applications concentrated on obtaining funding for the amphitheatre alone. Based on comments received from grant

reviewers, feedback received from the public, staff/Park Board discussions, and discussions with the PAVC, the project has morphed into improvements to Riverside and Riebe Parks in general, and not including the amphitheatre project at this time.

DNR staff has agreed that Riverside Park is indeed a regional park and offers regional significance (one of the criteria for the grant): 2012 campground registration records indicated visitors from all over Minnesota, as well as Arizona, Colorado, Rhode Island, Illinois Washington, Missouri, Oklahoma, and Canada. In addition, the nearest public campground along the Rum River to the north is in Mille Lacs Kathio State Park, approximately 62 river miles away, and there are no public campgrounds along the Rum River to the south and east of Riverside Park (according to the *Rum River State Water Trail Guide*). Staff views Riverside and Riebe Parks as one regional park due to their close proximity to one another, especially once the pedestrian bridge is constructed. We truly have a rare gem in Princeton.

If approved for submittal, the following improvements are proposed with this grant application:

Facility	Description	Location	Estimated Cost	Expected Completion Date
Riverside Park Restroom Upgrades	Demolish existing restrooms; Add fill to elevate above floodplain; Construct new restrooms with showers and handicap accessibility; Architect Review	Riverside	\$65,000	Summer 2015
	Installation of guard rail behind retaining wall for adjacent commercial business	Riverside	\$1,950	
	Update sanitary sewer (new pump, lift station, electricity updates)	Riverside	\$13,000	
	Retaining Wall behind restroom to prevent further erosion of bank	Riverside	\$10,000	
Riebe Park General Upgrades	Vault Toilet	Riebe	\$5,000	
	Pave Parking Area	Riebe	\$25,000	
	Picnic Shelter	Riebe	\$25,000	
Campground Updates	Utility Updates (electricity & storm sewer)	Riverside	\$15,000	Summer 2015
	Add bituminous to enlarge campsites	Riverside	\$5,000	
Miscellaneous	Replace existing campground grills, new garbage receptacles, new fire pits, benches, and picnic tables	Riverside & Riebe	\$16,650	Summer 2015
Picnic Shelter	Re-roof and electricity/lighting updates	Riverside	\$7,700	Summer 2015
Pedestrian Bridge	Pedestrian (walking & biking) bridge and abutments connecting Riverside and Riebe Parks – design and installed	Riverside & Riebe	\$315,000	Spring/Summer 2016
	Structural Engineer Design	Riverside & Riebe	\$50,000	Summer 2015
Trail	Bituminous trail approximately 1,750 lineal feet	Riverside & Riebe	\$50,000	Spring 2016
Landscaping	Native re-vegetation at bridge entrances	Riverside & Riebe	\$30,000	Summer 2016
Signs	2 new Riverside Park signs near streets; replace existing sign in Riverside Park; and 2 interpretive signs in Riverside & 2 in Riebe Park	Riverside & Riebe	\$10,000	Summer 2016
Licensed Survey	Hire licensed surveyor to survey both parks	Riverside & Riebe	\$5,000	Summer 2015
	<b>Subtotal</b>		\$649,300	

	<b>10% increase</b>		\$64,930	
	<b>Total</b>		\$714,230	

The existing canoe/boat launch is difficult to access - this may be added to the improvement list as well, but staff is first reaching out to the DNR to see about other funding sources as a possibility.

There is no match required, but additional consideration in the selection process is given to applicants that provide a non-state cash match. *Match equal to 10-25% of total cost will receive low consideration. Match greater than 25% of total cost will receive high consideration.* (\$178,557.50 would be 25% of the total costs). The request at this time is for the City Council to consider utilizing a portion or all of the \$90,000 set aside as a match for this grant application for the improvements to Riverside and Riebe Parks.

In an effort to continue improving the park and trail facilities offered in the Princeton community, the Park Board has recommended approval of the submittal of the 2014 Park Legacy grant for improvements to Riverside and Riebe Parks.

The 2014 Park Legacy Grant application is due September 26, 2014. If the City Council is in favor, a motion approving Resolution 14-29 to authorize staff to submit for the 2014 Legacy Grant would be in order. If they should choose, a motion to utilize a portion or all of the \$90,000 set aside as a match would also be in order.

DOBSON MOVED TO APPROVE RESOLUTION 14-29 AUTHORIZING STAFF TO SUBMIT FOR THE 2014 LEGACY GRANT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

WALKER MOVED TO APPLY THE \$90,000 SET ASIDE FOR A MATCH FOR THIS GRANT. HALLIN SECONDED. MOTION CARRIED UNANIMOUSLY

~~B. Ordinance 711 Amending Fences FINAL READING~~

C. Resolution 14-30 – Approving the Preliminary Levy

Jackson reported that as discussed at the last meeting, they will be using \$100,000 to keep the levy down slightly this year. This is to adopt the preliminary general fund budget for 2015 and proposed levy. It will be a 2.03% increase. This is establishing a ceiling, we can always make alterations to decrease the budget when the final levy is approved in December.

MOVED TO APPROVE RESOLUTION 14-30 CERTIFYING A TOTAL PRELIMINARY TAX LEVY AND DESIGNATING PUBLIC INPUT MEETING. SECONDED THE MOTION.

Karnowski said they are trying to create budgets that reduce the levy, but this does generate an increase numerically. However, we do not know what the valuation of the properties are at this point. Also, Walmart and USDP are coming on for full taxes in 2015 and staff is confident that we still may end up with a tax decrease for the city. We will know before the final levy is adopted, so adjustments can be made if requested.

THE MOTION CARRIED UNANIMOUSLY.

D. Ordinance 712 – Amending Transient Merchant / Vendor Licensing – FIRST READING

Karnowski reported that at the August Study Session the Council discussed amending the city's Vendor Licensing Ordinance to try and get away from having vendors paying a fee to both the Chamber and the City.

The language in the ordinance is what's called a 'strike everything' amendment in that the proposed language totally replaces the current language.

As noted in the "Purpose" section of the proposed language, the purpose is to not regulate sales at craft shows, flea markets, farmer's market, trade shows, fairs or similar events sponsored by a bone fide civic group, club or organization being held on non-public property. But similar events (like the Block Party) being held on public municipal property must have the prior permission of the City Council. The attached language is pretty much the same as the Vendor Licensing Ordinance used by the city of Red Wing.

The City Attorney has reviewed the proposed language and suggested a revision which was added as suggested.

DOBSON MOVED TO INTRODUCE ORDINANCE 712 AMENDING THE TRANSIENT MERCHANT AND VENDOR LICENSING ORDINANCE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS**

A. SCDP Policies and Procedures Manual Approval

Karnowski reported that the Small Cities Development Program is requesting that the City Council adopt the Policies and Procedures Manual as it is required for the grant.

WALKER MOVED TO APPROVE THE SMALL CITIES DEVELOPMENT PROGRAM POLICIES AND PROCEDURES MANUAL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Results of the Outdoor Community Night

Karnowski said Fuhrman compiled a list from the discussions at the Outdoor Community Night last month. They include what the residents like about the City, What they would like to see, and what they envision the City will look like in 20 years.

Hallin said it was an excellent event and it was a great experience for the community. She said she is very proud of the youth that participated in the committees.

C. Final Streambank stabilization Erosion project bid

Karnowski reported this afternoon the city opened up the bids submitted by five (5) different contractors to do the final streambank erosion control project that is being done in conjunc-

tion with the city's efforts to reduce the amount of phosphorus that gets discharged into the Rum River.

Those bids were as follows:

Aspen Construction:	\$378,438.56
Cobalt Contracting:	\$603,112.50
Minnesota Native Landscape:	\$329,490.00
Morgan Construction:	\$364,680.00
New Look Contracting	\$441,272.50

The engineer's estimate was right around \$400,000, so Minnesota Native Landscape's bid, being about 20% under the engineer's estimate is a good bid.

Staff still needs to double check the low bid to make sure there were no mathematical errors and then have USDA review and approve awarding the bid.

Therefore, staff is recommending the Council adopt a motion to pass the appropriate resolution awarding the job to Minnesota Native Landscapes for the bid price of \$329,490.00 (contingent on the engineer's review and the USDA's approval).

Two streambank projects have been completed so far, and this is the last of the projects. Hallin asked if we have stayed in the budget on them. Karnowski responded that we are within the budget. Also, the loan funds are required to be spent first, then the grant funds.

Walker asked is there is phosphorus monitoring before and after the project. Karnowski replied that there was, and there is a calculation to determine how much phosphorus would come from so many feet of land.

Hallin said she can't believe that there is such a large difference. Karnowski replied that some of it can be companies that bid high in the thoughts that they could sub contract it out and still make some money.

DOBSON MOTIONED TO AWARD THE BID TO MINNESOTA NATIVE LANDSCAPES FOR THE BID PRICE OF \$329,490.00, CONTINGENT ON THE ENGINEERS REVIEW AND APPROVAL, AND THE USDA'S APPROVAL. WALKER SECONDED THE MOTION.

Walker asked if they submitted any change orders on the last 2 projects. Karnowski and Jackson replied that if they recall correctly, there was one but it was to slightly lower the cost.

THE CARRIED UNANIMOUSLY

## **NEW BUSINESS**

## **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 \$78,152.04 AND THE ITEMS

LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70588 TO 70709 FOR A TOTAL OF \$375,002.17. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

MOVED TO ADJOURN THE MEETING AT 7:29 PM. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins  
City Clerk  
ATTEST:

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Paul Whitcomb, Mayor