

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

Mayor Paul Whitcomb called the meeting to order. Council members present were, Thom Walker, Dick Dobson, and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Clerk Shawna Jenkins, Police Chief Brian Payne, Police Investigator Todd Frederick, Engineer Mike Nielson, Nancy Campbell, and Public Works Director Bob Gerold. Absent was Jules Zimmer.

2015 Insurance Renewal Update – Jim Burroughs

Burroughs reported that they finally got the renewal pricing. The pricing that is quoted at this point does not include the appraisals that are currently being done by the League. The City is currently rated as low as we can go in regard to claims.

Karnowski added that the League is also modifying and changing the rating factors, so we see more changes. However, the cost is down slightly again this year as it was last year.

Jackson asked if we had the Excess Liability coverage last year. Burroughs replied that the City did have that coverage, and it is an additional \$855.

Hallin asked why there appears to be 2 coverages on the lift stations. Burroughs said one is building coverage and other is for the contents.

HALLIN MOVED TO APPROVE THE INSURANCE RENEWAL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Jackson added that the agency did a great job informing the City of Rollie's retirement and transitioning over to Jim Burroughs.

13th Ave Water Looping – Continued Discussion

Nielson reported that he believes this has been in the works for 5 or 6 years. He has 2 pressure flow maps for review. Currently at the end, there is only 600 gallons per minute fire flow, and directly below where Arcadian would be is only 700 gallons per minute.

When it was first discussed the plan was to run it up First, down 13th and loop around on 10th. Since that time, talk has been to continue it down West Branch and connecting, but the PUC stated that was more than their funds would allow at this time.

Staff and Mayor Whitcomb met with the PUC this afternoon, and looked at 3 surfacing options for the roadway, including cutting down the middle and patching, a one inch overlay, and the last was to reclaim and resurface.

Option 1 is for the road to be cut and patched. That will cost approximately \$211,000, with the water main improvements \$210,000.

Option 2 would be a one inch overlay, which would add \$56,000

Option 3 would be to Reclaim and Resurface, with 3" new surface. That would cost an additional \$110,000.

West Branch will have similar numbers, but because we don't know what is going to be done with 13th and Highway 95, we probably don't want to repave it if it may be torn up at some point.

Unofficially, the compromise with PUC was for them to do the West Branch portion and connect to 10th. It will probably get them to 2500 gallons per minute.

West Branch can be estimated at about \$700,000 with half being water main and half street cost. We are proposing the street improvements were to be assessed if the council went with option D (reclaim and resurface). The policy says we can assess up to 100%, but past practice has been to assess about 50%.

Karnowski stated that West Branch is not the best of streets. When we had the public hearing, people were concerned if it were to be hooked in to Highway 95 would it greatly increase traffic. He questioned if we were to improve 13th, would it help keep people off West Branch.

Nielson said if the City didn't want to participate, PUC would likely patch the street and we would still have a poor quality street. If we share the project, we can get a better end result.

Walker asked how many properties would be assessed. Nielson said there are some multi-family homes, so we could use a residential unit, population equivalent, or a square footage calculation.

The normal procedure would be for the Council to authorize the feasibility study. If we can decide on which Option, we could put together an assessment list, then order the public hearing. Anticipated construction would be in the spring.

Walker asked if putting in a 12 inch line would cause a problem in the old lines. Nielson responded it is a possibility, but shouldn't be a major concern. Walker asked if they would reconnect the apartment to the West Branch line. Nielson said that will be his suggestion, so they would have a much shorter service line. Right now, some of them have 300-400 feet of line to get to the main. Once the connection changed, it would only be about 50 feet. We could make the connection fee part of the assessment, which would probably be the cleanest way to get it all done.

Karnowski said they are looking for Council to approve a feasibility study to go from 13th around 10th and down to Hytech.

HALLIN MOVED TO APPROVE A FEASIBILITY STUDY FOR A WATERLINE TO GO FROM 13TH, AROUND 10TH AND DOWN TO HYTECH AUTOMOTIVE. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Karnowski said the PUC may still agree to pick up a portion of this if the City is going to assist in the project. Nielson said they were originally go to 10th as they thought they could afford that. Hallin said this needs to happen for safety purposes and to get the Arcadian Site developable.

Walker agreed and said if the Arcadian Site is ever going to be done, this project needs to be done. He asked if the City will bond for this, or pay for it out of capital improvements. Jackson said it is the \$200,000 - \$400,000 range so we can likely use CIP funds.

Civic Center Update

Gerold reported that the electrical is done in the sunroom and great room. The Electricians are continuing in the kitchen and anticipate completion in another day or day and a half. The sunroom and great room ceiling has all been insulated and sheet rocked. Steinbrecher will be staining the wood for the ceiling, and the carpenter should begin working on that in the next couple weeks. The kitchen equipment is in and A to Z is holding it for us until we are ready. We hope to be looking at flooring next week.

We do not have a time line for completion as of yet, as much of the labor we are getting is donated so it's harder to work around schedules. We are going to put a patio door set up for the sunroom so when not in use, it could be closed off and the heat can be turned down in that area.

2015 Budget Discussion

Jackson reported that there are some adjustments using inflationary increases for supplies, step increases for the employees eligible, mandatory PERA increases next year, and estimate wage increases

The Public Safety Building will see a fairly large increase, but what we are budgeting for is just an estimate at this time.

We are not in a position where we need to increase our fund balance, so we could use \$100,000 from the reserve, so that would lower the levy required.

Walker asked if there are any properties that we are collecting on this year, that we were not last year. Jackson said they had been discussing that and there are some large properties that will now be on the tax rolls. He added that the tax capacity listed on this preliminary will change, as we do not get those numbers from the county for a while yet.

Whitcomb stated he would like to use the \$100,000 from the reserves. Hallin and Dobson agreed. Jackson said he and Karnowski talked and they think it would be a good idea as well. Karnowski commented that we had always kept a higher fund balance than what is recommended, as there was always fear that the LGA would disappear.

Walker asked if that \$100,000 would be put back in reserves. Jackson said if the year goes well and the departments are fiscally responsible, we may not need to use that \$100,000.

Jackson said he will have a Resolution at the next meeting for the Council to approve the preliminary levy.

Central MN Co-op – Art by Amy Cunningham Invoice Approval

Jackson reported that this is an invoice that came in for the art mural, and the funds will come out of the grant that we are administering for the Art Co-op.

WALKER MOVED TO APPROVE THE ART BY AMY CUNNINGHAM INVOICE FOR \$5000 FOR THE CENTRAL MN ART CO-OP MURAL DESIGN AND PRODUCTION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Community Development Director

Karnowski reported that he has received Carie Fuhrman's resignation letter and that her last day will be Friday September 26th. However, she will be here to participate in the design team visit. She is scheduled to begin working for Vadnais Heights on Monday, September 29th. Fuhrman stated that this was a very difficult decision for her, but she feel this opportunity is a very good one for her.

Dobson said he hates to lose her and that she has been a real asset to the community.

HALLIN MOVED TO ACCEPT CARIE FUHRMAN'S RESIGNATION AND TO AUTHORIZE STAFF TO ADVERTISE FOR CANDIDATES FOR THE POSITION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

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

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor