MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON JANUARY 9, 2020 7:00 P.M. AT PRINCETON CITY HALL

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Engineer Jen Edison and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

Staff advised that there were no changes to the agenda.

REYNOLDS MOVED TO APPROVE THE AGENDA WITH NO CHANGES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of December 12, 2019
B. Special Meeting minutes of December 19, 2019
C. Regular meeting minutes of December 26, 2019
D. Study Session meeting minutes of January 2, 2020

J GEROLD MOVED TO APPROVE THE REGULAR MINUTES OF DECEMBER 12, 2019, SPECIAL MEETING MINUTES OF DECEMBER 19, 2019, REGULAR MEETING MINUTES OF DECEMBER 26, 2019 AND STUDY SESSION MEETING MINUTES OF JANUARY 2, 2020. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Accept resignation of Liquor Store Clerk Jorge Salinas effective January 2, 2020
   2. John Bjorstad resignation from Airport Board effective October 2019
   3. Approve hiring of Liquor Clerk Kendra Maalis effective 1-10-2020


C. Donations
   1. Resolution 20-02 accept donation of $200 from John & Carol Hulett for Fire Department

J GEROLD MOVED TO APPROVE RESOLUTION 20-02. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

   2. Resolution 20-04 accept donation of Ammunition from Walmart for the Police Dept.

ZIMMER MOVED TO APPROVE RESOLUTION 20-04. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
3. Resolution 20-05 accept donation of $1000 from Shield Services for K9 program

ZIMMER MOVED TO APPROVE RESOLUTION 20-05. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4. Resolution 20-06 accept donation of $200 from Hoffman Oil for Shop with a Cop

ZIMMER MOVED TO APPROVE RES 20-06. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM –

Kevin Gerrard came forward to discuss the community garden. He spoke with Clerk Jenkins and was told the council has approved the use of the land for the garden. However, he believes the Council only approved the 2019 rules. Barbian clarified that because they do not have 2020 rules as of yet, the Council approved the 2019 rules for 2020. If the garden would like to change the rules, the amended ones would come to the Council to review and approve those changes.

Gerrard stated he does not believe the distance from the graves is 40 feet such as the email from the state said. B Gerold pulled up the map and measured it at 42 feet. Gerrard stated he does not have an issue with the garden. He did question the water usage in the cemetery and asked if anyone can use that water. Schumacher responded that the water is there for people to use in the cemetery, so he could utilize that to water plants in the cemetery. Gerrard asked to see the water usage in the cemetery. Schumacher stated the water usage in the cemetery is not an issue with the Council.

PRESENTATIONS / SPEAKERS –

PUBLIC HEARINGS

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Planning Commission Minutes of December 16, 2019
B. Fire Advisory Minutes of November 5, 2019
C. Airport Advisory Board minutes of December 2, 2019
D. Fire Advisory Board minutes of December 3, 2019

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for the Princeton Senior Party

Zimmer explained that the Liquor Store has donated a 6 pack of pop for each student for many years. However, students are not longer drinking as much pop, so they are looking for monetary donations instead.
ZIMMER MOVED TO APPROVE THE REQUEST OF $300 FOR THE SENIOR PARTY. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 20-01

Jenkins advised that this is the standard resolution that is done at the first meeting of every year to designate bank depositories, collateral authorities, newspaper, Building Inspections and adopting the rules of procedure.

EDMONDS MOVED TO APPROVE RESOLUTION 20-01. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 788 – Amend age to purchase Tobacco Products – FIRST READING

Jenkins advised that the FDA just passed a law that increased the legal age to purchase Tobacco from age 18 to 21 years of age. Ordinance 788 amends the City’s code to read 21 years of age to match that of the FDA’s requirement.

ZIMMER MOVED TO INTRODUCE ORDINANCE 788. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 20-03 – premise permit for American Legion Post 560 for Neighbors Grill

Jenkins reported that the Legion is requesting a premise permit to sell pull tabs for charitable gambling at Neighbors Bar and Grill. The State Gambling Department requests a resolution showing that the Council approves.

ZIMMER MOVED TO APPROVE RESOLUTION 20-03 APPROVING A PREMISE PERMIT FOR THE AMERICAN LEGION TO SELL PULL TABS OUT OF NEIGHBORS BAR AND GRILL. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. 2019 Wastewater Treatment Facility Restoration Projects

B Gerold said some work was going to be done in the fall, but weather did not allow that. Staff did do some live staking in the fall, but more work is required. The contractors have said they will be holding the estimate and will be doing the work in the spring. Gerold estimated about 90% of the project is successful.

NEW BUSINESS

A. Appoint Council liaisons and Acting Mayor

The following is a list of the current Council liaison appointments for the City’s boards and commissions. If the Council wishes, appointments should be made for 2019.
Board/Commission | 2019 Appointments
--- | ---
Planning Commission | Jeff Reynolds
Park Board | Jules Zimmer
Airport Advisory Board | Brad Schumacher
Public Utilities Commission | Jack Edmonds
Economic Development Commission | Brad Schumacher & Jenny Gerold
Fire Advisory Board | Jenny Gerold
Housing & Redevelopment Authority | Brad Schumacher
Tree Board | Jeff Reynolds
Cable Commission | Brad Schumacher
Mille Lacs Co. Historical Society | Jack Edmonds
ECRDC Board | Brad Schumacher
Chamber of Commerce | Jules Zimmer

Edmonds stated that he and Gerold have spoken regarding this, and feels it would be good to have another council member the PUC liaison. They will switch the PUC and EDA liaison positions.

EDMONDS MOVED TO APPROVE THE FOLLOWING LIAISONS.
- Planning Commission | Jeff Reynolds
- Park Board | Jules Zimmer
- Airport Advisory Board | Brad Schumacher
- Public Utilities Commission | Jenny Gerold
- Economic Development Commission | Brad Schumacher & Jack Edmonds
- Fire Advisory Board | Jenny Gerold
- Housing & Redevelopment Authority | Brad Schumacher
- Tree Board | Jeff Reynolds
- Cable Commission | Brad Schumacher
- Mille Lacs Co. Historical Society | Jack Edmonds
- ECRDC Board | Brad Schumacher
- Chamber of Commerce | Jules Zimmer

ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Board and Commission Appointments

**Park Board – 1 open position, 3 year term (2022)**

Carla Vita

2019 Council liaison: Jules Zimmer

**Airport Advisory Board – 2 open positions, 3 year term (2022)**

Troy Minske

Gene Stoeckel

Just found out John Bjorstad resigned in Oct, so one open position to fill his seat with a term **ending 12-31-2021**

John Sautter

2019 Council Liaison: Brad Schumacher
Planning Commission – 2 Open positions, 3 year term (2022)
Dan Erickson
Victoria Hallin
Andrea Gerrard

2019 Council Liaison: Jeff Reynolds

Housing and Redevelopment Authority - 1 open position, 5 year term (2024)
Wanda Gunnink's term expired 12-31-2018. Contacted her last year and again this year with no response. Also informed Kathy Kleinbaum (HRA director) that Ms. Gunnink's term was expired.

NO APPLICANTS

2019 Council Liaison: Jeff Reynolds

Public Utilities Commission - 1 open position, 3 year term (2022)
Gregory Hanson
Paul Whitcomb

2019 Council Liaison: Jack Edmonds

Cable Commission - 1 position, no term – no applicants

Jenkins stated that she will send another letter to Wanda Gunnink regarding her expired term on the HRA.

ZIMMER MOVED TO APPOINT CARLA VITA TO THE PARK BOARD FOR A 3 YEAR TERM, WHICH ENDS 12/31/2022. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REYNOLDS MOVED TO APPOINT TROY MINSKE AND GENE STOECKEL TO THE AIRPORT BOARD FOR A 3 YEAR TERM, WHICH ENDS 12/31/2022, AND JOHN SAUTTER TO FINISH JOHN BJORSTAD'S TERM WHICH EXPIRES 12/31/2021. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS MOVED TO APPOINT DAN ERICKSON AND VICTORIA HALLIN TO THE PLANNING COMMISSION 3 YEAR TERMS, WHICH END 12/31/2022. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS MOVED TO APPOINT GREG HANSON TO THE PUC BOARD FOR A 3 YEAR TERM, WHICH ENDS 12/31/2022. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. WSB Proposal & fee estimate for Professional Engineering Services for Comprehensive Sewer Plan
Edison presented a proposal to provide professional engineering services for the Comprehensive Sanitary Sewer Plan (Plan) Update. The Plan will include the creation and calibration of a new SewerCAD computer model of the sanitary sewer system. Completion of the updated Plan will rely on as much information as possible from the City’s Draft 2018 Comprehensive Plan Update to maximize efficiency and minimize cost. The Plan will be completed based on the following sequence of tasks:

**Task 1: Project Management and Coordination**
Project management is a key task included in each project undertaken by WSB. This task consists of management, project coordination, and communication with the City on the project. Proper completion of this task will help keep all affected parties routinely updated and informed regarding project challenges, as well as keep the project on schedule and within budget. The proposed work plan will include two (2) meetings with City staff. Additional meetings can be added and will be charged on an hourly rate.

**Kick-off Meeting:** Meet with City staff to reach consensus on the future land use plan to be analyzed, boundaries of future development, population projections, and wastewater flow projections.

**Draft Report Review Meeting:** Meet with City staff to review the draft report.

**Task 2: Update GIS data**
The City’s current GIS Sanitary Sewer data will be updated to include pipe diameter, pipe material, and invert information. WSB staff will go through all sewer as-builds for the City of Princeton and enter this information into the GIS database. WSB will link the correct as-builds to their corresponding pipe segments, and those as-builds will be accessible through the City’s DataLink GIS Application by clicking on a sewer pipe.

**Task 3: SewerCAD Model**
- **Task 3.1:** Estimate existing wastewater flows by sanitary sewer district based on land use.
- **Task 3.2:** Calibrate the estimated wastewater flows using meter data from the wastewater treatment plant, any available lift station runtime data, and any additional testing and metering data as described under Tasks 4 and 5.

- **Task 3.3:** Construct a new computer model of the sanitary sewer system using SewerCAD v8i modeling software, based on sanitary sewer system GIS data. Input lift station dimensions and controls based on record plans.

- **Task 3.4:** Input the calibrated wastewater flows into the SewerCAD model by sanitary sewer district.

- **Task 3.5:** Analyze the calibrated model to identify critical areas of the system, diagnose potential issues, and recommend future improvements. Generate model output for use in the Plan.

**Task 4: Comprehensive Wastewater Plan**
- **Task 4.1:** Review the City’s Draft 2018 Comprehensive Plan Update and other previous plans and studies to account for previous sanitary sewer service planning efforts.

- **Task 4.2:** Prepare text and tables analyzing the capacity within the City’s sanitary sewer system based on existing and projected wastewater flows.
Task 4.3: Identify the sanitary sewer system improvements that will be necessary to convey projected wastewater flows and prepare cost estimates for those improvements.

Task 4.4: Prepare GIS maps of the existing and future land use and service areas, existing system, residual capacity, and proposed system and phasing.

Task 4.5: Prepare a draft report based on our findings.

Task 4.6: Finalize the Plan based on comments from City staff and provide a hard copy to the City. The final report will include a description of the work completed, assumptions made, and figures as listed above. It will also include an electronic copy of the City’s newly created SewerCAD model.

Additional Testing and Metering
The following additional tasks are recommended to further calibrate the SewerCAD model. It is more cost effective to complete these calibration activities at the same time as the model construction. WSB will obtain approval from the City before initiating any of these tasks.

Task 5: Lift Station Drawdown Testing (should City not have design flow records)

Task 5.1: Perform pump drawdown tests for each pump at each lift station.

Task 5.2: Analyze existing flow estimates, future flow projections, and remaining capacity calculations for each lift station based on test results and identify any required improvements.

Task 6: Gravity Main Flow Metering

Task 6.1: Install flow meters inside selected gravity mains to measure actual wastewater flow rates at three locations for two weeks in the winter (dry weather) and at four locations for three weeks in the spring (wet weather). Locations will be selected based on the major districts within the system in order to calibrate the flows for each district and to evaluate relative inflow and infiltration rates. We will provide one field staff member to conduct the installation and removal of the metering equipment. We assume that City staff member(s) will be available to assist this person during equipment installation and removal, as well as to conduct independent weekly maintenance, in compliance with confined space entry requirements (at least two people required at all times).

Fee
WSB will complete the proposed base work plan for $27,600. WSB will obtain approval from the City before initiating any of the additional testing or metering tasks. The hourly breakdown by task for each employee class proposed for the project is shown on the attached spreadsheet. The proposed fee is based on our 2019 hourly rate schedule.

No Desptinit Rate Total Fee
Task 1 Project Management $5,900
Task 2 Update GIS Data $2,800
Task 3 SewerCad Model $8,500
Task 4

Comprehensive Sanitary
Sewer Plan $10,400
Subtotal $27,600

Additional Testing/Monitoring
Task 5 Lift Station Drawdown Testing $275/Lift Station
Task 6 Gravity Main Flow Metering* $1,250/Meter Location

System Road manhole will be monitored in the spring under this scope

Schedule
WSB will complete the Plan within six (6) months of receipt of a written authorization. An estimated timeframe for completing the Plan includes the following milestones:

<table>
<thead>
<tr>
<th>Task Estimated Completion Date</th>
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<tr>
<td>City Council authorizes proposal January 9, 2020</td>
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<tr>
<td>Kick off meeting Jan.-Feb. 2020</td>
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<tr>
<td>Complete GIS data entry and SewerCAD model May 2020</td>
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<tr>
<td>Complete draft plan June 2020</td>
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<tr>
<td>Complete final plan July 2020</td>
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This proposal represents our total understanding of the project and the proposed scope of services. If you are in agreement with the scope of services, please sign the bottom of this letter and return a copy to WSB. Our receipt of an executed copy will be WSB’s authorization to proceed. Should the City request additional services outside of the above scope of services, we will work with you to establish a revised scope and fee. Please contact me at your convenience if you have any questions or concerns related to this proposal as presented. We appreciate the opportunity to assist you and your staff with the completion of the Comprehensive Sanitary Sewer Plan.

Edison added that that there are some changes to the flow testing, so we cannot wrap up the report until the spring testing is completed.

B Gerold stated that some of the testing can be done in house, which will save some money.

Barbian said this looks at the entire system and allows the City to plan for future needs. Hillessheim added that there is $25,000 in the CIP for this project.

J GEROLD MOVED TO APPROVE WSB’S PROPOSED PROPOSAL AND FEE ESTIMATE FOR THE COMPREHENSIVE SEWER PLAN. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Scope of Services for Flow Monitoring at Smith Systems Road

Barbian advised that this study will not be needed as it will be covered in the above Comprehensive Sewer Plan that the Council just approved.

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $99,303.38 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80504 TO 80587 FOR A TOTAL OF $815,263.96. REYNOLDS SECONDED THE
MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Hillesheim reported that the EDA did approve a façade grant for the quilt shop and that is on the bill list that was just approved.

ADJOURNMENT

There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 7:49PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

__________________________  _________________________
Shawna Jenkins Tadych       Brad Schumacher, Mayor
City Clerk