Mayor Paul Whitcomb called the meeting to order. Council members present were Thom Walker, Jack Edmonds, Jules Zimmer and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, and Fire Chief Ron Lawrence.

**Drug Task Force Update**

Frederick provided a brief update on the drug task force. 1497 grams of Meth, 3035 grams of marijuana, 44 guns and $29,000 has been confiscated in the last 8 months throughout Sherburne County.

**Downtown Loan application for EAT, Inc. dba K-Bob Cafe**

Barbian reported that the City has received an application for a loan from EAT Inc. dba K-Bob Café. The loan proceeds are to complete roof repairs. The total project cost is $55,106.00. The maximum eligible for an application amount can be for a total of $27,553.00.

There are two buildings currently being occupied for the operations of K-Bob.  
111 Rum River Drive ~2,200 square feet  Patch and Reseal Cost: $22,400, work in process  
109 Rum River Drive ~1,400 square feet  Bid on Patch and Reseal Cost: $15,000. 2nd bid complete tear off and reroof 26,500.00. An addition that joins the two buildings located at 109 Rum River Drive is also being considered. The cost being $5,425.00 plus gutters at a cost of $840.

**ANALYSIS:**

The Loan Review Committee reviewed the application information to determine the feasibility of the project, the validity of the applicant and determine a recommendation to the EDA. The financials were reviewed and discussed in detail to evaluate and determine an outcome. The EDA Committee concurred with the recommendations.

The fund being considered to fund the loan is the UDAG fund account. The eligibility terms of retaining jobs, investing to improve the building and related terms are met with the project.

**RECOMMENDATION:**

That an offer of a loan be extended to the applicant for the roof repairs at 109 Rum River Drive. The proposed terms as follows:

Amount of $7,500.00 for a patch and repair or up to $20,000.00 for a complete tear off and replacement accompanied by a full warranty of 15 years or greater on the ~1,400 square foot building located at 109 Rum River Drive. That documentation of funding availability be provided.
The patch and repair to be amortized over 7 years and a complete tear off and replacement amortized over 15 years with a final payment due the 84th month.

Rate of interest to be fixed at time of closing at 2% for three years, thereafter an additional point added per year equaling a rate of 3% in year 4, 4% in year 5 and so forth until the loan is retired. The loan to carry a first mortgage on 109 Rum River Drive with personal guarantees of the owners.

The applicant shall cover the legal and filing fees which shall be added to the balance of the loan or paid at closing which shall total no more than $375.00.

The applicant can apply for the renewal of the loan balance after 6.5 years, although an application does not relieve the applicant from any payment obligations including the final loan payoff.

Walker said he thinks the project got to be bigger than was expected, as the EDA was originally thinking of covering half of the project cost. Therefore, the amount was lowered.

Barbian said this is just what this fund is for.

EDMONDS MOVED TO APPROVE THE DOWNSLOWE LOAN FOR EAT, INC, DBA K-BOB WITH THE RECOMMENDED TERMS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Fishing Pier Engineering Proposal**

Barbian advised that a WWPE engineer met with Bob Gerold and himself in regarding to the proposed fishing pier for Riverside park.

The Engineer is impressed with a fishing pier that is located on the Saint Croix, and designed by the National Park Service for use in moving water which occasionally floods. The deck from which an ADA person might fish is 20\' long parallel to the river current and 6\' wide perpendicular to the direction of current.

The ramp out to the deck is fixed to the shore and generally not in the flow of the river's current.

In order to manage the fact that the water level rises and falls significantly, the deck can telescope on vertical pipes. In the Princeton application, with the existing concrete (former dam) wingwalls, these vertical pipes might be drilled into the concrete or otherwise firmly fixed to the concrete.

There is a hinge to reconcile the rise and fall of the deck relative to the fixed approach ramp. It occurs to him that flooding may be more severe on the Rum River than it is at this point on the Saint Croix (This pier is just a few hundred feet above the hydroelectric dam so flood controls are more effective at this site). Thus, a stronger hinge which tolerates the weight of the entire 20\’ x 6\’ deck could be provided. The idea is that, just before the river freezes over...
in November, a tractor backhoe might lift the deck to a vertical position so that there would be less moment of forces due to flooding current and flowing ice come spring. Then, in April, the deck could be lowered back into place for the fishing season.

Of course, there are alternatives to this concept and the historic records of flooding on the Rum River would be a part of the design concept decisions.

   1. The entire pier, (ramp and deck) could be firmly fixed to vertical pipes so it could rise and fall with the water level on floats. In this case, a hinge at the shore end of the ramp would be needed to allow flexibility.
   2. The ramp and deck could be removed to high ground with some sort of wheel/track system as people have used for boathouses for many years.
   3. After assessing the limits of flooding history on the river, a pier that was simply fixed in place might prove viable.

There are some ideas to consider. He understands that there are two other parts of the project which you would like to incorporate. Those are:

   1. An ADA compliant walkway from the parking area, over the dike, and down to the fishing pier is needed.
   2. Improvements to the boat landing are in order. I understand that you are working with the Minnesota DNR regarding the boat landing materials.

**Proposed engineering**

The first step for a consulting engineer would be some detailed fieldwork to determine the elevations of the parking lot, the dike, the boat ramp, river bottom at the boat ramp, and the concrete dam wingwalls in the river. Also, to be determined would be the horizontal location of the driving surfaces, trees to be preserved, limits of parking lots, etc. I would propose to travel to the site determine these parameters (Total Station equipment) and prepare an AutoCAD drawing from which further concepts could be tested. The estimate for the cost of this phase is $900.

The Engineer would then meet with the City staff and representatives of the Rotary Club to discuss concepts and parameters we had determined in the first step. Such a meeting would be in Princeton at the city’s convenience and might result in sketches for 1 to 3 layouts for the improvements. The estimate is $500 for this meeting and preparation of the concept drawings. For the scope of services outlined the cost shall not exceed $1,500.

Gerold stated he wants to make sure the designs are stamped with the engineer stamp. As of now, it sounds like it may be something that that can be built by staff to save some money. Gerold will continue working with the engineer to get an idea of the type of design the city is looking for.

WALKER MOVED THE ENGINEERING FOR THE FISHING PIER, NOT TO EXCEED $1500 EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Fire Department – Ad Hock Committee Report and Recommendations**
Barbian advised that the Ad Hock Fire Department Committee met Sept. 25th to discuss moving from an elected Fire Chief to an appointed Fire Chief. The Ad Hock committee was formed by the City Council choosing the Mayor and the Fire Advisory Committee choosing Kathy Lundeen, Wyanett and Arvid Jenkins, Spencer Brook to represent their interest in considering the change. Also, present was Fire Chief Lawrence, Barbian and Steve Jackson to lend personnel expertise.

Whitcomb, Lundeen and Jenkins voiced unanimous consensus recognizing the benefits of having an appointed Fire Chief. A few highlighted in the discussion included: Consistent policies, consistent service levels, consistent communications, reliable administration, consistent program administration, better administration of services, consistent professionalism, better financial consistency, better chance for review and accountability and overall better communications to maintain and operate a Fire Department able meeting the complexities of today’s demands.

ANALYSIS:
The Ad Hock Fire Department Committee met and discussed the following topics and concluded that the following recommendations be reviewed, discussed and approved by the Fire Advisory Committee and the City Council.

The basis of the recommendations is to operate and manage the Fire Department similar to that of a Fire District. Recognizing that it is for the good of the community, comprised of all the Fire Board jurisdictions to operate and manage the Fire Department and Emergency Services in a manner which serves us all in an equal, fair and corresponding manner.

RECOMMENDATION:

1. The attached Job Description that balances the responsibilities of the Fire Chief with the duties of relocation program duties, qualifying the Fire Department to use of Relocation Grant funding be adopted.

2. The Princeton Fire & Rescue Department Handbook be amended as shown on the attached page.

3. That Relocation Dollars be used to support the compensation package of an appointed Fire Chief. That the Fire Advisory Board and City Council consider additional levels of compensation support for the position for 2019 and or in the future. A chart will be provided at the meetings.

4. That the Committee take a lead role in the process and selection of the Fire Chief.

5. That the Ad Hock Fire Department Committee be utilized and operated with the foundation and policies that follow:
   A. The members to be represented and composed of: 2 members of the Fire Advisory Board other than City representatives, 2 members of the City one being the Administrator and a City Council Member and a Princeton Fire Fighter. All members to be so selected by their representative membership organization.
B. The Committee work to develop and implement fair and balanced policies in which the Fire Department represents the Townships and City in a correspondingly fair and equal manner in the provision of services for the district.

C. The Committee be responsible for formulating policies as needed in which the Townships and City agree to operate the Fire Department. Voting decisions to be determined by simple majority. All decisions to advance to the Fire Advisory Board and City Council.

D. The Committee meet to recruit, screen, interview and choose the top candidate to be appointed as Fire Chief. Further taking on the role of participating in annual reviews to ensure all parties of the Fire Advisory Board have a voice in the Fire Department Operations.

E. That members be responsible to fairly balance and represent all interests equally regardless of their jurisdiction for the good of emergency service availability.

The Fire Advisory Committee met 10/2/2018. The members present unanimously voted in favor of moving to an appointed Fire Chief as well as the 5 recommendations highlighted above. The discussion was through and lengthy. The members supported utilizing relocation funds to support the costs of compensating the appointed Fire Chief position. The town members support a 2019 level as shown in the attached chart identified as A. Further steps were discussed as well as funding for trucks at a million dollars and was agreed to be continued in order for consideration at Annual Town Board meetings in March.

The City Council can determine the level of the PT Fire Chief position, half time more or less and the compensation. At this time the Fire Advisory Committee will discuss and only consider adding additional funding for the position due to a requirement to take it to the voters at the annual meetings.

For the position to receive a higher level of compensation for 2019 the Council will need to consider funding. To provide a salary of $32,400.00 and establish a half time position the added cost is $8,700.00 plus benefits to the City. To provide a salary of $25,000.00 and obtain a 38% position the added cost is $5,000.00 plus benefits to the City. All compensation levels are built on the premise that relocation dollars are obtained to fund the position.

Walker asked if there was feedback on the half time, besides needing to bring it to their annual meeting. Whitcomb responded not much, but there was some discussion on the townships transitioning financially over a couple years.

Whitcomb said he feels most of a Chief’s time would be spent in the city, with only a small amount of time doing work with the townships. They believe it is important to make this move.

Edmonds stated in reality the Townships contract that service to the city, so it is ultimately the City’s decision. Whitcomb agreed, but the Fire advisory board was started, so the Townships would be kept up to date and consulted.
Zimmer asked if this is in the budget. Jackson responded that it was an estimated amount into the preliminary budget.

ZIMMER MOVED TO APPROVE THE FIRE CHIEF AND EMERGENCY MANAGER MOVE FROM AN ELECTED POSITION, TO AN APPOINTED PART TIME POSITION WITH THE RECOMMENDED PAY OF $32,400 BASED ON THE PAY EQUITY SCALE. RENOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WHITCOMB MOVED TO POST AN INTERNAL JOB POSITION FOR THE PART TIME FIRE CHIEF AND EMERGENCY MANAGER FOR 14 DAYS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Fire Act Grant – New Application**

Lawrence advised that the application period for the 2018 Fire Act Grant has opened and he is looking to council for guidance on what we should consider granting for. Some of the options are:

- Equipment Grant: RIT packs, hoses, drop tanks
- PPE Grant: Turnout Gear, Helmets, Gloves, Hoods
- Vehicle Grant: Engine

Lawrence stated that at the public safety day, there was an OSHA inspector there that he spoke to. Gear needs to be under 10 years old for all firefighters per OSHA guidelines.

The vehicle grant is very competitive, but his thought was that it was worth applying for.

Whitcomb said the Fire Advisory Board felt it was worth the $600 grant writing fees for the Engine, because everyone would save a lot of money if it was approved.

**Emergency Management Plan**

Lawrence advised that the attached is an updated version of the Emergency Plan.

Lawrence stated that he receives $1000 for emergency management each year. He would like to forgo half of it, and share it with Frederick and Gerold as they have spent a lot of time on emergency management as well.

ZIMMER MOVED TO APPROVE HALF OF THE $1,000 PER YEAR TO BE SPLIT WITH PUBLIC WORKS SUPERVISOR GEROLD AND POLICE CHIEF FREDERICK, AND FOR $500 TO GO TO BOTH OF THEM STARTING IN 2019 SINCE THE EMERGENCY MANAGEMENT
WILL FALL UNDER A PART TIME POSITION BEGINNING IN 2019. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Authorization for 2019 CIP Purchase for WWTP

Jackson said we went through the CIP a few weeks ago. As part of the budget, the CIP will be adopted. Klinghagen stated that the tractor in the CIP for next year could be ordered now to save about $3000-$4000. It will take approximately 90 days, so it will be 2019 when it is delivered and paid for.

Klinghagen stated that there is $45,000 in the CIP for a compact tractor. He received a quote from Arnolds Equipment on the state bid for $36,280. Gerold added that he has done the same thing in the past to save some money.

ZIMMER MOVED TO APPROVE THE TRACTOR BE ORDERED NOW FOR $36,280 TO SAVE MONEY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Miscellaneous
Campbell reported that a construction worker came to the store earlier to see if the liquor store cameras covered the new Aldi’s parking lot, as a vehicle was stolen. Frederick stated that there may be more to the story, but the police department has been notified.

Barbian reported that Sherburne County is working on the south roundabout. Letters will be going out to property owners regarding the project, land donations and land purchases.

Edmonds added we owe them a great debt of gratitude for handling this process.

Adjournment

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 5:38PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins
City Clerk

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ATTEST:

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Paul Whitcomb, Mayor