MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 14, 2019 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, and Attorney Damien Toven. Absent was Wastewater Manager Chris Klinghagen

AGENDA ADDITIONS/DELETIONS

Edmonds asked to remove Bob Barbian’s Step Increase from the Consent Agenda. Schumacher reported that Duane Kruse and Sharon Sandberg would also like to remove the Airport Access Agreement from tonight’s agenda, so they have more time to prepare.

REYNOLDS MOVED TO APPROVE THE AGENDA AS AMENDED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of October 24, 2019
B. Study Session Meeting minutes of November 7, 2019

REYNOLDS MOVED TO APPROVE REGULAR MEETING MINUTES OF OCTOBER 24, 2019 AND STUDY SESSION MEETING MINUTES OF NOVEMBER 7, 2019. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Solicitors Permit for Custom Remodelers, Inc for 5 days of sales in a 3 months period: Anthony Armstrong, Collin Weigman, Madison Fohrenkamm, Benjamin Polsfuss, David Freeland, Damian Hauble and Jacob Montgomery

ZIMMER MOVED TO APPROVE THE SOLICITORS PERMITS FOR CUSTOM REMODELERS, INC FOR 5 DAYS OF SALES IN 3 MONTH PERIOD FOR ANTHONHY ARMSTRONG, COLLIN WEIGMAN, MADISON FOHRENKAMM, BENJAMIN POLSFUSS, DAVID FREELAND, DAMIAN HAUBLE AND JACOB MONTGOMERY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Personnel
   1. Accept Resignation of Stacy Pendergast from Liquor Store effective 10-22-19
   2. Approval to rehire Bob Blackwelder for Public Works GMI – Part Time
   4. Approval to hire Jorge Salinas for Liquor Clerk

C. Donations
D. Miscellaneous

REYNOLDS MOVED TO APPROVE THE PERSONNEL PORTION OF THE CONSENT AGENDA. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
OPEN FORUM

Kevin Gerrard asked who is responsible for the roundabout maintenance. Schumacher advised that the County is holding a Public Hearing on Tuesday November 19th at 9am to discuss snow removal from the County Roads in Princeton. Part of the discussion is in regard to sidewalk snow removal. By their current ordinance, Gerrard would be responsible to remove the snow from the sidewalks adjacent to his property.

Gerrard stated he still has concerns about the Community Garden being near the cemetery. He has contacted Valerie Gamble from the Mn Department of Health as well. She was going to look into it more and get back to him.

Hans Papenhausen from 703 4th Ave has a complaint about Princeton Public Utilities. His water usage usually averages about 3000 gallons, but recently jumped up to 28,000 gallons. He has stopped by the Utility Company numerous times. He is simply asking for his deposit to be used to pay the bill.

Schumacher asked if he had spoken with the PUC Chairperson. Papenhausen responded that he has not. He said he has spoken with Keith Butcher and emailed a few times with no response.

Edmonds stated that the issue had been addressed. A PUC employee had discovered a leaking toilet, which was repaired. Papenhausen replied that the toilet was not leaking into the bowl. Two different PUC employees had been out and neither found an issue.

Zimmer questioned if the problem has been corrected. Papenhausen responded that it appears to be fixed, as the usage is back to normal.

Edmonds stated that the PUC has reviewed their Deposit policy and determined it to be a valid policy. Schumacher replied that he does feel the Deposit policy should be reviewed and changed.

Andrea Gerrard also commented on the Community Garden. She was not even aware there was one, until there was a heated discussion on the Princeton Bulletin Board Facebook page about other people taking things from the gardens.

She said the staff memo mentions an alleged hayride. She was on that hayride and was not aware that it would be going through the cemetery and watched the tractor go over a stone. The community garden is a good idea, but feels it should be located elsewhere. We need to find a way that it doesn’t appear to be part of the cemetery, and more accessible to everyone. She mentioned a community garden in St Cloud that allows anyone to take some vegetables if they put in an hours’ worth of work.

The Council asked who put on the Tractor and trolley ride. Gerrard responded that Kinship did the tractor ride, and the Fair Board did a trolley ride.

Edmonds said the tractor and trolley ride are different and feels the Council would agree that those should not go through the Cemetery. He will talk with the Fair Board.
Tim Hennagir asked about the removal of Bob Barbian’s step increase. Schumacher responded that the Administrator’s review had not yet been completed.

PUBLIC HEARINGS - None

PRESENTATIONS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONENCE AND BOARDS / COMMITTEES

A. Planning Commission Meeting minutes of October 21, 2019
B. Park Board Meeting minutes of October 28, 2019
C. Airport Board Meeting minutes of October 7, 2019

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request from Boy Scouts of America, Pack 116 and Troop 16

Jenkins advised that staff received a letter from the Boy Scouts asking for donations for the Princeton Scout Groups.

The Council questioned if donations stay local. Staff will check and report back.

J GEROLD MOVED TO TABLE THIS SO STAFF CAN GET MORE INFORMATION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 784 – Parking Restrictions – FINAL READING

Barbian advised that there have been no changes to this draft since the first reading.

Frederick stated that they will be putting together a flyer and will hand out information about the new parking restrictions.

ZIMMER MOVED TO APPROVE ORDINANCE 784 AMENDING PARKING RESTRICTIONS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. City Land, Cemetery, Garden and Material Storage

Jenkins advised that In 2017, the City Council approved a small portion of land adjacent to the cemetery to be used as a Community Garden.

PID 24-029-1000 includes the largest portion of the cemetery. It includes the: Original, enlargement of Original, First addition, Second addition and most of the 3rd addition.

PID 24-029-0902 includes one row from the 3rd addition, the 4th and 5th additions.

PID 24-029-0900 is 10.37 acres and includes the Oak Knoll 6th addition, Community Garden area, and the material storage area that fronts the exit ramp of Hwy 169
The Community Garden use was approved by the City Council in 2017 (Resolution 17-17, and memo follows). In 2017, City Staff took the plot reservations and worked with Volunteer Randy Hatch. Beginning in 2018, The Civic Betterment Club took over the Community Garden. A Board of Gardner’s is chosen yearly and plot reservations begin at the Business Expo in April.

**Analysis**
In my brief research, I found 14 cities that have a community garden located in their Cemeteries.

The locations I found were: Laramie WY, Pittsburgh PA, Orlando FL, Schenectady NY, Milton WI, Tuftonboro NH, Mitchell SD, Watertown WI, Heber City UT, Monongahela PA, Worcester MA, Marquette MI, Almond WI and Hornell NY

I also contacted the MN Department of Health and was forwarded on to the Agricultural Department. Their Response:

> There are not any regulations that I am aware of, related to produce safety, that would completely prevent a community garden, especially in a section of the land that does not have any burial sites.

> There are state statutes that regulate public cemeteries (MN Statute Ch. 306), but nothing appears to directly address gardens or produce growing.

Thank you,
Valerie

**Valerie Gamble, MS, RS**  
**Produce Safety Program Manager**  
**Food and Feed Safety Division**  
O: 651-539-3640  
C: 651-503-7754  
[www.mda.state.mn.us](http://www.mda.state.mn.us)

In an additional letter that was received by Mrs. Gerrard, there are allegations of 2 hayride events that went into the cemetery, Garbage being thrown in the cemetery, etc. Permits were requested for the Community Garden Sheds, poles, water, potty, tables and large manure pile.

Permits are not required for sheds less than 200 square feet (per MN State building code), for poles, temporary porta-potties or tables.

The Cemetery has always been used by the City to store excess material, Grow bare-root trees, etc.

The City was not aware of any hayrides, or events that were held in the cemetery.

**Recommendation**
1. To consider directing staff to do an Administrative Lot Line adjustment to move the 6th Addition to Parcel ID 24-029-0902.

2. to consider the uses of PID # 24-029-0900 which currently includes the Community Garden Bareroot tree Growing area and excess material storage.

Staff will provide how many available sites are in the cemetery. The council agrees that a lot line adjustment needs to be occur to move the 6th addition into the cemetery PID.

Staff will invite the civic betterment club to a study session.

B. Auditor Engagement Letter

Jackson reported that the engagement letter for BerganKDV Auditors has been completed.

REYNOLDS MOVED TO APPROVE THE ENGAGEMENT LETTER FOR BERGANKDV. ZIMMERSECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Airport Parallel taxiway Project

Goerke advised that every fall the FAA requests that a Grant Initiation Request be completed for upcoming projects requesting federal dollars. This year a request for federal funding to complete the parallel taxiway rehabilitation at the Princeton Municipal Airport in 2021 is planned. This is the final phase of the airfield rehabilitation project that was started in 2017.

The taxiway pavements are currently 31 years old and has a PCI value ranging from 58 to 72 (2014). There are signs the pavement has reached the end of its useful life. There are numerous longitudinal and transverse cracks. Patching has been completed to address larger cracks. The projected PCI is as low as 50 in year 2020. Major rehabilitation or reconstruction is necessary to extend the useful life of the taxiway. This project also includes installing taxiway edge lights along the parallel taxiway and runway connectors.

KLJ has assembled the Grant Initiation Request Package and it’s attached for your review. KLJ requests that the Grant Initiation Request be approved to request FAA and MnDOT Aeronautics funding for the construction costs of the parallel taxiway rehabilitation project. The total estimated cost for this project is $1,785,000 with $127,376 estimated as the local share.

Lastly, KLJ requests that you sign the Notice of Award for the Runway 15/33 Rehabilitation Project. The project will be awarded to the lowest bidder, Minnesota Paving and Materials. Once awarded, contracts can be executed.

Schumacher asked if the additional taxiway to serves Kruse Aviation could be included. Goerke responded that because it is a single use taxiway, it is not available for federal or state grants.

Schumacher asked what the deadline is to approve the application. Goerke responded that December 1st is a soft deadline to get it to MnDOT.
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Barbian stated that there are CIP funds for the Runway rehab in 2020, but nothing planned for 2021 as of yet. Edmonds stated this is to just allow the grant to be applied for, it would not lock us in until a bid was accepted.

Zimmer said this is the first time a big project has been discussed, so he feels there should be some more time to review. Barbian appreciates the comments to slow down the decision. This project was discussed in previous years that this is a 2-phase project. It has not been discussed recently.

ZIMMER MOVED TO EXECUTE THE NOTICE OF AWARD ON THE RUNWAY REHABILITATION. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Staff will put the taxiway project on the next Agenda. Goerke added that he is available to attend the November 26th meeting.

D. Riverside Park Fishing Pier

Background:
Barbian reported that the City received funding commitment from the Rotary Club of Princeton to construct a fishing pier at Riverside Park. The total project cost was estimated at $17,000.00. The City portion of this project was to be 2,500.00. The Rotary had received the estimate from W White PE, Engineering. City staff has reviewed the fishing pier section design and ready to proceed.

In order to obtain the Rotary funds the project is to be completed by June of 2020. Staff would like to proceed. The revised cost is to be less than 19,000.00 providing a margin for a few modifications.

In addition, the City received a commitment from the DNR to fund up to 50% of the project cost, whereby a portion of the Rotary commitment will be able to lessen the overall larger project match required by the City for the Riverside-Riebe Park improvements.

Staff is requesting authorization to proceed with construction not to exceed 19,000.00.

Recommendation:
That staff be authorized to proceed in constructing the fishing pier with W. White PE providing the engineering details.

REYNOLDS MOVED TO APPROVE THE CONSTRUCTION OF FISHING PIER, NOT TO EXCEED $19,000, AND FOR W. WHITE PE TO PROVIDE THE ENGINEERING DETAILS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Special Event Permit

Jenkins advised that the recommended changes have been made since the last meeting.

J Gerold noticed a type in the price of the generator usage. Staff will make that change.
ZIMMER MOVED TO APPROVE THE SPECIAL EVENT PERMIT FORM WITH THE SMALL CHANGE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Airport Access Agreement

MISCELLANEOUS

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 $96,034.00 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80204 TO 80294 FOR A TOTAL OF $318,857.39. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:47PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

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Shawna Jenkins Tadych Brad Schumacher, Mayor
City Clerk