Mayor Brad Schumacher called the meeting to order. Council members present was Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Staff present, Administrator Robert Barbian, Public Works Director Bob Gerold, Police Chief Todd Frederick, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell. Absent was Finance Director Steve Jackson and Fire Chief Ron Lawrence.

Personnel Policy Approval Process – Council Committee

Barbian reported on the personnel policy that has been worked on for several months. Zimmer said that if a committee is formed, he would be interested in serving on that committee. J Gerold stated she would be interested as well. Barbian added that he would like to get it wrapped up in December.

REYNOLDS MOVED TO APPOINT JULES ZIMMER AND JENNY GEROLD TO THE COMMITTEE TO REVIEW THE PERSONNEL POLICY. THE MOTION CARRIED UNANIMOUSLY.

Approve Gambling Permit for Princeton VFW January Raffle

Jenkins advised that Sharon Sandberg just dropped this gambling permit off for approval, so they can begin selling tickets soon. It is for the FlightExpo and will be held at the Princeton VFW.

EDMONDS MOVED TO APPROVE THE GAMBLING PERMIT FOR THE FLIGHTEXPO TO BE HELD AT THE PRINCETON VFW. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6th Avenue Parking Lot – Ordinance 784 – FIRST READING

B Gerold advised that the two downtown public parking lots serve a wide variety of users from church goers, to businesses guests, to employees, to apartment dwellers. This leads to high utilization rates especially in the south lot. The high utilization makes it difficult to maintain the lots because the users of the lot are displaced when work is performed.

A memo went out last month on the south lot covering the current situation. In addition, the south lot calls for no parking in the center two isles from 2a.m. to 4 a.m. This leaves a part of the lot open for overnight use. Occasionally the lot is closed down in entirely to do major projects like, line painting, sweeping and total snow clearance. When the lot is closed a sign is posted 24 hours prior to closing, see attached. In the 2018/19 season quite a few tows occurred in spite of a heavy public relations effort. The north lot also provides overnight parking.

Analysis:

Improvements are needed to enable citizens to the ability to find reasonable parking both during the day and night while providing the City access for maintenance. The modifications below take steps to do this and encourage a public understanding to obtain cooperation. This includes a couple minor adjustments to the Parking regulations and Public Parking signage. In addition, steps are taken to inform those using the lots, especially overnight user’s informational flyers, warning notices and should it be necessary punitive action offered to gain an understanding and cooperation.

The City in recognizing the value of public parking for area businesses and residents of the Downtown is looking to improve the community for all visitors, residents and business of Princeton.
Recommendation & Analysis:
The Public Parking modifications are signage to be posted as no parking 9 p.m. to 5 a.m. for the center rows in the south lot and for the north lot to be posted no parking 9 p.m. to 5 a.m. for the north two rows.

ZIMMER MOVED TO INTRODUCE ORDINANCE 784. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B Gerold mentioned 2 changes that will need to be made in the Snow Removal Policy. If the County is taking over Rum River Drive and First Street, they need to be removed from the snow emergency route.

ZIMMER MOVED TO AMEND THE SNOW REMOVAL POLICY BY REMOVING RUM RIVER DRIVE AND FIRST STREET FROM THE SNOW EMERGENCY ROUTE LIST. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

2019 / 2020 Snow Season County Routes and Sidewalks Policy Review

Barbian reported that over the course of the last couple years the City snow removal processes have been changing. In review a synopsis has been prepared. In addition, staff has identified a few areas where Council direction is requested to continue making improvements in policy. The area covered are: County Routes & Sidewalks.

The review is being done in order that the public can be informed of City policy prior to snow.

County Routes:
As covered at a previous City Council meeting the letter to Pat Omen, County Administrator and the County Board went out on October 4th. On the 28th Pat Omen informed me that the County Board discussed and determined that the County is going to plow and remove snow on all county routes in Princeton for the 2019/20 snow season. Their "plan is to continue this in 2020/21 season after careful and thorough review of the 2019/20 season". They do not plan to clear the sidewalks. I have asked for clarification regarding sidewalk snow removal by businesses in the downtown area. In the past the City has allowed shop owners to deposit snow in the parking lane as part of their clean up. I hope to hear back on this issue by the City Council meeting.

Sidewalks:
In 2017 & 2018 considerable discussion on the removal of snow from the downtown sidewalks and walkways around town occurred. This led to the establishment of a clear policy whereby the City is removing snow only from sidewalks adjacent to City owned lots. This led to an information campaign which included letters being sent to each property owner along previous sidewalk routes plowed and the Police Department knocking on doors to inform residents of their responsibilities to take it upon themselves to clear snow as covered in City ordinance. Attached is a copy of the door hanger that was developed and a printout of current ordinances.

In the ordinances, the City does have rights of enforcement, which include the ability to clear snow, bill the property owner and assess if not paid. In the 2018/19 we did not clear any walks but concentrated on public awareness on key routes. With many hours of service this concerted effort resulted in pretty good results.
Two questions come up. Would the Council like to expand this effort of obtaining compliance to the sidewalk snow removal ordinances? What are the Council’s thoughts regarding taking further steps of clearing and billing those individuals and or businesses that do not comply with the ordinance? Council direction is appreciated.

**Public Outreach for winter postings:**
The planned outreach to bring cooperation that are being planned are the use of at least two News Article/press releases, Insert for PPU billings, Bulletin Board posting, Web site posting, Door Hangers by the Police Department.

Schumacher added that he would like to drop off the information to the businesses himself.

J Gerold said the ordinance should be followed if sidewalks are not being cleared.

Barbian asked for clarification that trails are not usually cleared. B Gerold replied that was correct, that trails are not usually cleared as they are not used much in the winter.

Zimmer stated that we need to find out what the County’s requirements will be so that information can be passed along to the businesses and residents along Rum River Drive and First Street.

J Gerold questioned what the business will need to do in terms of snow removal from the sidewalks. Barbian responded that he has talked with County Administrator Pat Oman to see how they would like the businesses to handle that snow. Once we have an answer from the County, staff will pass that information on.

County Commissioner Tim Wilhelm came into the meeting and provided a draft of the County’s snow policy. The plan in discussion is that the County will clear Rum River Drive, First street and 7th Ave. There has been some discussion about removing the snow as well. In all the other cities they clear, they do not remove snow. The County has 12 routes, all about 4 hours long to just get streets opened up. He likes the City’s proposal, as it is cheaper than if the County were to do the plowing, and the City is much more responsible and timelier in clearing streets. Commissioner Genny Reynolds is not in favor of the City doing the plowing for some reason, so the others have not voted against her as Princeton is her district.

Staff added that $7800 was the proposal made by the City, and that was sent to the County. Wilhelm said that was more than fair, and would be a lot cheaper than if the County would be doing the work.

Schumacher asked when the next County meeting is when this will be discussed. Wilhelm responded that the next meeting is Tuesday November 12th, but he will let the Council know when the public hearing is going to be held.

Edmonds thought it may help if the businesses could attend the public hearing and express their concerns. Zimmer said he will let the Chamber of Commerce know. If the businesses could not attend, even writing a letter may be beneficial.

**City Website**

**Background:**
Hillesheim advised that Staff has been diligently gathering quotes from municipal website hosts and design agencies. The current city website is in need of updating and has not be reconfigured for over 10 years. After attending many conference calls and demonstrations
staff have received quotes from five of the agencies: Granicus, CivicPlus, Revize, GovOffice, and Golden Shovel.

**Analysis:**
The goal of city staff was to find a company that would be helpful with transitioning to the new site and allow for specifics like: ease of use, directories, email notifications, online request forms, and overall design and flow of the websites they offer. At this time city staff are confident a standardized website format is appropriate for the City of Princeton. All of the websites were very well designed and attractive.

Considering cost and the features staff considered to be priorities, Revize is the company staff believe is the best value. The initial investment to create a new site and include integration of existing website content is **$5,585.** (Expecting a slight increase after January 1st). Every year thereafter there will be an annual hosting fee of **$1,600,** with a 4-year commitment. We currently spend $800 annually and have less than 100 pages on our site.

Revize has the most affordable of all of the updated annual fees. There are a few additional costs associated with updated content that we anticipate. We have requested $10,000 be allocated to this process in the 2020 CIP.

4 quotes are attached.

**Recommendation:**
City staff recommend moving forward with the website redesign with Revize.

ZIMMER MOVED TO APPROVE MOVING FORWARD WITH WEBSITE REDESIGN WITH REVIZE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Special Event Permit Draft**

**Background:**
The Park Board suggested the City implement an event permit form for large events within city limits using city facilities. Using the City of North Branch’s form as a template, staff have been working to create a form that encompasses all of the information required by the city during an event.

**Analysis:**
The Special Event Permit includes a $25.00 application fee and requires multiple departments to sign off on the form before it is approved. This procedure will allow all departments to consider the impact of the event on traffic, staffing, regulations and equipment. The form also requires applicants to get signatures from impacted businesses or residents who will be directly impacted by the event with road closures, noise, etc. The city will determine who and what businesses must be contacted and the event permit can be issued conditionally on the expectation that the form with all required signatures be submitted to city staff before the event. The permit also requires a site plan be submitted.

**Recommendation:**
City staff recommends the Mayor and Council adopt the Special Events Permit to be used going forward.

Staff will make the recommended changes and bring it back for approval next week.
Canoe and Kayak update

Background:
Hillesheim advised that in 2019 the Chamber of Commerce was awarded a grant for $10,100 from Explore MN for the Rockin’ on the Rum River Series and the Canoe and Kayak Program. Funding was also received from Kwik Trip to help cover the cost of the Teddy Bear Band and inflatables for the July 6th event and $4,000 from the Princeton Wine and Spirits Fund. Throughout the summer at least 76 paddlers experienced the beauty of the Rum River through the Princeton Recreational Canoe and Kayak Program and even more experienced the concert series in the park. The Chamber of Commerce and the City have been discussing the program moving forward.

Analysis:
It is the decision of the Chamber of Commerce to continue support of the Canoe and Kayak Program through promotion and support, but not financially moving forward. The City appreciates the Chamber of Commerce’s support in applying for the grant for the inaugural season and look forward to partnering with Chamber in a reformed capacity this season. The City estimates expenses for the complete program in 2020 to cost approximately $15,000. This includes the cost of the outfitter throughout the summer, event costs, and necessary equipment.

City staff have already started conversations in regarding requests of funding from community partners and have received positive news about the likelihood of support available after the 1st of the year.

Recommendation:
City Staff recommend the Council consider adding $6,000 specifically for the Princeton Canoe and Kayak Outdoor Recreation Program in the Parks and Recreation budget in 2020.

Citizen’s Academy

Schumacher said he would like to move this to the next Study Session, as has emails out to the City Council of Cambridge to hear how their events have gone.

Barbian added that this was discussed at the supervisor meeting, and one thing to keep in mind would overtime costs.

Police Boot Donation – Resolution 19-56

Frederick stated that Police agencies across the nation were nominated and paired up into teams of two agencies. The teams were narrowed down to the top ten and then voting began. The team that reached 1000 votes first, won the grand prize and were able to select between a few different models of Altai Police boots for Police. The winning team was the Princeton Minnesota Police Department and the Shorewood Wisconsin Police Department. All of these Officers from both departments will receive their new boots during a visit from Tyler himself on the weekend of November 9th.

This contest was made possible by a 12-year-old boy named Tyler Carach (The Donut Boy) who started a mission back in August of 2016. Tyler who is a resident of Florida wanted to do more for police officers and decided that he was going to thank every single officer in America and give them their favorite treat, a donut. Tyler was extremely passionate about
his idea and his family agreed to help him by starting out locally. Fast Forward as of today, Tyler has visited all 50 states and served over 90,000 thousand donuts to police officers.

Tyler has teamed up with Altai Boot Company (Minnesota based Company) to assist smaller departments in funding of equipment for officers. 12 Princeton Police Officers were outfitted with new Altai patrol boots for a value of approximately $1800.00. On **Saturday November 9th at 5:30pm** at the Princeton Police Department officers will be given their boots by Tyler and his mother.

The Princeton Police is extremely thankful to Tyler and his family and the Altai Boot Company in making this possible. Tyler is a great young man who the Princeton Police Department is honored to be part of the law enforcement family. Last year, Tyler purchased a bullet/stab resistant vest for a Minnesota K9 and continues to show his appreciation for Law Enforcement Officers across America.

This week Tyler is turning 12 and as he has done the past three years, he will celebrate his birthday by serving those who serve us daily!

Chief Todd Frederick

**ZIMMER MOVED TO APPROVE RESOLUTION 19-56 APPROVING THE DONATION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**Adjournment**

**J GEROLD MOVED TO ADJOURN THE STUDY SESSION AT 5:51PM. EDMONDS SECONDED THE MOTION. MEETING ADJOURNED**

Respectfully Submitted,

_________________________
Shawna Jenkins Tadych
City Clerk

ATTEST:

_________________________
Brad Schumacher, Mayor