MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON DECEMBER 14, 2017 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

Barbian advised that he spoke to Steve Stolz from AT&T this morning and recommends table Ordinance 759 and Resolution 17-51 to the January 11th meeting.

EDMONDS MOVED TO TABLE ORDINANCE 759 AND RESOLUTION 17-51 UNTIL JANUARY 11, 2018. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Barbian said residents are free to contact him to voice their concerns and comments prior to the January 11th meeting

He stated that there was a question on the notifications that were sent out for the public hearing. The City’s ordinance states that properties within 350 feet be notified. Those notifications were sent out and the notice was put in the newspaper as well. Staff would like to look into some of the resident’s concerns and if there are any other locations that would work.

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of November 21, 2017
B. Budget Study Session Meeting Minutes of November 29, 2017
C. Study Session Meeting Minutes of December 7, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 21, 2017, BUDGET STUDY SESSION MEETING MINUTES OF NOVEMBER 29, 2017 AND STUDY SESSION MEETING MINUTES OF DECEMBER 7, 2017. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Accept resignation of Chris Pruett from the Park Board effective 12-4-17
   2. Termination of Liquor Store employee Stacy Gallagher effective 11-29-17
   3. Grade Adjustment for Police Sergeant position
C. Donations/Designations

ZIMMER MOVED TO APPROVE THE CONSENT AGENDA. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PRESENTATIONS / PUBLIC HEARINGS

A. Truth in Taxation – 2018 Budget and Tax Levy – Resolution 17-54
Jackson provided a summary to the 2018 budget the stated that the City passed a preliminary levy in September. The final levy is passed tonight after the Truth in Taxation Hearing is held.

Kevin Gerrard asked if he could get a copy of what Jackson presented. Jenkins stated the budget information was on the City’s website.

ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:20PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE RESOLUTION 17-54. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Planning Commission Meeting Minutes of November 20, 2017
B. EDA Board Meeting Minutes of November 17, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Ordinance 758 & Resolution 17-50 – zone Annexed Bell property to MN-1

Barbian advised that this is the second reading to zone the newly annexed Bell property to MN-1.

EDMONDS MOVED TO APPROVE ORDINANCE 758 AND RESOLUTION 17-50 ZONING THE NEWLY ANNEXED BELL PARCEL TO MN-1. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 759 & Resolution 17-51 – rezone right of way for cell tower – MOVED TO TOP

C. Ordinance 760 – 2018 Fee Schedule amendments – FIRST READING

Jenkins reported that this is the yearly fee schedule amendment. The Department heads review their sections and request any changes they see fit.

WALKER MOVED TO INTRODUCE ORDINANCE 760. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Resolution 17-55 – designating polling place for 2018 Election

Jenkins advised that the State recently passed a law that requires cities to designate a polling place by December 31st for the following year’s elections.
EDMONDS MOVED TO APPROVE RESOLUTION 17-55 DESIGNATING THE POLLING PLACES FOR THE 2018 ELECTIONS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Farm Land Lease with Bill Brooks

Jenkins advised that Bill Brooks has been farming 68 acres that the city owns for several years, on a 3 year lease basis. In 2011 we had received interest from other parties, so staff took sealed bids. Brooks was the high bidder at $140 per acre, where the previous lease was $81.50 per acre. Staff contacted Brooks and he wishes to continue leasing the land, so staff is asking for approval of the 3 year farm land lease.

Edmonds asked if the city still needs that land, and if we should look at selling it. Gerold responded that we have not had a need for it recently, but he does like to have it as an option if we were to need it.

ZIMMER MOVED TO AWARD APPROVE THE 3 YEAR FARM LAND LEASE WITH BILL BROOKS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Deed Grant Contract and MN Investment Fund – Crystal Cabinets

Barbian advised that this relates to the Crystal Cabinets expansion. He reported that Whitcomb had raised a question if Princeton could be left holding the bag if the loan defaulted. The City could be obligated to make that whole, but this wording is usually legally required in state contracts.

Walker asked what the loan term is. Bourgeois and Toven responded that it was 7 years.

REYNOLDS MOVED TO APPROVE THE DEED GRANT CONTRACT AND MN INVESTMENT FUND LOAN TO CRYSTAL CABINETS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Phosphorus Trading Sites project Summary and Annual Report

Brotzler said this is the annual report that is required to be submitted regarding the Phosphorus. He is asking for Council approval to submit the report to MN Pollution Control Agency.

WALKER MOVED TO APPROVE THE SUBMITTAL OF THE ANNUAL PHOSPHORUS TRADING REPORT TO THE MPCA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. KLJ Airport Engineer Contract

Barbian said he just received the lengthy Airport Engineer contract. He would like for staff and the attorney to review the contract, but is asking for conditional approval of the contract.
Walker added that there is not a line in the budget for the airport engineer, that it is included in the project costs.

WALKER MOVED TO CONDITIONALLY APPROVE THE CONTRACT WITH AIRPORT ENGINEER KLJ PENDING APPROVAL BY STAFF AND THE CITY ATTORNEY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. 2018 Annual Licenses

Jenkins advised that this is the annual approval of Tobacco, Liquor and Garbage Haulers. Instituting the late fee helped this year, as all applicants got their applications and payments in on time this year.

ON SALE INTOXICATING LIQUOR
Madre Loca, Inc.
Neighbors on the Rum
Princeton Golf Course
Pizza Barn

CLUB ON SALE LIQUOR
VFW Post No. 806

SUNDAY LIQUOR
VFW Post No. 806
Madre Loca, Inc.
Neighbors on the Rum
Princeton Golf Course
Pizza Barn

ON SALE NON-INTOXICATING MALT LIQUOR
Pizza Hut

OFF SALE NON-INTOXICATING MALT LIQUOR
SuperAmerica
Walmart
Shopko

CIGARETTE
SuperAmerica – Northern Tier Retail
Holiday Station store
Casey’s General Store – North
Casey’s General Store – South
Circle 9 Conoco
Hofman Oil Co. Station store
Coborn’s
Prince Tobacco Corp
Walmart
William Joseph Carroll

GARBAGE AND RECYCLABLE HAULER
Jim’s Mille Lacs Disposal, Inc.
Ace Solid Waste
East Central Sanitation & Recycling
Randy’s Sanitation

ZIMMER MOVED TO APPROVE THE 2018 LIQUOR, TOBACCO AND GARBAGE HAULER LICENSES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Board and Commission Appointments

Jenkins reported that this is the time of year where residents are appointed to the various boards and commissions.

Planning Commission - 2 open positions, 3-year terms (2020)
Eldon Johnson
Scott Moller – Business owner in Princeton

Council appointed member: Jeff Reynolds
Alternate: Thom Walker

Park Board – 3 open position, 3 year terms (2020)
Jill Papesh

Council appointed member: Jules Zimmer

Airport Advisory Board – 1 open position, 3 year term (2020)
Troy Minske
James Ferlaak

Council Liaison: Thom Walker

Housing and Redevelopment Authority - 1 open position, 5 year term (2022)
Darald Harman

Council Liaison: Jack Edmonds

Public Utilities Commission - 1 open position, 3 year term (2020)
Mindi Siercks

Council Liaison: Jack Edmonds

Economic Development Authority – 1 open position, 6 year term (2022)
Council appointed members: Thom Walker and Jules Zimmer

Cable Commission - 1 position, no term

Reynolds questioned whether the PUC could be moved to a 5 person board. He would like to see more public input. Whitcomb and Edmonds said they believe there is a charter that spells everything out. Staff will check with Wangen at the PUC to get a copy.
EDMONDS MOVED TO APPOINT ELDON JOHNSON AND SCOTT MOLLER TO THE PLANNING COMMISSION FOR 3 YEAR TERMS, ENDING DECEMBER 2020. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER MOVED TO APPOINT JILL PAPESH TO THE PARK BOARD FOR A 3 YEAR TERM, ENDING DECEMBER 2020. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Walker stated there may be some changes in the Airport Board, so he would like to wait until the January meeting to make an appointment, as Troy Minske and Jim Ferlaak may be able to both be appointed.

WALKER MOVED TO APPOINT DARALD HARMAN TO THE HOUSING AND REDEVELOPMENT AUTHORITY FOR A 5 YEAR TERM, ENDING DECEMBER 2022. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO APPOINT MINDI SIERCKS TO THE PUBLIC UTILITIES COMMISSION FOR A 3 YEAR TERM, ENDING DECEMBER 2020. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Walker stated he can volunteer for the Cable Commission.

ZIMMER MOVED TO APPOINT THOM WALKER TO THE CABLE COMMISSION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. 2018 Airport Grant Application

Barbian said this is a pre-application, so some information is preliminary. The project is to prepare plans and specifications to reconstruct runway 15/33 pavement at the airport. The Runway is 31 years old and there are signs the pavement has reached the end of its useful life with numerous longitudinal and transverse cracks. Patching has been completed to address larger cracks. Mayor rehabilitation or reconstruction is necessary to extend the useful life of the runway. The first phase of the project is to complete the project plans and specifications. The second phase is to construct the project, currently scheduled for 2019 or 2020.

Walker added that there is also a redesign of the lighting in the grant application as well.

WALKER MOVED TO APPROVE THE AIRPORT GRANT PREAPPLICATION. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

A. Amendment to Roundabout County Cooperative Construction Agreement

Barbian reported that he and Edmonds attended a work session with the County, and there was a good discussion about the Roundabout. The County will probably not pay the full amount the City has requested, but there was good discussion and there is support for some funding assistance. It is a good step to remove wording in the original contract that stated the City was responsible for the full local portion. The County suggested the wording be amended.
REYNOLDS MOVED TO APPROVE OF THE WORDING CHANGES TO THE CONTRACT AS DISCUSSED. EDMONDS SECONDED THE MOTION.

Walker asked if the county has approved of this exact wording change. Barbian responded that he has sent these changes to the County Administrator for approval, but has not heard back as of yet.

THE MOTION CARRIED UNANIMOUSLY

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 $83,328.41 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 76585 TO 76668 FOR A TOTAL OF $236,630.61. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:50PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,___________________________________________

Shawna Jenkins
City Clerk

ATTEST:___________________________________________

Paul Whitcomb, Mayor