MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON DECEMBER 27, 2018 7:00 P.M. AT THE PUBLIC SAFETY BUILDING

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Community Development Specialist Stephanie Hillesheim, 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. Absent was Thom Walker and Jules Zimmer

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of December 13, 2018

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 13, 2018. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Knights of Columbus Council 8571 Gambling Permit – Christ Our Light Raffle
B. Personnel
C. Donations
   1. Resolution 18-74 – Accept donation from Used Clothing Center for Fire Dept.
   2. Resolution 18-75 – accepting donations for K9
D. Miscellaneous

RENOLODS MOVED TO APPROVE THE CONSENT AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

PRESENTATION & PUBLIC HEARING

A. North Memorial Life Saving Aware to Officer Shane Duncan

   Frederick reported that Officer Duncan recently performed CPR and saved someone’s life.

B. Part Time Fire Chief Ron Lawrence – Oath

   Barbian swore in part time Fire Chief Ron Lawrence.

OPEN FORUM

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Airport Board minutes of October 1, 2108

PETITIONS, REQUESTS, AND COMMUNICATIONS
ORDINANCES AND RESOLUTIONS

A. Ordinance 777 – Fee Schedule Amendment – FINAL READING

Jenkins advised that this staff has completed the yearly review of the Fee Schedule. The Park Board is requesting a slight increase in the camping fees. Public Works Supervisor Tim Jensen called around to get comparison prices on cemetery fees and is recommending some increases there. Gerold is also recommending increases in many of the Public works line items

WHITCOMB MOVED TO APPROVE ORDINANCE 777 AMENDING THE FEE SCHEDULE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 778 – Sidewalk Snow Removal – FINAL READING

Jenkins stated that recently City Hall received a call from a resident after they received the letter regarding sidewalk snow removal.

When looking at the ordinances that cover snow removal, staff decided it could be cleaned up and clarified.

Staff discussed it at the department head meeting and some great points were brought up.

While many cities use a set time, such as “12 hours after snow ends”, it may be tough to pinpoint exactly when the snow ended, especially if an officer just came on after a couple days off. This may also make it difficult to issue citations, without an exact time frame that the sidewalk needed to be cleared.

Staff is suggesting a few changes that provides a time frame that is much easier to follow for both residents and commercial properties. In looking at other city’s ordinances, we liked the wording from Cambridge which allowed for the city to recoup more of the city cost if city staff is required to clean anyone’s sidewalks.

It was determined by stall and council in the first reading that Residential shall be 12 hours from 8am of the 1st day after the snowfall. And Commercial 8 hours from 8am of the first day after the snowfall.

EDMONDS MOOVED TO APPROVE ORDINANCE 778 AMENDING CHAPTER 6 IN REGARD TO SIDEWALK SNOW CLEARING. RENOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Resolution 18-76, 18-77, 18-78 and 18-79 – decertifying TIF 3-1, 3-2, 3-3 & 3-6

Jackson advised that these are decertifying TIF’s that will not be used.

EDMONDS MOVED TO APPROVE RESOLUTION 18-76, 18-77, 18-78 AND 18-79 DE-CERTIFYING TIF’S 3-1, 3-2, 3-3 AND 3-6. RENOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
D. Resolution 18-80 – entering into a limit use permit with DNR for Trail.

Brotzler said this is a limited use permit with MNDot for a portion of the trail will be routed within Trunk Hwy 169 right of way.

Edmonds asked for clarification that it is only for one small section. Brotzler responded that was correct.

EDMONDS MOVED TO APPROVE RESOLUTION 18-80 ENTERING INTO A LIMITED USE PERMIT WITH DNR FOR THE GREAT NORTHERN TRAIL. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Resolution 18-81 Roundabout reimbursement

Jackson stated this is just an IRS formality so the city can be reimbursed for construction services. It does not require the council to issue for a bond, but does allow it for the remainder of the roundabout if needed.

Brotzler said they are in the process of developing the final pay voucher with the contractor. Because of how the funding was set up, the project was ran through the county and all the federal and state funds were used first. This is the first invoice to the city and will be accounted for in the local share cost.

EDMONDS MOVED TO APPROVE RESOLUTION 18-81 ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Appoint Helen Sandborn to the HRA Board

Jenkins advised that Helen has served on the HRA Board for several years. Her application was received after the last meeting.

EDMONDS MOVED TO APPOINT HELEN SANDBORN TO THE HOUSING AND REDEVELOPMENT AUTHORITY FOR A 5 YEAR TERM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Great Northern Trail Easements

Brotzler said the council is aware, there are easements required for the Great Northern Trail. These are easements that have been donated by the property owners. There are some discussions about moving the trail to the north side of Northland Drive, as a few property owners are a bit concerned about a trail along their property. That would allow for less easement costs, if the school district would be in favor of a north side alignment.
Reynolds said this is a positive development.

1. Fairview Health Services Easement and Agreement
2. Princeton Lodging Partners
3. Independent School District 477
4. Coborn’s
5. Kwik Trip

EDMONDS MOVED APPROVE EASEMENT AGREEMENTS WITH FAIRVIEW, PRINCETON LODGING PARTNERS, INDEPENDENT SCHOOL DISTRICT 477, COBORN’S AND KWIK TRIP. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED.

6. Retain services of Barna, Guzy & Steffen, LTD – Attorney at Law

Barbian said one of the easements is adjacent to a property owned by City Attorney Toven, so it was suggested by attorney Paul Dove that a different attorney be utilized for that easement. Toven said he is thrilled the trail is going there, but the rules require a separate firm to handle it to eliminate any potential concerns. Barbian advised that they are extending the same rate per hour to the city. Toven said they have worked with them quite a bit on various items over the years.

REYNOLDS MOVED TO APPROVE BGS TO PROVIDE EASEMENT SERVICES FOR THE NECESSARY PROPERTIES IN THE GREAT NORTHERN TRAIL PROJECT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. BerganKDV audit Engagement Agreement

Jackson said this firm has been doing the City’s audit for many years and do a great job.

EDMONDS MOVED TO APPROVE THE BERGANKDV ENGAGEMENT AGREEMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. DNR License

Barbian reported that the DNR leases space for their fire services. There are 2 minor modifications in the original lease. They are requesting improvement to the parking area, so when the airport runways are redone this year, some of that will be reclaimed and put down for a parking area for them.

There will also be a minimal fee of $500 per year.
EDMONDS MOVED TO APPROVE THE DNR LICENSE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Updates to Personnel Manual

Barbian said that staff has worked on some recommended changes from the League of Mn Cities. The Council can review these recommended changes and it will be on a future agenda for approval.

BILL LIST
REYNOLDS MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $134,898.89 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 78553 TO 78629 FOR A TOTAL OF $753,860.09. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Whitcomb reported that he met with Administrator Barbian in regard to his yearly review.

EDMONDS MOVED TO CLOSE THE MEETING AT 7:34PM TO DISCUSS THE AT&T LEASE AGREEMENT, REYNOLDS SECONDED THE MOTION

EDMONDS MOVED TO ADJOURN INTO OPEN SESSION AT 7:47PM, REYNOLDS SECONDED THE MOTION

REYNOLDS MOVED TO APPROVE THE DRAFT AGREEMENT THAT WAS DRAFTED BY DOVE AND BARBIAN, WITH MINOR ADJUSTMENTS AS AGREED TO BY THE CITY ADMINISTRATOR AND ATTORNEY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

EDMONDS MOVED TO ADJOURN THE MEETING AT 7:48PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor