MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON FEBRUARY 28, 2019 7:00 P.M. AT PRINCETON CITY HALL

Acting Mayor Jules Zimmer called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jenny Gerold 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, Liquor Store Manager Nancy Campbell, Wastewater Plant Manager Chris Klinghagen, Fire Chief Ron Lawrence, Attorney Damien Toven and Engineer Andy Brotzler. Absent was Mayor Brad Schumacher.

AGENDA ADDITIONS/DELETIONS

REYNOLDS MOVED TO APPROVE THE AGENDA. GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of February 14, 2019

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 14, 2019. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Approve temporary intoxicating liquor for Princeton Lion’s April 6 event
   2. Approve Gambling permit – Chamber of Commerce Raffles June 8 & Dec 20
   3. Approve Gambling permit - Sherburne County Historical Society Raffle
   4. Approve Sale of Fireworks permit for TNT Fireworks located in Walmart lot

B. Personnel
   1. Approve Volunteer Firefighter 3 mo. Leave of Absence for Jason Baumunk
   2. Liquor Store Clerk Tyler Bialka Step Increase effective March 1

C. Donations

D. Miscellaneous

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

OPEN FORUM

Andrea Gerrard stated that she drove through town today and was almost t-boned several times because of the large piles of snow along the intersections not allowing good visibility. She understands they are very busy, but feels this is something that should be looked at.

Barbian asked where some of these intersections are. Gerrard said many are on Rum River Drive, but a lot of the businesses are piling the snow up and causing a problem with the line of sight as well. Barbian said the county had stated that they were going to coming to town to remove some of that snow. B Gerold said he has not seen the County in town removing any snow on Rum River Drive or First Street.
PRESENTATION

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request from Princeton Lion’s

Jack Breitkreutz from the Lion’s said this is their raffle that they hold at their Spring fundraising event at the Princeton Fitness Center. They raise funds to help the community. They usually use the Liquor Store Gift Certificates in their raffle.

EDMONDS MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST IN THE AMOUNT OF $400, IN LIQUOR STORE GIFT CERTIFICATES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Fire Truck purchases

Lawrence advised that him and 2 additional firefighters will be flying out to Forest Grove, Oregon this coming weekend. They are planning on inspecting the ladder truck that was presented to Council as a possible good fit for the Department. He said he would like clarification that he has permission to spend up to the listed price of $150,000 if it appears to be a good purchase. The Forest Grove Fire Department is asking for a deposit of $30,000.00 and payment in full before the truck leaves their department.

REYNOLDS MOVED TO APPROVE THE DEPOSIT OF $30,000 AND PURCHASE PRICE UP TO $150,000 IF THE TRUCK MEETS THE NEEDS OF THE DEPARTMENT. GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Lawrence also said he is seeking council approval to move forward with the funding amount of the one-million-dollar figure for the purchase of the fire trucks that need replacing now and to fund the truck fund for the purchase of future fire trucks. This amount would be split between the City of Princeton and the six townships that the Department prices service to over a ten-year period.

The jurisdictions cost is based on their tax capacity. Edmonds asked how much the City’s portion would be. Lawrence responded that he believes it would be approximately $42,000 per year.

REYNOLDS MOVED TO APPROVE THE FIRE DEPARTMENT TO MOVE FORWARD WITH THE FUNDING OF THE ONE MILLION DOLLAR FIGURE FOR THE PURCHASE OF THE FIRE TRUCKS THAT NEED TO BE REPLACED NOW, AND TO FUND THE TRUCK FUND FOR THE PURCHASE OF FUTURE FIRE TRUCKS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
B. ADA door at Liquor Store

B Gerold said while the City is not required to have an ADA entrance, but it has been suggested. They have received 2 quotes, both included the option of an Actuator, and a sliding door. An Actuator is much less expensive, and requires less maintenance.

Reynolds asked if the sliders would have a longer life span. B Gerold said there would be more moving parts, and it would require an air curtain. Campbell said she feels the sliding doors would let too much cold air in.

J Gerold said she has experience with both types of doors, and the sliders do require a lot more maintenance. B Gerold said RCI did come out to the site to provide the quote, whereas East Side glass did not.

EDMONDS MOVED TO AWARD THE PROJECT FOR AN ACTUATOR TO RCI FOR A COST OF $3965.00. GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. County Snow Plowing in the B1 District

Barbian advised that in October, the County stated they would begin plowing the County roads within City Limits. They stated that the County would reimburse the City upon a written itemized bill identifying the hours and an amount of $75 per hour for the loader time involved to remove the snow from the County Roads within the City limits, for a cost not to exceed $4150 for the season without prior approval. They stated this is a similar agreement the County has with the City of Milaca.

The County has been invoiced for the snow events so far this year. At the County Reimbursement rate of $75 per hour of loader time, the City of Princeton covers over 80% of the cost. The $75 per hour equates to about $15 per hour per man and piece of equipment.

A meeting was held February 21st and was attended by: Mayor Brad Schumacher, Council Member Jules Zimmer, Bob Gerold and Bob Barbian. The County was represented by Chairman Roger Tellinghuisen, Supervisor Genny Reynolds, Administrator Pat Oman, Administrative Assistant and Assistant Administrator Holly Wilson, and Public Works Supervisor Kevin Schultz.

At the meeting the County and City agreed further consideration and discussion on cleaning snow from the roads and sidewalks on County Routes is needed. Administrator Oman indicated after consultation amongst staff, he would seek input from the County Board and report back to the City.

Milaca City Administrator Tammy Plaff has indicated that Mille Lacs County provides a flat fee of $3,000 for the 7 blocks of County Roads for snow removed by the City.

The total cost of snow removal spent by Public Works for the first 5 events in Princeton is $7,944.00, with the total eligible for reimbursement by the County is $1,125.00

The City of Princeton has approximately 5 miles of County routes. If you count what is considered “lane miles” it would be 11. In the County’s own budget summary, it shows
the cost of snow and ice control costs for Mille Lacs County to be $2,571.92 per lane mile.

At the rate of $2,471.92 for 5 miles, it would total $12,359.60. This combined with the historical $4,150 provided to the City for removal would equal $16,5209.60.

The 1981 contract establishes an annual reimbursement of $4,150.00. An Inflation factor of 3% would put that at $12,760.00 in 2019.

Staff is recommending reasonable terms be sought with the County, and staff will be requesting a follow up meeting be held in March.

Zimmer said that those that were in attendance for the City agree that the figures are an insult when you look at the County’s own numbers per lane mile for snow removal. He said he feels the City should receive the full amount of $4,150, should start plowing Rum River and First Street again.

Edmonds added that this all started because of the business owner that complained about the City not clearing the sidewalk on both sides of Rum River Drive.

J Gerold stated that in just the 5 snow events, the City has to eat $6,800. Barbian responded that they did originally send invoices to the County that was calculated at the actual cost, and the County did not accept those invoices. Edmonds suggested 2 council members and staff could attend the next Study Session that the County has to hear their discussions.

Zimmer said he has lived here a long time, and the City is very well aware of how and the timing that is needed to clear and remove snow. Edmonds add that the City crews plow in a way that sets it up for easier snow removal, which the County is not doing.

Zimmer stated that he believes the County Study Session is March 5th. He would like to see the plowing and snow removal turned back to the city, with a reasonable reimbursement rate. He feels the per mile figure in their budget table is fair.

Brotzler said he is familiar with agreements that other City and Counties have in place. For example, the City of South St. Paul has an agreement with Dakota County. They are reimbursed $1,500 per lane mile. If Mille Lacs County is stating there is 5 miles in the City, they must be using center lane mileage, and not standard “lane miles”. B Gerold added that he had calculated it at 11 “lane miles” in the City Limits.

Brotzler added that the $1500 figure came from a MNDot rate schedule.

Edmonds stated he understands we do not have a lot of leverage in this, and will likely eat some of these costs, but the city needs to get a better agreement in place for next year.

B Gerold said if we were responsible for Rum River and First Street, the city crews would have been removing snow from other areas besides downtown as there is such a large amount of snow this year and it is affecting the visibility at intersections.
Zimmer asked staff to set up another meeting with the county for the middle of March. Edmonds added that it may be worthwhile to post a meeting notice if all of the council would like to attend.

D. Approve Cemetery GIS Software

Jenkins advised that when the Capital Improvements were discussed last fall, we went over the many benefits that a Database using GIS would be for Oak Knoll Cemetery. Currently, there are multiple steps and locations to put the information each time a grave is sold, or someone is buried.

Those include writing the information in the big book, and on the paper maps. Then the information is entered into a Spreadsheet and the computer maps. Index cards used to be typed up, cut down and filed as well.

This system will streamline the process greatly. Documents such as the deed, burial slips and disposition permits can be scanned in and linked to the grave site. There is also the ability to have a public site which will allow residents to search for grave locations.

In the past several months, I have gone through the book, maps and index cards to make sure the information is complete in the spreadsheet. It used to just contain burials, but I went through and added every space in the cemetery and noted if it was for sale or owned with no burials yet. Having everything in this spreadsheet, should make the upload to the new database much easier and more accurate.

This GIS Software is in the CIP for 2019. The total amount set aside is $15,000. The scope of work submitted by WSB is to not exceed $14,000. With a $800 per year maintenance after the first year.

REYNOLDS MOVED TO APPROVE THE PURCHASE OF THE CEMETERY GIS SYSTEM AS QUOTED FOR NOT MORE THAN $14,000. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. WWTP Addition engineering Agreement

Klinghagen reported that there is some piping and storm sewer that needs to be moved to put the addition on, so Engineering will be required. S.E.H. was the Engineer that worked on the Wastewater Plant. The lump sum fee for this project is $3,000 including expenses and equipment.

EDMONDS MOVED TO APPROVE THE ENGINEERING CONTRACT FOR THE WWTP ADDITION FOR NOT MORE THAN $3,000. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. Downtown Design Guidelines
Hillesheim advised that City staff has been working with the Planning Commission & Economic Development Authority to set up a couple of downtown initiatives to assist property owners to reinvest in their store fronts.

In November of 2018 the city hired the architecture firm MacDonald and Mack to conduct an architectural case study of specific downtown facades, as well as create design guidelines to direct future improvements in the downtown. The original quote from MacDonald and Mack Architects was for $11,950. The finished product included “before and after” renditions of five sites as well as 15 copies of the design guidelines formed.

Subsequently, in January of 2019, the architecture firm visited the City of Princeton and began working on case studies of buildings identified through previous projects, staff and community recommendations, as well as the architect’s consideration. City staff and MacDonald and Mack Architects held a community meeting gathering ideas from building owners, businesses and community members.

Through the selection process and other work done by city staff and input from community members, it has been determined the addition of two more sites could provide further opportunity to inspire future redevelopment efforts, by property owners, to complete façade renovations. The cost to include the additional sites is $2,700.

Cost Breakdown:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Original Estimate (Including 5 sites and design guidelines)</td>
<td>$11,950</td>
</tr>
<tr>
<td>Additional Sites</td>
<td>$2,700</td>
</tr>
<tr>
<td><strong>Total Cost of Architectural Study</strong></td>
<td><strong>$14,650</strong></td>
</tr>
</tbody>
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The recommendation from the Economic Development Authority is to include two more sites to the Architectural Case Study for an additional $2,700 as negotiated with the architecture firm MacDonald and Mack.

Reynolds added that even adding these additional sites, the price is still under the next lowest bid.

Hillesheim stated that they have met with the owners of these properties and they are interested in looking into the options. Barbian added that 2 property owners are looking at making the improvements right away. These are design guidelines, so not required to be followed. There is a small grant available for those that are interested in making the improvements.

**NEW BUSINESS**

A. Request for permission to start hiring process for up to 5 new firefighters
Lawrence said he is respectfully asking for permission to start the hiring process and hire up to 5 new firefighters for the upcoming year. The Department is currently at 33 members and they are expecting one retirement this year. With the increasing call volume and Public Relations events, it is a benefit for our communities that we serve and department to have an adequate number of firefighters.

The maximum number firefighters allowed per PFRD handbook is 40.

J GEROLD MOVED TO APPROVE THE HIRING OF UP TO 5 NEW FIREFIGHTERS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST
J GEROLD MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $143,119.92 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 78872 TO 78937 FOR A TOTAL OF $165,201.54 REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:11PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins Tadych  Brad Schumacher, Mayor
City Clerk