MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON FEBRUARY 7, 2019 4:30 P.M.

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, Finance Director Steve Jackson, 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, Fire Chief Ron Lawrence and Attorney Damien Toven.

Public Comment – Chris Williams

Schumacher stated he spoke to Chris Williams on Sunday and his concerns have been addressed.

Tablets, Council Meeting Videos, & Email addresses

Barbian reported that staff has been looking at various tablet options. There are tablets that can supply Data, or those that only hook up to WIFI.

Schumacher stated at the league seminar, a lot of the councilors that attended the seminar had tablets of some sort that they were taking notes on. He would also like to see the calendar linked up, like an event being sent via email, which a person would accept or decline, adding it to your outlook calendar.

Hillesheim said she has been working on getting some examples.

Barbian spoke about the option to video the meetings and post them on YouTube. It was discussed at the supervisor meeting, and it was felt it would be best not to post it live, in case a name or something was mentioned that should not have due to privacy issues.

Frederick stated there are 2 options to post the videos. One could be a live broadcast, where there should be some caution to various privacy concerns, or where the video is uploaded afterwards.

Great Northern Trail Project update

Barbian reported that the final design for the construction of the Great Northern Regional Trail was completed and submitted to MnDOT for review. The construction of the regional trail includes federal funding of $509,691 with the balance of the construction and project costs being locally funded. MnDOT recently informed us that there is additional federal funding available for the project, up to $108,000 for the construction of the Great Northern Regional Trail project. Federal funding for the project may be used for up to 80% of the construction cost with a minimum 20% local match required. Depending on the final construction cost, the original federal funding plus the additional available funding will be available to fund up to the 80% limit.

Temporary and permanent easements from several property owners are necessary for the trail construction, and these property owners have been notified. Negotiations are currently underway and near completion with City Council approval. Two of the property owners along the proposed alignment have expressed concerns about the proposed trail location and the granting of necessary easements. We have been worked with staff to evaluate alternate trail alignments as described in the project scoping below:
- Re-designing the trail through the bus property as close to the eastern property allowing a building expansion area.
- Relocating the trail on Northland Drive from the south side to the north side of the roadway. Placing the trail on the school property eliminates the need for easements from multiple property owners on the south side of the roadway.
  - The school district has granted an easement for the new proposed alignment along the school property.
  - The owners of the Bus Garage property have also agreed to sell the easement necessary.

To incorporate these modified alignments into the plan set, additional work is required to modify the construction plans to accommodate the new alignments. The additional work includes modifying 50 of the 101 plan sheets and includes the following tasks:

<table>
<thead>
<tr>
<th>Task Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revise Design and Plan Set for Trail Realignment</td>
<td></td>
</tr>
<tr>
<td>Bus Property Topographic Survey</td>
<td>$1,634</td>
</tr>
<tr>
<td>Northland Drive Topographic Survey</td>
<td>$2,014</td>
</tr>
<tr>
<td>Revise, redesign alignment on bus property</td>
<td>$10,804</td>
</tr>
<tr>
<td>Revise, redesign alignment on Northland Drive</td>
<td>$16,644</td>
</tr>
<tr>
<td>Update intersection details for ADA with Smith System Road Realignment</td>
<td>$5,496</td>
</tr>
<tr>
<td>Update intersection details for ADA with Rum River Drive</td>
<td>$1,832</td>
</tr>
<tr>
<td>Gopher State 1 call</td>
<td>$1,320</td>
</tr>
<tr>
<td>Update Project Memorandum</td>
<td>$1,888</td>
</tr>
<tr>
<td>Structural Review (requested by MnDOT during 90% plan review)</td>
<td>$1,692</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$43,324</strong></td>
</tr>
</tbody>
</table>

The current funding breakdown is as follows:

<table>
<thead>
<tr>
<th>Category</th>
<th>TAP Funding</th>
<th>Additional TAP Funding</th>
<th>Local Funding</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$509,691</td>
<td>$108,000</td>
<td>$200,709</td>
<td>$818,400*</td>
</tr>
<tr>
<td>Design</td>
<td>$162,037</td>
<td></td>
<td></td>
<td>$162,037</td>
</tr>
<tr>
<td>ROW/Wetland Mitigation**</td>
<td>$42,000</td>
<td></td>
<td></td>
<td>$42,000</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>$100,000</td>
<td></td>
<td></td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$509,691</strong></td>
<td><strong>$108,000</strong></td>
<td><strong>$504,746</strong></td>
<td><strong>$1,122,437</strong></td>
</tr>
</tbody>
</table>

*Construction estimate includes the new trail alignments and will be updated as the final design of the modified alignment occurs.

**ROW/Wetland Mitigation is an estimate value.

To receive federal funding, the project schedule states that final right-of-way certificates must be completed and signed by June 1, 2019. To meet this timeline, the additional scope approval will allow for designing the new alignments.

**Recommendation**

The following is recommended by the Princeton City Council:
- Approve additional scoping to design new alignments through the bus property and along Northland Drive to construct the Great Northern Regional Trail.
- Approve the purchase of the easements from the Bus Garage Facility.
EDMONDS MOVED TO APPROVE ADDITIONAL SCOPING TO DESIGN NEW ALIGNMENTS THROUGH THE BUS PROPERTY ALONG NORTHLAND DRIVE AND APPROVE THE PURCHASE OF THE EASEMENTS FROM THE BUS GARAGE. GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Finance Issues

1. Roundabout Assessments

Barbian advised that in the past, the council had determined that some of the cost may be assessed to the property owners in that area. Those costs could be assessed to benefitting properties, or be covered by the general taxpayers. Zimmer asked if you can both assess, and include some in the levy. Barbian stated the council was originally planning on doing both. Barbian said we can bring the totals back. Schumacher asked if there is a time frame. Jackson said there is a time frame that needs to be met for the assessment process. Staff will report back with the time line, requirements and totals. Edmonds said some of the property owners had made it very clear that they will contest any assessments.

2. Satisfaction of Mortgage, Robert and Roseanne Beattie

Jackson stated that this has been paid off for quite some time.

ZIMMER MOVED TO APPROVE THE SATISFACTION OF MORTGAGE FOR ROBERT AND ROSEANNE BEATTIE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

3. ADA Door at Liquor Store

Schumacher said he was contacted by someone questioning why the Liquor Store does not have an ADA door. Barbian stated that staff spoke with a loss prevention specialist and she went through many items and explained what is required and what it not. An ADA door is not required, but may be something the city should look into having installed.

B Gerold stated that he contacted 2 companies, and has received quotes back from one company. The first estimate of $3965.00 is for a push button like we have at city hall. For 2 sliding doors, cost is $14,620, not including an air curtain that should be added to keep the cold or heat out of the store. B Gerold looked at them online and they start at about $1000.

Campbell added that she does get asked frequently why they do not have an ADA door. Schumacher asked Gerold if he would likely have the other bid by the next meeting. Staff will bring it back to council when the other quote is received.

4. Chamber of Commerce Participation request for 2019

Jackson stated that there was a miscommunication on this, it will be on the March Study Session for Discussion.
Snow Plowing: County routes of Rum River, 1st Street and 21st Ave North

Staff has been keeping track of complaints received regarding the County’s Plowing of Rum River Drive and First Street.

12-27-18 - plows came by so late, they had to shovel a second time as the plows filled in the sidewalk. An employee was also soaked by a plow going through a large puddle along the street. Employee had to go home and change.

12-29-18 – Resident called at 10:02am about poor road conditions. Bob Gerold called County at 10:03am. County had still not been out at 10:46am.

1-28-19 – County Plows came by so late, they were not able to plow the snow in front of K-Bob, as there were a lot of cars parked there already.

2-6-19 – Received a complaint that the County Plows are pushing the snow up on the sidewalks.

B Gerold said he has had a couple of calls as well. A contractor who clears snow downtown was very upset the other day and stated it feels like he is fighting with the County. He did not have any issues when the City cleared the snow. B Gerold said he had always told his guys to slow down so the snow would be dropped at the curb. Edmonds asked if cleaning up the snow after the County has plowed is more difficult then cleaning up after the City plowed. B Gerold confirmed it was more difficult to clear up after the County has plowed.

Edmonds asked how much the City has spent on the snow cleanup so far. Jackson said it is at $3,100 before this current snow fall. Reynolds asked if Public Works will really be stopping when the amount the County has said they will reimburse is hit. Genny Reynolds stated the bills have not yet been submitted to the county. Jackson replied that they have been submitted. Last year, the County had paid the flat amount to the city in the spring.

Campbell added that said the county is only plowing half the turn lane on 21st Ave.

Barbian said he did let County Administrator Pat Oman know about the issues in front of K-Bob. B Gerold added that the County has really varied in the times they start plowing.

Schumacher asked if staff can set up a meeting with the County. Zimmer asked if the County is going to remove the snow when the $4,300 amount is met and the City stops removing the snow. He asked when that is stopped and people start calling city to complain, who should we have them call? Edmonds replied to have them call Kevin Schultz with Mille Lacs County.

Staff will work on setting a meeting up.

Fire Truck purchases

Lawrence reported on some year end statistics’

They responded to 364 calls in 2018, it was the second busiest year for PFRD.

The breakdown was:
City of Princeton – 90 calls (2017 – 126)  
Blue Hill Township – 57 calls (2017 – 71)  
Greenbush Township – 45 (2017 – 38)  
Princeton Township – 73 (2017 – 79)  
Bogus Book Township – 4 (2017 – 9)  
Wyanett Township – 40 (2017 – 38)  
Spencer Brook Township – 39 (2017 – 34)  
And 16 Mutual Aid calls in 2018

Lawrence advised that with Council approval, they have sold some older trucks and trailers, and purchased a new utility truck and a used command vehicle.

PFRD has an aging fleet of trucks. Ladder 1 failed its ladder test in 2018, and Engine 1 and Engine 5 are nearly 30 years old. Both Engine’s are starting to cost more money with higher maintenance costs.

The original plan was PFRD was asking for $1,000,000 to replace two trucks. $550,000 for a new engine and $450,000 to purchase a used ladder truck. After many hours of research and due diligence, they have come up with a better solution for the department and community they serve.

PFRD has a truck and equipment fund, that is funded by insurance payments and excess budget. The suggestion is to split the fund to a truck fund, and an equipment fund. Leave the Equipment fund as is, which is approximately $15,000. Support the truck fund with a new increase. The suggested amount would be $130,000 set into the truck fund every year from the Townships.

Staff has found a ladder truck that appears to fit the needs of the department and community. It is a 2001 HME RK Aerial ladder truck. It has 22,600 miles with 2200 engine hours. They have reviewed past ladder tests, pump tests, and maintenance records. There was a ladder twist incident in 2011, which was fully repaired and has passed all ladder tests since then. The listed price is $150,000. Flight, hotel and rental car for 3 people will be approximately $2500. Shipping is estimated at $9,000. The total cost should be less than $175,000.

They are estimating a new engine will cost approximately $600,000. That with the ladder if it fits are needs may leave enough to purchase a new or close to new tender. This would replace the 3 oldest trucks.

Schumacher asked how we would purchase the ladder truck for the $175,000 before the funds were collected from the Townships. Jackson responded that we would adopt a resolution that we would pay ourselves back when a bond was issued. We could also get an equipment loan through the bank.

Barbian stated that it is a several month process for the Engine. Lawrence added that it would likely take approximately a year to get it in house.

Schumacher asked if one or 2 townships do not want to participate. They have agreed in the past for the purchase of a truck, so staff is hopeful that they will be in favor of this.

Zimmer questioned if we made all 3 purchases, how long would the department be good for. Lawrence believes it would be about 10 years before they would need to upgrade something
else. Jackson said we would bond for the 1 million, then make the bond payments by the funds received from the Townships and the City’s levy. The Bond would be in the city’s name, and the Townships would have a certificate of indebtedness.

J Gerold asked how the Township’s wishes would be handled. Barbian responded that it would be the majority vote.

**Police Department: K-9 update and cars**

Frederick reported that on 02-04-2019, I was notified by the state that all bid programs for squads will not be done for another four to five weeks. With the shortage of Ford Utilities (approximately 4700), the dealerships, fleet brokers and the fleet manager from the state, are worried customers may switch to Chevrolet Tahoe’s instead of Ford Utilities. Considering this shortage, we may see extreme delays in squad builds from Chevrolet as well.

He spoke with Princeton Auto on 02-05-2019 and confirmed they would be willing to purchase off of the fleet bid, a 2019 Chevrolet Tahoe pursuit Vehicle with an increase of $200.00 over the fleet price, which is very similar to the state bid price. The total purchase price including delivery is approximately $300.00 under the cost we paid for with our 2017 Chevrolet Police Pursuit 4-wheel drive Tahoe. The add on options for the squad have been limited to items such as: removing carpet and adding rubber floors, adding LED spot lamp to driver’s side, wiring package, wiring tunnel (front engine compartment to rear cargo). In addition to the price of the squad there is approximately $14,000.00 budgeted for replacement of the equipment as well as conversion cost. The total price of the vehicle will fall under the budgeted amount of $52,000.

The Princeton Police Department will be replacing the 2012 2-wheel drive Chevrolet Tahoe which has approximately 112 thousand miles on it. This squad has been used as our K9 squad.

He is also seeking council authorization to dispose of the 2012 Chevrolet Tahoe. The department would like to take the 2012 Tahoe to public auction. We plan to obtain a minimum of $5000.00 for the vehicle.

He said he is asking council for permission to go outside of the state bid processes. It should also be known that Mille Lacs County Sheriff’s Office and potentially one other LE department is working on the same type order with Princeton Auto.


Frederick advised that on 01-30-2019 the department’s Drug Task Force Detective was involved in a motor vehicle crash in the City of Elk River. The other driver was cited for the accident. Both drivers were taken to the hospital. The Detective was later released with bruising and soreness. The insurance agent has totaled out the un-marked squad and assessed a preliminary value reimbursement of $10,500. With some additional cost for equipment, the city should receive approximately 12,000.00 dollars back.

He would like Council authorization to spend up to 20,000 dollars before reimbursement to purchase another used vehicle to replace the un-marked squad. I have two different dealerships
looking for a certain vehicle with the hopes that the department can stay local and use Princeton Auto for our purchase. The vehicle we are looking for will be a four-wheel drive vehicle, as we have found that this is a necessity for the work the task force Detective is performing.

REYNOLDS MOVED TO ALLOW THE PURCHASE OF A DRUG TASK FORCE SQUAD UP TO $20,000. GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Frederick stated that on 02-04-2019, he was notified by Hibbing Ford that our 2019 Ford Utility that was scheduled to arrive at the end of February has been cancelled by Ford. According to the dealership, Ford has allocated our squad to a different state law enforcement agency. The dealership, which I have confirmed with the state fleet manager, stated that Ford will not be making any other 2019 Utilities. Ford will start taking orders for 2020 in September of 2019. With the shortage of Ford Utilities (approximately 4700), the dealerships, fleet brokers and the fleet manager are not confident that Ford will have enough Utilities in 2020 and may experience the same problem as this year and last year.

While speaking with Hibbing Ford they offered a new 2019 Ford Sedan Police Vehicle at a reduced rate. The problem with this is that we have already purchased equipment for a Utility. I am working with Keepers to return this equipment.

If the council would like staff proceed with this, he would purchase a new 2019 Ford Sedan along with equipment for this sedan. This vehicle would be a fully marked black and white squad.

With the reduction of the squad price we will be under the budgeted amount from 2018 that we had carried over to 2019 for this purchase.

Schumacher asked if you have to use the state bid. Jackson said if you don’t buy on the state bid, you would have to put it out for bid. However, this could be considered an emergency situation, so it should be fine to go with a fleet bid. Todd compared the state bid and fleet bid, and it is a very similar price to what we paid for 2017, for a 2019.

Todd gave an update on the new K9. Rony was found to have cancer and Wed of last week, the dog was returned. Steve, the owner of the company is there now to pick a new dog for Jason. No cost, turned over all the medical records to the company.

ZIMMER MOVED TO APPROVE THE PURCHASE OF A 2019 FORD SEDAN POLICE VEHICLE AT A REDUCED RATE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Outdoor Recreation Grant – Riverside-Riebe Park

The City staff and committees have been discussing improvements to Riverside-Riebe Park for a number of years. A list of improvements for each of the parks was included in the franchise fee study. The franchise fee study indicated, that in addition to utilizing franchise fee funding project expenditures would utilize outside grant funds when possible. A grant program has been identified to fund some of the improvements previously identified. Consideration authorizing the City to apply for funding is being requested.
The grant program is through the State of Minnesota Department of Natural Resources (DNR) it is called: The Minnesota Outdoor Recreation Grant Program. The grant program provides up to 50% of the cost of qualified projects. The maximum funding available is up to $250K, although average awards are under $150K. I believe an application in the range of a total project just under $300K, seeking about 47% funding would be competitive.

Eligible projects include Park acquisition and/or development/redevelopment including, internal park trails, picnic shelters, playgrounds, athletic facilities, boat accesses, fishing piers, swimming beaches and campgrounds. All park projects must meet requirements for perpetual outdoor recreation use. Additional information can be found on the attached grant program outline.

City staff has been working to assemble a project. Preliminary engineering for a fishing pier and redoing the boat ramp have been developed. The ADA Fishing Pier, using the existing wing wall is approximately $10,300. The cost of the sidewalk to access the pier, making it ADA compliant is approximately $11,500. The total is 21,800.00 is listed below. The estimated cost of improving the boat access, with the addition of a floating dock is $36,000. A potential list of projects is listed below. This list may change as feedback is received from the Park Board, Council and DNR program contact.

The Outdoor Recreation Program provides an opportunity for the City to enhance the Riverside/Riebe Park improvement Plan. A grant award would enable the City to advance many of the park plans forward enhancing access to use the Rum River and Parks.

The match to the grant can be franchise fees, park dedication fees, and capital improvement funds as would be recommended by the finance department and decided by the Council. In kind labor can also be part of the match. Other sources can include funds pledged by community organizations such as the Rotary who has pledged $8,000.00 toward a fishing pier. A decision on the source of the match would not need to occur upon implementation of the projects.

A possible funding structure follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant funding</td>
<td>147,400.00</td>
</tr>
<tr>
<td>City funding</td>
<td></td>
</tr>
<tr>
<td>Rotary</td>
<td>8,000.00</td>
</tr>
<tr>
<td>City</td>
<td>129,525.00</td>
</tr>
<tr>
<td>Other donations</td>
<td>32,000.00</td>
</tr>
<tr>
<td>Total</td>
<td>316,925.00</td>
</tr>
</tbody>
</table>

A donation concept programs that could be implemented might offer sponsorship for the 12 picnic tables and 12 park benches. Donations from the public could be sought for a bench at $1,000 each and $1,800.00 for a picnic table. This could provide an estimated $32,000 in matching funds for the overall project.

List of improvements to narrow down to include in application:

<table>
<thead>
<tr>
<th>Riverside/Riebe Park Improvements</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Large Fire Ring with Rock Seating</td>
<td>$6,000</td>
</tr>
<tr>
<td>Bike Racks (4 @ $800 each)</td>
<td>$3,200</td>
</tr>
<tr>
<td>Picnic Tables (12 @ $1800 each)</td>
<td>$21,600</td>
</tr>
<tr>
<td>Vault Toilet</td>
<td>$25,000</td>
</tr>
</tbody>
</table>
12-ft Wide Aggregate trail (3,470 -ft long @ $28/ft) $97,160
Picnic Shelter, 24'X24' $10,000
Boat Ramp with Floating Dock $36,000
Natural Fishing Pier $12,500
ADA Accessible Fishing Pier with Path $22,000
Park Benches (12 X $1000) $12,000
Trail Extension (1805-ft long at 5ft wide aggregate trail @ $13/ft) $23,465
Engineering costs $48,000
**Total Cost for improvements:** $316,925

The Park Board recommends the City Council approve city staff to apply for funding from the MN Department of Natural Resource Outdoor Recreation Grant Program and pledge the grant match.

**Ordinance 779 – fee for haul in septic disposal and Mobile Incident Command usage fee**

Barbian stated that this will create a fee for septic disposal and Mobile Incident Command usage fees.

ZIMMER MOVED TO INTRODUCE ORDINANCE 779 AMENDING THE FEE SCHEDULE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Haul in Septic Disposal approval**

Klinghagen the city was recently approached by Mark Sewer Service to allow them dispose of septage at our waste water treatment plant, as he is dealing with a lot of frozen drainfields.

When looking at the ordinances we did not have a fee in place for this service to charge local septic haulers.

Staff discussed it at the department head meeting. After considering area prices it is recommended the following fee be instituted:

**Haul in Sewer Disposal (with prior Wastewater Manager approval) $20 per 1,000/ gal**

While implementation of the ordinance is occurring the acceptance of waste for Mark Sewer Service to dispose of septage is recommended to preserve the environmental integrity of area lands.

ZIMMER MOVED TO APPROVE MARK’S SEWER SERVICE TO DISPOSE OF SEPTAGE AT THE WASTEWATER PLANT AT THE COST OF $20 PER 1,000 GALLONS BEGINNING 2-8-19. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Council and Committee compensation**
Schumacher said he would like to discuss this, as the Board and Commission members are only receiving $10 per meeting and have not had an increase in quite some time. Jackson said it was actually lowered at one point when we had to make some budget cuts. Staff will put this on the March Study Session.

**Airport Advisory Committee Member**

Barbian advised that Sharon Sandberg was appointed to the Airport Advisory Board in December, but she was not sworn in, and has resigned from that position. If the Council so wishes, Jim Roxbury has expressed a desire to serve on that Board.

Schumacher asked the Council and Airport Board to pass the word that there is an opening on the Airport Advisory Board.

**Mayor’s comments**

Schumacher stated that he has been talking with the School Superintendent about an Ambassador / mentoring program for any students that may be interested in becoming involved with the politics. He said it feels it is important to motivate those kids. He asked the Council if any of them would be interested. He will report back with more information.

**Miscellaneous**

J Gerold wanted to talk about the Fire Advisory Board meeting the other night. When she got to the meeting, it was discovered that the previous Liaison was the chair. When Barbian called the meeting to order, the first item on the agenda was to appoint the chair, vice chair and secretary. Someone immediately motioned to approve her as the chair, and it was seconded. She stated she is not interested in chairing the Board. She did some research into what the definition of liaison and a voting member is. She does not feel a Council Liaison should be a voting member, they are there to simply relay information back and forth to the Council.

**Adjournment**

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 7:03 PM. REYNOLDS SECOND-ED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

__________________________
Shawna Jenkins Tadych
City Clerk

ATTEST:

__________________________
Brad Schumacher, Mayor