MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON MARCH 14, 2019 7:00 P.M. AT PRINCETON CITY HALL

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

AGENDA ADDITIONS/DELETIONS

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

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of February 28, 2019
B. Study Session Meeting Minutes of March 4, 2019

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 28, 2019 AND STUDY SESSION MEETING MINUTES OF MARCH 4, 2019. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Approve Princeton Lion’s Bingo and Raffle Gambling permit for April 6 event
B. Personnel
C. Donations

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

OPEN FORUM

PRESENTATION

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request from Relay for Life for $1000

   Jenkins stated the council approved $500 in both 2018 and 2017.

EDMONDS MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST IN THE AMOUNT OF $500. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS
UNFINISHED BUSINESS

A. Board / Commission and Council Pay discussion and draft ordinance

Barbian advised that it appears Chapter 2 has not been updated for some time. If the Council wishes to increase the amount from $10 per meeting to $25 per meeting, the ordinance will need to be amended.

Jenkins added that they can approve the ordinance now, and then it will be published and go into effect after the first of the year, so the increase can be included in the budget. If the Council would like to consider this the first reading, she will bring it back to the next meeting with the ordinance number and a summary ordinance added for final approval.

ZIMMER MOVED TO INTRODUCE THE ORDINANCE. J GEROLD SECONDED THE MOTION

J Gerold asked what the impact on the budget would be if it was $20 per meeting. Jackson said it would likely be about $3500.

Zimmer stated that while most people do not get involved for the money, it is at least a token of the City’s appreciation of their time spent.

THE MOTION CARRIED UNANIMOUSLY

B. Co Rd 45 Roundabout Assessment discussion

Brotzler reported on the estimated costs and timeline of the project. At the last meeting the Council was informed that there is a deadline for the necessary assessment hearings, so the Council needs to determine if they would like to begin that process tonight.

It was determined that the trail portion could be paid with the franchise fees.

Schumacher clarified that if $30,000 for the trail was covered by Franchise fees, the city would need to cover approximately $45,000 and assessing about $45,000 to benefitting property owners.

Schumacher commented on the statement Reynolds made at the last meeting when it was questioned if the extra engineering and legal fees would outweigh the benefit of proceeding with the assessment process.

The Council questioned why this trail is estimated at costing about $30,000 when the trail involved with the Hwy 95 roundabout project was estimated at about $90,000. Brotzler responded that they viewed the projects a bit differently. With the Hwy 95 roundabout there was additional length of trail that was added to connect to current trails. Some of the costs in the CR 45 roundabout are considered standard roundabout costs (lighting, concrete, pedestrian ramps, etc). If the roundabout was not being done, the trail alone would cost approximately $30,000.

J Gerold asked what the necessary feasibility study will cost. Brotzler responded that the majority of work has already been done, it is just filling out the final report and holding a public hearing. He is estimating the cost at about $1500 to $2000.
Barbian added that given the amounts, it does not make sense to borrow funds for the City’s portion, but would be better to pull from the CIP.

Schumacher questioned if the Franchise fees could be used to pay for the entire $125,000. Barbian replied that it could not be used to pay for anything other than the trail portion.

Schumacher stated that the Council does need to determine tonight if they are going to proceed with the assessment process. Brotzler confirmed that the council needs to decide tonight so the hearings can be held before the bid is awarded. Tonight, the council will need to order the feasibility report, at the next meeting that will be accepted and call for a public hearing, which will be held on April 25th. Notices will be sent to the benefitting property owners and a notice put in the newspaper.

Schumacher’s thought is to pay the $30,000 with Franchise fees, and pay the remaining amount from the General Fund since it is not a large amount.

J Gerold asked about the possible assessments for the Hwy 95 project. Barbian said the city’s portion is about $228,000 so it is a much larger amount for the City to absorb.

Barbian added that he has had some discussion about a few of the properties owners that are very concerned about the proposed Hwy 95 roundabout assessments.

Edmonds and J Gerold both said it is difficult to assess for one project and not another, but agree that the costs are very different between the 2 projects.

Zimmer questioned where the City would draw funds to pay for the $47,000 of their portion. Jackson said there are some CIP funds that would cover the amount.

Zimmer stated it is a tough call. He understands there will be additional costs to cover the additional cost, but it may be good to leave the option of assessing the benefitting properties. J Gerold agrees and is in favor of leaving that option open.

Schumacher stated he would like the City to cover that cost, as there are many people across the community that will greatly benefit from this roundabout.

SCHUMACHER MOVED TO TAKE $30,000 FROM THE FRANCHISE FEES TO PAY FOR THE PORTION OF THE TRAIL, AND FUND THE REMAINING BALANCE FROM THE CIP. VOTE: 2:3 SCHUMACHER AND REYNOLDS IN FAVOR, EDMONDS, GEROLD AND ZIMMER OPPOSED, MOTION FAILED

ZIMMER MOVED TO AUTHORIZE THE PREPARATION OF THE FEASIBILITY STUDY. J GEROLD SECONDED THE MOTION.

Schumacher asked how much time the Council has to complete the assessment process. Toven replied that he believes it is 6 months. Brotzler added that he will work with the City Attorney to draft the adequate wording in the documents.

Brotzler stated at the April 25th hearing, the typical process is the report will be presented, as well as the project scope and estimated costs. At that stage, they would be considered “pending assessments”. Brotzler stated that state statute calls for 10-14 day notice to prop-
When the council approves the feasibility report and calls for the public hearing, that triggers the letters to be mailed and the notice sent to the newspaper.

**VOTE: 3:2 EDMONDS, J GEROLD AND ZIMMER IN FAVOR, SCHUMACHER AND REYNOLDS OPPOSED, THE MOTION CARRIED.**

Brotzler added that Sherburne County will be sending out a notice regarding an open house that is being held for the project on March 25th.

**C. Splash Pad Manager**

Barbian reported that the Splash Park opened in 2003 at which time it was managed by Mr. Lane on a part time seasonal basis a contract employee. Mr. Lane a park enthusiast was a local community member who ran operations for about 3 or 4 years. After Mr. Lane resigned Leeann Hartigan took an interest in managing the operations. Mrs. Hartigan has overseen operations since 2009. Mrs. Hartigan now wishes to stop providing management services. I would like authorization to recruit a replacement.

Over the years Mrs. Hartigan has been responsible for a number of changes occurring at the Splash Pad. These responsibilities have evolved over the years. Currently the major areas of responsibility are:

- Oversee staff, including interviewing, hiring, training and scheduling.
- Plan, organize, and coordinate
- Maintain sanitary, clean and safe conditions at the pool; arrange for necessary maintenance or repairs with the Public Works Director.
- Monitor inventory and order supplies when needed.
- Respond effectively and courteously to public complaints, concerns, and/or suggestions.
- Responsible for daily cash drawer accuracy and deposit drop at City Hall; maintain admission records.
- Promote splash pad usage through special events and other approved methods.
- Provide reports & updates on all operations on a regular basis to Public Work Director.
- Other duties as assigned.

The Public Works Departments supports the operations by providing coordination of all maintenance and cleaning. Also provided are coordination with basic operations and safety procedures for attendants.

City Hall provides limited office support for coping, flyers, taking party bookings and the like. Party Bookings changed in 2018 in that previously only available through the manager starting in May.

The compensation for the position has been 10% of revenue plus an annual hourly equal to attendant pay when required to take shifts at the Splash Pad.

<table>
<thead>
<tr>
<th>Year</th>
<th>Parties Booked</th>
<th>Revenue</th>
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<tbody>
<tr>
<td>2018</td>
<td>62</td>
<td>GROSS $27,293.00</td>
</tr>
<tr>
<td>2017</td>
<td>37</td>
<td>GROSS $23,105.91</td>
</tr>
<tr>
<td>2016</td>
<td>32</td>
<td>GROSS $24,837.06</td>
</tr>
</tbody>
</table>
2015 parties booked – 41 - non-party entries for 2015 - 7358 – **GROSS $31,750.28**

Leeann Hartigan is giving up her Splash Park responsibilities, she has been doing it since 2009. The position has evolved over the years, and this past year the private party scheduling has been done at City Hall. Her husband Cary was going to take it over, but has decided against that.

Bob B said he does not know if the manager has spent time working at the Splash Park.

J Gerold said she felt the original memo sent out was unfair and unjustified. Schumacher thought the Council was just going to review and possibly update the contract as it was from 2012.

Barbian said staff had included some concerns they have had over the past several years in the original memo. He said he would spend more time reviewing memos prior to them being included in the packet.

Schumacher asked for clarification that we will be hiring someone. Jackson said we will need to work on the contract. Zimmer asked if the job would be advertised.

B Gerold stated in the past, the City Administrator was not involved much in the Splash Park. While he will continue maintaining the Splash Park, he would like the City Administrator to be the direct contact.

Edmonds suggested an hourly wage, instead of a percentage of the gross sales. Zimmer said a flat salary would also be an option. He agrees that the overall supervision should fall under the City Administrator.

Schumacher asked for clarification that a contract will need to be approved, and the city will need to hire someone for the position. Barbian confirmed, and stated that once a person was selected, it would go to the City Council for approval.

**J GEROLD MOTIONED TO APPROVE STAFF TO ADVERTISE THE JOB POSTING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

Zimmer stated that the city should have a job description on file for the position.

**THE MOTION WAS CARRIED UNANIMOUSLY.**

**NEW BUSINESS**

**A. Discussion on Post Office Closure at 4:45pm**

Schumacher stated he was wondering why the City’s post office closes at 4:45pm, when several others are open until 5pm. He said he asked at the post office, but they did not have an answer why it was decided to close at that time instead of 5pm. Reynolds stated he believes it is due to the last pickup time.

**B. SMMPA Spring Meeting March 28th**
Schumacher provided a letter that he received in case any Council members would like to attend.

Edmonds stated it will be a good informational meeting, but SMMPA representatives will also be at the PUC meeting on the 27th. If another council member would like to attend that meeting, staff can post it as a meeting.

C. Computer and Software upgrade for Liquor Store

Jackson advised that during the preparation for making the transition from the Liquor Store’s current Point of Sale (POS) retail system to the new system, we realized all of the computers in the store are running Microsoft Windows 7. Microsoft will not provide security updates or support for PCs running the Windows 7 software. Since the computers are 4 years old or older, it seems like this would be a logical time to upgrade the computers to Windows 10 and install the new POS system on the new computers.

Attached you will see the quote from the City’s technology consulting firm for replacing the 3 sales terminal computers up front and the Manager’s office computer (which serves as the server for the network). There is one additional workstation computer that will be used by the new Assistant Manager. The total for the hardware as listed is $4,982.00. There will be additional costs involved with installation estimated at approximately $1,500.00, which will be charged on a time and material basis.

The cost of the new POS system is as outlined on the investment summary page, also included. The total one-time cost is shown as $3,783 and ongoing monthly charges of $180. Some of the monthly charges will be partially offset by the inclusion of a credit card protection system, which the store currently pays a monthly fee of $32.21.

It is the recommendation of the Liquor Store Manager Nancy Campbell and Finance that the Council approve the quote for the hardware presented and the proposal from RITE for the new POS system. We have worked with both vendors since the current store opened and have had good service from both companies.

ZIMMER MOTIONED TO APPROVE THE PURCHASE OF THE COMPUTER AND SOFTWARE UPGRADE FOR THE LIQUOR STORE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Draft letter to Wyanett Township

Schumacher read the letter he has drafted to send to the Wyanett Township Supervisors:

Thanks for allowing me the opportunity to speak at the Wyanett Township Annual Meeting on 3/12/2019. I believe Minnesota Township Day is the backbone of Grassroots Government. The support of your township constituents was very obvious as the town hall was nearly standing room only. During the meeting I did mention a few important items regarding the Princeton Fire District and your continued participation in the district. Since the meeting minutes of the annual meeting will not post until 3/10/2020 when their accepted by the people, I wanted to just put it in writing for you a little sooner. I had mentioned these to two options for your fellow supervisors to consider.
Option #1

I invite your town board to select a member and invite you to city hall for a managers meeting with Finance Director Steve Jackson, City Administrator Barbian, Fire Chief Lawrence and myself to review all the expenditures of the fire district this past year. The goal of this managers meeting will be to help you better understand the budget and be able to confidently share the expenditures of the district with your constituents, as you do with the township budget and expenses.

Option #2

If your town board would extend the invitation to Fire Chief Lawrence and myself to come back to Wyanett Township for your monthly meeting as a guest on the agenda. We could give a budget and expense power point presentation to your entire board and promote the public to attend the meeting. This will allow you more time to discuss this matter concerning the 2020 Princeton Fire District commitment for fire protection in your township.

As the Princeton City Mayor, I hope that your town board would select both option 1 and 2 allowing everyone more time to discuss the process and the future of your fire protection.

Your group also addressed these concerns with the fire district and options that they asked me to look into. These are those top concerns;

Could the fire district continue providing fire protection to Wyanett Township but stop going to medical calls in the township?

What will be the savings to Wyanett Township for stopping the fire fighters from going to all medical calls in Wyanett Township?

Since the Princeton Fire District has the substation in Wyanett Township and the building was paid for by the Wyanett Township Constituents. The group wants to figure out how that cost they occurred could be used as a credit to reduce the annual fire district bill? The group also would like to figure out how to get reimbursed for the utilities spent to heat and power the building?

Please let me know when we can discuss all these options and questions you proposed?

Schumacher asked if it was possible for Wyanett to opt out of medical calls. Toven responded that he will look at the Joint Power’s agreement.

REYNOLDS MOTIONED FOR STAFF TO MAIL THE LETTERS TO THE WYANETT TOWNSHIP SUPERVISORS. EDMONDS SECONDED THE MOTION. 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 $126,133.25 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 78941 TO 79023 FOR A TOTAL OF $1308,464.37 REYNOLDS SECONDED THE
MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Lawrence provided an update from the other Townships on the proposed increase to cover the purchase of the Fire Trucks. From talking to the Fire Department officers, Blue Hill Township and Greenbush sounded very positive. Princeton Township had some great conversation, so he expects that will be approved as well. Bogus Brook should be fine as well. He has not heard anything negative from Spencer Brooke Township. Wyanett Township’s motion was to table the discussion and bring it to the Fire Advisory Board for further discussion and possible some negotiations.

Schumacher stated he would like to know when these meetings are held, so he can attend them and thank them for their support.

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOEURN THE MEETING AT 8:27 PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

_________________________  _______________________
Shawna Jenkins Tadych Brad Schumacher, Mayor
City Clerk