MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON MARCH 28, 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, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Attorney Damien Toven and Engineer Andy Brotzler.

AGENDA ADDITIONS/DELETIONS

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

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 14, 2019

   J Gerold mentioned a sentence that was missing “Splash Park”. Jenkins stated she will make that change.

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 14, 2019 WITH THE ONE CORRECTION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Coborn’s inside sale of Fireworks May 6 – July 8, 2019
   2. Walmart inside sale of Fireworks May 13 – July 8, 2019
   3. Resolution 19-07 approve gambling premise permit for Isanti Sportsmen

B. Personnel
   1. Accept resignation of P.W. GM1 Bob Blackwelder effective March 29, 2019
   2. Rehire Fred Rittenour for PT Seasonal Public Works effective April 17, 2019

C. Donations

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

OPEN FORUM

PRESENTATION

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Reminder of Business Expo April 6th, 2019 at High School

   Hillesheim asked the Council to let her know if there are any changes for those that want to work at the Expo.

B Airport Board Minutes
Barbian said these are a draft, and some changes will be made.

C. Mayor’s Memo to Administration and Public Works on Stormwater Issues

Schumacher shared a memo he sent to Barbian and B Gerold in regard to some stormwater drainage issues. He spoke with someone at DEED, and there are some grants available for these types of projects. He asked Gerold to identify 5 areas of the city that need improvements to the drainage.

Barbian said B Gerold has identified some problem areas, and they have looked at some various programs that may be of assistance.

Edmonds said at the PUC meeting, it was stated that the County was going to be redoing 7th Ave in 2020. He questioned if some of the lines will be replaced at that time. B Gerold responded that some of the lines have been televised and the documentation was sent to the Engineer.

Zimmer asked if there have been water breaks in that area. B Gerold said there have been issues there with sewer lines and some water lines as well.

D. Discuss League Press Conference

Schumacher reported that the League Press Conference was interesting. The league would not take a side on the gas tax, but are suggesting a $10 wheelage tax that would hopefully collect approximately 57 million.

Barbian added that the League of MN Cities will be holding a Regional Meeting here at City Hall on April 2nd if anyone would like to attend. If more than 2 council members would like to attend, staff can notice the event.

PETITIONS, REQUESTS, AND COMMUNICATIONS - None

ORDINANCES AND RESOLUTIONS

A. Ordinance 780 – Boards and Commission

Edmonds confirmed that this would go into effect after the first of the year, and the Council pay will need to be reviewed during the next election year. Jenkins confirmed that the summary ordinance will be published in the January 2, 2020 edition.

EDMONDS MOVED TO APPROVE ORDINANCE 780. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 19-08 – accept Feasibility Study and call for public hearing
Brotzler confirmed that the Council had decided to move forward with the Preliminary Assessment hearings for the south round-a-bout. To meet the required time frame, the Council needs to accept the feasibility study and call for the public hearing, which will be held April 25th. The county is planning to award a contract in May, and the council will have 6 months after the project is complete to finish the assessment process.

Barbian asked if the process is similar to the process that was done prior to the Hwy 95 and 21st round-a-bout. He asked Brotzler to explain why they decided to assess area wide properties instead of those just abutting the roundabout. Brotzler responded that linear road frontage does not work well in these types of projects, and the entire area benefits from the improvement. A trip generation assessment would net similar results to a per acreage cost. Any stormwater ponds are removed from the acreage figured in the assessments.

ZIMMER MOVED TO APPROVE RESOLUTION 19-08 ACCEPTING THE FEASIBILITY STUDY AND TO CALL FOR A PUBLIC HEARING ON APRIL 25TH. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Social Media Policy

Barbian said J Gerold had requested a social media policy be adopted for Employees, City Council and Board/Commission members. He reported that the Attorney had drafted this policy, and there were a few small changes suggested by staff.

Schumacher stated that he has some questions and concerns, but has not been able to put them down yet, so he would like to see this tabled.

Frederick stated from a Police Department standpoint, he does not want to have to get approval to post urgent matters, such as a missing child in the middle of the night. J Gerold commented that the City Administrator wouldn’t need to approve every post, just that the Administrator would have Administrative rights to the page, so he could post and make changes. Frederick said he does not agree with that, as it is very critical what information is put out in case of events.

Zimmer stated he agrees this item needs further review and discussion and could like to take this item.

Edmonds asked if it was okay to share events and posts from the various City pages. Staff replied that it was.

Zimmer said he does feel a policy may be beneficial. Years ago, people had a lot more time to think and formulate responses, unlike today when it is instant on social media.

ZIMMER MOVED TO TABLE THE SOCIAL MEDIA POLICY FOR 30 DAYS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Chamber Distinguished Service Awards
Hillesheim advised that annually the Princeton Area Chamber of Commerce provides a platform for honoring members of the community. This year the Distinguished Service Awards dinner will be held April 24, 2019 at the Civic Center from 6pm to 8pm.

At a recently held department head meeting, staff supervisors established the city would like to provide an award for an upstanding citizen not employed by the city. This award is meant to recognize the time, support, service, and dedication that individuals and organizations provide to the City of Princeton. It is important to acknowledge the hard work of citizens that truly make a difference in our community.

The recommendation by city staff is to establish a Distinguished Service Award for the City of Princeton and have the department heads nominate and choose a deserving citizen or organization annually to be presented an award at this annual event held by the Chamber of Commerce. The City would be responsible for covering the cost of the event for the award recipient(s), currently the cost is $20. The City would also be responsible for purchasing and presenting a plaque to the recipient in honor of this recognition.

Zimmer and J Gerold volunteered to be on the committee to choose who should be honored by the City.

Hillesheim stated it will cost approximately $20 per person, so they are also looking for approval for the City to cover that cost to attend.

SCHMUMACHER MOVED TO APPROVE THE CITY CHOSING AN INDIVIDUAL EACH YEAR AND TO SPEND UP TO $240 FOR THE AWARD WINNER A GUEST, COUNCIL AND STAFF TO ATTEND. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. National Day of Prayer Proclamation

Jenkins stated that this has been done yearly, so it is on the agenda annually. This year it is Thursday, May 2nd.

ZIMMER MOVED TO PROCLAIM THURSDAY MAY 2ND, 2019 AS THE NATIONAL DAY OF PRAYER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Donate Life Month Proclamation

Jenkins stated this has also been done yearly to recognize Organ donation.

ZIMMER MOVED PROCLAIM APRIL AS DONATE LIFE MONTH. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Reallocation of Public Works CIP funds

B Gerold stated that the Public Works Department has a 1995 Peterbilt Quad-Axle Dump Truck with approximately 700,000 miles that is in need of some major engine repairs, they
consist of a new radiator, all hoses, oil cooler, water pump, engine head, and injectors. These repairs were not anticipated so they were not budgeted for. Staff is requesting a reallocation of CIP funds in the amount of $15,000. The estimated repairs are to be around $16,000 with the remainder coming from the street maintenance fund.

These funds are currently designated for signage upgrade for the next 3 years, this project has been substantially completed in the last 2 years so the need it not here at this time.

Some history on this vehicle is it was obtained through the forfeiture process with the police department around 2005, we have no substantial funds invested at this time except for routine maintenance. When these repairs are completed the estimated value should be around $45,000 with a life expectancy of 10-15 years.

Edmonds asked if the truck is used in the winter. B Gerold responded that the truck is used quite often. It has a heated box so they also use it a lot in the summer for patching potholes.

Edmonds questioned if the lower portion of the motor should be done as well. B Gerold said everything looks good, so there is no indication that it needs to be done at this time.

EDMONDS MOVED TO REALLOCATE CIP FUNDS TO REPAIR THE 1995 PETERBILT QUAD AXLE DUMP TRUCK. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Yard waste site

Gerold advised that in 2015, Sylva ceased taking yard waste from city residents because of some safety concerns and close calls with residents and Sylva’s Heavy Equipment. Because we had little notice of the change, staff had to scramble to find a viable alternative for the rest of the year. The City had roll off’ containers delivered from East Central Sanitation that were monitored by a part time city employee on Wednesdays and Saturdays.

In August of 2015, the City entered into an agreement with Sylva. They would provide a portion of land along airport road, which was approximately 1/3 of an acre. The Area was blocked off with concrete Blocks so the public could not enter Sylva’s Production yard. The City provided some gravel and a gate. Products are separated into 2 classes, 1 woody material such as brush and stem wood, and 2 grass and leaves. Sylva grinds the product as needed, keeping the woody material and the City hauls off the grass and leaves. Sylva receives $3500 per year for the use of the site and for grinding material. Up to 10 hours of machine time is included. The City has been responsible for when the site is open, and staffs it with a part time seasonal employee. The City charges $5 per load, and only accepts yard waste from residential properties that are in the City Limits.

In 2018 the site opened on April 28th, and opened April 1st in 2017

Staff proposes to open the site on Saturday April 17th, with a closing date to be determined by the weather.

Hours the site has historically been available for residents to drop is

- Wednesdays, 3pm to 7pm (or sunset, whichever is earlier)
- Saturdays 9am – 2pm
REYNOLDS MOVED TO APPROVE OPENING THE YARD WASTE SITE ON APRIL 17TH AND TO CONTINUE TO CHARGE $5 PER LOAD. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Approval to publish Seasonal Public Works Positions

Gerold stated staff is requesting authorization to publish help-wanted ads for three seasonal positions for Public Works for the upcoming summer.

The Public Works Summer Help is a continuing of the program begun in 1988. The moneys have been budgeted for in the street, park, and cemetery departments. The three employees will spend time working in each of these departments throughout the summer.

The program has been a great success, primarily because of excellent summer youth.

Below is the ad that will be placed in the Princeton Union Eagle for one week also posted on the Princeton Website and Facebook pages.

**HELP WANTED:** The City of Princeton will be hiring 3 individuals for the summer to supplement maintenance duties in the parks, streets, and cemetery. Applicants must be 16 years of age and possess a valid driver’s license. Positions will entail outdoor working conditions with some strenuous labor. Applications are available at Princeton City Hall, 705 Second Street North, Princeton MN 55371, and will be accepted until Friday April 19, 2019 at 3:00 p.m.

ZIMMER MOVED TO ADVERTISE FOR SEASONAL PUBLIC WORKS POSITIONS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. PFRD container

Lawrence stated that after the collapse of the Fire Department's hanger and having to move some equipment throughout different locations, he said he is seeking permission to purchase a sea container or Conex box for some short-term storage until our new building is built. We would be storing some Fire Department as well as Relocation program equipment.

He has spoken with his Relocation Program contact and they are willing to pay for the box. He is asking to spend up to $2200 on a storage container.

Schumacher added that there may be an option to purchase one of the older hangers as well. Lawrence responded that he would still like to purchase the container to use temporarily for now.

ZIMMER MOVED TO ALLOW THE FIRE DEPARTMENT TO PURCHASE A SEA CONTAINER OR CONEX TYPE BOX FOR UP TO $2200 USING RELOCATION FUNDS TO BE USED FOR STORAGE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
G. PFRD Auction

Lawrence reported that after the collapse of our hanger and having to move some equipment throughout different locations, we have learned that there is a lot of used equipment that they cannot use or is outdated. Staff is seeking permission to sell/auction the unnecessary equipment at an auction. This will help clear up some space that is needed.

Fire hoses, nozzles, propane generator, pump fittings, emergency lights, and possibly a slide in unit. He can list it for sale on many various fire department sites, or use any of the available auction companies.

**Zimmer moved to allow the fire department to sell any unsued fire department equipment. Reynolds seconded the motion. The motion carried unanimously.**

H. PUC Board Meeting Update

Schumacher reported that Princeton Public Utilities Manager Connie Wangen has announced her retirement. He provided a letter to the council that he would like send out.

At the meeting, the PUC Board has discussed setting up a hiring committee. Besides Edmonds, who is the Council Liaison, he would like to see a second council member be appointed to the committee.

Schumacher suggested J Gerold be appointed to the hiring committee. Edmonds suggested Zimmer, as he was Police Chief and Sheriff, so he has many years’ experience in hiring for various positions. Zimmer thanked Edmonds, but if J Gerold is interested, she would be a great fit as she has many years of hiring general managers.

**Zimmer moved to appoint J Gerold to the hiring committee for the Princeton Public Utility General Manager position. Reynolds 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 $316,572.72 and the items listed on the liquor bill list and general city bill list which will be checks 79029 to 79082 for a total of $128,650.06. Reynolds seconded the motion. The motion carried unanimously.

**MISCELLANEOUS**

Schumacher read the letter that he drafted to Administrator Pat Oman.

I think it’s safe to say, in writing, that we all made it through another Minnesota Winter. With that I’d like to figure out with your schedule when city staff, public works and myself could sit down and discuss the snow contract for 2019-2020 with you. Including the road easement of 411 N Rum River Drive Princeton, MN 55371. The city council discussed this snow contract topic at great length and have many ideas. They also decided that
Councilor Edmonds might attend instead of Councilor Zimmer based on scheduling, it's very important to the council that 2 of our 5 members attend these meetings. Administrator Barbian and I are together almost every Thursday and have made the executive decision that this time we'll come to you in Milaca to meet. Please let us know the dates you'll be available.

Second topic is the roundabout on 21st Ave and funding from Mille Lacs County. The city council has asked that this item also be reviewed as I'm the new city mayor and was not part of the discussions. I'm very knowledgeable about the Sherburne County Roundabout on County Road 29, Rum River Drive and Baldwin Township 125th Ave North. I'll be only local public official to approve two sides of that roundabout paying for it with different funds. I approved it on a 3-2 vote sitting on the Baldwin Township Board and again at Princeton City Hall when I sign the check. Clearly, I like roundabouts as I believe they build round table discussions with community leaders and everyone can equally share the cost of the circle project.

** CLOSED SESSION – AT&T LEASE AGREEMENT AND FLUSHABLE WIPES LITIGATION **

Schumacher stated the agenda item for this meeting is to discuss and negotiate a lease agreement and litigation

This portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the attorney/client communication exception to the Minnesota Open Meeting Law.

The need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

Confidentiality is necessary to protect the City’s interests with respect to a lease with AT&T for a Cell Tower, and Flushable Wipes Litigation

- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine what actions are appropriate with respect to the proposed lease with AT&T for a cell tower and the Flushable Wipes Litigation
- The only business to be discussed in this portion of the meeting is the proposed lease with AT&T for a cell tower and the Flushable Wipes Litigation and what action, if any, should be taken.

I will now entertain a motion to close this portion of the meeting.

REYNOLDS MOVED CLOSE THIS PORTION OF THE MEETING. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

The Council will now go into a closed session. The time is 8:13pm

Only the officials and consultants of the Council who reasonably require access to this data may be in attendance at any portion of the meeting for this agenda item.

The minutes of this portion of the meeting should reflect only that a meeting was held with its date, time and location; who was present at the meeting; and the purpose of the meeting.
ZIMMER MOVED ADJOURN THE CLOSED SESSION AT 8:52PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Barbian advised that the Council addressed 2 issues during the closed session. The first is the proposed AT&T Lease and the Flushable Wipes litigation, which will be going to mediation.

In regard to the AT&T lease, there has been many drafts back and forth, but the city and AT&T are very close to agreeing on the lease documents.

ADJOURNMENT
There being no further business:

EDMONDS MOVED TO ADJOURN THE MEETING AT 8:54PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,                      ATTEST:

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Shawna Jenkins Tadych
City Clerk

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Brad Schumacher, Mayor