Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Eric Eckman, and Attorney Kelli Bourgeois

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of February 23, 2017
B. Study Session Meeting Minutes of March 2, 2017

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 23, 2017 AND THE STUDY SESSION MEETING MINUTES OF MARCH 2, 2017. ZIMMER-SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
C. Donations/Designations
   1. Resolution 17-12 accepting donation from Crawford Equipment
   2. Resolution 17-13 accepting TV Donation for Public Safety Building
   3. Resolution 17-14 accepting donation for Public Safety Day

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Meeting of February 16, 2017
B. Park Board Meeting of February 27, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

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

Karnowski advised that the Princeton Lion’s are requesting a 10 - $20 gift cards to be used for their Spring Raffle which supports local community charities. In the past 3 years, they have received $100 per year, so this is twice the amount that was donated. Zimmer said they do a lot for the community, and does not feel this is a lot to request.

ZIMMER MOVED TO APPROVE THE REQUEST FROM THE PRINCETON LIONS FOR 10 $20 GIFT CARDS TO BE USED FOR THEIR SPRING RAFFLE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Wine and Spirits Grant Request from Kinship Youth Mentoring

Karnowski reported that Kinship Youth Mentoring is requesting a $1500 Grant to assist in their mentoring program. Karnowski responded that they received $1500 in 2015, $1000 in 2013, $680 in 2011 and $850 in 2009.
Edmonds said it appears they are losing some funding that they used to receive. Zimmer added that he understands they plan on requesting funds yearly.

Walker stated he is in support of the work that this group does.

WALKER MOVED TO APPROVE THE KINSHIP YOUTH MENTORING’S GRANT REQUEST FOR $1,500. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 747, Lot Width in R2 - FIRST READING

Foss reported that the Planning Commission has held a public hearing and reviewed this ordinance. This amendment is just changing the table included, as the previous ordinance had the R1 table in it in error.

WALKER MOVED TO INTRODUCE ORDINANCE 747, AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICTS), SECTION 5 OF R-2 RESIDENTIAL ZONING ORDINANCE ALLOWING LOT WIDTH THAT CREATES A NON-CONFORMING LOT IN SPECIFICALLY DEFINED CIRCUMSTANCES FROM THE CITY OF PRINCETON ZONING ORDINANCE #538. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Main Street Lift Station Change Order #1

Eckman reported that there were a total of 8 items included in this change order.

Item No. 1

- The work consisted of removing an existing storm sewer manhole and extending the storm sewer through the new driveway. When excavation for the work occurred, the existing storm piping was found in a condition beyond repair.
- It was initially decided to remove the existing pipe and replace the existing storm sewer in addition to installing the contracted work. A cost was negotiated with the Contractor.
- At a later date, it was decided to eliminate the storm sewer in its entirety and perform a small amount of regrading to address the drainage.
- The plan eliminates the cost associated with future maintenance of the piping. It also facilitated an installation more consistent with the City’s standard practice of avoiding culvert type installations.
- A final cost of an additional $720 was negotiated with the Contractor to eliminate the storm sewer in its entirety and return the materials already at the site. Included in this amount is the removal of the existing storm sewer, regrading as needed, and a deduction for the extension of the storm sewer.

Item No. 2

The ground under the new building addition was found to be unstable to support the building addition. A geotechnical evaluation was prepared by Braun Intertec prior to the construction of the building addition. The geotechnical report identified soft supporting soil likely due to the compactive efforts (lack thereof) incorporated when the lift station was originally backfilled. Groundwater was also expected to be a constraint.
In order to minimize the cost associated with supporting the building foundations, a subcut and soil replacement was recommended in lieu of a deeper support. It was also recommended the geotechnical engineer observe the excavation, test and evaluate the subsoils, and provide an alternate recommendation if necessary.

Due to the groundwater encountered in conjunction with the subsoils found, the design was recommended to be modified by the geotechnical engineer. A revised subgrade section was designed to support the building foundations. The cost of the additional work was $1,400.

Item No. 3
Chain wheel actuators were decided to be added to the process valves being replaced in the drywell that had an operating height of seven feet associated with them. There were three valves total that required the actuation modification. The cost for the additional work was $690.

Item No. 4
Mechanical changes were required to facilitate the installation of the exhaust fan in the ground level room of the existing building. The roof curb detail was modified and the ducting was extended. In addition, the water meter and RPZ for the water service was relocated as well as water piping to facilitate an improved installation. The cost of this item was $2,896.15.

Item No. 5
The City decided to replace the existing High Intensity wall pack exterior flood lighting with LED lighting. The replacement lighting will save the City money in the long term due to energy consumption savings. The old lights were bulky and did not match well with the appearance of the building addition. In addition, the new lighting is more directional in nature and less of an annoyance to the nearby residences. The cost of the new exterior lighting was $756.18.

Item No. 6
The City decided to add a riser pipe and manhole off of the wet-tap installed as a means to bypass the lift station for this project. This will allow the lift station to easily be bypassed in the future. The cost for this additional work was $4,744.09.

Item No. 7
The City requested the gate be relocated to be contained within the driveway gate. In addition, the fencing was replaced to the northwest corner to facilitate height changes associated with the installation of the driveway gate. The cost for these changes was $194.25.

Item No. 8
During the excavation for the insert valve and wet tap it was determined the stoop would conflict with the maintenance of the valve in the future, if needed. The need for the stoop was reevaluated and it was decided it could be eliminated. The City was comfortable with a floating sidewalk in front of the west face of the building. The sidewalk was also extended adjacent to the wet well over to connect with the driveway. The credit amount negotiated for this modification was ($1,650).

WALKER MOVED TO APPROVE THE LIFT STATION CHANGE ORDER #1 IN THE AMOUNT OF $9,750.67. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
B. Sylva Land Lease Agreement

Karnowski advised that he has drafted a land lease, which has been reviewed by staff and the city attorney. He has sent the agreement to Larry Doose to review and everyone has agreed with this wording.

WALKER MOVED TO APPROVE THE LAND LEASE AGREEMENT WITH SYLVA. EDMONDS-SECONDED THE MOTION.

Edmonds asked if Outlot A belongs to the City. Karnowski responded that it is owned by John Westling. The City purchased this lot when we anticipated it for a dedicated right of way. Staff is also anticipating that Outlot C will become airport property at some point if the city extends 21st Ave.

THE MOTION CARRIED UNANIMOUSLY

C. Sherburne County Drug Task Force Agreement

Karnowski asked the council how they felt about the agreement now that they have had a chance to review it since the study session. It has been reviewed by the city attorney. They are not asking for it to be approved and signed as of yet. Staff will be contacting the City of Elk River to find out what they used for a job description for this position, and will begin working towards including the funds needed in the 2018 budget.

Edmonds questioned the training that the officer will be needed. Frederick responded that the BCA has some training classes that the officer would need to attend, which will be covered by the departments training budget.

Reynolds pointed out a correction needed on the front page, to include the city of Princeton instead of “Sherburne County”. Staff will make that change.

NEW BUSINESS

A. Volunteer Firefighter openings

Lawrence reported that Princeton Fire and Rescue (PFRD) recently interviewed 8 applicants for firefighter positions. The interview panel is recommending 3 applicant finalist to move on through the hiring process. Those candidates are:

Toni Ickler
James Ahner
Mark Ellington

A formal request to hire will be requested as soon as they successfully complete the hiring process.

B. 2017 Airport Crack Seal Project

Karnowski reported The FAA and MnDOT Aeronautics has given preliminary approval of a proposed airport improvement project for our airport for this summer.

The project recommended by the Airport Advisory Board for this year is an extension of the crack sealing work performed in 2015.
The 2015 project addressed the worst cracks exhibited at the time, and since that time, cracks that were not treated and newly formed cracks are in need of repair.

All indications show that the crack seal performed in 2015 is still adequate and will not need to be addressed. The scope of work would be for cracks not repaired.

Specifically, the cold joints adjacent to full depth crack repair work completed nearly 8 years ago have not been addressed and will need attention.

The runway and taxiway are scheduled to be reconstructed in FY 2019.

The crack repair is intended to maintain serviceability of the airfield pavements until that time.

Given the age of the pavements (constructed in 1986,) it is expected that there will be an increase in maintenance activity and costs toward the end of the pavements life.

<table>
<thead>
<tr>
<th>Preliminary Project Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Items</strong></td>
</tr>
<tr>
<td>Construction Costs</td>
</tr>
<tr>
<td>Engineering Services – (Design, Construction Administration)</td>
</tr>
<tr>
<td>Administration Costs</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
</tr>
</tbody>
</table>

FUNDING BREAKDOWN BASED ON ELIGIBILITY CALCULATIONS

| | FAA Participation (approx.) (90%) | State Participation (approx.) (5%) | Local Participation (approx.) (5%) |
| | $27,000.00 | $1,500.00 | $1,500.00 |
| | $13,500.00 | $750.00 | $750.00 |
| | $4,500.00 | $250.00 | $250.00 |
| | $45,000.00 | $2,000.00 | $2,000.00 |

The city's cost, assuming MNDOT is still going to participate, will be just $2500 for the city.

MNdot’s concern is that the city did do another 3 years ago, but this is a different area of the airport and they have approved this project.

Walker asked if there was discussion at the Airport Board regarding this project being smaller than they had originally wanted, so he would like to confirm that total amount. Karnowski will check on the amount and confirm.

WALKER MOVED TO APPROVE THE 2017 AIRPORT CRACK SEAL PROJECT. EDMONDS SECONDED THE MOTION.

Edmonds asked for clarification that the city’s portion comes out of the liquor enterprise fund. Karnowski confirmed that it does. He added that the concern is that the MNDOT funds will dry up maybe next year, but as of now they are paying a portion of the project costs.

Edmonds asked about accumulating the grant funds. Karnowski said you can accumulate for 3 years to do a larger project. Many cities will loan out some of their funds, then get them back for a larger project.

THE MOTION CARRIED UNANIMOUSLY

C. PFRD Grant Application Request

Lawrence advised that Central Minnesota EMS is accepting grants for EMS supplies. This is a non-matching grant up to $500.00. The Fire Department would like you approval to apply for
this grant to purchase some additional EMS supplies for our department. They are short a medical bag for one of their engines.

ZIMMER MOVED TO APPROVE THE FIRE DEPARTMENTS REQUEST TO APPLY FOR THE CENTRAL MN EMS GRANT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY. THE MOTION CARRIED UNANIMOUSLY

D. Ehman Mortgage Satisfaction

Jackson reported that the Ehman’s utilized NSP funds with a forgivable loan. However, because they didn’t satisfy the length of the loan, a portion of those funds are paid back to the city. The Council just needs to acknowledge the payment and process the satisfaction of Mortgage.

WALKER MOVED TO ACCEPT THE PAYMENT AND APPROVE THE MORTGAGE SATISFACTION FOR CHRISTINE EHMAN. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Whitcomb thanked the all the public safety people in the area for assisting with the severe damage in the Townships from the storms on Monday.

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 $145,476.30 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75181 TO 75275 FOR A TOTAL OF $421,263.13. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:29 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

_________________________ _______________________
Shawna Jenkins Paul Whitcomb, Mayor
City Clerk