MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON APRIL 11, 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, 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. Absent was Community Development Specialist Stephanie Hillesheim.

AGENDA ADDITIONS/DELETIONS

Edmonds would like to discuss the Ag Society’s Sewer rate and the meeting with the County in regard to snow removal.

J GEROLD MOVED TO APPROVE THE AGENDA WITH THE ADDTIONS FOR DISCUSSION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

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

J Gerold had a correction to the Study Session Minutes, Jules Zimmer was absent from the meeting.

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 28, 2019 AND STUDY SESSION MEETING MINUTES OF APRIL 4, 2019 WITH THE ROLL CALL BEING CHANGED TO SHOW JULES ZIMMER ABSENT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Princeton Speedway Liquor License approval – pending background check

REYNOLDS MOVED TO APPROVE THE PRINCETON SPEEDWAY LIQUOR LICENSE PENDING BACKGROUND CHECK APPROVAL. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Personnel
C. Donations
   1. Resolution 19-09 – Used Clothing Center donation for Flowers
   2. Resolution 19-10 – Darlene and Victor Haas donation to the Police Department

ZIMMER MOVED TO APPROVE DONATION RESOLUTIONS 19-09 AND 19-10. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PRESENTATION
REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Verbal Report of local area Board / Commission Pay as requested

Jenkins advised that Hillesheim has the information, so she will report at the next meeting.

B. Park Advisory Board Minutes of March 25, 2019

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for the Senior All night Party

Jenkins reported that the Liquor Store has been providing the requested pop for the Senior Party for many years.

ZIMMER MOVED TO APPROVE THE REQUEST FOR POP FOR THE SENIOR PARTY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Wine and Spirits Grant Request for New Pathways

Jenkins stated that this came over today, so it was added to the agenda. However, it appears that New Pathways does not meet the requirement of being located in the Princeton zip code.

EDMONDS MOVED TO DENY THE REQUEST BY NEW PATHWAYS, AS THEY ARE NOT LOCATED IN THE PRINCETON ZIPCODE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 781 – amending Title 8 regarding Right of Ways, FINAL READING

The League of MN cities sent an email to the City that there is a deadline to adopt and publish small cell facility aesthetic standards by April 15, 2019. If a city fails to adopt and publish small cell aesthetic requirements by April 15, it may lose the ability to impose such standards. The City Council is to approve the final reading of ordinance 781.

Dewitt has gone through the City Code of Ordinance, Title 8 Streets/Sidewalks. Chapter 800 – Right of way management and added regulations for the small cell tower facility in the right of way. The small cell wireless facility can be mounted to an existing street light fixture and pole so the regulations had to address the Princeton Public Utility guidelines also. A small cell wireless facility permit shall be required for installations within the public right of way.

The object of this ordinance is to strike a balance between preserving and protecting the character of the City and Princeton Public Utilities through careful design, siting, and camouflaging techniques to blend these facilities into their surrounding environment and provide other reasonable conditions upon such placement and use of the right of way, while enhancing the ability of small wireless facility carriers to deploy small wireless facilities and wireless
support structures in the City effectively and efficiently so that residents, businesses and visitors benefit from the ubiquitous and robust wireless service availability. The code of ordinance does not allow them in Residential and Historical Districts.

EDMONDS MOVED TO APPROVE ORDINANCE 781 AMENDING TITLE 8 IN REGARD TO RIGHT OF WAYS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 782 – Fee Schedule addition of a yearly Small Wireless facility fee

Ordinance 782 will create a yearly fee in any of these small wireless facilities come to the City.

REYNOLDS MOVED TO APPROVE ORDINANCE 782, CREATING A YEARLY FEE FOR SMALL WIRELESS FACILITIES. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 19-11 – Buddy Poppies

Jenkins advised this Resolution is done yearly to support the VFW’s fund-raising campaign for the benefit of disabled and needy veterans, and the widows and orphans of deceased veterans.

EDMONDS MOVED TO APPROVE RESOLUTION 19-11 IN SUPPORT OF THE VFW BUDDY POPPIES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Outdoor Recreation Grant update

Hillesheim advised that in February, the Council authorized the city to apply for funding through the State of Minnesota Department of Natural Resources (DNR) grant called: The Minnesota Outdoor Recreation Grant Program. The grant program provides up to 50% of the cost of qualified projects. Through the application process and many discussions with staff, engineers and DNR grant liaisons, changes were made to the request to ensure all necessary costs were covered and grant guidelines were met.

ANALYSIS:
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, creating a regional destination for residents and attracting visitors.

The match to the grant can be made by means of 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.
Additions to the submitted grant budget include the extension of trails to warrant ADA accessibility to all areas and features of the park and the increase in cost related to the use of specific aggregate needed for ADA accessible trails through both sides of the park. We augmented the costs of specific items to include actual constructed values, taking into consideration in-kind contributions from local organizations and staff hours. Additional funding sources are being sought as ways to alleviate some of the City’s portion of the cost.

| Total Project Cost: | $461,465 |
| Grant Request:     | $230,732.5 |
| Match Amount:      | $230,732.5 |

Match Description: Provide source and type of match. Committed or pending.

- $8,000 from the Rotary - committed
- $222,732.50 Amount committed by the City of Princeton.

Please see the attached Cost Breakdown from the application, as well as the Recreation Site Plan.

**Development** (see Program Manual for eligibility) Contingency costs are not eligible. Design/Engineering costs in excess of 10% of the total project construction cost are not eligible. Enter information in the table(s) below.

<table>
<thead>
<tr>
<th>Facility (e.g. picnic area, campground)</th>
<th>Description (linear feet, dimensions, material used, number of components, etc.)</th>
<th>Estimated Cost</th>
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| Pedestrian Trails:                     | - Cart-In Camping Trail: 3,470’ long ASHTO & ADA compliant aggregate trail at 10’ wide, 2’ clear each side at $38/foot ($97,160)  
- Trail Rehabilitation and Extension: 1,805’ long at 8’ wide. ASHTO & ADA compliant Aggregate trail at $41/foot. ($74,005)  
- ASHTO & ADA compliant Trail Connecting Both Sides of Park Approx. 1,000’ long at 8’ wide. Aggregate trail at $41/foot. ($41,000) | $212,165 |
| Cart-in Camp Sites and Picnic/Rest/Viewing Areas | - 8 picnic tables ($1,800 each)  
- 8 fire rings ($400 each)  
- 4 camp sites ($1,000 each) | $21,600 |
| Furniture | - 12 picnic tables ($1,800 each)  
- 12 park benches ($1,000 each)  
- 4 bike racks ($800 each)  
- fire ring with rock seating ($6,000)  
- 10 Interpretive Signs for east side of park ($700 each)  
- 3 Interpretive Signs for west side of park ($1,300 each)  
- 6 Carts for camping/picnics ($200 each)  
- Monument Park Sign for the corner of | $50,900 |
**B. Airport Advisory Board Applicant Review and Approval**

Jenkins stated that a second application was received in the mail today. There is one open position on the Airport Board.

**C. PFRD New Engine**

Lawrence reported that on April 2\textsuperscript{nd}, it was the consensus of the Fire Advisory Board to start moving forward with the pricing and obtaining specifications for the new engine. He said he is seeking the council’s permission to move forward with the process as well. The truck committee has been tasked with this project and will start holding meetings with manufacturers for ideas and prices upon the council’s approval.

Schumacher stated that Spencer Brook Township and Princeton Township are both in agreement with the plan.

**ZIMMER MOVED TO APPROVE THE TRUCK COMMITTEE TO BEGIN THE PROCESS OF MEETING WITH TRUCK MANUFACTURERS FOR THE NEW ENGINE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**
NEW BUSINESS

A. Riverside Park Campground Improvements

Gerold advised that the city has budgeted $18,000 for improvements to Riverside Campground area to include a new layout and construction of campsites at this park. As well as upgrades to the water system, electrical panel, electrical hookups and fire rings.

The new layout will be comparable to what is found currently at state campgrounds. If you recall a new restroom and shower building was erected in 2018 and these improvements will be a wonderful addition to this facility.

Staff is requesting authorization to expend this portion of the CIP fund to begin this project.

REYNOLDS MOVED TO AUTHORIZE EXPENDITURE OF THE $18,000 IN THE CIP FOR IMPROVEMENTS TO RIVERSIDE CAMPGROUND. EDMONDS SECONDED THE MOTION.

Edmonds questioned if the water lines will be shallow. B Gerold responded that they will be shallow, and winterized every fall.

THE MOTION CARRIED UNANIMOUSLY.

B. Sewer Rates for Ag Society / Fairgrounds

Edmonds said he spoke to Michelle McPearson about a month ago. The fairgrounds are classified as commercial, and would like the council to look at this property. Like the Hockey Arena, their sewer rate should be calculated differently. For example, there is a small church in town that is used very minimally, that is classified as residential. He is questioning if we can do something for the Fairgrounds.

Schumacher stated he thinks it could really create some issues if we started changing property classifications. Edmonds stated that they are really great about opening up the fairgrounds for various events. It’s not a large amount of money, but every dollar counts.

Reynolds agreed, that they are a non-profit and provide a great service to the city. He asked if there is a lot of sewer line maintenance in that area. B Gerold responded that there is not a lot of required maintenance in that area, just the yearly jetting.

Zimmer stated he is okay with cutting them a break, but wonders if we do approve it, would we have other requests.

Frederick stated that the Council did approve a seasonal option for the Hockey rink. With the hockey rink, the water is heavily used in the winter when the sewer is calculated, but most of their water use does not go down the sewer lines, but instead the ice is placed in the parking lot, where it soaks into the ground. and taken to the parking lot to soak into the ground, instead of down the sewer lines.

Staff will look to see how the hockey rink is billed and report back to the Council at the next meeting.

C. Discuss meeting with Mille Lacs County.
Barbian stated he had received an email from Oman after receiving Schumacher’s letter asking what had changed in the roundabout project. He informed Oman that the council was interested in meeting about possible additional funding, and the snow plowing.

Zimmer added that if he has not heard back from the County Administrator, it may help to go to the City’s representative. Schumacher stated normally it is best to deal with staff first. Zimmer replied that he understands that, but maybe that would help get the ball rolling so another meeting can be set up. Edmonds agreed that it may help to contact the City’s representative.

**MISCELLANEOUS**

A. 2020 Census

Schumacher reported that Jenkins and he met with the Census contact. They will be looking for people to work in the area, and asked if there were any meeting rooms where they could do the necessary training. When more information is received, staff will share it with the Council.

**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 $146,297.96 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79088 TO 79170 FOR A TOTAL OF $197,602.77. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**MISCELLANEOUS**

ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:58PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,  

Shawna Jenkins Tadych  
City Clerk  

ATTEST:  

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Brad Schumacher, Mayor