MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON APRIL 12, 2018 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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 Robert Barbian, Finance Director Steve Jackson, Clerk Shawna Jenkins, Police Chief Todd Frederick, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney Kelli Bourgeois and Damien Toven.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 22, 2018
B. Study Session Meeting Minutes of April 5, 2018

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 22, 2018 AND STUDY SESSION MEETING MINUTES OF APRIL 5, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Temporary intoxicating liquor license for Princeton Lion’s April 21st event
   2. Premise Permit for Princeton Youth Hockey at Pizza Pub – 202 Rum River Dr. - Res- 18-22
B. Personnel
   1. P.W. Kyle Fawkes Step 2 increase (passed sewer test) effective 4-8-18
C. Donations
   1. Resolution 18-18 accepting donation from Coborn’s to the Fire Dept
D. Miscellaneous
   1. School Agreements, Purchase, Common Wall and Ingress/Egress (reviewed 4-5-18)

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. Planning Commission Meeting minutes of March 19, 2018
B. Park Board Meeting minutes of March 26, 2018
C. Airport Board Meeting minutes of March 5, 2018
D. Fire Advisory Board Meeting minutes of March 6, 2018 & April 3, 2018
E. Administrator update on concept plan, Sherburne Lakes, Golf Course, etc.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Princeton 5k and 10k Race Route Request

Frederick stated he has spoken to the planners of this race. The 5k route is okay, but they would like to work towards a better route for the 10k portion.
WHITCOMB MOVED TO APPROVE THE ROUTE REQUESTED FOR THE 5K AND THAT STAFF CAN WORK WITH THEM TO DETERMINE A BETTER ROUTE FOR THE 10K RACE ON SEPTEMBER 29, 2018. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 18-19 supporting Buddy Poppies

EDMONDS MOVED TO APPROVE RESOLUTION 18-19 IN SUPPORT OF BUDDY POPPIES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 18-20 - call for public hearing on Jumpin Gymnastics TIF 8-3

Barbian reported that this is related to the TIF planned for Jumpin Gymnastics in Aero Business Park. At the next meeting, the Council will be reviewing the purchase agreements.

WALKER MOVED TO APPROVE 18-20 CALLING FOR A PUBLIC HEARING ON THE PROPOSED MODIFICATION OF DEVELOPMENT DISTRICT NO. 8 AND THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 8-3 WITHIN THE DEVELOPMENT DISTRICT AND THE ADOPTION OF THE TAX INCREMENT FINANCING PLAN RELATING TO THERETO. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Approve agreement with Northland Securities for TIF 8-3

WALKER MOVED TO APPROVE THE AGREEMENT WITH NORTHLAND SECURITIES FOR TIF 8-3. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 18-21 - call for public hearing on Arcadian Homes TIF 7-1

Barbian reported that this is related to the TIF planned for Arcadian Homes.

WALKER MOVED TO APPROVE 18-21 CALLING FOR A PUBLIC HEARING ON THE PROPOSED MODIFICATION OF THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 7-1. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Approve agreement with Northland Securities for TIF 7-1

WALKER MOVED TO APPROVE THE AGREEMENT WITH NORTHLAND SECURITIES FOR TIF 7-1. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Ordinance 762 – Antenna Tower Overlay District – FINAL READING
ZIMMER MOVED TO APPROVE ORDINANCE 762 ESTABLISHING AN ANTENNA TOWER OVERLAY DISTRICT IN R-2 RESIDENTIAL ZONING DISTRICT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Ordinance 763 – fee schedule amendment – FIRST READING

Barbian reported that this is an amendment to add a Concept Plan Review fee to allow the City to recoup some of the costs associated with staff time. Dewitt originally had the fee at $500, but he is suggesting $200.

WALKER MOVED TO INTRODUCE ORDINANCE 763 AMENDING THE FEE SCHEDULE TO INCLUDE A FEE FOR CONCEPT PLAN REVIEWS, WITH CLARIFICATION ON WHICH FEE WILL BE ADOPTED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Franchise fees

Brotzler provided the Council with a proposal for services related to the implementation of franchise fees as a funding method for the City’s local share of the Great Northern Trail Project. Staff and Council have discussed the implementation of franchise fees on gas and electric utilities as a revenue source to fund the City’s local share of the Great Northern Trail Project, which has also been awarded federal funding for a portion of the cost. At the City Council Work Session on March 1st of this year, staff presented preliminary information to the Council that compared funding the City’s local share the trail project with general tax levy funds verses franchise fees. Since this meeting, staff have collaborated to create a timeline and process for the franchise fee implementation.

The scope of services as described in this proposal is based on discussions with staff at the City Council Study Session.

PROPOSED SERVICES

The following tasks will be completed as part of the process for implementing franchise fees:

• Refine franchise fee (meters and fees)
• Meeting with utility companies (1 meeting)
• Meetings (8 meetings)
• Develop FAQ for posting on City website
• Develop Park and Trail Improvement Plan
• Article for newspaper
• Develop informational package

SCHEDULE - The proposed schedule for this project is as follows:

Council authorizes services for implementing franchise fee ....................... April 12, 2018

Present draft Park & Trail Improvements Plan with updated franchise fee rates.. May 3, 2018

Public Meeting #1 ............................................................................................................................... May 2018
Finalize Parks & Trail Improvement Plan & finalize funding needs ....................... June 7, 2018

Adopt Parks & Trail Improvement Plan, authorize preparation of franchise fee agreements & order public hearing ................................................................. June 14, 2018

Public Meeting #2 .................................................................................................. June/July 2018

Public Hearing, adopt franchise fee ordinance and agreements, authorize implementation of franchise fees ........................................................................ July/August 2018

Utilities start collecting fee .............................................................. October/November 2018

ENGINEERING SERVICES FEE

We are proposing to complete the work on an hourly basis in accordance with our current fee schedule for an estimated fee of $14,028 (plus $1,700 JTD for preliminary information gathering).

WALKER MOVED TO APPROVE THE AGREEMENT AND COST TO IMPLEMENT FRANCHISE FEES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. HDR Engineering Contract

Barbian said the city is required to have another engineer to review the scope of services that were put together by KLJ, and this is reimbursable expense from the FAA.

MOVED TO APPROVE THE CONTRACT WITH HDR ENGINEERING. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. 2018 Sealcoat Bid Authorization

Gerold is asking for approval to go out for bids for the 2018 Sealcoating. As standard, 25% of the roads every year, so they are on a 4-year rotation.

ZIMMER MOVED TO APPROVE STAFF TO REQUEST BIDS FOR THE CITIES 2018 SEALCOATING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Request to advertise for Public Works Summer help

Gerold advised that the public works department would like to advertise for 2 seasonal positions.

ZIMMER MOVED TO APPROVE STAFF TO ADVERTISE FOR 2 SEASONAL PUBLIC WORKS OPENINGS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
MISCELLANEOUS

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 $217,680.23 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77201 TO 77293 FOR A TOTAL OF $278,885.68. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT
There being no further business:

MOVED TO ADJOURN THE MEETING AT 7:27PM. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,                          ATTEST:

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Shawna Jenkins                                Paul Whitcomb, Mayor
City Clerk