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, 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, Engineers Andy Brotzler, and Attorney’s Kelli Bourgeois and Damian Toven. Absent was Jules Zimmer

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 23, 2017
B. Study Session Meeting Minutes of April 6, 2017

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 23, 2017 AND STUDY SESSION MEETING MINUTES OF APRIL 6, 2017. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Coborn’s Fireworks sale permit May 8th through July 31, 2017
   2. Princeton Speedway Liquor License April through September 2017
   3. TNT Fireworks Sale permit for Walmart Location
   4. Christ Our Light gambling permits for August 20th and September 10th
   5. Knights of Columbus Gambling permit for August 19th
B. Personnel
   1. Hire returning Seasonal Public Works and Splash Park Employees
      a. Clarence Reiman
      b. Fred Rittenour
      c. Jack Sinkel
      d. Linda Alexander
      e. Kara Schramel
      f. Mike Alexander
      g. Ashley Schramel
C. Donations/Designations

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 Minutes of March 16, 2017
B. Planning Commission Minutes of March 20, 2017
C. Park Board Minutes of March 27, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Ordinance 748 – Mini Storage in B3 - Final Reading
Foss advised this is amending how Mini Storage is permitted. This was in as an interim use and it has been determined that it needs to be under a conditional use.

WALKER MOVED TO APPROVE ORDINANCE 748. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 749 – Liquor Ordinance Amendment – First Reading

Karnowski advised that earlier this month the Minnesota Legislature passed a bill making the sale of liquor by the bottle (off-sale liquor) legal from 11 AM to 6 PM on Sundays. The law is permissive in nature and does not require dispensaries like Princeton Wine and Spirits to be open. That choice is left to the individual licensing entities in Minnesota.

Staff suggests that, in order to retain our current customers and hopefully add others, that it makes sense to be open on Sundays.

While the new state law does not mandate that liquor stores stay open the full 7 hours allowed by the new statute, our liquor store manager (Nancy Campbell) feels that, at least to start, we should be open the full 7 hours and then monitor the sales and see if staying open the full 7 hours makes sense.

The ordinance amendment modifies the city’s ordinances to allow the municipal liquor store to be open the full 7 hours allowed by statute. If, in the future, the city opts to be open fewer than the maximum hours, no further ordinance amendment would be necessary.

If the Council agrees that the municipal liquor store should be open on Sundays, a motion to introduce Ordinance #749 would be in order.

One thing staff discussed was Easter. The state statute says they cannot be open on some holidays, but Easter was not mentioned as it was never an issue before.

EDMONDS MOVED TO INTRODUCE ORDINANCE 749. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 17-19 – Supporting Buddy Poppy’s

Karnowski stated that the City Council supports VFW Buddy Poppy’s every year. This year they will be sold May 12th and 13th.

WALKER MOVED TO APPROVE RESOLUTION 17-19 SUPPORTING BUDDY POPPYS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Mayoral Proclamation – National Donate Life Month

Karnowski advised that April is the National Donate Life month and this is something we started a few years ago.
REYNOLDS MOVED TO PROCLAIM APRIL AS NATIONAL DONATE LIFE MONTH. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. 7th Ave Water and Sewer Final Pay Voucher

Karnowski advised that the City has received the Final Construction Pay Voucher No. 5 for the 7th Ave Water and Sewer Project for the in the amount of $94,775.95. It includes the reconciliation of final quantities and the release of retainage for the project.

Walker asked if this will be the last pay voucher for the project. Brotzler confirmed that this will be the last.

Edmonds asked if the issue with the fire hydrant was resolved. Brotzler responded that problem was caused by miscommunication. All 4 parties agreed to split the cost. WSB has sent the city a check for their portion.

WALKER MOVED TO APPROVE THE FINAL PAYMENT OF $94,775.95 TO R.L. LARSON EXCAVATING FOR THE 7TH AVE WATER AND SEWER PROJECT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 17-20 receiving TH95 / CR157 Round a Bout feasibility study

Brotzler reported that the feasibility Study is completed for the TH95 / CR157 roundabout project, and the Council needs to set the public hearing.

The preliminary schedule would put construction this year. Mille lacs will be the project sponsor. Bids will be received in May, prior to the Public Hearing that will be held on May 25th. The current plan will have the funding coming from a variety of sources. The state and federal funds total 1.1 million, with the remaining amount going towards the city. Staff estimates that $195,000, which is about 40% will be assessed, however staff will research to see if some additional funding may be found.

Edmonds asked for confirmation that the council is only approving the feasibility study and setting the public hearing tonight. Brotzler said that was correct.

Walker said he is hesitant to approve this, as he doesn’t want to move down a path that we can’t return from. He does not feel the local portion and the assessments are something the city can do at this point. When this was originally looked at, the federal and state funds were going to be used, and he does not remember discussing a half a million dollars that would be assessed. Whitcomb replied that the city is not committing to anything, but moving forward will provide more concrete numbers and cost for the public hearing. The Council can still decide whether or not to move forward with the project.

Walker commented that the city will be paying for this feasibility study, and questioned what additional costs would be. Brotzler replied that there would be no additional costs over what the City Council has authorized up to this point. The 2 actions that would commit the city to doing the project will be approving the joint powers agreement with the County or if the project was approved.
Brotzler said there is some time before the Public Hearing on the 25th, so there may be some time to make some modifications to the plans.

EDMONDS MOVED TO APPROVE RESOLUTION 17-20 RECEIVING THE FEASIBILITY REPORT AND SETTING THE PUBLIC HEARING DATE FOR THE TH95 / CR157 ROUNDABOUT PROJECT. REYNOLDS SECONDED THE MOTION. VOTE 3:1, WALKER OPPOSED. THE MOTION CARRIED

C. Riverside Park Bathroom proposal

Karnowski advised that on the Council’s 2017 Goals list was the construction of new bathroom facilities at Riverside Park.

Staff has received the first of several quotes for the project. The monetary amounts have been deleted so as not to influence other bidders. But the quote outlines the work that is proposed to be included in the project.

Gerold is still checking to get a cost for the required grinder station (mini-lift station) for the facility as well as whether the water service has to be upsized (because of the advanced toilet flushing system).

Staff is anticipating that the funding for this project will come from the $90,000 remaining in the old Railroad Project TIF fund that was set aside several years ago for (at that time) undesignated Riverside Park improvements.

Staff is looking for the Council to re-affirm the use of those funds for this project.

If that is still the Council’s intent, a motion to designate up to $90,000 of those TIF funds for the Riverside Bathroom project would be in order.

Edmonds said he assumes there has been some discussion on an estimate on the bathrooms. Gerold replied that the $90,000 in TIF funds should cover the cost.

Gerold said right now there is a substandard lift station there, so they are looking at the options to make it an internal system or leaving it external. It would be a small grinder type pump.

Walker said the cost seems reasonable.

EDMONDS MOVED TO DESIGNATE UP TO $90,000 IN TIF FUNDS FOR THE RIVERSIDE PARK BATHROOM FACILITIES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Great Northern Trail TAP Bike Path Grant Update

Brotzler stated that WSB & Associates appreciates the opportunity to present this proposal for professional services related to the City’s 2018 Great Northern Trail (GNT) Transportation Alternatives Program (TAP) bike/pedestrian trail project. This letter proposal outlines the ser-
vices required to prepare necessary State and Federal environmental documentation, preliminary and final engineering and associated permitting to obtain MnDOT and FHWA approval for the City to construct this project in calendar year 2018.

PROJECT BACKGROUND
This project is a TAP bike/pedestrian trail project and is funded with federal and local dollars. The project connects an important gap in the Great Northern Trail (GNT) through the City of Princeton. The trail will run from the north at, Great Northern Depot and Rum River Trail at the Mark Park Athletic Facility and end at a future connection at Rum River Drive on the south end. The City has begun discussions with some of the property owners along the corridor, although it is assumed a maximum of 15 parcels will require some level of permanent and/or temporary easement.

The following is a list of some of the design challenges that will need to be addressed during the design process:

- Steep slope on the west side of Rum River Drive
- Utility relocations along the corridor
- Pedestrian crossing upgrades at Rum River Drive and Northland Drive signal
- Ensuring adequate drainage design (ditch capacity)
- Wetland impacts and mitigation
- Challenges associated with crossing below the TH 169 bridge

PROJECT DESCRIPTION
The project will include construction of a ten (10) foot wide, 9,500 foot long bituminous trail with a two (2) foot clear zone on both sides. Construction activities will include grading, trail construction, retaining wall construction, drainage, landscaping, wayfinding signage and crosswalk signing. The project has been awarded $509,691 of federal grant funding. The total estimated project cost included in the 2013 grant application was $811,392.85. The project cost may be higher than previously estimated, it is proposed that Task 1 include an updated cost estimate and technical memorandum discussing the feasibility of funding the project. This will allow the City to determine if the project should move forward.

PROJECT APPROACH / SCOPE OF SERVICES
WSB’s project scope and proposed work plan are based on our understanding of the project as outlined above. In order to complete the required preliminary and final design, federal environmental document and associated permitting for the project, we propose the following scope of services:

1. Technical Memorandum (Cost Feasibility): WSB will prepare a technical memorandum that describes the proposed improvements and anticipated cost of the improvements. The memorandum will compare the cost and the funding for the project. WSB will provide recommendations regarding the feasibility of moving forward with the project. WSB will not proceed to additional design tasks until approval from the City is received. The cost to provide the technical memorandum shall not exceed $3,568.

2. Preliminary Design: It is our understanding from preliminary discussions with Sherburne County that they will complete the survey and prepare topographic base files for the project. Based on this, no estimated fee for the survey has been included in this proposal. WSB will use this data to prepare initial layouts and cost estimates.

   A. Review Base Layouts and Site Visit: WSB will meet with Sherburne County survey staff to ensure the necessary topography is surveyed. WSB will review the base
files created by Sherburne County and provide feedback to Sherburne County to ensure an accurate base file is created and will be used during design.

B. Conceptual Layouts: WSB will create preliminary geometric layouts of proposed improvements. The layouts will include alignments that match trail and bikeway guidelines. Initial construction limits will be developed.

C. Utility Coordination: WSB will coordinate with the private utility companies and ensure the private utilities are shown correctly. Potential utility relocations will be discussed and be coordinated with the preliminary design.

D. Hydraulic Design: WSB will determine preliminary hydraulic design and treatment requirements for the project.

3. Right of Way Acquisition*: WSB will follow the federal right-of-way process and acquire the necessary right-of-way to construct the project.

A. Project Management: WSB & Associates, Inc. will coordinate the required acquisition and title commitment tasks, provide monthly parcel status reports and provide a detailed contact log for the impacted parcels. Communication will be maintained with the City throughout the process to resolve any issues or concerns that arise quickly and efficiently which, in turn, keeps the project on schedule.

B. Parcel Sketches and Legal Descriptions: WSB will provide legal descriptions and parcel sketches for the parcels that require either permanent or temporary easement. The sketches and legals will be drafted based upon the initial construction limits as set by the design team. WSB will show the trail improvements, construction limits, existing and proposed right-of-way lines and existing topography.

C. Pre-Acquisition Services: The acquisition services will include the preparation of a general information letter, field title report and preparation of Minimum Damage Acquisition Reports (MDA’s). Based on the information that a large part of the project will involve temporary easements with limited permanent easements, we are proposing that MDA’s be used to determine valuation and offer amounts. MDA’s are limited to a valuation limit of $10,000 for the acquisition and does not require owner approval of that type of report. If, once construction limits and easement needs are defined, the valuation is determined to fall in the range of $10,000-$25,000, MDA’s can still be prepared, but the owner would be required to waive their right to an appraisal. If they don’t waive that right, an appraisal would need to be done. Please note that we have not included appraisal or appraisal review services in our estimate at this time.

D. Acquisition Services: Offer documents will be prepared along with conveyance documents using templates supplied by the City Attorney. Offer letters will be presented to the owner in person, if possible, or by certified mail if we are unable to meet them in person. Offer packets will include an offer letter, summary statement, landowner rights brochure and the conveyance documents. In the case where there is a mortgage interest on the property, we will obtain mortgage consents on parcels where we are acquiring permanent easements. Our agents will provide good faith negotiations between the landowners and the City. If a settlement is reached that is higher than the offer, administrative settlements will be prepared and submitted to the City for approval.
E. Right of Way Certificate: WSB will draft the Right-of-Way Certificate # 1, obtain City signatures, schedule and attend the audit with MnDOT’s Dan Phelps to obtain a signed Right-of-Way Certificate # 1. Multiple Right-of-Way Certificate # 1’s have been prepared and submitted by our staff and WSB’s files have always returned “no findings” meaning an A+ audit.

SUB: As part of our management of the project, we will coordinate the delivery of title commitments and deliver them to the surveyors on the project for their use to locate easements and other encumbrances recorded on the parcels.

Additional Services: If appraisal and appraisal review services are required, all appraisal and appraisal review work will comply with the state, federal and USPAP regulations. The appraiser will extend the opportunity to landowners to view the property and impacted area. Appraisal drafts will be submitted for review as they are completed and certified once the reviews are completed. The appraiser and appraisal reviewer will provide three hard copies and an electronic copy of their final reports covering each parcel of real estate on which an appraisal is made. The cost of appraisals has not been included in this proposal.

*The estimate includes the maximum parcels that are anticipated to include some level of acquisition. Through the design process and with the previous negotiating completed by the City, we believe the total number and cost for this task can be decreased significantly.

4. Final Design: WSB will prepare final design plans and work through the federal design process with MnDOT State Aid.

A. Plan Sheet Preparation: WSB will prepare all the necessary plan sheets including:
- Title Sheet
- General Layout
- Statement of Estimated Quantities
- Tabulated Quantities
- Construction Notes and Standard Plates
- Typical Sections
- Miscellaneous Details
- Construction Plans
- Retaining Wall Plans
- Intersection Details
- Signal Plans
- Drainage Plans
- SWPPP/Erosion Control Plans
- Cross Section Sheets

B. Bid Preparation and Specifications: WSB will compile the necessary federal and City documents for the project manual.

5. Project Memorandum:

A. Early Notification Letters and Coordination
WSB will send out letters to the following agencies to determine the potential presence of environmental resources within the project area:
- Minnesota DNR
WSB will also conduct a check of databases for contaminated properties in the area. If additional investigation is needed due to potential contamination, WSB will inform the City and work with the City to determine the appropriate course of action. Additional investigation on specific sites is not included in this scope of work.

B. Wetland Delineation:
WSB will perform a wetland delineation to identify possible impacts, create the delineation report, create the wetland replacement plan, and attend one (1) TEP meeting. The cost of wetland mitigation credits is not included in this scope of work.

C. Permitting
A certified Environmental Compliance Specialist will provide a detailed Stormwater Pollution Prevention Plan (SWPPP) narrative, erosion control plan review and complete the National Pollutant Discharge Elimination System (NPDES) permit application on behalf of the City. A certified Environmental Compliance Specialist will also complete necessary Minnesota Wetland Conservation Act and US Army Corps of Engineers Section 404 Wetland Replacement Plan/Permits on behalf of the City. The City of Princeton will pay any required permit fees.

D. Prepare Draft Project Memorandum
WSB will prepare a draft Project Memorandum for the project which will include the following information.
1. Report Purpose
2. Project Description
3. Project Purpose and Need
4. Alternatives
5. Cost and Funding Source
6. Social, Economic and Environmental Impacts—Based on a preliminary review of the project at this time, there should not be additional investigations needed with regard to Section 4(f) or 6(f), floodplain, agricultural uses, or noise. There is the potential for threatened and endangered species within the project area or cultural resources (old railroad corridor). It is not believed at this time that additional studies will be needed to address the species or railway. The cost estimate is based on this assumption. Should additional work be required, WSB will discuss the required investigations with City staff and the agency requesting additional investigation.

It should be noted that the contamination investigation is a database search. Should there be concerns about the City acquiring contaminated property, a Phase 1 and Phase 2 investigation could be completed. This is additional work that would require a scope change based on the information obtained from the database search.

7. Agency Coordination and Permits—WSB will prepare an NPDES permit, a wetlands permit and any other permits necessary for constructing the project.
8. Public Involvement—WSB will document the public involvement completed for the project. It is anticipated that public involvement will occur as part of regular City Council/Planning Commission meetings that WSB staff already attend in our capacity as City Engineer. If desired, WSB has provided a task to conduct an open house meeting to inform residents and property owners about the project and to solicit their input.
9. Design Study
**E. Coordinate Final Document Review and Signatures**
WSB will coordinate with State Aid to obtain signatures on the final Project Memorandum.

**F. Open House (Optional Task)**
WSB will lead an open house, which will explain the project in terms of the proposed improvements and impacts during construction. WSB will prepare layouts and boards highlighting the proposed improvements and request feedback from the public.

**SCHEDULE**
It is our understanding that the City intends to construct this TAP project in 2018. Accordingly, WSB will work within the MnDOT State Aid requirements for 2018 project lettings.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>City Approves Proposal</td>
<td>May 1, 2017</td>
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<tr>
<td>Begin Environmental Documentation Process (Project Memo)</td>
<td>May 16, 2017</td>
</tr>
<tr>
<td>Complete Technical Memorandum</td>
<td>June 10, 2017</td>
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<tr>
<td>Sherburne County Completes Survey</td>
<td>May 30, 2017</td>
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<tr>
<td>R/W Needs Established</td>
<td>July 15, 2017</td>
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<tr>
<td>Parcel Sketches and Legal Descriptions Completed</td>
<td>August 1, 2017</td>
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<tr>
<td>Offer Presentation</td>
<td>October 13, 2017</td>
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<tr>
<td>City Authorizes Condemnation (if needed)</td>
<td>November 12, 2017</td>
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<tr>
<td>R/W Negotiations Complete</td>
<td>March 1, 2018</td>
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<tr>
<td>Complete Right of Way Certificate #1</td>
<td>March 15, 2018</td>
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<tr>
<td>Project Memorandum Approved</td>
<td>September 1, 2017</td>
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<tr>
<td>90% Plans to MnDOT</td>
<td>December 15, 2017</td>
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<tr>
<td>Plan Set Approved</td>
<td>February 15, 2018</td>
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<tr>
<td>Bid Authorization</td>
<td>March 15, 2018</td>
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<tr>
<td>Open Bids</td>
<td>April 15, 2018</td>
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<tr>
<td>Begin Construction</td>
<td>May 30, 2018</td>
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<tr>
<td>Complete Construction</td>
<td>August 31, 2018</td>
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**PROPOSED FEE**
WSB proposes to perform the services listed above on an hourly basis for a base fee of $177,191. Itemized breakdown of these costs.

- 1.0 Technical Memorandum $3,568
- 2.0 Preliminary Design $26,380
- 3.0 Right-of-Way Services $64,422
- 4.0 Final Design $48,896
- 5.0 Project Memorandum $33,725

Total $176,991

Whitcomb stated with the total estimate project cost of $812,000 and the grant being about $510,000, he asked if staff had identified a source for that additional amount needed. Jackson replied, that at this point, staff had not identified a source. Foss added that 2 suggestions was to put it in the CIP and the Liquor Store fund. Jackson responded that this would be a good expenditure for the Liquor Store funds, but it would not be able to pay for it entirely. There is some in the CIP as well, but that is set aside for other areas and projects.

Whitcomb questioned if it was worth spending more money on the study, if there are no funds available to pay that difference. Walker said he feels this is a project that should be done. Jackson said one of the first tasks was to solidify the numbers a bit and staff will work to find additional funding options for the balance.
Edmonds said these types of projects are hard to put a value on, but they really generate business and value to the community.

Walker said Sherburne County has expressed an interest in linking to the city trails. Edmonds added that trails are always high on project lists.

Walker asked if the $812,000 was a recent estimate. Brotzler responded that it was from a few years ago. That is why staff is looking to complete this first task, so they can determine today’s cost estimate.

Edmonds asked if MnDOT will get involved because the trail will cross the Highway 169 on and off ramps. Brotzler replied that they will just do a plan review and approval.

Reynolds stated he feels it is worth spending the $3,600 to find out the new cost estimates.

Edmonds asked about the Fairview trail. Brotzler responded that the map shows their interior trail and how it could be connected to the City trail. Whitcomb said he believes Fairview made their trail a little wider in anticipation of this City trail.

Whitcomb agrees that it is worth it to do the new study to determine costs today. Brotzler added that he will talk with Sherburne County regarding the survey, as they like to do some of this stuff early before they get very busy.

WALKER MOVED TO APPROVE TASK 1. REYNOLDS SECONDED THE MOTION. VOTE 3:1, WALKER OPPOSED. THE MOTION CARRIED UNANIMOUSLY.

E. Resolution 17-21 Streambank Stabilization project award

Todd Hubmer reported that on October 14th, 2016, WSB & Associates received a letter from the Minnesota Pollution Control Agency (MPCA) summarizing the results of their inspection of the Princeton phosphorus trading sites on the Rum River. The inspection found that all five sites required some repair and maintenance to be completed. In response, WSB has developed a repair plan that was approved by the MPCA on February 23rd, 2017.

**Repair Plan for Site 1 – Highway 95 (2012 Construction)**

Issues at the Highway 95 include the following:

- The bench vegetation is continuing to grow but more vegetation is needed.
- The lowest bank is showing some signs of erosion and needs to be watched to make sure it does not get worse. Additional vegetation is necessary to help stabilize the bank. Additional seeding should be done.
- A bank area upstream of the project area has experienced some erosion that could eventually work behind the project area towards the highway. The city should watch this area so that it does not impact the project area.

The proposed repairs at the Highway 95 site are as follows:

1. Thirty linear feet of revetment repair at the upstream end of the project.
2. Sixty linear feet of additional revetment installation upstream of the project area to prevent erosion issues from working behind the project.
3. Hydroseeding on the bench with a cold weather seed mix.
4. Live staking in areas on the lowest bank where erosion is present. These areas are too low for seeding to remain in place but live staking with red osier dogwood and willow will help establish a vegetated lower bank.

**Repair Plan for Site 2 – Princeton Middle School (2012 Construction)**

Issues at the Princeton Middle School site include the following:

- The bank at the logs/root wads level has been severely eroded and requires extensive repairs. It appears that the logs/root wads are still in place but erosion has occurred behind the logs.
- The upper bluff area has experienced some erosion and is washing down towards the river.

These areas need to be repaired. This area also has very little vegetation. Once the repairs are completed the area should be reseeded.

- The proposed bench vegetation is continuing to grow but more vegetation is needed.

The proposed repairs at the Princeton Middle School site include the following:

1. Five hundred linear feet of revetment repair, including installation of geotextile behind the repaired revetment to provide additional stability.
2. Installing live stakes to improve vegetative cover.
3. Hydroseeding on the benches with a cold weather seed mix.

**Repair Plan for Site 3 – Golf Course (2012 Construction)**

Issues at the Golf Course site include the following:

- There is excessive erosion of the bank on the downstream third of the site. It appears that the logs/root wads may have washed out or moved. Extensive repair work is required.
- There is minor erosion of the bank on the remaining two thirds of the site. Minor repairs are required to prevent additional erosion from occurring.

The proposed repairs at the Golf Course site are as follows:

1. Two hundred fifty linear feet of revetment repair, including installation of geotextile behind the repaired revetment to provide additional stability.
2. Installing live stakes to improve vegetative cover.
3. Hydroseeding on the top bench with a cold weather mix.

Site 3 repairs must be coordinated with the golf course management in order to minimize damage to the golf course grounds.

**Cost of Required Repairs**

Prairie Restoration has submitted a quote for the repair work to Sites 1, 2, and 3. The total amount of the original quote for all repair work requested by the Minnesota Pollution Control Agency was $51,560.00.

**Proposed Changes to Approved Repair Plan**

Prairie Restoration has also submitted a list of suggested changes to the restoration plan originally proposed by WSB.

The changes proposed by Prairie Restoration include but are not limited to the following:

- Changes to the anchoring locations and frequencies used to anchor the revetments to the stream banks.
• Using balsam fir trees instead of cedars in the revetments
• Increasing the quantity of installed live stakes and bare root shrubs to increase the presence of vegetation on the streambanks
• Changing from hydromulching to conventional seeding and blanketing
• Changing from synthetic Turf Reinforcement Mat (TRM) to biodegradable coconut blanket behind the revetments and applying seed between the soil and the blanket, allowing seed to grow through the blanket.

Along with these changes, Prairie Restoration submitted a revised cost of $51,450.00. WSB has reviewed the changes proposed by Prairie Restoration and finds them to be acceptable in achieving the goal of repairing the existing project according to the requirements of the MPCA.

**Warranty of Required Repairs**

The request for quotes by WSB for repairs to the phosphorus trading sites did not require that firms which submitted quotes provide a warranty on their work. Requiring firms to provide a warranty would raise the cost of the required repairs to the City by forcing firms wishing to do the repair work to guess how much they might be required to pay in future repairs. These estimates are difficult to make as damage to revetment structures and installed vegetation can be caused by any number of factors, including but not limited to drought, flood, animal damage, ice conditions, and vandalism.

**Schedule**

In order to protect fish spawning in the Rum River, the Minnesota DNR prohibits in-stream water work between March 15th and June 15th. The repair work at Sites 1-3 cannot begin until after the exclusion period has ended on June 15th. The actual work date will be determined by water levels and the presence of safe in-stream working conditions. Live staking must be done outside the growing season so live stakes will likely be installed in late fall of 2017.

**Proposed Construction Observation and Post-Construction Inspection Schedule**

The City of Princeton and WSB will coordinate inspection of the repairs and the installed vegetation according to the following schedule for the first eight months following installation. All inspections will include taking photographs and field notes to describe the condition of the repairs and the surrounding vegetation. Inspection results will be reported within 3 business days to the MPCA, kept on file by WSB for two years following repair project completion, and be summarized in the 2017 annual report on the condition of the trading sites. The proposed inspection schedule is

- On-site inspections during initial installation
- Monthly inspections for the next three months
- As-needed inspections after rainfalls of 1” or more and after major snowmelt events

The cost for WSB to complete five site visits during construction and monthly inspections for the first three months is estimated to be 8 visits at $500 each, for a total of $4,000. The City of Princeton may also choose to use City staff as construction and post-construction inspectors. If the City wishes to complete the inspections itself, WSB will work with the City to provide inspection documentation to the MPCA.

**Recommendations**

Based on Council’s stated preference for the bid submitted by Prairie Restoration and reviewed at the Council meeting on February 23, 2017, WSB & Associates recommends that the City of Princeton approve the repair plan as modified by Prairie Restoration for the price of $51,450.00.
WSB also recommends that the City of Princeton prepare an annual budget for the next five years for potential repairs and inspections on all five of the phosphorus trading sites.

According to the MPCA, issues at the Princeton Elementary School Site include the following:
- There is erosion occurring at the top of the bluff that needs to be repaired. This area also has some vegetation, but more is needed.
- While vegetation is growing on the bluff, it is spotty. This area may need to be reseeded and additional top soil and fertilizer considered.
- The bank at the logs/root wads level is showing the fabric and getting some erosion in places. These areas should be reseeded to aid in vegetation establishment to prevent additional erosion.

The approved repair plan for Sites 4 consists of the following activities:
1. Install additional willow brush bundles along the face of the slope at five foot intervals to serve as a sediment check.
2. Install additional live stakes of red osier dogwood and willow at the toe of the slope to address erosion and stabilize the bank.
3. Hydroseeding on the top bench with a cold weather mix.

**Repair Plan for Site 5 – Abney Salvage Yard (2014 Construction)**
According to the MPCA, issues at the Abney Salvage Yard include the following:
- There is some erosion occurring at the top of the bluff that needs to be repaired. Once the repairs are completed the area should be reseeded. Since the area is very sandy it may be beneficial to consider adding top soil and fertilizer.
- The logs/root wads all appear to be in place.
- The bench is fairly well vegetated, especially at the downstream end. Vegetation is growing up the bluff from the bench but there is plenty of area that still needs vegetation.

The proposed repairs at the Abney Salvage Yard are as follows:
1. Install additional straw wattles along the top of the bench to slow runoff as it travels down the slope.
2. Install additional trees at the bottom of the washout and straw wattles and hydroseeding along the length of the washout in order to slow runoff as it travels down the slope.
3. Hydroseeding on the top bench with a cold weather mix.

**Warranty Work – Sites 4 and 5**
The construction at sites 4 and 5 was completed in 2014. The MPCA notified the City of required repairs in 2016, before the end of the two-year warranty period. Seeding at Sites 4 and 5 is considered warranty work. Installation of additional products requested by the MPCA, including but not limited to trees, live stakes, brush bundles, hydroseeding, and straw wattles, are new items not covered under the warranty. Hydroseeding is to assist in quicker establishment of vegetation. Sites 4 and 5 were not included in the quote process for the repairs of Sites 1-3 because the application of additional seed at these sites is covered by warranty and the cost of installing additional products was not high enough to require the work be done on a quote basis. It is not advantageous from a liability standpoint to have two contractors work on the same site; whenever possible it is best to have one contractor responsible for all the work at a certain location. Furthermore, having two contractors working on the same site would increase the traffic at the site and possibly cause damage to existing vegetation by additional equipment traffic. WSB therefore chose to have Minnesota Native Landscapes submit the only quote for repairs on these two sites.
Cost of Required Repairs
Minnesota Native Landscapes has submitted a quote for the repair work to Sites 4 and 5 on March 28th, 2017. The total amount of the quote for all repair work is $14,600.

Schedule
Minnesota Native Landscapes will begin the repair work after the work has been authorized by the Princeton City Council. The repairs are estimated to take approximately one week.

Proposed Construction Observation and Post-Construction Inspection Schedule
The City of Princeton and WSB will coordinate inspection of the repairs and the installed vegetation according to the following schedule for the first eight months following installation. All inspections will include taking photographs and field notes to describe the condition of the repairs and the surrounding vegetation. Inspection results will be reported within 3 business days to the MPCA, kept on file by WSB for two years following repair project completion, and be summarized in the 2017 annual report on the condition of the trading sites. The proposed inspection schedule is

- On-site inspections during initial installation
- Monthly inspections for the next three months
- As-needed inspections after rainfalls of 1” or more and after major snowmelt events

The cost for WSB to complete two site visits during construction and monthly inspections for the first three months post-installation will include 5 visits at $500 each, for a total of $2,500. The City of Princeton may also choose to use City staff as construction and post-construction inspectors. If the City wishes to complete the inspections itself, WSB will work with the City to provide inspection documentation to the MPCA.

Recommendations
WSB & Associates recommends that the City of Princeton approve the repair work as quoted by Minnesota Native Landscapes and prepare a budget for the inspections and ongoing maintenance required by the MPCA.

Walker questioned why MN Landscapes will not warranty flooding. Hubmer said we had some large rains that caused some serious flooding that went well above the design standard. For example, it may be designed for a 7 inch rainfall, but last year we had a 9 inch rainfall just north of Princeton that caused some serious issues.

Hubmer said there will be ongoing maintenance with these, so it should be budgeted for. He explained that this is designated a “Wild and Scenic” river, so large boulders and such cannot be used, it has to be plants and trees. It is also part of the permit requirement.

WALKER MOVED TO APPROVE RESOLUTION 17-21 AWARDING THE STREAMBANK STABILIZATION REPAIR PROJECT FOR SITES 1, 2 AND 3 TO PRAIRIE RESTORATIONS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE MN LANDSCAPING TO DO THE WARRANTY WORK AND TO UPGRADE SITES 4 & 5. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS
A. PFRD Relief
Lawrence reported The Princeton Fire and Relief Association would like to hold a gun raffle and would like the support from the City Council as well as their signature on the permit. The proceeds would help support the Relief Association.

Walker asked how much the Relief Association is anticipating to raise. Hiller said they are estimating $6,500. They will sell tickets at large and were thinking about doing the raffle at the Public Safety Day if the Council is okay with that.

WHITCOMB MOVED TO APPROVE THE PRINCETON FIRE RELIEF ASSOCIATION TO HOLD A GUN RAFFLE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Airport drive-thru issue

Karnowski advised that at the April Airport Advisory Board (AAB) meeting, the Board responded to a complaint from an airplane hangar owner regarding traffic driving on the airport taxiways that is not airport related. Specifically, traffic travelling through the airport between 21st Avenue and Airport Road.

The AAB adopted the following motion:

DOTSETH MOVED TO RECOMMEND THAT THE CITY COUNCIL TAKE ACTION TO CEASE AND DECIST ALL TRAFFIC FROM USING THE AIRPORT’S TAXIWAYS AND LOOK AT ALTERNATIVE ROUTES. THE MOTION WAS SECONDED BY GLENN. THE MOTIONS PASSED UNANIMOUSLY.

Staff feels that it’s unlikely that the City Council move to will tell police officers, firefighters or other city employees doing their jobs that they cannot go through the airport to respond to an emergency or transact other city business. Therefore, staff has been discussing an alternative that may reduce or eliminate unauthorized traffic to go through the airport.

Staff’s proposal is to put three (3) traffic barriers with signs that the three access points to the route currently used by the police and fire department employees (see the attached aerial photo). The barriers would be positioned such that an authorized vehicle could drive around them.

There are two different signs proposed.

“No Airport Access or Thru Traffic, except for Authorized City and Emergency Vehicles”
“ No Thru Traffic, except for Authorized City and Emergency Vehicles”

The intent is to allow police, fire and other city employees using the thru route in the performance of their job duties but to prohibit other users (including hangar owners and others using the airport from using the thru route.

Staff believes this approach would give police officers an option of issuing a ticket for driving around a traffic barrier or unauthorized use of a roadway.

Whitcomb said he is in favor of trying these signs, as something should be changed. Edmonds said this road has been in the making for a long time.

Walker agreed that the amount of unauthorized vehicles driving through there needs to be eliminated. He would almost like to limit it to only fire and police with their lights on. He sug-
gusted putting a gate that opens and closes. If you want to have the volunteer firefighters to be able to drive through, maybe they could get a light for their vehicle.

Rick Hoffman stated the traffic is a big problem at the airport. The other problem is the rock and gravel that is being drug onto the tar, which is right on the main taxiway. As you go through with a plane, if you were to pick up a rock, it could damage a propeller. Even if that short section could be tarred, that would solve their biggest concern. No traffic would be ideal, but until there is a definitive road he understands the need for emergency vehicles to get through. The problem with the traffic is not police and fire, it's the public that try to drive through there.

The City Engineer noted that the alternative suggestion to build a temporary road in the location used by Sylva this winter isn't viable because of the soils in that area. It was noted that it worked for Sylva this winter because the ground was frozen at the time.

Walker questioned how much a gate would cost. Gerold said it would depend on if it was mechanical or electrical. The cost would go up considerably if power needed to be ran out to a gate. Walker said a simple locked gate would work and the first firefighter coming through from the Industrial area could unlock the gate and it could be left open for the duration of the fire call.

Frederick said they do make traffic stops and issue citations for those driving through there. One thing that does not help, is that Google and Garmen both tend to route traffic that direction.

Reynolds asked if tar would hold up there on that small section. Gerold said it would take some subgrade work, but he will check on the cost to tar that small section.

Whitcomb said the idea to go forward with the signs and to get some prices for the asphalt.

Walker stated that he feels it may also help having the barricades at the other side of the airport as well.

WHITCOMB MOVED TO APPROVE THE SIGNAGE AS SUGGESTED. EDMONDS SECONDED THE MOTION. VOTE 3:1 WALKER OPPOSED, THE MOTION CARRIED

MISCELLANEOUS

BILL LIST
REYNOLDS MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $199,030.20 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75334 TO 75443 FOR A TOTAL OF $414,671.81. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:
EDMONDS MOVED TO ADJOURN THE MEETING AT 8:10 PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,  
_________________________  ATTEST:

Shawna Jenkins  
Paul Whitcomb, Mayor  
City Clerk