Mayor Brad Schumacher called the meeting to order. Council members present were Jack Edmonds, Jenny Gerold, and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell and Fire Chief Ron Lawrence. Absent was Jules Zimmer.

**Verbal report on 303 Rum River Drive South**

Frederick reported that staff has been working on the issues at this property for approximately 1.5 years. They have not gotten any cooperation from the tenant or property owner. The newest complaint is some rodent activity because of the junk.

Toven stated that the city has sent numerous letters to occupant and owner. The decision was made to charge the tenant and owner. The tenant plead guilty and was required to contact the Police Department. The tenant has not done that, so Toven has filed a probation violation. The owner’s case is still pending.

Toven stated he did learn that the property owner has started the eviction process.

There is a civil process the city can follow. The Code of Ordinances outlines the process for the abatement of nuisances. The owner and tenant will be notified and a hearing held before the City Council. If they do not comply within a set time frame, the city can clean up the property and assess the costs to the property.

Frederick added that prior to Attorney Toven becoming involved, staff has spent approximately 3 months trying work with the tenant. Normally when they visit someone, the property issues are resolved within a day or so, which has not been the case here. Frederick said part of the delay is that the owner did not show up for court.

Edmonds asked at one point it becomes a public health issue. Frederick replied that they have had some discussions with the County Health department about who is responsible, the City, County, etc. They are trying to contact the complainant that reported the rodent issue, so they can determine what the response should be.

Schumacher stated he would like staff to move forward with the necessary process on this process. Edmonds agreed that this cannot be allowed to continue.

**Mille Lacs County Historical Society Request**

Barry Schreiber and Tammy Creasy with the Mille Lacs Historical Society is here to ask the Council for some alternatives to pay down the assessments.

They have kept up on these assessments, but it is limiting what they are able to do. The replacement of the roof was $290,000, and were fortunate to receive a large grant for that project. They have done some fun things which includes a new roof on the schoolhouse, and moved the Long Siding Depot to their site.

Schumacher asked what the assessments are for. Jackson said the smaller assessment is for some work on First Street. The larger assessment is for the work 10th. The street was re-
done, curb and gutter, as well as storm water issue addressed. At the time that was assessed, it was almost $64,000, so it was approved for the Historical Society to only pay the interest.

Schreiber asked if the City can pick up some more of those costs. The outstanding balance is about $20,000. Edmonds asked where the funds the city has contributed to the assessments came from. Jackson responded that they came from a railroad TIF.

J Gerold questioned if the Historical Society has requested financial Assistance from anyone else. Schreiber replied that they do ask the County and have received $3000 in 2018, 2017 and 2016.

Schumacher said he is excited that the new trail will come right to The Depot. He would like to sit down with staff and come back at the next study session to discuss.

Reynolds asked if the franchise fees would be suitable to assist in these costs, or can Liquor Store Funds be used. Jackson said franchise fees would be a stretch.

**Hwy 95 / 21st Ave Roundabout Assessment Discussion**

Edison reported that the original proposed assessment for the Hwy 95 CR 157 Round-a-bout came out to $2,289.89 per acre with 50% being assessed. The final assessment using actual costs, and reducing the local share by $61,000 for the County’s participation and using $90,000 franchise funds to pay for the trail, it would bring it down to $1,257.57 per acre.

Schumacher asked Brotzler what is experience is regarding how costs are split between Counties, Cities and State. He asked if the method Sherburne County is using for the south round-a-bout is the standard method. Brotzler responded that the projects were implemented differently, in that the City went to Sherburne about issues at that intersection, and the County did the traffic study and are leading the project.

Schumacher asked how other Cities and Counties share the cost of projects such as this. Brotzler will have to do some research to see how some of these projects were funded.

Jackson asked if it would have been easier to split up if it was a simple Stoplight. Brotzler responded that in those cases, each leg is usually billed accordingly.

**Discussion Mayor Email Process – Mayor Schumacher**

Schumacher wanted the Council and staff to know that both himself and Jenkins receives the Mayor email. Concerns are addressed and followed up on.

**Liquor Store Assistant Manager Position**

Campbell advised that staff is requesting authorization to publish a help wanted ad for an Assistant Liquor Store Manager. This position has been budgeted for.
Below is the ad that will be placed in the Princeton Union Eagle for one week, posted on the Princeton Website, Princeton Facebook page and with the League of MN Cities.

We are looking for approval of the Job Description, and to advertise the open position.

**Assistant Liquor Store Manager.** The City of Princeton is looking to hire a full-time Assistant Liquor Store Manager to assist in the operation of the City’s off-sale municipal liquor store. Position reports to the Liquor Store Manager and will include varied days, nights and weekend hours. Minimum requirements include high school diploma or GED, 3+ years retail, preferably in liquor operations, experience supervising others and 2 years post high school training in accounting, finance and/or bookkeeping, or marketing. Excellent benefits. Starting Salary $52,581 per year. Resume and city application required by 3:00pm Friday, May 3rd, 2019. Application packets can be obtained on the City’s website at [www.princetonmn.org](http://www.princetonmn.org), via email at sjenkins@princetonmn.org, at Princeton City Hall; 705 2nd St. N; Princeton, MN 55371 or by calling (763)389-2040.

Schumacher stated he would like to approve a hiring committee as well. He believes it should include Campbell, Barbian, Jackson and possibly 2 Council members.

J Gerold asked how the pay range was determined. Jackson replied that it was based on the city’s pay equity report which looks at many factors. Campbell added that in the cities, Assistant Liquor Store Managers make what she makes or more. She is not sure what the pay is in Cambridge or Elk River.

**Schumacher moved to appoint J Gerold to the hiring committee. Edmonds seconded the motion. The motion carried unanimously.**

**J Gerold moved to approve the job description and job posting. Reynolds seconded the motion. The motion carried unanimously.**

**Approve Copier Replacement**

Jenkins advised that the City purchased the current copier early 2012. The maintenance Contract ended about a year and a half ago, and it is making more noise by the day.

With the Konica contract, there appears to have not been a monthly base fee, but we were billed per copy. B/W was $.0079 and Color $.03770

Some usage on 2016 bills:  
- 9/30/16 – 6243 B/W & 1296 color  
- 10/30/16 – 5311 B/W & 1737 color  
- 11/30/16 – 4359 B/W & 1680 color

The CIP for 2019 includes a copier replacement at an estimated $12,000. Staff talked to several companies and received quotes on machines that have the same functions as the current Konica Bizhub C452.
Staff went to Marco’s office in St Cloud and looked at both the Sharpe and Konica that was quoted. The Konica Minolta is a nice machine, and staff is familiar with its operation as it is similar to the current copier. Once ordered, it will be available for install in approximately 2 weeks. The copier can be set up so it notifies them when toner is at a certain level and an order is automatically placed. It can also be set up so incoming faxes are directed to an email, so any can be forwarded to the correct person, or simply deleted if it is spam.

Staff is recommending the purchase of the Konica Minolta from Marco at $7757.81.

The $25.95 fee per month includes 1500 B/W copies per month, with them at $.009 for over, 300 color per month and $.055 for over that amount. While we currently make more copies that per month, the amount should drop considerably when the tablets are implemented.

EDMONDS MOVED TO APPROVE PURCHASE OF THE KONICA MINOLTA FOR $7,757.81 FROM MARCO. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Approve Splash Park Manager Job Description and Contract

Barbian asked the Council to review and approve the Splash Park Manager description. The ad below was posted on the website, Facebook page and published in the Princeton Union Eagle.

**Splash Park Manager**
The City of Princeton is looking to enter into a contract with a person or firm willing to serve as the city’s Splash Park Manager for the summer of 2019. The responsibilities include, but are not limited to: Supervising and scheduling the Splash Park Attendants, coordinating the advertising, overseeing the concession operations, etc. Applicants must pass a thorough background investigation. A full application packet can be obtained at Princeton City Hall, 705 2nd Street North, Princeton MN 55371, by email at Sjenkins@princetonmn.org, on the city’s website www.princetonmn.org, or by calling (763) 389-2040. Completed application and resumes must be received no later than Friday April 19, 2019 at 3:00 p.m.

J Gerold asked the Council if they wanted to stick with the 10% of gross, or a set dollar amount. She also mentioned that if the Manager is not paid until the Splash Park is closed and totals determined, that person is working for several months without any pay. Barbian questioned if the person should be required to work at the park so many hours a month.

Barbian asked if the description can be approved and some additional work on the contract can be done if needed. He asked if a monthly payment would be enough, or should it be done more often. He suggested possibly a base pay + a percentage. Edmonds think staff could calculate a base salary using the sales from the last few years. Barbian suggested $700 per month, plus 5% of sales.

EDMONDS MOVED TO APPROVE $700 A MONTH, PLUS 5% OF SALES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

League of MN Cities Conference June 26th and 28th attendees
Schumacher reported that the League of MN cities recently came to City Hall for a Regional meeting and spoke about their upcoming conference. Their events are well organized and very educational and are great for networking. There is also a discounted rate for first time attendees. He asked if any Councilors would like to attend. Hillesheim will be attended as well.

REYNOLDS MOVED TO APPROVE UP TO 3 COUNCIL MEMBERS TO ATTEND. SCHUMACHER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Schumacher stated some staff should also attend. Barbian stated Hillesheim is attending and there are funds budgeted for staff training.

**Ordinance 781 – amending Chapter 8 in regard to Right of Ways – First Reading**

Barbian advised that a wireless provider has requested approval to place some of their equipment in the road right of way. This will require some amendments to Title 8 of the City Code. Since the Planning Commission is reviewing this at their meeting on the 15th, the ordinance amendment needs to be in place at that time. Therefore, the first reading was put on the agenda for tonight, and the second reading will be at the Council meeting next week.

EDMONDS MOVED TO INTRODUCE ORDINANCE 781. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Ordinance 782 – Fee Schedule addition of Small wireless Facility Fee – First Reading**

Jenkins reported that Dewitt and herself discussed where to add the fee, and if it was added to the license section, they will be sent letters and applications for renewal yearly.

J GEROLD MOVED TO INTRODUCE ORDINANCE 782. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Wine and Spirits Grant Request – Explore MN Grant**

Hillesheim advised that the New Event Grant program is administered by Explore Minnesota to generate economic impact and awareness of Minnesota through new events held throughout the state.

The goal of this event funding program is to increase the economic impact of visitors on state and local economies, increase spending by visitors, generate media awareness of Minnesota, and enhance the quality of life for Minnesotans. The program provides funding to secure and operate new events throughout the state. This program creates a coordinated approach for funding events in Minnesota, including (1) competitive bidding and (2) operating/hosting new events that have the potential to generate significant economic impact for the host community.

In partnership with and through the Princeton Area Chamber of Commerce, an application for funding was submitted to request funding to help supplement funding for a concert and canoe run series that will include 3 events June 8th (Rum River Festival), July 6th (4th of July Event) and August 3rd. Events will begin with a canoe/kayak run starting at Riverside-Riebe
Park in downtown Princeton located on the Wild and Scenic Rum River State Water Trail. Each of the series events will culminate with an outdoor concert in Riverside-Riebe Park. The concert series will host regional bands offering a free concert to all. Each canoe run will have an entrance fee of $20 per participant. Participants will receive a t-shirt and finisher's metal.

Through this series the City of Princeton and the Princeton Area Chamber of Commerce will partner to contract with a canoe outfitter to provide canoe rentals on weekends from June-August in 2019 as well as to organize and manage the event series. City and chamber staff will be involved in oversight as well as day of activities. Volunteers will be needed to collect tickets and help organize and clean-up. Volunteers will be recruited from the chamber businesses and local youth organizations.

City staff recommend the council approve the grant request from the Chamber of Commerce to contribute to the contracting of the canoe outfitter as part of launching tourism program. The Rockin’ the Rum River Series is recognized as the first step towards establishing Princeton and its historic downtown as a destination for regional tourism and capitalizing on the Designated Rum River State Water Trail as an asset in our community.

Reynolds said he is okay with this, but would like to see reports on how the money is spent at the end of the year.

SCHUMACHER MOVED TO APPROVE THE REQUEST FOR $4000 REQUEST FROM THE CHAMBER OF COMMERCE TO BE USED TOWARDS CONTRACTING AN OUTFITTER TO HELP PLAN AND ORGANIZE CANOE RENTALS AND EVENTS FROM JUNE THROUGH AUGUST, WITH THE REQUIREMENT THAT FINANCIAL REPORTS ARE PROVIDED TO THE CITY COUNCIL AT THE END OF THE YEAR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Approve or disapprove letter to Princeton Township Supervisors.

Schumacher shared a letter with the Council that he would like to send to the Princeton Town Board in regard to Township residents requesting a subordinance service district, that did not get approved. He would like 2 Township Board members and 2 council members to meet to discuss options.

REYNOLDS MOVED TO APPROVE THE LETTER TO BE SENT TO PRINCETON TOWN BOARD MEMBERS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Reynolds stated he would be willing to attend the meeting as well, depending on when it is scheduled.

Dress Code

Schumacher questioned if there is a dress code and what is required. He presented an example of the shirts that were ordered for those working at the Business Expo. He asked if the City Patches could be used and added to clothing worn by elected and appointed officials. After much discussion, it was determined that the patches should only be worn by City Employees.
Authorization of grant to fund replacement of Fuel Card Reader at airport

Barbian reported that the Princeton Airport fuel terminal has reached the life expectancy of the equipment and is in need of replacement. The Card reader utilizes a phone dial up system which is in need of updating to a chip reader based on an internet platform.

Discussions with MNDOT and the Airport Advisory Board have led to identify the equipment needs of the Airport as well as funding for the majority of the cost. The total installed cost is estimated at $19,653.00.

MNDOT has been approached to determine if funding could be available for a portion of the project. The prospect of obtaining 70% of the project cost is possible. Authorization to request MNDOT funding for 70% or $13,650 is request. The required match is 5,850.00. The Airport Advisory Board is committed to raise half of the required match or approximately $3,000.00, leaving approximately $3,000.00 the City would fund.

REYNOLDS MOVED TO HAVE STAFF APPLY FOR THE MNDOT GRANT AND TO COMMIT UP TO $3,000 OF CITY FUNDS FOR THEIR SHARE IF AWARDED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

*** closed session *** possible purchase or sale of airport land

Schumacher stated the agenda item for this meeting is to discuss possible purchase and/or sale of airport land.

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 possible purchase and/or sale of airport land
- 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 possible purchase and/or sale of airport land
- The only business to be discussed in this portion of the meeting is the possible purchase and/or sale of airport land and what action, if any, should be taken.

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

EDMONDS MOVED TO CLOSE THE MEETING AT 7:05PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

The Council will now go into a closed session. The time is 7:05pm.
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.

Members of the Council, I will now ask the Mr. Barbian to begin our discussion on these matters.

REYNOLDS MOVED TO ADJOURN THE CLOSED PORTION OF THE MEETING AT 7:51PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Barbian reported that said city council discussed the possible purchase of the Hanson hanger and whether it would be beneficial. Staff will begin negotiations with the owner.

In addition, the Council discussed the Kruse property, which is located near Anocco, about the possibility of providing a second access. Barbian will have further discussion with Kruse.

Adjournment

J GEROLD MOVED TO ADJOURN THE STUDY SESSION AT 7:54 PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

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Brad Schumacher, Mayor