MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON MAY 23, 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, Community Development Specialist Stephanie Hillesheim, Public Works Director Bob Gerold, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Fire Chief Ron Lawrence and Attorney Damien Toven. Absent was Liquor Store Manager Nancy Campbell

AGENDA ADDITIONS/DELETIONS

Edmonds will like to provide an update on the new Princeton Public Utilities Manager under Reports.

REYNOLDS MOVED TO APPROVE THE AGENDA WITH THE ADDITION OF A REPORT ON THE NEW PUC MANAGER. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Study Session meeting Minutes of May 2, 2019
B. Regular Meeting Minutes of May 9, 2019

REYNOLDS MOVED TO APPROVE THE STUDY SESSION MEETING MINUTES OF MAY 2, 2019 AND REGULAR MEETING MINUTES OF MAY 9, 2019. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Public Works Nicholas Nelson Step Increase effective 6-11-19
   2. Splash Park- approval to hire Lauren Bjurman, Grace Erickson, Emily Kutzler
   3. Stephanie Hillesheim appointment to regular employment status
   4. Resignation of probationary Firefighter Brandon Smith

EDMONDS MOVED TO APPROVE THE PERSONNEL APPROVALS UNDER CONSENT AGENDA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Donations
D. Miscellaneous
   1. Trespass male juveniles “N.W.” & “T.M.” from Parks for 1 year

ZIMMER MOVED TO APPROVE THE TRESPASS OF 2 MALE JUVENILES FROM THE PARKS FOR ONE YEAR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM - None

PRESENTATIONS

A. Wastewater Treatment Plant Commendation
Schumacher reported that the City’s Wastewater Plant has received another award from the Minnesota Pollution Control Agency.

The City hired Chris Klinghagen on June 23rd of 2011 to work at our WWTP.

At that time, Chris had a Class “D” Wastewater License and had done internships at treatment facilities in Pequot Lakes and Brainerd. When we hired him, we hired him away from Peoples Service, Inc. where he’d been doing work at various community Waste Water Treatment Plants.

In October 2013, Chris took and passed the ‘Class A Wastewater Treatment Plant License’ test on his first try. That in itself is quite a feat in that about 60% of the people who take that test do not pass it the first time they take it.

At the November 14, 2013 the Council promoted Chris from a General Maintenance II position to Wastewater Treatment Plant Manager.

Tyler Hall was hired in November 18, 2013 as a GMII. Tyler has a Class B License

Dan Pierce was hired in May of 2012, where he worked in Public Works until he was transferred to the Wastewater Plant in May 2018. Dan has a Class SC License.

Klinghagen, Hall and Pierce do a great job keeping our plant running smoothly.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Mille Lacs County Meeting Update

Barbian reported that they have not had any success to set up any follow up meetings. He will contact them again.

B. Roundabout Cost Comparison Discussion

Schumacher stated that Clerk Jenkins will be sending the roundabout cost share discussion along with a letter to Mille Lacs County that he will be drafting.

The information has been updated with the actual project cost, which was higher than estimated. This shows that Sherburne County is covering the additional cost.

C. K9 Recognition Award

Frederick advised that Officer Cedarberg and Skar received a National Aware by the National Police Canine Association for an incident on December 21, 2018. Officer Cederberg and Skar apprehended and assisted with a total of 4 suspects who fled from a stolen vehicle. The first track totaled approximately 2 miles with led to the apprehension of two suspects by Skar. After the apprehension of the first two suspects, Skar tracked additional 2 miles through thick vegetation and swamp land for the remaining two suspects. Officer Cederberg started noticing that Skar was becoming exhausted which led to a second K9 starting up from Skar’s location and apprehending the two other suspects approximately a half mile further. Officer Cederberg then
carried Skar out on his shoulders.

Zimmer added that Officer Cedarberg has done a great job with the K9 program.

Frederick added that the new dog Chico will likely be starting in June.

D.  PUC General Manager

Edmonds reported that Keith Butcher has been hired as the new Public Utilities Manager. He is a current Southern Minnesota Municipal Power Agency Service Representative. He was responsible for energy efficiency programs in six SMMPA member communities, including Princeton.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A.  Chamber of Commerce Request for Rum River Fest

Karen Michels with the Chamber reported on their backup plan if Riverside Park is still not in usable condition due to the recent flooding. The chamber would be looking for permission to use the north parking lot for their vendors.

ZIMMER MOVED TO APPROVE THE USE OF THE NORTH PARKING LOT FOR RUM RIVER FEST IF THE PARK IS STILL NOT IN USABLE CONDITION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B.  Request by Lacee Broding to put a flag depository at the Library

Lacee Broding asked for permission to put a flag depository in front of the Library. She is also interested in putting on in front of Bremer Bank, and will be contacting Mille Lacs County to request approval to put one there as well.

Edmonds asked if the VFW would be taking the flags she collects. Broding responded they would be. Edmonds added that this is really nice to see, as there are only a few depositories in a 30-mile radius and they have limited hours.

ZIMMER MOVED TO APPROVE LACEE BRODING TO PUT A FLAG DEPOSITORY IN FRONT OF THE LIBRARY IN A LOCATION TO BE APPROVE BY PUBLIC WORKS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A.  Resolution 19-17 – cancellation of Historical Society Assessments

Edmonds stated the Historical Society has approved the agreement that Toven provided in the packet along with Resolution 19-17.

EDMONDS MOVED TO APPROVE RESOLUTION 19-17 CANCELLING THE HISTORICAL SOCIETY SPECIAL ASSESSMENTS. ZIMMER SECONDED THE MOTION. VOTE 4: 1 WITH JGEROLD OPPOSED, THE MOTION CARRIED.
UNFINISHED BUSINESS

A. Airport
   1. Runway Proposal Presentation and Authorize Project

Barbian reported that KLJ is finalizing the plans and specifications for the runway reconstruction project at the Princeton Municipal Airport. Due to the scale of the project, it is the recommendation of KLJ that it be constructed in 2020 and not in the fall of 2019. The main concern is that a contractor may not have enough time to complete the project this fall, resulting in Runway 15-33 remaining closed for the duration of winter until it can be completed in the spring. A construction start date of May 18, 2020, contingent on the DNR operations being complete, is recommended. It is common for projects of this size to occur the following year as it generally provides better construction weather and can also result in lower bid prices. In addition, KLJ would like to bid this project no later than June 5, 2019, with a bid opening date no later than June 26, 2019. This will allow us to submit the application for the federal grant before the June 28, 2019 deadline.

Alex Goerke from KLJ presented the project specifics to the City Council.

Schumacher asked if Goerke would be on site and the point of contact for the project.

Edmonds questioned the need to shut down the airport. Barbian said the Advisory Board talked about that at length and felt it would be best to close the airport to do the project.

Blake Broding brought up the big Lion’s breakfast that is held at the Airport in June, which is after when the project is slated to begin. The event serves about 800 or 1000 people, and have a car show as well. He will pass this along to the Lion’s Group.

Schumacher wondered if the project could be pushed back a little to allow the event to happy. Goerke responded it is better to leave the dates open slightly, but that can be looked at.

Lawrence added that the DNR’s operation contract usually goes to the end of May, but can be extended into June if it is a dry spring.

Schumacher commented that the Fly-in Breakfast event is for the benefit of the community, and it is a very well attended.

Goerke stated that the FAA share is estimated at $2,011,751, MnDOT $134,933 and the City’s share estimate is $121,693

J Gerold asked Karen Michels when the Rum River Fest would be next year. Hillesheim looked and it would likely be on June 6th. So, the project could have a start date of Monday, June 8th.

Goerke said the next step is for KLJ to put the project out to bid no later than June 6th, with bid opening on June 27th. There will need to be a complete independent fee estimate, as it is required for projects that exceed $100,000.

EDMONDS MOVED TO AUTHORIZE THE AIRPORT RUNWAY PROJECT WITH A START DATE OF JUNE 8, 2020. ZIMMER SECONDED THE MOTION.
Barbian asked if the different start date would affect the cost. Goerke responded that it could change the cost slightly.

THE MOTION CARRIED UNANIMOUSLY

2. Proposal to allow camping at the airport

John Sauter reported that he has put together some information on underwing camping that could be an added bonus to our airport.

Schumacher questioned if we would need to add additional insurance. B Gerold said the City would likely be covered under their current liability insurance.

Toven asked if campers would need to register like they do at Riverside Park. Sauter replied that they were thinking of doing something similar to the courtesy car form that the users fill out.

Edmonds asked if the Police would have an issue. Frederick responded they would not.

Zimmer feels there should be a requirement that campers fly in, so the airport isn’t used for anyone who wants to camp.

Barbian said staff can work on a form to use. It would be appropriate for the Council to approve camping and for staff to come up with a form to be filled out by campers.

EDMONDS MOVED TO ALLOW CAMPING AT THE AIRPORT AND FOR STAFF TO COME UP WITH A FORM TO BE USED BY THOSE WHO WANT TO CAMP. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Princeton-Opoly sponsorship Request

Schumacher asked if there is still spots available. Hennagir responded that there were 3 spots still available. He passed around the Elk River game Board for the Council to see. There are 3 spots still available. One for $195 and two spots for $295. Barbian said the supervisors had some discussions on this and there was general support. Hennagir stated that they will put the game in production and hope to have it done by November for Christmas.

Zimmer stated he is definitely in favor of this, and wouldn’t mind taking all 3 remaining spaces. Schumacher asked if Zimmer had some suggestions on what to put on each space. Zimmer responded that he feels staff could decide on that.

Edmonds would like to see the parks highlighted on the board somehow.

ZIMMER MOVED TO PURCHASE THE 3 REMAINING SPACES FOR THE PRINCETON-OPOLY BOARD. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Barbian asked what the time frame is on determining what to use for each space. Hennagir responded that there is some time to decide. Barbian will bring the staff suggestions back to the City Council.
C. Social Media Policy

There have not been any changes to the proposed social media policy since the last review.

J GEROLD MOVED APPROVE THE SOCIAL MEDIA POLICY. EDMONDS SECONDED THE MOTION.

Reynolds does not like some of the wording, as it is not clear. Schumacher added that he is adamantly against it.

VOTE 3:2 SCHUMACHER AND REYNOLDS OPPOSED. THE MOTION CARRIED

NEW BUSINESS

A. “Tourist in our Town” 5th Grade Tour – Verbal

Schumacher reported that staff is working with teachers to set up tours of the electric, water and sewer plant for the 5th grade students. It will show the students the engineering and how the utilities work together to serve the community. He believes once this is initiated, the school district will add it to their curriculum. He feels the street department would be a great addition as well.

He added that he feels it will be impactful, and they can see how much infrastructure under the streets in the city.

J Gerold agrees that will be a great learning experience for the children.

B. Approve letter to be sent to apply for Walmart Grants

Hillesheim advised that Walmart Community Grant program eligibility guidelines have recently changed. The City of Princeton meets the guidelines for appropriate program at walmart.org/how-we-give but does not have a charitable Tax ID that can be verified electronically, and is required to provide the following information:

- Affirmation of Instrumentality (4076C) Letter, a copy of the legislative act creating a board or commission, or a letter from an authorized government official confirming the status of the government entity.
  - If the requesting organization is a town or city, please provide a letter from the town or city’s chief elected officer, on official letterhead, that provides a cite to the legislative act creating the town or city and that authorizes the city or town to apply for fund

As an entity, the City of Princeton is eligible to apply for and receive up to 25 grants annually from the Walmart Community Grant Program. Grants can range in size from $250-$5,000. City staff recommends the City Council provide authorization to apply for grant funding through the Walmart Community Grant Program.
EDMONDS MOVED TO APPROVE THE LETTER TO BE SENT TO APPLY FOR WALMART GRANTS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Approve application for DNR 50-50 Matching Grant

Lawrence said he would like to ask council for approval of applying for the DNR 50/50 matching grant. The Department is looking to purchase new flashlights for all firefighters and two backpack blowers for wildland firefighting. It is not expected to be more than $5000.

The Princeton Fire Relief Association is going to fund the 50 percent to match the grant. There will be no cost to the Department.

REYNOLDS MOVED TO APPROVE THE APPLICATION FOR A DNR 50-50 GRANT TO PURCHASE NEW FLASHLIGHTS FOR ALL FIREFIGHTERS, AND TWO BACKPACK BLOWERS FOR WILDLAND FIREFIGHTING, FOR NOT MORE THAN $5000. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Discussion on smoking / Vaping age of 21 – Mayor Schumacher

Schumacher asked that this be put on the agenda, as he feels the City should be proactive instead of reactive on this issue.

Zimmer stated he does not think the City can supersede the state. Reynolds and Edmonds responded that the City can be more restrictive, but not less.

Frederick commented that he is not sure where it will be Federally. They are aware of the issues and talk about it. It would help a lot of both counties are on board with it. The vaping piece is a big problem. About 90% of the citations are for vaping, and not Tobacco. There is a problem, and a way to solve it needs to be determined.

Zimmer said he appreciates this being brought to the council, but thinks we need to wait and see what happens on the federal and state level. Schumacher added that he just wanted the Council to be aware of this.

Edmonds would support the change now if he could. Reynolds added that he doesn't like to add restrictions, but is conflicted with this as it is a very big problem.

E. E & J’s Sweet Treats Food Vendor License

Jenkins reported that Eric Strandberg with E & J Sweet Treats has once again applied for a mobile food unit license. He has filled out the new application, provided a Background Investigation Consent Release form, his MN Department of Health License and Certificate of Liability Insurance.

His Planned locations are:

The Princeton Wine & Spirits Parking lot on the evening of July 4th.

Princeton High School Youth Track Meet on June 26.
Mr. Strandberg paid the $50 License fee, so he is entitled to choose 4 more public locations to sell his Ice cream. He will provide any additional dates and locations if he would like to add more days.

ZIMMER MOVED TO APPROVE THE MOBILE FOOD VENDOR LICENSE FOR E & J SWEET TREATS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. Police 2019 CIP Purchases

Frederick reported that the Police Department is looking to purchase squad rifle optics, Defensive training items and office computer replacement that have been approved and budgeted for in 2019. The budgeted amount for the items was $3,725 for optics, $2800 for defensive tactics, and $12,000 for office computer replacement. The current quotes for the above will not exceed budgeted amounts. The police department is looking for permission from Council to purchase these items within the next month.

ZIMMER MOVED TO APPROVE PURCHASE OF THE OPTICS FOR UP TO $3,725, DEFENSIVE TACTICS FOR UP TO $2,800 AND OFFICE COMPUTER REPLACEMENT FOR UP TO $12,000 ALL OF WHICH IS IN THE APPROVED BUDGET. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

G. Authorization for usage of Red Bridge Road, with permission from Golf Course

B Gerold advised that the City already has a utility easement on the old road, so some additional work just needs to be done. Reynolds asked what is required. B Gerold replied that they plan on rent some equipment to remove some brush.

REYNOLDS MOVED TO APPROVE THE RENTAL OF THE NEEDED EQUIPMENT TO MAKE THE OLD RED BRIDGE ROAD USABLE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

H. Canoe & Kayak Outfitter Agreement and Management Description

Hillesheim reported that the Canoe and Kayak Outfitter agreement and description has been completed.

J Gerold asked where the canoes and kayaks will be stored at Riverside Park. Barbian responded that the equipment will be stored at Riverside Park. There are still some things to be worked out, but they are looking at options to lock them on a trailer. The chamber is looking into a business to rent or sell at a reduced rate.

Hillesheim added that the there is a similar setup at Lake Calhoun, in which a code system is used to allow the canoes to be unlocked.

Schumacher asked if insurance would cover them if they were stolen. Karen Michels stated that insurance should cover it, as it would be part of the property insurance.
J Gerold said she is a little confused as to where the City’s responsibility lies, and how the Chamber is involved. Toven responded that right now, it sounds like it is mostly the Chamber, and the city is doing some of the advertising. Barbian confirmed that the City will still be involved in the advertising and marketing of the program.

J Gerold stated there are a lot of details to be worked out before the first even in two weeks.

Reynolds would like to see how the grant funds are spent at the end of the year.

ZIMMER MOVED TO APPROVE AGREEMENT AND DESCRIPTION PENDING THE CITY AND OUTFITTER’S ATTORNEY REVIEW. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

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 $248,785.34.10 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79319 TO 79381 FOR A TOTAL OF $220,299.87. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher asked Clerk Jenkins to contact the Dalbo Fire Chief to set up a meeting.

*** CLOSED SESSION *** AT&T Lease

Schumacher stated the agenda item for this meeting is to discuss and negotiate a lease agreement. 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 a lease with AT&T for a Cell Tower.

- 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 proposed lease with AT&T for a cell tower.
- The only business to be discussed in this portion of the meeting is the proposed lease with AT&T for a cell tower and what action, if any, should be taken.

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

ZIMMER MOVED TO CLOSE THIS PORTION OF THE MEETING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

The Council will now go into a closed session. The time is 8:48PM

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.

Members of the Council, following the completion of our business, we will now adjourn into open session, and I will entertain a motion to adjourn the closed portion of the meeting and go back into open session.

REYNOLDS MOVED TO ADJOURN BACK INTO OPEN SESSION AT 8:51PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Toven advised that the City has been working on an agreement with AT&T for the cell tower that will be constructed at City Hall. The contract is finally agreed upon, and it is now public.

REYNOLDS MOVED TO APPROVE THE LEASE AGREEMENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:53PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

_________________________  ATTEST:
Shawna Jenkins Tadych
City Clerk

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Brad Schumacher, Mayor