Mayor Paul Whitcomb called the meeting to order. Council members present were Jack Edmonds, and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Liquor store manager Nancy Campbell, Wastewater Plant Manager Chris Klinghagen and Fire Chief Ron Lawrence. Absent was Jules Zimmer, Thom Walker and Police Chief Todd Frederick.

Princeton Speedway

a. Schedule Information

Barbian advised that the Speedway has submitted their 2018 racing schedule. At the March 20, 2017 Planning Commission approved a midnight extension for 4 nights. They are expecting to possibly run until midnight on May 4th, June 29th, July 20th and August 31st.

b. Liquor License approval through end of September

Jenkins reported that they have applied for their liquor license, which will be running from May 1st through the end of September.

EDMONDS MOVED TO APPROVE LIQUOR LICENSE TO RUN FROM MAY 1ST THROUGH THE END OF SEPTEMBER FOR THE PRINCETON SPEEDWAY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Franchise Fee – Park project update

Brotzler reported that on April 26th, Staff met with members of the Park Board to discuss the development of a Park and Trail Improvement Plan to prioritize proposed future park and trail improvements associated with the development of franchise fees. Some highlights from the meeting are as follows:

- Construction of the 2nd phase of the Great Northern Trail.
- Improvements to Mark Park that include updating/maintenance to the Splash Pad.
- Improvements to Riverside Park in the form of fishing piers, updating the canoe launch and constructing the pedestrian bridge that connects Riverside Park to Riebe Park
- The Park Board felt strong about using franchise fees for these improvements as well as for funding the Great Northern Trail and the trail associated with the TH 95 Roundabout. They felt each of these projects reached multiple generations instead of focusing on one specific age group. The Board agreed that creating projects that benefitted multi-generations would provide more support for the implementation of franchise fees.

Since meeting with the Park Board, staff has reviewed the draft Park Plan that was created in 2015 that is still pending Council approval. This plan lists priority improvements for each park, many of which overlap with what was discussed at the April 26th Park Board meeting. Staff is in the process of updating the draft Park Plan with the intent to bring to Council for review and final approval in the near future.
In collaboration with staff, the projects listed below are recommended for Council consideration for inclusion in the Franchise Fee Park and Trail Improvement Plan for funding through franchise fee collections. These projects, along with funding levels, are as follows:

1. Great Northern Trail - $490,000
2. TH 53 Roundabout Trail - $90,000
3. Improvements to Mark Park - approximately $100,000 pending final Park Improvements List
4. Improvements to Riverside Park - approximately $100,000 pending final Park Improvements List

At this time, it is proposed that approximately $100,000 in funding be assigned to improvements for each Mark Park and Riverside Park. As we move forward towards final consideration and adoption of franchise fees, it is anticipated that more specific improvements within each park will need to be identified as a part of the final Franchise Fee Park and Trail Improvement Plan. Based on the current proposed rates, the projects listed above can be funded based on the collection of franchise fees over a period of approximately 5-years.

Barbian said staff contacted the DNR around a pier grant and they provided some photos and ideas.

Reynolds asked if the city would be bonding for the $490,000. Jackson replied that he has to check into that, but the city may need to finance it internally, and pay that back with the franchise fees.

Jackson stated that in talking with the Utility Companies, the franchise fees would probably be implemented January 1st 2019 so the city would see their first check in April or May.

Reynolds said he would like to see it reviewed after 5 years.

Brotzler said they will move forward on getting something together for the website, and for a public informational meeting. At the first regular meeting in June, they will be looking for action to accept the overall franchise park and trail improvement plan, authorizing agreements and setting the public hearing for July.

**Princeton Fireworks donation request**

Jenkins advised that this is the letter that the City receives yearly asking for donations to help cover the cost of the Fireworks. Reynolds stated this year will probably be a much bigger turnout with the moving wall and other events going on that day.

EDMONDS MOVED TO APPROVE $1,500 FOR FIREWORKS FROM THE WINE AND SPIRITS FUND. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
Public Works / WWTP Internal Job Posting

Gerold advised that the Wastewater Treatment Facility has budgeted for an additional operator for 2018, at this time staff is requesting to post for that position internally at Public Works. We have personnel that have shown an interest in this field and we would like to foster this interest.

The intent is to post for the week of May 7th to May 11th, with a possible personnel transfer date of May 21st.

If a candidate is chosen internally, staff is requesting to advertise to fill the open GM 2 position created at Public Works, or for an operator if the position is not filled internally.

Edmonds asked if licenses would be required. Gerold said the current employee that is interested does have the required license for this position.

REYNOLDS MOVED TO APPROVE POSTING THE WWTP POSITION INTERNALLY, AND IF THAT IS FILLED, POSTING EXTERNALLY FOR A GENERAL MAINTENANCE II POSITION. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Incident Command Trailer CIP purchase

Lawrence reported that in CIP for this year, there is $15,000.00 to reconfigure one of the current trailers into an Incident Command Trailer. While researching this project, staff was able to locate a trailer that is already configured to be an Incident Command Trailer. It is located near Milwaukee WI. The cost of this trailer is $3500.00. With some minor modifications and additions, we believe that we could have this command trailer in service for less than the $15,000.00 that is budgeted. Photos of the trailer were provided for review.

Edmonds asked what they were planning to do if they had not found this trailer. Lawrence stated they were going to take the enclosed trailer they got from Relocation and reconfigure that.

REYNOLDS MOVED TO APPROVE THE PURCHASE OF AN INCIDENT COMMAND TRAILER CIP PURCHASE FOR $3,500 IF FIRE CHIEF LAWRENCE, POLICE CHIEF TODD FREDERICK AND PUBLIC WORKS DIRECTOR GEROLD APPROVE AFTER REVIEWING THE TRAILER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Resolution 18-24 approving sale of property to School District

Barbian stated that this is the last step in the formal process to finish the sale of the property to the school district.

EDMONDS MOVED TO APPROVE RESOLUTION 18-24 APPROVING THE SALE OF THE OLD POLICE STATATION PROPERTY TO THE SCHOOL DISTRICT. RENOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
**Administrator Update**

Barbian reported that at a past meeting, the council was informed about some possible loans from the Small Cities Development funds to those that had sewer backups when the line collapsed. Mark and Donna Walsh have filled out the paperwork and are looking to take advantage of this loan. It will total $4,196, with 5% forgiven and the balance being paid over 5 years. He will bring the final loan to the Council for approval at an upcoming meeting.

In regard to Jumpin Gymnastics purchase at Aero Business Park, they may not be buying the property now as another opportunity came up for them. However, the TIF process will continue as it may be beneficial to another interested party.

Staff has received a request for services to the Sherburne lakes 55 site.

Barbian mentioned that his 6-month review is coming up and mentioned doing it in a closed session at the next meeting. Whitcomb responded that there is no need to do it at a council meeting, he will meet with him, and the rest of the Council can be updated.

**Adjournment**

EDMONDS MOVED TO ADJOURN THE STUDY SESSION AT 5:20PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

________________________
Shawna Jenkins
City Clerk

ATTEST:

________________________
Paul Whitcomb, Mayor