Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Development Director Jolene Foss, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Eric Eckman and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of August 10, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 10, 2017. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Scott Suhsen resignation from Park Board effective immediately
C. Donations/Designations

WALKER MOVED TO APPROVE THE CONSENT AGENDA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PRESENTATIONS

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Council Action / Grant Request from Family Pathways Teen Center

Victoria Hallin from Family Pathways said the Teen Center has been open for 6 ½ years. She said Princeton is outside of the Metro area, so they do not seem to receive as many grants as those in the metro area. They are currently writing that would provide assistance in career planning. She is asking the Council for an annual donation of $20,000.

Princeton has the largest amount of teen visits of all their teen centers, and her volunteers had 1399 Volunteer hours last year, and up to 1500 this year already. She has gone to a few of the Townships in March to request donations, and Princeton Township has donated the last 2 years. They have discussions on speakers on the drug problems, domestic abuse, health and wellness, etc. The Teen Center doors are also open to other groups in the community.

Whitcomb responded that Hallin is asking for a pretty substantial amount, so it would have to be planned for in the budget. He added that they can discuss it at the time that the budget is looked at.
ORDINANCES AND RESOLUTIONS

A. Ord. 754 – amending SAC/WAC fees & add License Late fee – FINAL READING

Karnowski advised that this is the final reading to amend the SAC/WAC fees and to add an Annual Liquor License Late fee. We slightly changed the wording to clarify that the sewer lines are based on the size water line to the house.

Edmonds questioned the Liquor late fee. Karnowski responded that some license holders are waiting until almost the end of December to send in the paperwork, even though they are given a due date. Letters are sent out with applications at least a month, if not closer to 2 months prior to the due date. The due date changes slightly, depending on when the state requires them, and when the council meeting falls. Jenkins stated that she sends out letters about 2 months prior, and picks the Monday prior to the first regular meeting in December for the due date. Staff is hoping that imposing a late fee will encourage the applicants to get their information in by the due date.

EDMONDS MOVED TO APPROVE ORDINANCE 754 AMENDING THE SAC/WAC FEES AND ADDING A LICENSE LATE FEE FOR ANNUAL LICENSES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 17-42 – CSAH 31 & CSAH 29 Traffic Signal Funding Request

Karnowski stated that the City is requesting funding assistance from Mille Lacs County for the operation and maintenance of the light at First and Rum River Drive. Only 1 “leg” is a city street, and the City has been totally responsible for all maintenance and operational costs. The request is for the County to cover 3 quarters of the cost of that traffic signal.

Edmonds thought the County was already responsible for these costs.

EDMONDS MOVED TO APPROVE RESOLUTION 17-42 REQUESTING FUNDING ASSISTANCE FROM MILLE LACS COUNTY HIGHWAY DEPARTMENT FOR THE OPERATIONAL COSTS AND MAINTENANCE OF THE CSAH29 AND CSAH31 TRAFFIC SIGNAL. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Letter of Support for Co. Rd 45 Intersection Improvements

Foss reported that staff is looking for a letter of support for County Road 45 Intersection Improvements to be sent to the Department Of Transportation. Andrew Witter with Sherburne County will be applying for a grant and requested that the city send a letter of support.

EDMONDS MOVED TO HAVE MAYOR WHITCOMB SIGN THE LETTER OF SUPPORT FOR COUNTY ROAD 45 INTERSECTION IMPROVEMENTS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Sherburne Drug Task Force Joint Powers Agreement Consideration
Karnowski advised that staff and the City Attorney has reviewed and approved the joint powers agreement.

Zimmer asked if it is the same contract as Elk River. Frederick responded that it was their standard contract and the same as Elk River’s.

ZIMMER MOVED TO APPROVE THE DRUG TASK FORCE JOINT AGREEMENT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Post Office Alley update

Frederick reported that the Police Department has monitored the Alley in the 500 block, between 2nd Street North and 3rd Street North as the Council asked at the July 27, 2017 meeting. This Alley is directly behind (West of) the Post Office. Over the course of a couple of weeks I have had officers patrolling and running stationary radar in the area of the alley. Below are the findings of the monitoring.

- July 31st from the hours of 1000 to 1130 and 14:53 to 1545 – 57 total vehicles with a majority of the vehicles dropping mail off. The officer reported no erratic driving and speed over 7mph. The Officer reported a number of times of vehicles back up dropping mail off at the post office box.
- August 1st from the hours of 1215 to 1337 and 1630 to 1720 – 63 total vehicles again with a majority of vehicles dropping off mail. The Officer reported that no vehicle was traveling over 5mph.
- August 3rd from the hours of 1132 to 1150 and 1510 to 1550 – 42 total vehicles, no speed over 6mph.
- August 7th from the hours of 0900 to 0920 – 13 total vehicles, no erratic driving and no speed greater than 8mph.
- August 10th from the hours of 0817 to 0930 and 1330 to 1415 – 53 total vehicles, no speed greater that 7mph.
- August 15th from the hours of 1715 to 1900 – 62 total vehicles, no speed greater than 9 mph. Officer reported that a number of vehicles were backed up waiting for post office box.
- August 16th from the hours 2030 to 2110 – 11 total vehicles, no speed greater than 6mph with no vehicles stopping at post office box.
- August 19th from the hours of 1200 to 1330 and 1620 to 1715 – 32 total vehicles, no speed greater than 11mph
- August 20th from the hours of 0745 to 0830 – 17 total vehicles, no speed greater than 8 mph

In discussing the incident with the officers tasked with this detail they stated that it would be difficult to reach a high rate speed as the road conditions are difficult in the alley. For example the dip in the road leading to the alley is lower than normal and vehicles have to slow down to prevent from bottoming out their vehicle. Secondly, as the alley gets narrow between the residence and the building as well as the dumpster. They observed vehicles slowing down to prevent from hitting the sides of their vehicle. Officer also stated that a majority of the use is for the mailbox and that at times they observed numerous vehicles stopped in line waiting to drop mail off. With this backup there is not much distance in the one way alley to increase your vehicle speed before having to stop for traffic.
D. Administrator Retirement motion

Karnowski reported that it appears that the Council’s August 3rd minutes did not include an actual motion accepting the City Administrator’s plan for retirement.

In order to correct that situation, it is recommended that the following motion (or some variation of it) be made, seconded and adopted:

Motion to accept the retirement plan of the City Administrator as outlined in his memo dated August 1, 2017 and discussed at the Council’s August 3rd Study session where said retirement will become effective after the new administrator begins working for the city.

WALKEROVED TO ACCEPT MARK KARNOWSKI’S RETIREMENT AS OUTLINED IN THE MEMO DATED AUGUST 1, 2017 AND DISCUSSED AT THE AUGUST 3RD STUDY SESSION WHERE RETIREMENT WILL BE BECOME EFFECTIVE AFTER THE NEW ADMINISTRATOR BEGINS WORKING FOR THE CITY. EDMONDS SECONDED THE MOTION.

Edmonds said he heard a few comments from people wondering why there was not a date set. He stated he informed those asking that it there was not a date as of yet, as the process to search for a new administrator was just beginning and Karnowski responded he would assist in transition if the Council wished him to.

THE MOTION CARRIED UNANIMOUSLY

E. Water / Sewer extension

Foss advised that West Branch Construction has provided a quote for the installation and extension of water and sewer services for the property owned by East Central MN Habitat for Humanity at 309 9th Ave South.

The quote includes the cost of the water/sewer and the cost of repairing the roadway after the project separately.

The Public Works Department has indicated that they are able to provide the service of repairing the street after the project is complete.

WALKER MOVED TO ACCEPT WEST BRANCH CONSTRUCTIONS QUOTE TO RUN THE WATER AND SEWER FOR THE HABITAT HOME AT 309 9TH AVE SOUTH FOR $8,350 AND PUBLIC WORKS WILL REPAIR THE STREET AFTER THE WORK IS COMPLETED. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Resolution 17-41 MnDOT Airport Maintenance Grant Offer

Karnowski said this is the standard resolution that the state requires for the funds that the city receives yearly to assist in the airport maintenance.
WALKER MOVED TO APPROVE RESOLUTION 17-41 AUTHORIZING THE EXECUTION OF AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT #1028950. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Airport Engineer Appointment

Karnowski stated that as noted in the draft of the August Airport Advisory Board (AAB) minutes the AAB interviewed all three engineering firms who responded to the city’s Request for Proposals.

Those firms included the current Airport Engineer (SEH) and two other firms: KLJ and TKDA.

KLJ is a large firm with about 40 clients in North Dakota, 17 in South Dakota and 9 in Minnesota (mostly north of a line between Mahnomen County and Eveleth) and has recently opened an office in St. Paul.

TKDA has 14 clients in Minnesota and is based out of the Twin Cities.

SEH has 65 airport clients in Minnesota and has been Princeton’s airport engineer since October of 2005.

The AAB unanimously recommends that the City Council appoint KLJ as the new airport engineer.

Be advised that SEH is still under contract to finish up the work on the Airport Master Plan as well as the work on this year’s airport grant project (crack sealing).

He said he did check with SEH to see if they would be willing to finish up on four special tasks related to the findings identified in the Airport Master Plan. Those projects are:

A. Getting In-Line Packaging and Erdman property off the airport property.

B. Going through the process of restructuring the airport boundaries to add the property to the north of the current entry road which will allow for the development of all the original platted hangar lots and the removal of parcels currently on the airport property that the Master Plan identifies as no longer needed for use by the airport.

C. Negotiating with the FAA for a timely release the necessary ROW that will be necessary for construction of a southerly extension of 21st Avenue.

D. Undertake the Airport re-zoning efforts to re-zone the areas that will no longer impacted by the removal of the crosswind runway from the ALP.

SEH advised that they would prefer a ‘clean break’ with the city.

Accordingly, the recommendation is for the Council to concur with the recommendation of the AAB and appoint KLJ to be the new Airport Engineering Firm.
WALKER MOVED TO APPOINT KLJ TO BE THE NEW AIRPORT ENGINEERING FIRM. REYNOLDS SECONDED THE MOTION.

Edmonds asked about KLJ’s fees. Karnowski said fees are pretty similar across the board, but the FAA states qualifications are important, and not fees. The city usually ends up paying about 10% of the cost of engineering and projects, with the FAA paying the rest.

He said the motion could be amended to include the stipulation of fees being discussed. Walker said he thinks the engineering fees are about 20% of a project. Karnowski responded that the fees with SEH and the city’s previous engineering firm seemed to be about 25% on airport projects. Karnowski added that there are a lot of various processes that the engineering firms need to do yearly with the FAA.

Whitcomb thanked S.E.H for their years of service, and is looking forward to working with KLJ. Karnowski stated that the main engineer with KLJ was currently out of town, but said he would be happy to come to a council meeting and introduce himself.

VOTE 4:1, EDMONDS OPPOSED, THE MOTION CARRIED

C. Senior Dining Donation letter of support from EDA

Foss advised that Senior Dining and Timber Trails is having some issues with funding. The EDA has approved this letter and asked for Council approval to send it out to local service organizations.

Whitcomb asked if we are doing this for one group, do we need to do this for all. Foss replied that said she spoke to Attorney Paul Dove and he said it is a very special type of situation, so it would not be likely to have another situation like this.

Walker said the EDA had a long discussion on how to help make these rides affordable for those using them. They thought pretty hard whether this is a strong arm tactic, but they wanted to make it clear that there was no requirement, just a friendly reminder for some help.

Karnowski said the reason Timber Trails got involved was that the Blue Bus that Senior Dining used to use, was no longer functional. The city used to handle the maintenance on that bus. Jackson said the city used to spend about that $2500 a year then, as we have budgeted now for an annual donation to the group.

Edmonds questioned if Timber Trails would consider reducing their rates, as he thinks it is a subsidized program.

Foss said she has had a few discussions with Timber Trails. The Senior Group was pre-purchasing rides, and lowering the rates that the people would need to cover to keep the senior’s costs down.

The Transit Advisory Board is doing some accessibility planning and will hopefully address the need in our area.

Whitcomb asked what Catholic Charities is providing to the program. Foss replied that they provide the food for the senior dining.
WALKER MOVED TO APPROVE SENDING A LETTER OF SUPPORT FROM THE EDA TO AREA BUSINESSES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Karnowski reported that he is trying to set a meeting up with the County to discuss the roundabout. He asked the Council members what would work for them.

Walker said he will be on vacation September 7th and 8th.

Zimmer stated the only one he would not be available for is the second September meeting.

Edmonds added that he is fairly flexible in the evenings. The important thing to him is that the City Engineer and County Board members are able to make it.

Reynolds added that he prefers it not be on a Tuesday.

Karnowski commented that staff will check the council chambers schedule and run optional dates by the County.

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 $118,171.98 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 76049 TO 76098 FOR A TOTAL OF $290,731.20. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:55PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, 

ATTEST:

__________________________
Shawna Jenkins
City Clerk

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Paul Whitcomb, Mayor