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 Andy Brotzler and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of August 24, 2017
B. Study Session Meeting Minutes of September 7, 2017

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 24, 2017 AND STUDY SESSION MEETING MINUTES OF SEPTEMBER 7, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Police Officer Cole Wubben Step Increase to $25.64 effective 9-24-17
C. Donations/Designations

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

OPEN FORUM

PRESENTATIONS

PUBLIC HEARINGS

A. Northstar Canoe Property Annexation – Ordinance 755

Foss said this ordinance will annex this property into the City from Baldwin Township.

WHITCOMB OPENED THE MEETING AT 7:02PM

Brad Schumacher, Town Board Chair of Baldwin Township expressed his concern that the City’s Waste Water Treatment Plant was unable to process USDP’s industrial wastewater and, therefore, may be unable to accept Northstar Canoe’s effluent. He said USDP’s land applying their effluent through a permit with the MPCA was because he believed the City’s plant could not handle the volume. City Staff and the Council advised Schumacher that our treatment plant could and did process USDP’s effluent but that USDP made the financial decision to land apply instead. The City was not involved in issuing or monitoring the USDP permit any way.

ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:19PM. REYNOLDS SECONDED THE MOTION.
EDMONDS MOVED TO APPROVE ORDINANCE 755 APPROVING THE ANNEXATION OF THE NORTHSTAR CANOE PROPERTY INTO CITY LIMITS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Minutes of August 17, 2017
B. Park Board Minutes of August 28, 2017
C. Fire Board Minutes of September 5, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. MN Economic Development Crystal Cabinet loan update

Foss reported that the City’s application for Minnesota Investment Fund assistance has been approved. The City will make a loan of $450,000 to Crystal Cabinets Works, Inc. This award will result in the creation of 26 new jobs. They also received their own job creation loan that they had applied for on their own.

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Public Safety Issues
   1. PFRD ISO Rating update

Lawrence reported that Princeton Fire and Rescue (PFRD) was re-evaluated by the Insurance Services Office (ISO) at the beginning of the 2017. With the help of many throughout the City, that evaluation was completed and the ISO’s review of the information has now also been completed.

The rating for the PFRD Princeton remained the same being a “4” (on a scale of 1 to 10 with lower numbers being better than higher numbers). A “4” rating is about as good as a department our size in a city our size can earn.

The new information of importance is that the PFRD’s rating for most of the township areas we serve improved from a “7” to a “6”.

What those numbers mean is:

1. If your property is within 1000’ of a usable fire hydrant, your fire protection rating is considered a “4”, and

2. If you are outside of 1,000 feet of a usable fire hydrant but within five (5) road miles from the PFRD fire station (which includes our Wyanett Station) your fire rating for your property is a “6”, and

3. Properties located outside the five road miles boundary is rated at a “10”.
2. Public Safety Day Report

Frederick reported that they had approximately 500-600 people attend Public Safety Day. They started a Child’s ID program, with 80 kids signing up on Public Safety Day.

B. Continuing Discussion on 2018 CIP Budget

Jackson advised that the final approval of the CIP does not formally happen until the budget approval in December. But this is normally when we would have a temporary approval. If there are questions or changes desired by the Council, it would be so much more efficient to discuss and make those changes now than waiting until that final approval meeting.

The have been a few changes to the CIP from what was presented at the Study Session. The plow truck amount was changed to $225,000 and the year was corrected to 2023 to agree with the detail sheet that was presented. $10,000 was added in the year 2020 for K9 replacement as an estimate. The airport sheet as been changed to reflect the recent FAA CIP form. The final change was also discussed and changed in this revision was to eliminate the electric sign at the Liquor Store and the money for that was added to the amount to switch the lighting over to LED. With rebates and electric savings, this amount should be recouped within 5-10 years.

The Summary sheet shows that the CIP balance is sufficient to meet the requirements for this six year schedule. The balance drops from a $3.1 million balance to a $324,000 balance, which means this would not be sustainable long term. However, past history shows that not all spending occurs when projected and the amounts are often less. He said he would be surprised if the balance dropped as rapidly as shown in this projection.

Most of the larger projects depend on funding from outside sources, and they will mostly likely not occur until the funding from those sources are acquired.

The last item for discussion is the setting of the preliminary levy. This will need to be done at the next meeting, but if the council has thoughts on what they would like to see as far as new programs or levy amount changes, it would be beneficial to stall in establishing the preliminary budget and levy. Since the Drug Task Force is an ongoing program, he thinks it would be wise to build that into the levy increase. Any thoughts the Council has on the budget and levy would be helpful.

Walker mentioned the draw down in the CIP fund, and asked how much is offset if many of the grants are received. Jackson replied that they have anticipated those grants being received and some were built in to the CIP. For example, if we were to receive the grant for the Ladder Truck in 2018, we may purchase it that year. However if we did not receive the grant, it would likely be moved out until we were able to receive a grant, or staff would look at a lighter model, or a nice used truck. Many times items can be pushed out a bit too, and a lot of various things can occur that would change that draw down over the years.

Karnowski said the CIP is just a plan, and most of the items can be postponed until staff could find other funding sources.
Zimmer said when the department heads went through all the CIP items at the Study Session, he can see they are all needed items. Edmonds agreed.

Walker also appreciates that not all items are at the highest priority. He said with the predicted draw down, he suggested slightly increasing the amount that goes into the CIP every year. He suggested maybe bumping it up $25,000 for a total of $200,000 that goes into the CIP yearly.

Walker asked about a sidewalk machine. Jackson said it is still in the CIP. Gerold added that he has not yet come to the Council to determine how much service we want to provide. If we do start clearing snow off a lot more sidewalks, costs in time and equipment will increase.

C. Great Northern Trail Proposal for Professional Services

Brotzler updated the Council on their previous proposal for professional services presented to the City Council on April 6, 2017. At that time, Council authorized the completion of the Technical Memorandum/Cost Estimate. Since the completion of this memorandum, MnDOT has approved the City’s request to reprogram the TAP funding for FY2019. In addition to this, Sherburne County as the sponsoring agency has volunteered to provide in-kind services to perform the necessary right-of-way acquisition to assist with the project costs.

This is in addition to previously volunteered in-kind services for completing the topographical survey. Based on these changes, WSB is providing for your consideration an updated proposal for professional services related to the City’s 2019 Great Northern Trail (GNT) Transportation Alternatives Program (TAP) bike/pedestrian trail project. This letter proposal outlines the services 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 2019.

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

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. Based on the attached Technical Memorandum, the updated project cost estimate is $994,163. The local share of the
project cost is estimated to be $484,472.

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) (Completed): 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 Exhibits*: Sherburne County will follow the federal right-of-way process and acquire the necessary right-of-way to construct the project, WSB will complete the parcel sketches and legal descriptions.

   A. 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.

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

   A. Plan Sheet Prep.: WSB will prepare all the necessary plan sheets including:

      □ Title Sheet
      □ General Layout
      □ Statement of Estimated Quantities
      □ Tabulated Quantities
      □ Construction Notes and Standard Plates
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
      - MnDOT Cultural Resources Unit
      - MnDOT Office of Environmental Services

      WSB will also conduct a check of data bases 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 need-
ed 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.

SCHEDULE
Sherburne County Completes Survey .................................................. September 30, 2017
R/W Needs Established ........................................................................ December 1, 2017
Parcel Sketches and Legal Descriptions Completed ............................... January 15, 2018
Offer Presentation ................................................................. March 1, 2018
City Authorizes Condemnation (if needed) ........................................ May 1, 2018
R/W Negotiations Complete .................................................. August 1, 2018
Complete Right of Way Certificate #1 .............................................. August 15, 2018
Project Memorandum Approved .................................................. May 15, 2018
90% Plans to MnDOT ............................................................. July 15, 2018
Plan Set Approved ........................................................................ September 1, 2018
Bid Authorization .............................................................................. October 1, 2018
Open Bids .................................................................................... November 15, 2018
Begin Construction ........................................................................ May 10, 2019
Complete Construction ................................................................... July 15, 2019
PROPOSED FEE
WSB proposes to perform the services listed above on an hourly basis for a base fee of $118,713. See attached for itemized breakdown of these costs.

<table>
<thead>
<tr>
<th>Task</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0 Technical Memorandum(Completed)</td>
<td>$3,568</td>
</tr>
<tr>
<td>2.0 Preliminary Design</td>
<td>$26,380</td>
</tr>
<tr>
<td>3.0 Right-of-Way Exhibits</td>
<td>$6,144</td>
</tr>
<tr>
<td>4.0 Final Design</td>
<td>$48,896</td>
</tr>
<tr>
<td>5.0 Project Memorandum</td>
<td>$33,725</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$118,713</strong></td>
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ANTICIPATED PROJECT COST SUMMARY

<table>
<thead>
<tr>
<th>Project Costs</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$733,450</td>
</tr>
<tr>
<td>Design</td>
<td>$118,713</td>
</tr>
<tr>
<td>Right-of-Way Purchase/Wetland Mitigation (Purchase credits)</td>
<td>$42,000</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$994,163</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sherburne County Share (in kind)</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Design Survey</td>
<td>$6,000</td>
</tr>
<tr>
<td>Right of Way Services</td>
<td>$60,000</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$66,000</strong></td>
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</table>

ANTICIPATED PROJECT ACCOUNTING

<table>
<thead>
<tr>
<th>TAP Funding</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Local Share</td>
<td>$484,472</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$994,163</strong></td>
</tr>
</tbody>
</table>

Walker asked what the biggest driver for the increased price was. Brotzler responded that it is the complexity of the project. When a project plan is put together, sometimes the details are not really looked at in the initial estimate. Some of the increase is because of the alignment, and some additional challenges that were discovered.

Walker questioned if the layout should change due to the proposed roundabout at the intersection of Rum River, 125th and 9th Circle. Brotzler replied that if a roundabout was put in there, it would become the official crossing of the trail. Walker suggested designing it knowing that a roundabout would be likely be put in at that intersection. Brotzler responded that it would be something they would look at during the design process.

Walker stated he is in favor of the project.

Whitcomb said he really likes the project, but is leery of committing to a project until some funding for the local portion can be found.

Jackson commented that the project was built into the in the CIP, with a lot slated for 2018, but could be moved out.

Edmonds asked if we are obligated to what has been done so far. Jackson responded that any work that has been done would have been billed and paid. He added that this project has been in discussion for about 4 years. Foss stated that a large portion of the trail is in Mille
Lacs County and they have not yet been formally asked if they would contribute to the project. Jackson said staff is usually very good at looking for additional funding sources. Whitcomb stated that if the Council were to agree to this agreement, we would be out approximately $115,000 if the project did not occur.

Zimmer stated that he is also in favor of this project, and a lot of people have asked him when the trail is going to be completed.

Karnowski said he and the Mayor have had some discussions on some additional funding sources that staff hopes to bring to the Council at the next meeting.

Walker feels this is a really important project and wants to see it completed. We do have a grant that will pay for half of the project.

Brotzler said the fees that have been paid to this point is under the $3500.

Foss added that this project would also be considered an improvement to public safety and accessibility.

Whitcomb would like to look at the additional funding options at the next meeting. Karnowski asked Brotzler if it would be okay to wait until the next meeting to approve this agreement. Brotzler responded that the schedule could be amended if necessary. However, he said he will check on the deadline for the wetland delineation, and what impact that would have if that deadline passed.

WALKER MOVED TO APPROVE THE UPDATED PROPOSAL FOR PROFESSIONAL SERVICES FOR THE PRELIMINARY AND FINAL ENGINEERING FOR THE GREAT NORTHERN TRAIL.

MOTION DIES FOR LACK OF A SECOND.

Staff will put together a memo with possible additional funding sources for the next meeting.

D. Phosphorus Trading Sites 1, 2 & 3 pay request

Karnowski reported that staff has received an invoice from Prairie Restorations for the repair work completed on Trading Sites 1, 2 and 3. The work was completed in July and August of 2017. Staff made site visits on July 24th, July 27th, August 10th and August 17th, and found the work to be consistent with the planned work and quantities included on this invoice.

This invoice is a partial payment of the total cost of the project as authorized by the City Council per WSB Memo of April 10, 2017. Tasks still to be completed include installation of live stakes and bare foot shrugs after the end of the growing season. Prairie Restoration estimates that those tasks will be completed by Mid-November and invoiced shortly thereafter.

WALKER MOVED TO APPROVE THE PRAIRIE RESTORATION INVOICE FOR $41,833.50 FOR THE REPAIR WORK DONE ON TRADING SITES 1, 2 AND 3. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS
A. Proposed Public Works Toolcat vehicle purchase

Gerold said the city has received a quote for a vehicle to replace the aging Mitsubishi that is primarily used in the cemetery. The Bobcat Toolcat 5600 is a full time 4-wheel drive with a 68" general purchase bucket and a cargo box. The total price quoted for the machine is $53,474.47 and is listed in the approved 2017 Capital Improvement Project Budget.

Edmonds asked if it is kept at the cemetery of the shop. Gerold said it is kept at the shop, and has a road speed so it can be driven out to the cemetery when needed.

ZIMMER MOVED TO APPROVE THE PURCHASE OF A BOBCAT TOOLCAT 5600 FOR $53,474.47. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Airport Manager Position

Karnowski stated that with the pending change of City Administrators, he feels the City Council should consider changing the duties related to Airport Manager position from the City Administrator to the Community Development Director.

The logic behind that suggestion includes the following:

1. He said he believes that the Airport Manager position needs to be an advocate for the Airport Advisory Board (AAB)'s issues. That being the case, he has found that as City Administrator, his dealings with the AAB have sometimes been a struggle as he has often felt conflicted because some of the issues the AAB wanted to promote were not, in his opinion, in the best interests of the larger city. The Community Development Director would be more likely able to champion the recommendations of the AAB without that hesitation.

2. He said he understands that part of the justification for the city using taxpayer dollars to support the airport is because a municipal airport is generally recognized as an 'economic driver' for a city. If the City Council agrees that is true, then it would make sense that the airport manager's duties would best be to be under the purview of the city's Community Development Director.

3. The Community Development Director would be more likely to be able to tie in the benefits of having an Airport in the city when promoting Princeton to prospective developers.

4. Our current Community Development Director has indicated a willingness to take over the duties of Airport Manager.

If the Council agrees that the above change makes sense, then it would seem to be logical to make the change prior to the new City Administrator coming on board.

If the Council concurs, then a motion to transfer the Airport Manager duties from the City Administrator to the Community Development Director would be in order.

Walker said he has thought about it this week, and his suggestion would be to hire a part time person to handle the airport exclusively.
Zimmer asked how other cities handle their airport. Karnowski replied that he was not sure. Some do have a person that has a lot of airport experience, and the FBO officer is also the airport manager in some cities. In some airports, the FBO is privately owned and they take care of selling the gas, plain repairs, etc. In those cases, he would have to find out if that is subsidized by the city.

Edmonds said he sat on the Airport Board for 6 years and does support taking it out of the city administrator’s hands. He doesn’t not support turning it over to Foss, but she may find herself in the same position. He had not thought of Walker’s idea of hiring someone to handle it exclusively, but that may be an option.

Edmonds said he is open to more discussion. Walker agreed and would like to continue the discussion at another meeting. Karnowski said he will check with the other cities to see how they handle the airport manager position.

MISCELLANEOUS

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 $181,350.64 and the items listed on the liquor bill list and general city bill list which will be checks 76102 to 76186 for a total of $359,209.57. Reynolds seconded the motion. The motion carried unanimously.

ADJOURNMENT
There being no further business:

Zimmer moved to adjourn the meeting at 8:18PM. Edmonds seconded the motion. The motion carried unanimously.

Respectfully Submitted, ATTEST:

_________________________ __________________________
Shawna Jenkins Paul Whitcomb, Mayor
City Clerk