MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON SEPTEMBER 28, 2017 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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 September 14, 2017
B. Special Meeting Minutes of September 20, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF SEPTEMBER 14, 2017 AND SPECIAL MEETING MINUTES OF SEPTEMBER 20, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Police Chief Todd Frederick Step 4 Increase to $78,178 year
C. Donations/Designations

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

OPEN FORUM

PRESENTATIONS

PUBLIC HEARINGS

A. Northstar Canoe Property Tax Abatement – Resolution 17-46

   Foss reported that a tax abatement request has come through for the newly annexed property. A Public Hearing is required and has been noticed in the paper.

WHITCOMB OPENED THE MEETING AT 7:04PM

REYNOLDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:05PM. EDMONDS SECONDED THE MOTION.

EDMONDS MOVED TO APPROVE RESOLUTION 17-46. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Park Board Minutes of September 25, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS
ORDINANCES AND RESOLUTIONS

A. Resolution 17-44 – Certifying preliminary levy and setting Public Meeting

Jackson provided two documents to the Council for review. The first one entitled “2018 Preliminary Budget Summary” starts with the budget that was adopted for 2017 and makes adjustments for expense and revenue changes that are anticipated for 2018. According to the department heads, there are no major changes expected to the General Fund for 2018 other than the start of our participation in the Sherburne County Drug Task Force.

The major increases in 2018 budget is the wage increases and the increase in the medical insurance premiums. After 3 years of extremely favorable changes to the insurance premiums, we were hit with an equally extreme increase in the proposed premiums. This preliminary budget proposal includes the impact of the medical insurance increase as it stands right now. Staff is currently seeking other proposals from other providers and other options from our current provider. At this time, staff does not know how the other proposals and options will end up, which is why this preliminary budget includes the worst case scenario. We are expecting that there will be some reduction in the insurance increase, but that will not be known until we are closer to adopting the final budget and levy. On the positive side, there will be a $42,900 increase in Local Government Aid.

Over the past several years, the actual results of operations has been better than budgeted. With that in mind, he said he is proposing that we expect the same results in 2018 and use an estimate of $150,000 to project the results of 2018’s operations. If we fall short of that expectation we would need to use a liquor store transfer or some of the City’s General Fund’s fund balance. That still leaves us with a nearly $160,000 increase in the amount we will need from the tax levy. This would be an overall levy increase of nearly $165,000 which is a 7.15% increase over this year’s levy.

The second document shows the net result of that increase towards the bottom. According to preliminary information (subject to changes) from the two counties, the estimated tax capacity increased by 6.77%. Which means that if a residence or business assessor’s valuation did not change from the previous year, there increase for City taxes would only be 0.36%. Of course, if their valuation did increase, the taxes would be correspondingly higher.

Again, it should be emphasized that this ends up being the maximum levy and can be reduced when the final budget and levy is presented in December. This is a significant year of change with the DTF and the medical insurance premium increase. He said he thinks this provides a balanced approach in dealing with those factors and the general increase of operations.

Walker asked if all of the capital projects are included in this levy and if the levy will be lowered if staff can find a way to decrease the medical insurance cost. Jackson responded that the CIP is included in the levy and that he is sure they will be able to find some way of lowering the health insurance cost. Staff is trying to include the employees to help in determining the best route to go with the insurance.
Zimmer asked when staff will have a better idea on cost estimates. Jackson said staff is meeting with the consultant Thursday, October 5th to determine if we need to go with a new provider, or different plan options. Karnowski said they have had some good discussions with the both unions, so most of the other negotiations have been basically been put on hold until we can figure out the medical insurance issue. The consultants understand the various plans very well, and can explain the differences in the plans and how the health savings accounts work. It may not be what we want, but something we can make work.

Karnowski said the 7.15% proposed increase is a maximum, and this cannot be raised. The preliminary budget and levy is usually estimated on the high side, and can be lowered.

WHITCOMB MOVED TO APPROVE RESOLUTION 17-44. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 756 – amendment to WAC and SAC - FIRST READING

Karnowski advised that with the recent changes to the way SAC and WAC fees are calculated, the ordinance can be amended removing the unit calculations.

WALKER MOVED TO INTRODUCE ORDINANCE 756. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 757 and Resolution 17-43 rezoning of 609 Old 18

Foss reported that East Central MN Habitat for Humanity and the City of Princeton have come to an agreement regarding the sale of real property and the development of affordable residential single family homes on the site that HUD/NSP funds were spent to remove substandard housing. That circumstance has initiated the need to rezone the property at 609 Old County Road 18 from MN-1 Industrial to R-3 Multiple Family Residential. The property is described as:

City of Princeton, TR “A” of 10/80 Survey #M-1285 In SW of SW, Lying W of County Road #18, PID #24-033-0361, Section 33, Township 36, Range 26.

Background
Previously, this parcel had substandard housing and the home was demolished by the City of Princeton using Neighborhood Stabilization Funds administered through MN Housing Finance Agency.

Applicant Request
The Zoning Administrator is requesting the rezoning for the purpose of selling the property to East Central MN Habitat for Humanity for the sole purpose of constructing a single family home.

Analysis
Existing Conditions. The neighborhood in which this parcel is located contains industrial parcels to the south and residential parcels to the north. This parcel is contiguous to R-3 Multiple Family Residential.
Future Land Use Plan (Comprehensive Plan). The City engaged in a Comprehensive Plan update back in 2009 that identified the long-range goals for development within the City. This rezoning is compatible with future land uses.

Review Standards. The Zoning Ordinance does not list review standards for rezoning applications. However, many communities utilize the following factors as review standards in rezoning requests, which are being provided as information:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official city comprehensive plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms to all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not over-burden the city's service capacity.
5. Traffic generation by the proposed use is within capabilities of streets serving the property.

Conclusion / Recommendation:
The Planning Commission and City staff is in favor of providing affordable housing in the City of Princeton and supports investment in the housing stock in order to improve neighborhoods and the quality of life for residents.

Therefore, staff would recommend City Council approval of the rezoning request from MN-1 to R-3, based on the following findings:

1. The request is consistent with the recent finding from the East Central Regional Housing Collaborative study and will provide an additional rental unit where a demand has been identified.
2. The request to rezone this property would not be greatly affect the integrity of the neighborhood as it is adjacent to R-3 Multi-Family Housing.

WALKER MOVED TO INTRODUCE ORDINANCE 757 AMENDING THE ZONING MAP FOR THE PROPERTY AT 609 OLD 18 TO R-3 MULTI-FAMILY HOUSING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE RESOLUTION 17-43 REZONING THE PROPERTY AT 609 OLD 18 TO R-3 MULTI-FAMILY HOUSING. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS
A. Airport Manager Duties

Karnowski reported that he has gotten the additional information on airport managers that the City Council had requested at the September 14\textsuperscript{th} meeting.

Cambridge: The Airport Manager at the Cambridge Airport is the city’s Assistant Public Works Director. They too have an Advisory Airport Board. Like Princeton, the Airport Man-
ager’s primary responsibilities are staffing the Airport Board meetings, being the city contact person for FAA and MnDOT Aeronautics issues. Again, like Princeton, the Airport Engineer is responsible for all the required FAA and MnDOT Aeronautics documentation.

**Milaca:** Until just recently, the Airport Manager at the Milaca Airport was the public works supervisor. But, with his retirement, they now have one of the public works employees as their Airport Manager. Milaca does have an airport board but the Chair of that board is responsible for organizing the meetings. Both the Mayor and Administrator attend the Airport Board meetings, but the Board’s Chair is responsible for presenting the recommendations of the board to the City Council.

**Mora:** The Airport Manager at the Mora Airport used to be the City Administrator but, for the same reasons I noted in last meeting’s memo, their Airport Manager is now the city’s Public Works Director. The City Administrator still interacts with FAA and MnDOT Aeronautics unless it’s a maintenance issue...then the Public Works Director handles it. They too have an Airport Board that is staffed by Mora’s Planner and the P.W. Director, but the Planner prepares the agenda and takes the minutes.

**Rush City:** The Rush City’s Airport manager is Don Swanson. He’s a retired guy who owns a hangar. He does minimal airport maintenance - most is done by the city public works department. He doesn’t deal with the FAA or MnDOT Aeronautics (that work is done by the Airport Engineer) but he is paid $1,200 a year with no set hours or job description. He sits on the airport board but their Airport Board is staffed by the City Administrator and Deputy Clerk. Their Airport Board meets about 8 times a year.

Staff recommends the Airport Manager duties be transferred to the Community Development Director. He asked how the Council would like to proceed.

The amount of time he spends doing work on the airport is only approximately 1 hour a week on average. Gerold handles maintenance and Jenkins handles the hanger leases. He mostly deals with the Airport Advisory Board, Airport Engineer, MnDOT and the FAA.

Whitcomb said this topic recently came up on the Mayors List Serve and none of the cities have the Administrator as the Airport Manager.

Edmonds said he would like to see a combination of Rush City and city staff. He suggested someone like Rick Hoffman as a hands on person, but Foss would be the Airport manager. Karnowski said Hoffman is a key player at the airport, and he probably would not be interested in doing some of the necessary work as the Airport Manager, such as dealing with the Kruse issue, the FAA, etc. Attorney Toven is working with the new Airport Engineer to get the Kruse issue resolved.

Zimmer feels that some of the issues need to be handled by City Staff.

Walker thinks there are some ongoing tensions with the airport and city hall, and would like to see someone out there that would help mediate that. If there is ever a commercial operation out there, he would like to revisit it at that time. Karnowski responded that he agrees and that if the Airport ever has an FBO, it may be beneficial to put them in charge of the fuel facility and a few other things.

Whitcomb questioned if there are a lot of critical reports that need to be sent to the FAA. Karnowski replied that most of the paperwork is done by the engineers.
Karnowski stated that it is ideal to have a city staff person as the Airport Manager. For instance, earlier this year, MnDOT came out and did an inspection. They had a complaint that the grass around the weather station wasn’t being cut well enough. That call came to City Hall, so that was passed along and that work was done immediately.

WALKER MOVED TO APPOINT THE COMMUNITY DEVELOPMENT DIRECTOR AS THE AIRPORT MANAGER, BUT TO REVISIT IN THE FUTURE IF WE WERE TO HAVE AN FBO ON SITE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Great Northern Trail (TAP Grant)

As discussed at the September 14 City Council meeting, the Council is investigating funding alternatives to cover the local cost of the Great Northern Trail project, before approving the full design services proposal presented in a letter, dated September 11, 2017.

There are options related to the wetland delineation necessary as part of the project. The growing season for wetlands is near the end and October 15 is typically used as a last date for the field delineation of wetlands. The next opportunity to complete the wetland delineation is Spring, 2018.

There are two options to complete the wetland delineation:

1. Authorize the proposal to complete the wetland delineation activities for fall, 2017 at a cost of $7,020. This would allow the project to remain close to the original schedule presented pending survey coordination with Sherburne County.
2. Complete the wetland delineation Spring, 2018. This will push the bid opening date back from November 15, 2018 to at least March 2019, eliminating contingency time in the schedule for right-of-way acquisition and MnDOT plan approval.

It should be noted, in order for the overall project to remain on schedule for a March, 2019 bid, the remainder of the tasks must be approved prior to March, 2018. This will allow adequate time for the right of way process (performed by Sherburne County) to be completed.

**UPDATED SCHEDULE**

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<tr>
<td>Project Memorandum Approved</td>
<td>May 15, 2018</td>
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<tr>
<td>90% Plans to MnDOT</td>
<td>July 15, 2018</td>
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<tr>
<td>Plan Set Approved</td>
<td>September 1, 2018</td>
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<tr>
<td>Bid Authorization</td>
<td>October 1, 2018</td>
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<tr>
<td>Open Bids</td>
<td>November 15, 2018</td>
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<tr>
<td>Begin Construction</td>
<td>May 2019</td>
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<tr>
<td>Complete Construction</td>
<td>July 2019</td>
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Zimmer stated that he would still like to see this project continue. It is planned for in the CIP and we have a large amount of grant dollars for it.

ZIMMER MOVED TO MOVE FORWARD WITH THE WETLAND DELINEATION FOR $7,020. REYNOLDS SECONDED THE MOTION.

Walker asked what the chances are that the prices will change if the bid date gets moved out. Brotzler responded that it is difficult to know, and prices can change for many reasons. From a labor standpoint, bidding projects in the fall for early next year, tend to be a little lower so they can have stuff scheduled for the next year. They like to have all their bids done by April
at the latest. Materials can change for the good or bad and are hard to predict.

Walker added that with the work that has been done and the grant that has been received, the project is likely going to happen. Therefore, he does not understand why we are just going to approve the wetland delineation now, and not just approve moving forward with the project.

Karnowski questioned if the schedule could be pushed up if the Council made the decision to move forward on implementing the franchise fees by April 2018. Andy said anything from this Brotzler responded to hit the May 2019 start date, March of next year would be the drop dead date to move forward with everything.

THE MOTION CARRIED UNANIMOUSLY

Whitcomb added that he was talking to County Commissioner Genny Reynolds recently, and it was thought that maybe the railroad bed portion may be eligible for a Safe Routes to School Grant.

Brotzler commented that he was talking with Gerold and he thought there is a local contractor who has done some "in-kind" work in the past may be interested in doing that again in the future, which will be a help.

Edmonds stated that the School District would need to request the Safe Routes to School Grant. Karnowski responded that the District want to talk to the City at the upcoming Study Session about a Safe Routes to School Grant.

2. Funding Proposal

Karnowski stated that the city is a recipient of a Transportation Alternative Program (TAP) grant to construct the proposed Great Northern Trail (GNT) which will result in a significant addition to the city’s bike and walking trail system.

The project proposes to construct a 10’ wide trail some 9,500 feet long (just short of 2 miles) from near the PUC’s southernmost well house to Mark Park with a spur that goes close to Coborn’s' grocery store.

The estimated total cost of the proposal is $994,163 with $509,691 in TAP grant funds which leaves the need for a local contribution at an estimated $484,472. The project is slated for construction during the 2019 construction season.

At this point, the city is still unsure of the funding source for the local contribution. Toward that end, one of the ideas the Council may want to consider is adopting an electric franchise fee which is a State approved option pursuant to MN Statute 216.36 (copy attached).

Other cities that have successfully used this method to secure funding have, as part of the adoption process, certified that the funds generated are required to go into a dedicated fund. For instance, in this particular situation, the dedicated fund might be a ‘Parks & Trails Capitol Improvement Fund’ that would be used solely for projects like the Great Northern Trail or the proposed bridge linking Riverside Park to Riebe Park.
One nearby example is Elk River who adopted an electric franchise fee in 2013 to be charged against each account (not each electric meter). In July of that year they began collecting the fee according to the following criteria:

**Residential Property Owners:** Pay monthly charge of $5 on their electric bill.

**Commercial/Industrial Properties:** Pay monthly charge according to the following schedule:

- Small Commercial/Industrial: Non Demand $25
- General Commercial/Industrial: Demand $70
- Large Commercial/Industrial: >1 MW Demand - $100

If the city opted to pursue the franchise fee concept, he said he suggests city staff work with the PUC (and other electric providers) to see what the revenue level would be using a concept similar to Elk River but using lower values (i.e. $2.50/mo., etc.) and then compare the revenue generated against the proposed projects to be paid from that revenue source (Great Northern Trail, Rum River Walking Bridge, etc.).

Walker asked if East Central Electric served the industrial park. Staff responded that Conexus serves the industrial park and East Central serves a few properties on the north side.

Karnowski stated that if the council wanted to go this route, a public hearing should be held so residents could hear about the plan. If there were any push back, the grant money could be returned and the project cancelled.

Zimmer asked if staff has determined how much money this would bring in each year. Karnowski responded that he did not work out the numbers as of yet, he wanted to get some direction from the council first. Walker added that if you use the demographer’s numbers, the residential would bring in approximately $10,000 per year. Zimmer stated that most people probably wouldn’t mind paying a small fee, when they can actually see that money being spent on projects. He said he isn’t sure what amount to charge as of yet, but likes this option.

Edmonds commented that the public usually appreciate Parks and Trails in their community.

Karnowski advised that staff can look at the numbers and report back to the Council.

Walker questioned if a non-profit could avoid the franchise fee if the utility company called it something like a “City tax”. Bourgeois responded that the utility can call it whatever they want, but those non-profits would still be required to pay the fee.

**C. In God We Trust Slogan**

Karnowski stated that the Group that contacted the City about adopting the motto of “In God We Trust” dropped off a framed photo of the slogan. Jenkins showed the photo to the Council. Karnowski asked if the council wished to accept this and if so, where would they like it placed.
EDMONDS MOVED TO APPROVE RESOLUTION 17-45 TO ACCEPT THE FRAMED SLOGAN. ZIMMER SECONDED THE MOTION.

Walker stated he still feels "In God We Trust" is a political statement.

VOTE 3:1:1 WALKER OPPOSED, REYNOLDS ABSTAINED, MOTION CARRIED

With it being a framed item, the school board can take it down or cover it if they choose.

Zimmer suggested putting it on the wall on the south side of the Dias.

Karnowski reported that there was a discussion that the school district would start the Chamber construction the day before Thanksgiving and would be done by the 13th of December. They will be doing some work with electrical prior to that, but the Chambers will be usable until the day before Thanksgiving. The December study session would likely be impacted, but that has been cancelled some times in the past anyway.

NEW BUSINESS

A. State Road Funding Grant Discussion

Karnowski reported that the following news release advises of the possible availability of grant funding dollars for either the TH95/CR157 Roundabout or the possible southerly extension of 21st Avenue.

The Minnesota Department of Transportation (MnDOT) will begin receiving applications for the Local Road Improvement Program (LRIP) on Aug. 1. Cities are encouraged to apply.

In 2017, with the support of the League of Minnesota Cities, the Legislature appropriated bond funds for the LRIP established in Minnesota Statutes, section 174.52 to assist local agencies in constructing or reconstructing their local roads. Approximately $25.3 million is available for a statewide solicitation for LRIP projects to be constructed in 2018, 2019, or 2020.

Cities over 5,000 in population may apply directly to MnDOT through the application process. Non-municipal state aid cities—those with populations under 5,000—must secure “sponsorship” from their county prior to submitting an application.

Program information

The MnDOT State Aid Office administers the LRIP solicitation with guidance provided by the Local Road Improvement Program Advisory Committee. The advisory committee is comprised of: One county commissioner; one county engineer; one city engineer; one city councilmember or city administrator representing a city with a population over 5,000; one city councilmember or city administrator representing a city with a population under 5,000.

Projects selected through this program must meet the eligibility requirements of the Routes of Regional Significance Account, the Rural Road Safety Account, or the Trunk Highway Corridor Account as defined in statute.
Criteria: Criteria that will be used to identify priority projects include but are not limited to:

1. The availability of other state, federal, and local funds.
2. The regional significance of the route.
3. Effectiveness of the proposed project in eliminating a transportation deficiency.
4. Effectiveness to reduce traffic crashes, deaths, injuries and property damages.
5. The local share for costs that are directly or partially related to trunk highway improvements.
6. The number of persons who will be positively impacted by the project.
7. The project’s contribution to other local, regional, or state economic development or redevelopment efforts.
8. The ability of the local unit of government to adequately provide safe operation and maintenance of the facility upon project completion.

Solicitation timeline
Nov. 3, 2017: County and municipal state aid applications due.
November/December 2017: Advisory committee reviews applications.
March 2018 Grant awards announced.

WSB & Associates provided a proposal on services as they relate to preparing a Local Road Improvement Program (LRIP) funding application for the roundabout on TH 95 in Princeton.

PROJECT UNDERSTANDING
The City of Princeton will be constructing a roundabout on TH 95 to link the highway to existing and proposed developments along County Highway 39 and areas further to the south. The project includes multimodal accommodations for pedestrians and bicyclists and is intended to serve long-term mobility and safety at the intersection. To continue advancing and financing this project, the City of Princeton is seeking a proposal to prepare an application for the 2017 LRIP grant offered by MnDOT. Because the City is less than 5,000 people, the grant will have to be sponsored by Mille Lacs County.

Work on the grant will begin immediately upon authorization and will be completed prior to December 1, 2017, so that the city and county may officially submit the grant. As part of the project, WSB will be required to complete the following as a minimum:

- Provide applicant information
- Provide information on the project location and maps showing the location of the project
- Provide a project description of the proposed improvements and incorporate a project layout that shows the proposed improvements
- Note the project’s eligibility
- Provide data regarding the project’s readiness and note that there are no railroad impacts
- Document the project’s consistency with the state’s or Mille Lacs County’s highway safety plan
- Identify existing deficiencies and how the project addresses those deficiencies
- Document any multimodal improvements
- Identify project costs
- Provide the city with a draft letter of support to send to local property owners
- Complete draft and final applications

The City of Princeton will need to provide a resolution indicating support for the project/application and commitment to funding the remaining portion of the project. Mille Lacs
County will also need to provide a resolution.

ACTIVITIES TO BE COMPLETED
The following describes WSB’s work plan and deliverables for the LRIP application.

Task 1 – Project Management and Coordination
Jack will ensure that internal WSB staff is coordinated in its tasks to produce the LRIP grant application. Jack will review the application text and provide local context based on her familiarity with the project area. Jack will also serve as the primary point of contact for the city. Jack will monitor work tasks, schedule and the project budget.
Deliverables: updates, monthly invoice

Task 2 – Data Collection
WSB will review data needed to complete the application. For the TH 95 roundabout project we anticipate collecting the following:
- State Highway Safety Plan and the Mille Lacs County Highway Safety Plan
- Most recent 3-year and 5-year crash data from MnDOT
Deliverables: data used to develop required attachments

Task 3 – Technical Analyses
The state and county plans will be reviewed for consistency with similar crash types and system improvements needed. Strategies to address these deficiencies that are included in the project will be documented. WSB will also use the crash data collected in Task 2 to determine the existing crash rate and compare it to district and statewide averages to address system deficiencies. Information already gathered will also be used to discuss operations along the corridor and any known safety problems.
Deliverables: results of safety and capacity analysis

Task 4 – Cost Estimates
WSB will prepare a detailed cost estimate that includes an itemized breakdown of construction elements. WSB will utilize information prepared to date. (no hours for this task)
Deliverables: cost breakdown

Task 5 – Application
WSB will complete the application as requested by the city. This task includes answering all the questions in the LRIP form, preparing all the required maps and assembling all the application materials and required attachments. A draft copy of the maps and application will be provided to the city for review and comment. Comments from the city will be incorporated into the final submission.
Deliverables: draft application, final application, required attachments

SCHEDULE
The WSB team will begin work immediately to complete the grant application to meet the December 1, 2017 deadline as well as to provide review time for city staff. A proposed schedule for preparing the application is listed below:

Commence Work September 25 or Upon Authorization
Submit Draft Application to City for Review October 20
City Staff Review October 23 - 27
Revise Draft Application October 30 – November 3
Final Draft to City November 6
Application Deadline December 1, 2017

PROPOSED FEE
WSB will complete the proposed application for a fee of $1,500.

Edmonds feels the city should definitely apply and questioned Brotzler how much he thinks they city could get. Brotzler responded that staff will review and discuss thoughts on what to apply for.

Edmonds questioned if it will hinder the application because it is a state and county road, and the City is the one applying. Karnowski said looking at criteria #1, he wondered if it would be a positive or a negative that we are already getting funds to assist the project.

Karnowski asked if the County did decide to assist in the funding, could these funds be used for the extension of 21st Ave.

ZIMMER MOVED TO ACCEPT THE PROPOSAL AT THE COST OF $1,500 AND FOR THE WSB TO APPLY FOR THE GRANT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Realtime Talent Exchange – Resolution 17-47

Foss advised that the EDA has indicated that workforce development and improved communication between employers and job seekers is a priority. Staff has communicated with the Princeton Area Chamber of Commerce and Central MN Jobs and Training Services and it seems that holding a traditional job fair may not be the best use of time or resources.

A representative from Real Time Talent Exchange, an online job platform that uses statistically validated questions for specific positions and sophisticated matching to create high-quality connections, contacted the City regarding a talent portal that other communities are working with to create a place for employers to post open positions and for job seekers to upload their resumes.

Real Time Talent Exchange has offered a grant in the amount of $5000 to the City of Princeton to get this program up and running. The funds can be used for some web design, logo and branding, kickoff event, marketing, intern and other expenses involved in getting this portal up and running.

The program “matches” job seekers to jobs. Real Time Talent Exchange never charges the administrating entity. There is a $39 per post cost to the employers, but part of the grant will cover the cost for the employer to get started with free postings. Also, if there is no match for the employer, they get their $39 back.

Real Time Talent Exchange uses the best innovative data tools available to gather billions of data points on talent supply and demand, including information on more than 11,000 employers hiring in Minnesota today on more than 25,000 websites to see who is hiring and what they’re looking for.

Staff is requesting the Council move to accept the $5000 startup grant with Real Time Talent Exchange to implement a Talent Portal for our community.
WALKER MOVED TO APPROVE RESOLUTION 17-47. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. State Demographer Estimates

Karnowski reported that the city has been notified by the Minnesota State Demographer’s Office that Princeton’s estimated population and number of households as of April, 2016 is:

**Population:** 4,735  
**Households:** 1,999

To help put that in perspective, below is the 10 year history of each entity:

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<td>4518</td>
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<td>4698</td>
<td>4727</td>
<td>4726</td>
<td>4732</td>
<td>4735</td>
<td></td>
<td>+ 218 (+4.8%)</td>
</tr>
</tbody>
</table>

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</thead>
<tbody>
<tr>
<td>Baldwin Twsp</td>
<td>2231</td>
<td>2244</td>
<td>2264</td>
<td>2334</td>
<td>2343</td>
<td>2353</td>
<td>2357</td>
<td>2363</td>
<td>2373</td>
<td>2388</td>
<td>+157 (+7.0%)</td>
</tr>
<tr>
<td>Princeton Twsp</td>
<td>813</td>
<td>818</td>
<td>818</td>
<td>837</td>
<td>835</td>
<td>832</td>
<td>835</td>
<td>838</td>
<td>841</td>
<td></td>
<td>+ 28 (+3.4%)</td>
</tr>
</tbody>
</table>

**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 $119,729.52 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 76189 TO 76256 FOR A TOTAL OF $191,471.38. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:13PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,  

ATTEST:

_________________________  __________________________
Shawna Jenkins  
City Clerk  
Paul Whitcomb, Mayor