

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL  
HELD ON MAY 7 2020 4:30 P.M. VIA ZOOM**

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Mayor Brad Schumacher called the meeting to order. Council members present were Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence and Attorney Damien Toven.

Edmonds asked why the Open Forum was added to a Study Session. Schumacher said with the Covid-19 pandemic, he wanted to include the Open Forum to all meetings for transparency.

**Open Forum**

Deborah Bittner was wondering how we decided to close the playgrounds in the city. She reached out to several members, and several other communities and she is confused as to why the playgrounds are still blocked off.

Schumacher deferred to the Emergency Management Team. Lawrence responded that if you refer to the CDC website, it is recommended to keep the playgrounds closed until the Stay at Home order is lifted.

Bittner said she went to the Governors Website and it had talked about playgrounds being open with notices that the parents using them are at their own risk and remind them and their kids to wash their hands.

Bittner asked that the Emergency management team and City Council reconsider opening the playgrounds.

Frederick stated that Zimmer lost his internet at home and he is headed into City Hall

**Honoring Princeton Seniors – Senior Party Committee Kim Young**

Kim Young discussed at how difficult it was to decide to cancel the Senior Party. In the past, approximately 150 kids would attend. With the party being cancelled, they are shifting their focus to celebrate every senior. She was sent an example of a community that had a banner with each student's name on them, and they were put on the light poles in the city. That City only had about 20 seniors, so the cost was much less than what we would have to raise here in Princeton. It was suggested to use the funds already collected, but those funds spent throughout the year to buy prizes and such for the party, so that is already spent. Most parents that had already paid the registration fee have donated that to use for this project.

As of now, they have raised \$12,000, but need about \$16,000 to complete a banner for each senior.

Edmonds asked how long they planned on keeping the banners up. Young responded that they hoped to keep them up for about a month, but will work that out with the PUC and the City. The Seniors will keep their banner when they come down.

Edmonds asked if we have enough light poles. Butcher responded that the signs will need to go down First Street and possibly 21<sup>st</sup> Ave as well. Young added that their goal is to have them on the main roads.

Zimmer asked if Young has had any response from the students. Young responded that some students are aware of the project and they have had some real positive responses. Zimmer added that he had asked random people in the community and most seemed to be in favor of it as well.

J Gerold had seen ideas in other communities as well. One was using the Daytona Track and each student was going to drive across the finish line. Young saw that as well, and made that suggestion to the School.

Zimmer asked how the year to date liquor fund donations were looking. Jackson said he did not look, but feels it is in the ballpark of other years.

Zimmer knows we have done some in higher amounts and would agree to \$1200 in addition to the \$300 already donated, and said if the donation budget was met, the Council could hold off on donations until the next year.

Edmonds would also agree with the \$1500 total grant. They are not tax dollars but liquor store proceeds.

SCHUMACHER MOVED TO APPROVE AN ADDITIONAL \$1700 LIQUOR STORE GRANT FOR THE SENIOR PARTY BANNER PROJECT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Zimmer suggested Young also reach out to the Townships as well.

Young thanked the Council for their generosity.

## **Airport**

### **Economic Impact Analysis**

Airport Board Member John Sautter gave a presentation on economic impacts that Airports provide to communities.

### **Taxiway Reconstruction – Alex Goerke with KLJ**

Goerke advised that on April 14, the FAA held a briefing about the recently released \$10 Billion for airport sponsors. Princeton Municipal Airport is eligible for both an increase to the Federal Share to 100% for 2020 AIP grant – taxiway reconstruction project and is also eligible for a \$30,000 grant which can be used for any purpose for which airport revenues may lawfully be used.

Taxiway Reconstruction Project Bid Results:

Bids for the taxiway reconstruction project were opened at 2pm on April 23, 2020. The lowest bidder was Kraemer Excavating at \$945,463.51.

3 bids were received:

Kraemer Excavating Inc: \$945,463.51  
Knife River Corporation: \$1,041,765.81  
Meyer Contracting Inc: \$1,195,224.25

Taxiway Reconstruction Project Cost Breakdown:

Federal Share: \$1,033,606.28  
State Share: \$92,299.34  
Local Share: \$30,766.45  
Total Project Cost: \$1,156,672.06

Taxiway Reconstruction Project Grant Application:

The grant application has been prepared and includes the following engineering items for consideration that are needed to move the project forward:

1. Grant Request Letter
2. Scope and Fee Negotiation Letter – This states that the IFE concluded KLJ's fees were reasonable and any needed negotiations took place.
3. Detailed Fee Analysis Letter – This details the timeline in which the IFE was performed
4. KLJ Task Order 5 – This is the agreement with KLJ to perform construction administration, construction observation, and quality assurance testing for the project.

Independent Fee Review:

According to FAA rules, contracts exceeding \$100,000 need to have an independent fee review performed. HDR completed their review and found their cost to perform the work to be \$196,841.46. KLJ's cost to perform the work is \$197,208.55. These costs are within 10% of one another and are acceptable by the fee review guidelines.

FAA Reimbursable Agreement for the Commissioning Flight Inspection:

Part of the runway project includes a special flight by the FAA to commission the navigational aids that are being installed with the project. This cost is included in the runway grant but requires a separate agreement between the FAA and the City of Princeton.

Notice to Proceed:

The Runway reconstruction project is set for the runway closure to begin on May 20, 2020. 70 calendar days are planned for the project ending on July 29, 2020.

Action Items:

1. KLJ is recommending that the City of Princeton apply for the 2020 federal grant with construction being completed by Kraemer Excavating for a price of \$945,463.51 and a total project cost of \$1,156,672.06.
2. KLJ is recommending that the 4 documents listed above are signed and included with the grant.
3. KLJ is recommending that the Commissioning Flight Inspection agreement be executed when it's received from the FAA.
4. KLJ is recommending that the City of Princeton issue the Notice to Proceed to Minnesota Paving and materials so that they can begin construction with a runway closure start date of May 20, 2020 and the 70-day runway closure ending July 29, 2020.

These 4 items have been discussed by the Airport Advisory Board which is in full support of the City proceeding as recommended.

J GEROLD MOVED TO APPLY FOR THE 2020 GRANT WITH CONSTRUCTION BEING COMPLETED BY KRAEMER EXCAVATING FOR A PRICE OF \$945,463.51 AND A TOTAL PROJECT COST OF \$1,156,672.06. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

J GEROLD MOVED TO APPROVE THE 4 DOCUMENTS TO BE SIGNED AND INCLUDED WITH THE GRANT APPLICATION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS MOVED TO APPROVE THE COMMISSIONING FLIGHT INSPECTION AGREEMENT TO BE EXECUTED WHEN IT IS RECEIVED FROM THE FAA. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J GEROLD MOVED TO ISSUE THE NOTICE TO PROCEED TO MINNESOTA PAVING AND MATERIALS SO THEY CAN BEGIN CONSTRUCTION WITH A RUNWAY CLOSURE DATE OF MAY 20, 2020 ENDING JULY 29, 2020. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **Ordinance 792 – extending Emergency Declaration**

Lawrence advised that the Emergency Declaration is due to expire at midnight May 7<sup>th</sup>, 2020. At this time, it is the recommendation of the Emergency Management Team to extend the declaration to midnight, May 28<sup>th</sup>, 2020. As the council is aware, this is a fluid situation and this team understands that this declaration could be cancelled earlier or extended if deemed feasible.

ZIMMER MOVED TO EXTEND THE CITIES EMERGENCY DECLARATION TO MIDNIGHT MAY 28, 2020. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Schumacher suggested a friendly amendment to include that the meetings will continue to be held via Zoom through this emergency.

J GEROLD AND ZIMMER ACCEPTED THE FRIENDLY AMENDMENT,

Toven commented that if the Council wished to terminate this prior to May 28, a special meeting would need to be called.

Schumacher asked if J Gerold and Zimmer would accept a friendly amendment stating that ordinance 792 is extending the emergency declaration to May 28, 2020.

J GEROLD AND ZIMMER ACCEPTED THE FRIENDLY AMENDMENT

#### **Vacant Property Ordinance – Shopko building at 705 Northland Drive**

Toven provided some information regarding the City's ability to regulate the ongoing situation pertaining to the Shopko vacant property.

Princeton City Ordinance Section 380 regulates the securing of vacant buildings and properties. Princeton City Ordinance Section 380.01 sets forth various definitions. One of which is defining a "vacant building", which outlines 7 sub-definitions for what is considered a "vacant building". Sub-definition (6) defines a vacant building as one where "law enforcement agencies have received at least two reports of trespass, vandalism or other illegal acts being committed on the property within 12 months".

The manner in which the owner of the Shopko property has elected to enforce the no-parking and trespass restrictions within the parking lot has resulted on more than 2 reports of trespass within the past 12 months. Furthermore, the manner in which the owner of the Shopko property has elected to enforce the no-parking and trespass restrictions has resulted in physical confrontations with members of the public and the agents of the owner of the Shopko property that would potentially be defined as "other illegal acts" such as disorderly conduct. Based upon the aforementioned, the City may order the property be secured. Princeton Ordinance 380.01 defines "secure", in part, as "fencing the property".

Pursuant to Princeton City Ordinance 380.02, the City Council may order the owner of the property so "secure" the property. This notice must outline what is required by the City to "secure" the property and must also (1) Inform the owner of record that it has 12 days to secure the building or provide the council with a reasonable plan and schedule to comply with the order and that costs may be assessed against the property if the person does not secure the building; and (2) provides the owner of record with a copy of Minn. Stat. § 582.031 (right of entry by holder of mortgage or sheriff's certificate to protect the premises from waste and trespass). The City must also notify any mortgage holders. Service by mail is completed upon mailing.

If the City Council where to elect to move forward, staff would need direction as to what actions would be necessary to "secure" the property. I will then move forward with an order for the same and arrange to serve the owners of the property in question. It may take a bit more time to ascertain if there is a mortgage holder on the property, but my hope is we would obtain compliance, rather than seeking court intervention.

J Gerold commented that there should be some stipulations in the fencing that is used. We wouldn't want plastic snow fence put up. Edmonds agreed.

Schumacher wondered if they would agree to not tow vehicles during the day, in exchange for having to put a fence up.

J Gerold asked Toven if the City can legally request that they cease towing, or put up a fence. Toven suggested a motion to have staff move forward on the issue and draft a letter.

Zimmer questioned if regular street barricades could be used. B Gerold stated that there are a lot of barricade types, some economical and some expensive. There are some that are more permanent, but still moveable.

Scott Mason is working with the owner of Shopko. It sounds like the issue is towing during the day and the disputes it has caused. He is not a fan of fencing, and is concerned with what type would be required, how it would look, and then how fences seem to catch garbage as it blows around.

As far as towing, that would be an easy enough change. He knows originally before the towing was started in July, there was groups of people parking there, there was trash building up and they didn't want it to become an eyesore.

If the main issue is the altercations that have been caused by the towing, the first possible thing would be to change the time of the towing.

Schumacher asked Mason if he has the ability to make that change. Mason responded he does not have authority to make that change himself. Schumacher said he understands there is a process to get something changed, but thanked him for attending the meeting tonight.

Toven suggested a good place to start would be if the towing was changed to only towing vehicles parking overnight.

EDMONDS MOVED TO ALLOW STAFF AND THE ATTORNEY TO MOVE FORWARD ON ADDRESSING THE ISSUES WITH THE VACANT SHOPKO LOT CITING CITY CODE CHAPTER 380. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **Review of Proposed amendment to Cemetery Rules**

Jenkins advised that City Staff understands that it is difficult to lose a loved one, and people grieve in many different ways. One of which is putting items on and decorating their loved one's gravesite. While there are many graves that include a lot of items, "Babyland" area of Oak Knoll gets very busy with toys, decorations and other items. These items sometimes blow to other parts of the cemetery and become unsightly from being outside.

This can sometimes create a hardship in the maintenance of the cemetery, and many times are against the current regulations set in the Oak Knoll's Rules and Regulations that was approved by the City Council in 1993, and most recently revised in November 2018.

Jenkins sent an email out to the Clerk / Administrators Listserv to see how others handle their cemeteries and various items that are left at gravesites. Unfortunately, only two cities responded. Greenwood Cemetery in Warren MN had some wording that staff liked, so we incorporated those into our current rules to make things clearer and easier to understand. Please review these recommendations and approve if you agree with these recommended changes.

The Council requested that this be brought back to the Council next week, Jenkins will send letters out to the owners of a few of the grave sites that have a lot of toys near them. The letter will let them know of the current rules and the proposed amendments, with a suggestion of other ways they can display their items. The Spring clean up and possible amendments will also be put on the City's Facebook page and shared to the local pages as well.

### **WWTP Air Conditioning Unit**

Klinghagen advised that on February 13<sup>th</sup>, 2020, the city Council approved the WWTP roof to be replaced and the bid was awarded to Clearview Construction.

The roof replacement was planned for in the 2020 CIP with \$45,000. The bid came in much lower than expected, so staff is recommending approval to replace a central air unit. There is a balance of \$8,568.00 left in the CIP from the roof replacement

Staff is recommending approval to use the balance of \$8568.00 for a Central Air Unit. Staff has received 2 bids, which follow

Staff is recommending Council approve the purchase of a Central air Unit from Minnesota Air for a total of \$6,410.00 and installation by Chip's Refrigeration for \$2,150

EDMONDS MOVED TO APPROVE THE REALLOCATION OF THE REMAINING CIP ROOFING FUNDS TO PURCHASE A CENTRAL AIR UNIT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **Downtown Flowers**

Barbian advised that he has received a quote to replace the old daylilies along the fences in front of the malls. The proposal is to plant native grasses and wildflowers, and a 3-year plan to keep weeds down and establish the prairie grasses and flowers.

J Gerold said she feels every couple years we spend thousands of dollars planting something along these fences Then within a few years it gets full of weeds and needs a lot of maintenance. With Prairie Restoration's recommendation of grasses and wild flowers, it is still going to look like weeds. When they do come up, how does one tell the prairie grasses apart from the weeds. She asked if we want to spend all this money every year, or pull it all out and put mulch or something similar down.

Schumacher agreed and said the roundabout on Highway 95 looked horrible and many wanted it mowed down. He thanked Public works for mowing that. He added that prairie grasses look good, in fields, but not in a roundabout, the planting area by the mall fences.

Zimmer questioned if Lee Steinbrecher' s group was just going to be doing the planters, and nothing with this are. He would like to see something neutral there so it looks good and is easy to take care of.

Barbian stated it has been a difficult area and has talked to B Gerold on it. B Gerold added that a few years ago there was a Downtown Committee that put some money into some areas of Prairie Grass plantings. To the untrained eye, it does look like weeds. He will work with whatever the council's wishes are. Some money has already has been put into it to try and salvage some of what was done in the past. It could also be sprayed with roundup and mulch put down.

Council consensus was to remove the plantings and put mulch down. Schumacher asked if Public Works can continue to mow the Highway 95 roundabout as well. Gerold stated the best thing to do was to let it go to seed, and then do a controlled burn, but he is not sure if that is possible.

### **Goal prioritization results**

Barbian provided a list of the top goal items average from the lists that the Council members submitted several weeks ago.

### **Closed Session – Purchase and Sell Property**

J GEROLD MOVED TO CLOSE THE MEETING AT 7:45PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REYNOLDS MOVED TO ADJOURN THE CLASD SESSION AND RE-OPEN THE MEETING AT 8:14PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Council consensus is to approve the purchase of the property

Toven provided a summary of the closed discussion.

The City has been in negotiations to buy some vacant land that is industrial in nature. The intension is to market it to those businesses that may be interested in coming to city, which could create jobs and tax revenue. The nature of the land is it opens up the possibility to receive state and federal grant money that will be used to offset the purchase and infrastructure costs. A purchase agreement has been created to address the specific purchase of this land and plans. If it is the council's desire to move forward with the finalization of this purchase, a motion should be made approving that.

EDMONDS MOVED TO APPROVE THE PURCAHSE, AUTHORIZTATION FOR THE MAYOR AND ADMINISTRATOR TO EXECUTE THE PURCHASE AGREEMENT FOR PARCEL ID # 16-032-0600. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **Adjournment**

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 8:23PM. J GEROLD SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

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Shawna Jenkins Tadych  
City Clerk

ATTEST:

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Brad Schumacher, Mayor