

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON AUGUST 6 2020 4:30 P.M.**

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 and Fire Chief Ron Lawrence.

Accept donation of land from Roger, Richard and Cheryl Anderson

Barbian reported that Roger, Richard and Cheryl Anderson own a parcel on West Branch that they are interested in donating to the City.

J Gerold stated that in a letter / memo from WSB, it was stated that they were providing fill in exchange for the easement. Richard Anderson stated that WSB did not request the easement they were supposed so, and the fill was provided in exchange for the easement.

J Gerold asked why they did not accept the fill, as it would have helped make it a buildable lot. Richard Anderson responded that they are not in the development field. They had spoken with both Howard Homes and RW builders and they were not interested in the property at that time.

Schumacher said his concern is that if the city were to accept that land, it would likely end up as low-income housing. The market is geared towards market rate housing right now. Richard Anderson said it is going into Tax Forfeiture on Sept 30th, as they have not been paying the assessments on the property. The property is currently for sale, and they were contacted by a prospective buyer.

Schumacher asked Jackson how much time the City needs to make a decision. Jackson responded that if the Council were to accept the donation, they would make the payment on the assessment. The last meeting in September is the 24th, which is prior to the Tax Forfeiture date.

Edmonds asked if the assessment could be extended, in whatever process that may require. J Gerold said the total owed is about \$29,000 in past due and future assessments. She thinks everyone should drive by the lot and take a look at it.

Schumacher asked Reynolds if the Planning commission has looked at this parcel at all. J Gerold said the lot has a considerable drop, which would need a lot of fill added to make it buildable. During the West Branch project, Anderson's were offered 2900 cubic yards of fill, and they did not accept that.

Schumacher thanked Anderson's for the offer, and with the Tax forfeiture being at the end of September, it will allow the Council some time to review the property.

Hazard Mitigation Plan

Lawrence advised that the City has been contacted by Sherburne County Emergency Management and is asking that the city consider adopting the Sherburne County Hazard Mitigation Plan. The City Emergency Management team has been working with Sherburne County Emergency Management on completing an All Hazards Mitigation Plan.

The Hazard Mitigation Grant Program structures the implementation of long-term mitigation measures following a major disaster declaration for events like floods, tornados, etc. Mitigation is any sustained action taken to reduce or eliminate the long-term risk to human life and property and focuses on breaking the cycle of disaster damage, reconstruction, and repeat-

ed damage. Hazard mitigation planning is an important aspect of a successful mitigation program which aids in the process of setting short and long-range mitigation goals and objectives.

All mitigation projects must be cost-effective, meet both engineering and technical feasibility criteria, and clear Environmental Planning and Historic Preservation requirements in accordance with the Hazard Mitigation Assistance Unified Guidance. Other eligibility requirements include: National Flood Insurance Program (NFIP) participation and participation in a Hazard Mitigation Plan.

The HMGP program is funded by the Federal Emergency Management Agency (FEMA) and is administered by the State. Federal funding for eligible mitigation projects is available for certain mitigation projects.

The Sherburne County plan is 4 pages long and staff is not sure when it was last updated. The council was provided the plan to review. In any event, adoption is recommended.

Jenkins added that she was asked to remove the Resolution, and put it on the agenda for the next meeting, so the Council can approve it then.

City – County Cooperation on Simulcast System Discussion

Zimmer reported on the recent meeting regarding the Simulcast System. The County is going to draft a resolution.

Frederick said he wanted to be sure that Omann has the grant. In addition to the County drafting the Resolution, he is also waiting on the Letter of Support. As of this morning, the Sheriff was waiting for a date of the next meeting. The Council is in support of moving this forward.

Zimmer added that they talked about getting figures and the grant numbers together and go from there.

Police Department Squad Computer CIP Purchase

The Princeton Police Department's IT Specialist has been working on developing quotes for replacing squad computers (Panasonic Toughbook FZ-55). I have currently budgeted in the 2020 CIP to purchase computers for the department squad cars along with one extra as a backup computer. The budgeted amount for the computers, software, equipment and install is 35,000.00.

The breakdown of the above cost is below:

1. \$ 2,372.00 per computer for a total of \$18,976.00 through Baycom.
 2. \$ 249.00 per software license for a total of \$ 1,743.00
 3. \$ 9,289.00 for equipment and install
 4. \$ 550.00 for software install, IT department
 5. \$ 400.00 misc. hardware (example: cables and power hubs)
- Total approximate cost for project \$ 30,958.00

- Second quote (Compar) is the State Bid with the computer cost of \$ 2,424.00 for a total of \$ 19,392.00 which is a total of \$416.00 dollar difference from recommended quote.

If the council is still ok with this CIP purchase of 35,000.00, I would like to proceed with this as soon as possible as we are starting to having a number of different issues with our current computers. With the above recommended bid (Baycom) which is an in-state company we will be under the budgeted amount for the 2020 CIP request.

ZIMMER MOVED TO APPROVE THE CIP PURCHASE OF THE POLICE DEPARTMENT SQUAD COMPUTERS FROM BAYCOM FOR THE ESTIMATED COST OF \$30,958.00, BUT NOT TO EXCEED THE CIP AMOUNT OF \$35,000. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

City Trails

Zimmer reported that the Park Board would like for the trails to be plowed of snow in the winter. It would be at the discretion of Public Works in terms of priority, etc. Schumacher would like to see a map created to show which are trails would be plowed. The Park Board had also requested that the County trails would be cleared as well, so that should be discussed with the County during one of the meetings.

Schumacher likes that we are discussing these items now, so things can be decided on prior to the winter season

City Logo Discussion

Zimmer advised that the Park Board did not like any of the new logos presented. They felt that the current logo was better than any of the new ones. One member said they do not pop out at you and the current logo is more identifiable. He said he explained that the logo update was done in conjunction with the new website.

Hillesheim reported that the new website rolled out Monday and she provided a brief tour of the new website.

Zimmer, Schumacher and J Gerold all said the new website looks great.

Adjournment

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 6:32PM. J GEROLD SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor