

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
FEBRUARY 27, 2020 7:00 P.M. AT PRINCETON CITY HALL**

Acting Mayor Jules Zimmer called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Damien Toven. Absent was Mayor Brad Schumacher

AGENDA ADDITIONS/DELETIONS

Zimmer said we would like to move up 11.1 since Engineer Todd McLouth has another meeting to attend.

Zimmer reported that the Staff had received an email from Rick Schwartz asking to be put on the agenda. J Gerold feels all Council members should be present, so suggested moving it to eh March 5th Study Session.

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of February 13, 2020

REYNOLDS MOVED TO APPROVE THE REGULAR MINUTES OF FEBRUARY 13, 2020. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

B. Personnel

1. accept resignation of Liquor clerk Kendra Maalis effective date of 2-15-20
2. accept resignation of Liquor clerk Amber Merten effective date of 3-3-20
3. Approve hiring of Liquor Clerk Barbara Olson
4. Approve hiring of Liquor Clerk Michelle Gardecki

C. Donations

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

Unfinished Business – 11.1 Feasibility Report, reconstruction of City/Township Roadways 33rd and 82nd Ave

Barbian reported that in August of 2019 the City Council and Town Board met to discuss the reconstruction of 33rd and 82nd Ave. At the August 22nd Council meeting there was a council consensus on a few items which included the Township identifying a project, and the city consider partnering on it with outside funding for the school portion or an assessment.

After informing the Township and the School of the City's position there was little discussion but a mention of the town considering advancement of a project until recently. City staff had looked into a number of funding sources pursued to no avail. The township is now ready to award a bid. In the last two weeks staff has worked to determine a method in which the project can advance under conditions indicated previously.

It has been determined that the City would be able to put an assessment in place provided the project is not awarded until after the preliminary assessment is considered and passed. The first step in the process would be for the City to order a Feasibility Study/Report. This would be followed by considering a resolution to accept the Report leading to calling for Public Hearing. After the Public Hearing the Council would consider the Preliminary Assessment resolution.

The dates in which this is laid out are: February 27th, March 5th and March 26th.

In sorting through the short time line and discussing the project with the Town Engineer, Todd McLouth with Loucks Inc. and Jen Edison of WSB it would be most efficient for Todd McLouth to complete the assessment process. Find attached the proposal for services.

Analysis:

In August the Council indicated that working as good neighbors was something, they had an interest in pursuing. The time line for this consideration is short although workable. To move the project forward and establish a working relationship with the Township of Princeton the City need decide. The basis for moving forward with an assessment is in place by ordering the feasibility study be completed.

Recommendation:

It is up to the City Council to determine if they wish to proceed.

EDMONDS MOVED TO PROCEED ON A FEASIBILITY STUDY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

Randy Hatch reported on the Community Garden. The group got together and discussed some of the issues that were a concern of the council. They are moving forward on the garden and opening plot enrollment at the Expo. They did apply for some grants, and received a \$1000 grant from the Mille Lacs Casino. They are planning to build at least 4 raised beds for elderly and disabled. They may put up an additional 2 as they received a grant from the Lion's as well. They are also interested in doing an annual garden, so they are in need of someone that does garden design. There are some gardeners that are interested in doing a small bee colony as well. They have a lot of research yet to do, but he asked the Council if they could think about whether that would be something that would be allowed.

Edmonds said in regard to the previous hay rides for the fair, he suggests Hatch meet with McPherson with the County to come up with a suitable route.

Zimmer stated that the rules that were approved were the 2019 rules. Hatch responded that the 2020 rules are the same, and he will provide them to the City Council.

Kevin Gerrard added that he recently spoke to the Mille Lacs Casino regarding the garden being near the cemetery and they were not aware of that. Edmonds asked Clerk Jenkins how much time she has spent researching garden's and cemeteries. She responded at least 15-20 hours.

PRESENTATIONS / SPEAKERS – None

PUBLIC HEARINGS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

- A. PUC Agenda packet for February 26, 2020
- B. Sylva Corporation CUP

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Wine and Spirits Grant Request for Summer Baseball

Jordan Neubauer is the head coach and stated that this program has been in place for many years. Up until about 10 years ago, it was supported by the VFW. In the last 10 years, they have not been able to provide much financial support for the program. They are asking for a Wine and Spirits Grant to help cover the costs for umpire services.

J Gerold stated that she is in support of sports, but is concerned it could set a precedent with every other sports group requesting funds as well.

Edmonds said it does meet the requirement of having a local connection. J Gerold asked when Neubauer needs to have an answer. Edmonds suggested discussing it at the Study Session. He feels there should be some guidelines set when choosing some of these groups. J Gerold asked when they need to have an answer. Jack suggested discussing it at the Study Session. He feels that maybe there should be some type of guidelines to choosing these types of groups.

ORDINANCES AND RESOLUTIONS

- A. Resolution 20-15 – calling for public hearing for quit claim for right of way, drainage and utility purposes.

Barbian advised that this was to call for a public hearing on a quit claim for right of way, drainage and utility purposes for a proposed Lot Split on West Branch.

EDMONDS MOVED TO APPROVE RESOLUTION 20-15 CALLING FOR A PUBLIC HEARING. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- B. Resolution 20-16 Business Development Public Infrastructure Application

Hillesheim reported that Sylva Corporation is currently in the process of purchasing the adjacent property to the north of their operations, known as Outlot A. With the purchase of this property they are immediately intending on utilizing the site as outside storage for finished product, (February 24, 2020 the Planning commission approved the Conditional Use Permit for the property to allow outside storage.) but they are also looking to expand their product line at this site, which would require new equipment, a 5,000-10,000 square foot facility and create 8 jobs. This project requires bulk storage which was also approved for the site.

The parcel currently has no road frontage and is currently regarded as an Outlot which cannot be improved. It is necessary to extend city infrastructure (road and sewer) to the lot to move forward with platting the parcel to qualify the site as buildable.

City staff have been working with the Sylva Corporation to ensure the location of the expansion will be in Princeton and have been discussing the opportunity of applying for the Greater MN Business Development Public Infrastructure Grant Program (BDPI) through the Minnesota Department of Employment and Economic Development (MN DEED).

Eligible projects under the BDPI include publicly owned infrastructure that supports economic development projects, including wastewater collection and treatment, water, storm sewers, utility extensions, and streets.

Economic development projects include manufacturing, technology, warehousing and distribution, research and development, agricultural processing, and industrial park development.

Analysis:

Sylva Corporation is willing to sponsor the application which upon receiving will reduce the local cost of the project for the City. The estimated cost to construct a cul-de-sac extension for the property is approximately \$ 575,000. This grant requires a match equal to the amount of the grant. The grant will be used to cover more than the cost of the infrastructure assessment the Sylva Corporation would be responsible for.

The grant is applied for and administered through the City of Princeton.

The council has identified the connection of 21st avenue a priority, though this project would not complete the connection, it would be a step forward in the process.

Recommendation:

City staff requests the Council's approval of Resolution 20-16 to permit staff to move forward with the application for BDPI funding as they see appropriate.

EDMONDS MOVED TO APPROVE RESOLUTION 20-16. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Feasibility Report, reconstruction of City/Township Roadways 33rd and 82nd Ave. – *moved up in between the consent agenda and Open Forum*

NEW BUSINESS

A. Central MN EMS Grant

Lawrence advised the Central MN EMS grant is open and I am asking for permission to apply for this grant. The grant is up to \$500.00 and is not matching. I am hoping to use it for an AED or other EMS supplies.

J GEROLD MOTIONED TO APPROVE LAWRENCE TO APPLY FOR THE CENTRAL MN EMS GRANT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Fire Act Grant

Lawrence stated that the Fire Act Grant is open and I am asking for permission to apply for the grant. We are looking to apply for new hoses and drop tanks. We are low on hoses as our current hoses are old and we lose 3-4 hoses a year after our hose test. Our drop tanks are at least 20 years old with leaks and made of metal that make them heavy to lift. This is a 5% matching grant. I estimate our cost not to exceed \$1000.00.

REYNOLDS MOTIONED TO APPROVE LAWRENCE TO APPLY FOR THE FIRE ACT GRANT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Reallocation of Park CIP Funds

B Gerold reported that there is \$24,000 allocated for Playground Shades for Rainbow Park in the CIP. Instead of purchasing those shades, the Park Board would like to reallocate those funds to be used for playground equipment at the Civic Center Park.

EDMONDS MOTIONED TO APPROVE THE REALLOCATION OF CIP FUNDS TO BE USED TO PURCHASE PLAYGROUND EQUIPMENT AT CIVIC CENTER PARK. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. AARP application for Outdoor Exercise Equipment

Hillesheim reported that the City of Princeton has the opportunity through AARP to apply for funding for outdoor exercise equipment designed for use by residents of all ages. The grant is does not require a match.

ANALYSIS of FUNDING:

AARP focuses on projects that allow people to age in place and provide inclusive opportunities for aging adults to maintain healthy and connected lifestyles.

Through this grant the City of Princeton would apply for funding to provide workout equipment located along 4th Ave South between the Library and Riverside Park and at the Civic Center.

Referred to as Multigenerational Fitness Parks, there are many benefits to providing opportunities for all ages to exercise including increased time spent outdoors, energy, community connectedness, and health benefits.

The estimated cost of the grant application is approximately \$80,000 for the equipment, installation and surfacing.

RECOMMENDATION:

City staff requests the Council's approval to permit staff to move forward with the application for multigenerational fitness park equipment funding through AARP as they see appropriate.

ZIMMER MOVED TO APPROVE STAFF TO APPLY FOR MULTIGENERATIONAL FITNESS PARK EQUIPMENT THROUGH THE AARP. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. RFP for Engineering Services

Hillesheim advised that the City of Princeton is currently considering entering a land purchase agreement for a property to construct an industrial park. City staff have been working with the ECRDC, Mille Lacs County, MN Department of Employment and Economic Development and the Federal EDA to establish the feasibility of applying for state and federal grant funding. Funding will supplement funding for infrastructure improvements for the proposed industrial park site, and the modernization of sanitary sewer and transportation infrastructure for the current industrial park.

Funding through identified programs requires following strict guidelines. One of the guidelines requires the City of Princeton to have an engineer establish a preliminary plan and estimate before moving forward with the application. Hiring an engineer to advance this process is obligatory.

Analysis:

It is in the best interest of the City of Princeton to hire one firm to complete this plan, as well as help manage the project advancing to maintain consistency throughout the project. To ensure this is a possibility, the Federal Government has outlined the procurement process in 2 C.F.R. 200.317. To certify the Request for Proposals meets guidelines set forth, the City of Princeton will rely on the expertise of the ECRDC for guidance.

The intent of this REQUEST FOR PROPOSAL (RFP) is to identify a qualified Engineering firm to provide professional services. The project involves the use of various funding sources including the Federal Economic Development Authority (EDA), Minnesota Department of Employment and Economic Development (DEED) with various state and federal program requirements.

All project costs, including (but not necessarily limited to) design, engineering, consultants, testing, materials, construction, construction engineering and contingencies will be established through the RFP process and provide the City of Princeton with the information necessary to plan ahead for future improvements and decide if this is the direction the City Council would like to move forward.

Recommendation:

City staff recommend the council's approval of the RFP for Engineering Services, with the submittal deadline of 8:00 a.m. March 11, 2020.

REYNOLDS MOVED TO APPROVE THE RFP FOR ENGINEERING SERVICES TO ESTABLISH A PRELIMINARY PLAN FOR INFRASTRUCUTRE IMPROVMENTS FOR THE PROPOSED INDUSTRIAL SITE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

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 \$153,672.74 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80761 TO 80820 FOR A TOTAL OF \$458,160.60. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Hillesheim thanked B Gerold and the Public Works Department for their work on the ADA fishing Pier in riverside Park.

ADJOURNMENT

There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:02. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor