

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 24, 2020 7:00 P.M.**

Mayor Brad Schumacher 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, Wastewater Plant Manager Chris Klinghagen and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

Zimmer would like to add a City and PUC joint meeting under FYI – Reports.

Barbian would like to add the possibility of a budget session under Miscellaneous, and Hillesheim will provide an update on Community Development as well.

ZIMMER MOVED TO APPROVE THE AMENDED AGENDA. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of November 12, 2020

J GEROLD MOVED TO APPROVE THE NOVEMBER 12, 2020 REGULAR MEETING MINUTES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

A. Permits and Licenses

B. Personnel

1. Police Officer Lucas Wubben Step Increase effective 12-4-20
2. Accept resignation of Finance Director Lori Johnson

ZIMMER MOVED TO APPROVE THE STEP INCREASE FROM LUCAS WUBBEN AND LORI JOHNSON'S RESIGNATION. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Donations and Designations

1. Resolution 20-68 – accept donation from the Legion for Light of Princeton

EDMONDS MOVED TO APPROVE DONATION RESOLUTION 20-68. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

2. Resolution 20-69 – accept donation from Bogus Brook Township

Lawrence stated that Bogus Brook's donation was for EMS supplies, and not the AED that the Resolution states. Greenbush Township is going to be purchasing the AED. Staff will make that correction.

J GEROLD MOVED TO APPROVE DONATION RESOLUTION 20-69, WITH THE CORRECTION

THAT IT WILL BE FOR EMS SUPPLIES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM

PUBLIC HEARINGS –

PRESENTATIONS / SPEAKERS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

- A. Airport Board and Commission meeting Minutes of October 5, 2020
- B. Joint meeting with Princeton Public Utilities

Zimmer stated he would like to set up a meeting with the Princeton Utilities Commission to begin working through some issues and concerns, and including them in the discussion on increasing the Board from 3 people to 5 people.

There was a consensus with the Council to set something up with the PUC.

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

ORDINANCES AND RESOLUTIONS

- A. Resolution 20-71 – Extension of Crystal Cabinets MIF loan – Call for a Public Hearing

Hillesheim advised that Crystal Cabinets Works requested the assistance of the City of Princeton in the application for a MN Investment Fund (MIF) loan in 2017.

The loan is being used towards their large expansion of their current operations. The expansion includes construction of their new building, new machines and is facilitating the creation of 20-40 new jobs that meet wage requirements.

These loans are a way for businesses to expand with a low interest loan that is secured through the local unit of government. When the borrowing entity pays back the loan funds, \$100,000 gets paid directly back to the City to be used in a Revolving Loan Fund (RLF) account, while the remainder gets returned to DEED. Crystal is not asking for additional tax incentives, but the State of MN prefers to see a local government commitment. Staff is suggesting that we forgive \$1000 per full time job created with a maximum of 40. That would mean that if all 40 jobs were created, \$60,000 would be the amount returned to the City of the RLF.

The MIF loan was awarded for the amount of \$450,000 along with the approval of a reduction of \$1,000 per job created.

Crystal Cabinets Works has moved forward on their plans to expand their business and has made direct investments as required in the initial loan agreement. The original agreement required the funds to be drawn by the end of 2020. After multiple discussions with Crystal Cabinets Works in the previous year, their plan was to draw funds in 2020, with all parameters being met prior to COVID-19. Crystal Cabinets Works is now concerned with their ability to meet the employment

goals set in the loan in 2020 as they are having a difficult time hiring the workforce necessary due to lack of qualified applicants.

Crystal Cabinets Works is requesting a 1-year extension to draw loan funds.

They have received approval from the MN Department of Employment and Economic Development for the extension and now are requesting the approval from the city.

City staff, along with the Princeton EDA have made a recommendation to the City Council to move forward with the request for extension as outlined in resolution 20-71 and call for a public hearing on December 22, 2020.

J GEROLD MOVED TO APPROVE RESOLUTION 20-71. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 20-70 – Purchase of Marshall Property

Barbian reported that this is to purchase a portion of the old Marshall Property that is located West of Aero Business Park.

Edmonds asked for clarification that the city had already purchased the site for the Public Safety Storage. Barbian responded that was correct.

Edmonds added that he has been in support of this project from the start.

Reynolds asked about the grant that was applied for. Barbian replied that the city did not receive the large Federal EDA Grant that was applied for. The City has lined up the funds for the purchase through the tax abatement that was put in place a few months ago.

It is suggested that any utilities that will need to be brought into the site be held off until development is going to start.

EDMONDS MOVED TO APPROVE RESOLUTION 20-70. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Resolution 20-72 – Supporting a 5-person Public Utilities Commission

Barbian stated that as discussed at the last meeting, the Council asked Attorney Toven to draft a Resolution supporting an increase in Commission Members from 3 to 5 on the Princeton Utilities Commission.

Edmonds and Zimmer feel this is a bit premature. Zimmer said he has spoken with the PUC and they would like to have some input into this.

ZIMMER MOVED TO TABLE RESOLUTION 20-72. EDMONDS SECONDED THE MOTION. VOTE 2:3 ZIMMER AND EDMONDS IN FAVOR, SCHUMACHER, J GEROLD AND REYNOLDS OPPOSED. THE MOTION FAILED.

J Gerold does not understand the reason to table this. There has been a lot of discussion and does not see any harm in moving forward with this now. Zimmer isn't opposed, but would like to work with the PUC on this.

Toven stated that this Resolution is symbolic only, this would have to be approved and passed in the legislature, with both the City and PUC on board.

J Gerold said with the further discussion, she would be in favor of tabling it until the January Study Session.

J GEROLD MOVED TO TABLE RESOLUTION 20-72 TO JANUARY 7TH. EDMONDS SECONDED THE MOTION. VOTE 3:2, ZIMMER, EDMONDS AND J GEROLD IN FAVOR, SCHUMCHER AND REYNOLDS OPPOSED, THE MOTION CARRIED.

UNFINISHED BUSINESS

- A. Emergency Management Recommendations on City Council Meetings

- B. Approval to purchase 4 more Atomizer's

MOVED TO APPROVE. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. 19th Ave Extension WSB Engineering proposal for Final Design

Edison submitted WSB's proposal for engineering services to complete plans and specifications for the extension of 19th Avenue. The scope of services for this project is based on discussions with City staff.

PROJECT UNDERSTANDING

A feasibility report for the full extension of 19th Avenue north to connect at 21st Avenue was completed in 2007. The feasibility report detailed improvements that included a 3,600-ft extension with curb and gutter and storm sewer. The City of Princeton recently received grant funds to construct approximately 1,480-ft of the roadway from the end of 19th Avenue to the north in order to provide a connection for a proposed development. The project will be designed with a base bid to construct this first segment of roadway, with a bid alternate to construct the full connection from 19th Avenue to 21st Avenue.

PROPOSED SERVICES

1. Wetland Delineation

As part of the project, an updated wetland delineation will be required as the previous one was completed in 2007, and delineations are only valid for 5-years.

- Wetland Delineation – the full wetland delineation and permitting services includes the following:
 - o Potential wetland areas will be investigated in the field for the presence of wetland soils, vegetation and hydrology and marked with pink pin flags and surveyed using a handheld GPS.
 - o A delineation report will be drafted and submitted to the City of Princeton followed by wetland approval agencies for review and approval.

- This task includes on-site wetland boundary review with the approval agencies.
- o Boundary data developed and used to determine wetland impacts.

Permitting - During preliminary design WSB will initiate discussions with the County (as LGU for Wetland Conservation Act), US Army Corps of Engineers, and MN Department of Natural Resources to discuss permitting requirements. At approximately 60% plans, WSB will prepare permit applications and obtain permits from permitting agencies, as needed. To prepare the applications, WSB will develop a purpose and need, evaluate project alternatives, and create impact exhibits. WSB will coordinate the purchase of wetland credits and filing of credit purchase paperwork with the Board of Water and Soil Resources.

2. Geotechnical Work

- Obtain soil borings and pavement cores for the area along the alignment.
- Obtain geotechnical report with pavement evaluation and recommendations.

3. Survey and Base Mapping

- Provide topographic survey for the project corridor:
 - o Survey shall include all surface features within the right-of-way, elevations at high and low points, and other areas sufficient to generate cross sections and profiles.
 - o Survey all storm sewer, sanitary sewer, hydrants, and gate valves.
 - o Survey adjacent ponds and wetlands.
 - o Contact the private utility companies and request mapping information.
 - o Create base map with completed line work for all streets and utilities.

4. Design Services

- a. Project management and coordination/meetings with City staff and the City Council.
- b. Design and drafting of street improvements including removals; roadway alignment; storm, sanitary sewer and water main improvements; typical sections; cross sections; lighting plans; signing and striping; and traffic control plans.
- e. Pavement section design based on traffic projections and geotechnical evaluation. A pavement design report will be created to document the road is being designed to a 10-ton road.
- f. Design and drafting of storm sewer system improvements. WSB will complete the storm drainage design in accordance with stormwater requirements. An erosion control plan and SWPPP will be developed and included with the plans. Additionally, WSB will perform a BMP design to meet regulatory stormwater requirements. Included in this item is coordination with the developer for a location for a potential regional stormwater pond.
- g. Provide a detailed engineer's opinion of probable cost as it relates to the work outlined in our scope of services.
- h. Funding coordination with City staff.
- i. Prepare project specifications, contracts, and bidding forms. Specifications will be in accordance with the City of Princeton.
- j. Coordinate project advertisement. We will distribute plans and specifications to the

contractors, as well as any required addenda. We will also attend the bid opening at City Hall, or via electronic bid opening, and prepare a bid tabulation and award recommendation for City Council consideration.

k. Obtaining easements necessary for stormwater management is not included in this scope and can be completed through additional services.

l. Lighting design is not included in this proposal, and if added to the project will be completed under additional services.

Deliverables: 100% complete plans and specifications; required permits; bidding documents; addenda, if required; bid tabulation; and letter recommending award of construction contract.

Engineering Services Fee

We are proposing to complete the work on a cost-reimbursable basis in accordance with the current fee schedule. The not-to-exceed billing amount to design the 19th Avenue Extension to a Cul-de-Sac as the Base Bid and the full extension to 21st Avenue as a Bid Alternate is as follows:

Task Fee

Soil Borings / Geotechnical Report \$4,918
Wetland Delineation / Permitting \$15,440
Topographic Survey \$5,048
Final Design and Plan Preparation \$39,892
Storm Sewer Design / SWPPP \$13,505
Prepare Specifications/Cost Estimate \$10,770
Total \$89,573

If this proposal is acceptable, please execute the signature block below and return to WSB for an authorization to proceed.

Schumacher asked if we will be able to recapture these costs. Barbian responded that he we are not certain if the design engineering costs will be covered, the construction engineering may be. Staff will be checking into that.

EDMONDS MOVED TO APPROVE WSB TO ENGINEER THE 19TH AVE EXTENSION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Rivertown Crossing Agreement Release

Barbian advised that the property located at 304 19th Avenue North, (prior Dollar Bell Store) has been vacant and bank owned for a number of years. The site is in the process of being sold and in the title, search revealed a Development Agreement with the City back from 2005 and recorded in 2007. The title company is requesting a release of this site from the Developers Agreement.

All requirements for this lot have been met and Staff is requesting the Council's action to release this parcel from the Developers Agreement. The remaining vacant parcels of land in Rivertown Crossing will stay under the requirements of the Developers Agreement. Please review the attached Release Agreement and if the Council approves a motion of approval will be needed.

EDMONDS MOVED TO APPROVE THE RIVERTOWN CROSSING AGREEMENT RELEASE. REYNOLDS 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 \$284,836.98 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 82124 TO 82190 FOR A TOTAL OF \$321,455.25. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Barbian stated that the Council may need to hold an additional budget meeting prior to the December 10th Truth in Taxation. Staff is proposing it be either Monday the 7th or Tuesday the 8th.

ZIMMER MOVED TO SET AN ADDITIONAL MEETING TO DISCUSS THE BUDGET ON TUESDAY DECEMBER 8TH AT 4:30PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED

***** CLOSED SESSIONS *****

- A. Development Proposal
- B. Finance Director Position

J GEROLD MOVED TO ADJOURN THE OPEN MEETING AT 8:28PM AND GO INTO CLOSED SESSION TO DISCUSS A DEVELOPMENT PROPOSAL AND THE FINANCE DIRECTOR POSITION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER MOVED TO ADJOURN THE CLOSED SESSION AND GO BACK INTO THE OPEN MEETING AT 9:47PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Toven summarized that the first part of the closed portion was in regard to a potential development. There were some issues that the developer needs to get a consensus with the council on some proposals

There was also a discussion regarding with the recent resignation of Lori Johnson, and with it being so soon, they are going to look at the applications that were received and the interviews that were held.

ADJOURNMENT

There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 9:52PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor