

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 8, 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

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

CONSIDERATION OF MINUTES

- A. Regular Meeting minutes of September 10, 2020
- B. Regular Meeting minutes of September 24, 2020
- C. Study Session meeting Minutes of October 1, 2020

J GEROLD MOVED TO APPROVE THE SEPTEMBER 10, 2020 REGULAR MEETING MINUTES, THE SEPTEMBER 24, 2020 REGULAR MEETING MINUTES AND THE OCTOBER 1, 2020 STUDY SESSION MINUTES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- A. Permits and Licenses –
 - 1. Gambling Permit for Princeton Lion’s November 6, 2020
 - 2. Tobacco License for Princeton One Stop, LLC

REYNOLDS MOVED TO APPROVE THE GAMBLING PERMIT FOR THE PRINCETON LIONS AND THE TOBACCO LICENSE FOR PRINCETON ONE STOP, LLC. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- B. Personnel
 - 1. Com Dev Specialist Stephanie Hillesheim Step Increase effective 10-22-20

J GEROLD MOVED TO APPROVE STEPHANIE HILLESHEIM’S STEP INCREASE EFFECTIVE 10-22-20. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- C. Donations and Designations
 - 1. Resolution 20-59 – Accept donation for Fire Department

ZIMMER MOVED TO APPROVE RESOLUTION 20-59 ACCEPTING THE DONATION FOR THE FIRE DEPARTMENT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM

Hennagir asked the Council about the Study Session closed session regarding the City Administrator Review if they will provide a summary statement, and the closing motions and times. Schumacher said they will not be providing a summary.

PUBLIC HEARINGS –

A. Public Hearing to vacate drainage and utility easements – Resolution 20-58

Dewitt's memo advised that Duane Kruse and Sharon Sandberg have requested the remaining portion of a vacated easement to be completed for the process of an Administrative Lot Line Adjustment between their property and Anoco Metals. The site is east of the Airport and west of Anoco Metals.

Legal Description: that part of the drainage and utility easements dedicated over Lots 1 and 2, Block 3, Princeton Industrial Park third Addition, Sherburne County, Minnesota, described as follows:

That part of the south 10.00 feet of Lot 1, block 3, Princeton Industrial Park Third Addition, Sherburne County, Minnesota, which lies east of the west 16.00 feet of said Lot 1, and which said Block 3

AND (corrects description in 2005 Resolution #582591)

The resolution for vacation of the east-west "utility" easement on Lot 1, block 3, Princeton Industrial Park Third Addition per dog no. 582591 has numerous errors including the width of the easement and type of easement. The description of the vacation is vague as well, probable intent of the descriptions on the survey, but suggests that the previous resolution description be clarified to match the original intent.

AND (corrects description in 2007 Resolution #656354)

The descriptions in the resolution for the vacation of utility and drainage easements between lots 1,2, 3 & 4, Block 3, Princeton Industrial Park third addition are vague, resulting in uncertainty as to the extent of the vacation. The surveyor has assumed the probably intent of the descriptions of the survey, but suggests that the previous resolution descriptions be clarified to match the original intent.

Analysis

The applicants have submitted an application to vacate the remaining drainage and utility easement lying within their property site. This vacation will complete the vacated easement to the east that was processed from those two vacations being cleaned up at this time also. There are no utilities in this easement so there is no present or prospective use for the existing easements.

The applicants have also applied for an Administrative Lot Line Adjustment that staff will be handling in house which results in the approximately same square footage exchange between their property and Anoco Metals, to allow better use and access of their properties.

Removing this remaining Drainage and Utility Easement is where the lot line adjustment will take place. At the September 21, 2020 Planning Commission meeting, the Board moved to support this Administrative Lot Line Adjustment.

The City Council is required to hold a public hearing regarding vacations and the appropriate public hearing notices were published in the newspaper, and notices were mailed to the surrounding property owners within a radius of 350 feet regarding the easement vacation. In reviewing a vacation, it should be determined that there is no present or prospective use for the easement, and the vacation will serve the public interest.

The applicants are proposing a private utility easement on the northern portion of PID 90-407-0305

and 90-407-0306 where the sewer and water are stubbed in off of 19th Ave South and connect to the existing building.

Based on the Findings of Fact:

1. Will the vacation of the easement reduce the access to provide sewer and water utilities to adjoining property? No
2. Will the easement vacation cause problems to the surrounding neighborhood in the form of storm water runoff? No
3. What if any impact be against the surrounding area in regard to the vacation of easement? No impact.

Conclusions / Recommendation

Staff recommends approval of Resolution 20-58, approving the vacation of the Drainage and Utility Easements presented to the Council, based on the findings that there is no present or prospective use for the drainage and utility easements and the easement vacation will serve the public interest subject to the following conditions:

1. Certified copy of the Resolution shall be recorded with the County Recorder's office.
2. The proposed 30-foot private utility easement shown on the survey be completed by the applicants and recorded with the County recorder's office.

REYNOLDS MOVED TO OPEN THE PUBLIC HEARING AT 7:21PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Barbian added that this will clean up a long-time issue.

EDMONDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:24PM REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS MOVED TO APPROVE RESOLUTION 20-58 VACATING DRAINAGE AND UTILITY EASEMENTS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

PRESENTATIONS / SPEAKERS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

- A. Planning Commission Meeting minutes of September 21, 2020
- B. Park Board Meeting Minutes of August 24, 2020
- C. Airport Board Meeting minutes of September 17, 2020
- D. EDA Board Meeting minutes of September 17, 2020

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

- A. Special Event permit request by the Airport Advisory Board

Barbian reported that John Sauter would like to have an open house at the Airport on October 22 from noon to 2 pm. It will include a tour of the grounds, hangars, businesses located at the airport and facilities.

SCHUMACHER MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR THE AIRPORT ADVISORY BOARD. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED

ORDINANCES AND RESOLUTIONS

A. Resolution 20-60 – Calling for assessment hearing for 33rd and 82nd Ave Improvements

Barbian reported that the 33rd and 82nd Ave improvements that were done in a joint effort with Princeton Township is completed. The City Council had determined when the project was looked at that the School District would be assessed for their land that is in the City which borders the road improvements.

ZIMMER MOVED TO APPROVE RESOLUTION 20-60 CALLING FOR AN ASSESSMENT HEARING FOR THE 33RD AND 82ND AVE IMPROVEMENTS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 20-61 – Certifying past due utilities to property taxes

Jenkins advised that this is a resolution the city does once a year to certify past due utilities to property taxes. Princeton Public Utilities provides us a list of those who they want to be certified.

J GEROLD MOVED TO APPROVE RESOLUTION 20-61 CERTIFYING PAST DUE UTILILITES TO THE 2021 PROPERTY TAXES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. CARE fund requests

Barbian reported that below is amount of the CARES Funding award, the amount committed to date and the remaining amount allocated to the City. The amounts committed are estimates and actual expenditures will vary in some cases. Currently there are a number of requests remaining which exceed available funding. Additional project research has been occurring and consideration being given. With limited resources the selection is more difficult.

\$358,243.00 CARES Grant to City of Princeton
\$225,809.00 Committed Cares Funds to date
\$132,434.00 Uncommitted City Grant of Cares Funds
\$132,147.00 Additional suggested uses as follows
287.00 Projected Balance Remaining

Requests for Funding & Suggested Awards:

Princeton Chamber of Commerce, request: 7,395.00 with a suggested award of 4,250.00

Princeton Public Utilities: request: 13,647. Touchless faucets, sanitizers, HVAC Bi Polar ionization, laptop, zoom, masks, gloves and various supplies and cleaning items. A payment Assistance Grants for delinquent accounts: As of 9/17 the total of electric, sewer and water 39,069.89. Suggested award 13,647.

Fairview, Northland Medical Center Request 64,120.00. Suggested award: 45,000.00

Princeton Youth Hockey Association; request: 16,500.00, Bipolar Ionization HVAC upgrade, 2,500.00 PPE equipment and supplies and 1,900.00 monitors, software and retractable stanchions to direct traffic. Suggested award: 19,000.00

Princeton Public Schools suggested award 20,000.00

Princeton Historical Society, HVAC Bi Polar ionization system, Screen & Speakers; 3,250.00.
Business Grant Program; consulting services 20,000.00
Adjustments + Public Safety 4,500.00 HVAC Bipolar Ionization, general PPE & Hand Sanitizer Stations: 2,500.00, totaling 7,000.00

Total suggested awards: 132,147.00

Hillesheim advised that the City of Princeton has developed a small business emergency assistance grant program to provide financial assistance to locally owned and operated businesses adversely impacted by the COVID-19 pandemic.

The advertisement that is going out states:

The Princeton City Council is concerned about the impact of the Covid-19 pandemic on business in the city, especially small businesses. The City desires to use some of the CARES Act funding it has received from the State of Minnesota to provide some Covid-19 relief assistance for small business. The City may provide assistance under the grant if it can show that a business had Covid-19 related expenditures after March 1, 2020 and prior to November 3, 2020 with required supporting documentation.

The Princeton City Council authorizes up to \$20,000 to assist small businesses under the following criteria:

Eligible Businesses Princeton Cares for Business Assistance Program is available to locally owned and operated small businesses located within the corporate limits of the City of Princeton.

1. Eligible business types include locally owned and operated businesses noted in Executive Orders 20-04 and 20-08, including but not limited to:

- Restaurants, cafes, coffeehouses, and other places of public accommodation offering food or beverage for on-premises consumption.
- Taverns and other places of public accommodation offering alcoholic beverages for on-premises consumption.
- Fitness centers, indoor exercise facilities, exercise studios, businesses offering massage therapy or similar body work, spas, salons, nail salons, cosmetology, salons and barber shops. This includes, but is not limited to, all salons and shops licensed by the Minnesota Board of Cosmetologist Examiners and the Minnesota Board of Barber Examiners.
- Art and music studios.
- Other businesses deemed nonessential under executive orders adopted by the Governor of the State of Minnesota.

2. Business are eligible for aid if they will certify they have not previously received federal or state aid for the COVID-19 related expenditures being submitted for reimbursement.

3. The business must have been in operation prior to the Governor's Executive Order.

4. Small business is defined as having 50 employees or less.
5. The business must be a legal entity registered with the Office of the Minnesota Secretary of State and be in good standing with that office.
6. The business must be a conforming or legally nonconforming use under the current zoning regulations of the city.
7. The business must be in compliance with city ordinances, codes, licensing, and must not have any delinquent taxes, bills, or other charges due to the city and/or Public Utilities Commission.

Certain businesses are ineligible for this funding program, including:

- Individuals or businesses that have received funding from the Department of Employment and Economic Development through the Small Business Relief Grant.
- Non-profit organizations
- Corporate chains or multi-state chains
- Businesses in default conditions prior to February 29, 2020
- Businesses that primarily derive income from gambling
- Businesses that derive any income from adult entertainment
- Businesses that derive primary income from passive investments; real estate transactions; property rentals or property management; billboards; or lobbying

Eligible Expenses

Eligible expenses include the following:

1. Expenses for Personal Protective Equipment (PPE) and supplies for employees or customers and efforts to sanitize the business environment. This includes such items as masks, hand sanitizers, latex gloves extra cleaning supplies or face shields.
2. Innovation/modification to promote outdoor creative business premise to make it possible to open or operate more safely to protect employees and public health considering COVID-19 risks. This may include such items as outdoor dining supplies or customer barriers.
3. Shields placed at counters for employee/customer safety.
4. Addressing temporary COVID-19 related restrictions on business activity including financial/business consulting services.
5. Increasing technological capacity to enable alternative work forms, including website reconstruction services to increase or build online presence.
6. Creating new marketing campaign or business plans.
7. Costs associated with additional training or virtual learning to implement COVID-19 safety measures.
8. Expenses required to plan for a safe reopening such as expert assessments and/or conduct research or market surveys.
9. Other uses (to be described by applicant)

When applying for this program, applicant must submit supporting documentation for eligible

expenses including proof of payment. For example, an invoice copy for eligible expense along with a copy of the cancelled check would be sufficient documentation.

Items specifically NOT eligible for reimbursement include the following:

1. Reimbursement of lost revenue due to business interruption.
2. Illegal expenses.
3. Expenses not supported by receipts or invoices that have occurred between March 1, 2020 and November 3, 2020.
4. Expenses from a business that does not have a physical business address within the corporate city limits of Princeton.
5. Home based businesses.

Applicant Information: Applications will be considered on a first come/first serve basis under this program beginning immediately. The maximum award of \$3,000 for eligible expenses.

J GEROLD MOVED TO APPROVE THE CARE FUNDING RECOMMENDATIONS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Riverside – Riebe Park project Pay Estimate #1

Barbian reported on the Park project. It is substantially complete, and they are requesting Pay Estimate #1 for \$328,695.

J GEROLD MOVED TO APPROVE PAY REQUEST #1 IN THE AMOUNT OF \$328,695. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. Farm Land lease renewal

B Gerold advised that this is a 3-year lease for 65 acres that the City owns. Staff reviewed rate averages per acre and this is in line with those rates.

ZIMMER MOVED TO APPROVE THE 3 YEAR FARM LAND LEASE TO BILL BROOKS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED.

B. Parks and Rec Mower CIP Purchase

B Gerold reported that the Parks and Recreation CIP includes the purchase of a mower in 2020. The amount in the CIP for this purchase is \$25,000. Staff is looking to purchase a Toro Z Master 7500 w/72" SDD for \$23,521.33, State Contract Price (Retail \$32,221.00)

Staff is asking for approval to sell the old mower, which is a Ferris at public auction.

ZIMMER MOVED TO APPROVE THE PURCHASE OF A TORO Z MASTER 7500 MOWER FOR \$23,521.33. AND TO SELL THE OLD FERRIS MOWER. EDMONDS SECONDED THE MOTION.

THE MOTION CARRIED UNANIMOUSLY.

C. Request approval to apply for a FEMA Grant for COVID related items

Lawrence stated that he is looking for approval to apply for a FEMA grant through the Fire Act Grant-COVID for Covid related items. We can apply for any amount, but micro grants will get more attention. A micro grant is \$3000.00.

ZIMMER MOVED TO APPROVE THE REQUEST TO APPLY FOR A FEMA GRANT FOR COVID RELATED ITEMS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. MMUA Safety Management Program amendment to services agreement

Barbian advised that the city needs to amend their service agreement with MMUA for the Safety Management Program. Jackson added that there is a small increase in the yearly fee.

J GEROLD MOVED TO APPROVE THE SAFETY MANAGEMENT PROGRAM AMENDMENT WITH MMUA. 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 \$159,215.92 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81836 TO 81922 FOR A TOTAL OF \$279,846.11. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher and Barbian working on setting up a meeting with Shawn Williams to discuss some ideas for the development of the Anderson property.

ADJOURNMENT

There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:32PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Brad Schumacher, Mayor