

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL  
HELD ON JULY 2 2020 4:30 P.M.**

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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.

Schumacher wanted to add "Miscellaneous" to the agenda to be added prior to adjournment

REYNOLDS MOVED TO APPROVE THE AMENDED AGENDA. J GEROLD SECONDED THE MOTION.

Edmonds stated he also had a question about the Audit

THE AUDIT QUESTION WAS ADDED, AND THE MOTION CARRIED UNANIMOUSLY.

**Open Forum** - None

**Riverside-Riebe Park and award contract**

Hillesheim reported that the City of Princeton has received a grant in the amount of \$220,000 to be used for improvements to the Riverside-Riebe Park project with an estimated project budget of \$461,465. The city has recently hired Warren White as the engineer for the project, and bids were opened on June 30, 2020.

**Analysis: -**

Bid proposed by Odessa II was the lowest at:

**\$404,696**

The following items are not included in the bid and are requirements of the grant:

\$25,000- Picnic Shelter donated by Lions

\$25,000- Vault Toilet

\$6,500- Pollinator Garden

\$15,518- Fishing Pier

\$59,900- Furnishings (Benches, Picnic Tables, fire rings, signs, camping carts, bike racks)

\$6,000- Council Fire Ring

\$30,000- Engineering Services

**\$572,614 Total Project Cost**

\*\*With recommendations to remove the following two items from the bid: Bituminous Paving: \$24605 and Picnic Shelter Preparation of \$4500.

**The total remaining for the project is: \$543,509.**

- \$220,000 -Grant

- \$5,000 – USDP

- \$2,000 – ECE

- \$1,500 – SMMPA

- \$25,000 – Lions Donation

- \$10,000 – Rotary

- \$5,000 – Federated Coops Inc

- \$5,000 – CoBank

- \$800 – Service West

- \$1,447.50 – Princeton Public Utilities Time
- \$1,102 – Donation for Pier from Warren White
- \$4,681 – Public Work In-Kind Labor on Fishing Pier

**\$261,979 from the City of Princeton**

- \$12,000 Fundraising Benches
- \$10,000 Fundraising Picnic Tables

**\$239,979**

- \$141,000 Franchise Fees
- \$31,000 Splash Park
- \$24,000 Shades

**\$43,979 remaining to raise.**

Possible further reductions include:

- \$8,500, Council Fire Ring
- \$14,400, Picnic tables

**Remaining total: \$21,079**

**Recommendation:**

City staff recommend the council award the project to Odessa II

The process to continue forward with the project is:

1. Accept and sign the Notice of Award in the blank provided at the bottom of the bid form. Return it to the contractor. This constitutes an intent but is not yet a contract.
2. Receive the performance bonding and insurance certification and other requested documentation from the contractor as provided in the specifications. Then the Agreement & Notice to Proceed (Specification book page 7) can be executed and a preconstruction meeting

ZIMMER MOVED TO ACCEPT AND SIGN THE NOTICE OF AWARD AND TO RECEIVE THE PERFORMANCE BONDING, INSURANCE CERTIFICATION AND OTHER REQUESTED DOCUMENTATION FROM THE CONTRACTOR AS SPECIFIED, THEN THE AGREEMENT AND NOTICE TO PROCEED CAN BE EXECUTED AND A PRECONSTRUCTION MEETING HELD. REYNOLDS SECONDED. THE MOTION CARRIED UNANIMOUSLY.

**Multi-year Financial Management Plan – Tammy Omdal, Northland Securities**

Tammy Omdal with Northland Securities explained how multi-year financial management plans work for municipalities. Zimmer understands it is a long-range plan, and asked if they can be changed. Omdal responded that it is a starting point, it is changed yearly and the Council makes those decisions. It is just used as a road map of sorts.

Barbian added that he sees it as having a 5- or 10-year plan. If a Council were to change, they can see what previous councils have wanted to do, but they can change it to what they would like to accomplish. This will show what the impact a change would cause, and provides another tool for the staff to use to plan things out.

Barbian asked when the best time was to put something like this together. Omdal responded June or July is usually a good time, as the audit has been completed and the CIP is not yet started for the next year. Zimmer asked how long it takes to put the information together. Omdal replied it depends on the rollover of information, but usually about two to three months.

Reynolds asked what this type of financial plan cost. Omdal stated she has provided that information to Barbian, but does not have it off hand. Barbian does not remember the amount right now.

Schumacher thanked Omdal for coming. Barbian will share the cost and have this on the next agenda.

Barbian asked Jackson to share some thoughts. Jackson responded that this would be beneficial for the City and for the new Finance Director.

Barbian questioned if it was better to do it this year, or next. Jackson replied that all the funds together it will total about \$15,000 and it is not in the short- or long-term budget. It is also going to be really busy with transitioning to a new finance director.

### **City Logo and branding – presentation by Mary Patnode**

Mary Patnode was not able to Zoom into the meeting, so Hillesheim presented the logos and tag line that her, J Gerold and Jenkins had chosen when they met a couple weeks ago.

Schumacher stated he liked seeing the cat tails on the one option. Reynolds said he is not quite ready for that big of a change from the current logo.

Edmonds hasn't given it much thought, but is not opposed to a change. He wondered if a flower of some sort could be used since Princeton used to be the City of Flowers.

J Gerold added that with the new website and promoting the river we thought it would be a good time to make a change.

Hillesheim said she thinks Patnode has done a nice job keeping some similar ideas and colors into the new logo.

Schumacher asked if the Council needs to make a decision soon. Hillesheim responded that soon would be preferred as the new website is almost done.

Zimmer suggested having the park board look at the logo.

J Gerold added that Patnode did caution that one also has to consider how items may look in embroidery and said that can be a challenge sometimes.

Barbian added that this will mostly be for the new website, nothing will be changed overnight.

J Gerold said it was discussed to make the change as purchases need to be made. It doesn't really involve the Park Board, but if Zimmer would like to have the Park Board view it as well, that's fine.

Barbian suggested putting the logos out to the public and letting them vote. Hillesheim will create a poll on Facebook page. Staff will come back to the Council with the results.

#### **Kruse Airport Land discussion – Mayor Schumacher**

Schumacher met Duane Kruse and Sharon Sandberg about the issue at the airport. He has some information that he will share with the Council.

#### **Discuss Snow Removal of City Trails (not sidewalks) – Mayor Schumacher**

Schumacher would like to discuss snow removal on trails in the city. He suggested the Park Board discuss that at the next meeting.

#### **Recording City Council Meetings – continued from June 11<sup>th</sup>, 2020 meeting**

Edmonds said he has spoken with the School about recording the meetings with the system that they have set up. Barbian stated that Staff has discussed it and all meetings are being recorded on Zoom and on Facebook. Once things go back to normal, he suggested the meetings could possibly be posted after the meetings, so if there were some private information mentioned in error, it could be edited out.

J Gerold asked why the Study Session also has an Open Forum. Schumacher said it was added when the meetings went to online. Residents could then email or call City Hall and request to be heard during any of the meetings. Edmonds does not feel the Open forum should be held at Study Sessions. Reynolds agreed with Schumacher, that it provided people more chances to bring their concerns to the City Council.

#### **Princeton Public Utilities Perception discussion – continued from June 25, 2020 Meeting**

Schumacher would like to take this item until the August Study Session if the Council is okay with that.

J GEROLD MOVED TO TABLE THIS UNTIL THE AUGUST STUDY SESSION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **Miscellaneous**

Schumacher stated last week at the meeting he reported that the quarterly meeting with the Council Administrator was going to start back up. He realized he had not asked Zimmer if we wanted to attend as well.

Zimmer announced that there is another committee meeting set up for July 21<sup>st</sup> to discuss the PILOT program.

Frederick reported that they have a meeting set up with the County to discuss budgeting for the simulcast system. He believes the whole county board will be there. Zimmer added that he feels we should have 2 council members attend as well. He would be interested. Edmonds would like to be there as well. Schumacher asked if it is at a Board meeting, or a Manager's meeting. Frederick replied that said he believes it is a study session of some sort, but he has requested more information from Sheriff Lorge.

Edmonds said is running for county commissioner, and planned on starting to attend some of the meetings anyway. If he was elected, his number one priority is improving the relationship with the County.

Schumacher stated that Zimmer is one that will be attending, and he would like to go as well as him and Zimmer have worked well together on some of these issues.

Frederick will let staff know the date and time of the meeting

Edmonds had a question about the last page of the audit. It said several meetings, were recorded with some equipment that was non-functioning. Jenkins replied that there were some issues with the previous recording equipment. she went back to pull up some audio, it was not there. Jackson was asked if there were any repercussions. Jackson said it was noted in the audit, but it was unintentional, so it should not be an issue.

Hillesheim reported that the Canoe and Kayak program has been very successful so far. We have already doubled the numbers from the first year in this first month. They already have 10 booked for Saturday.

### **Adjournment**

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

Respectfully Submitted,

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Shawna Jenkins Tadych  
City Clerk

ATTEST:

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Brad Schumacher, Mayor