

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
APRIL 22, 2010, 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Mayor Riddle called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Councilors Paul Whitcomb, Victoria Hallin, Dick Dobson and Lee Steinbrecher. Staff present was Administrator Mark Karnowski, Community Developer Jay Blake, Fire Chief Jim Roxbury, Public Works Director Bob Gerold, Police Sergeant Joe Backlund and City Clerk Katie Hunter. Also present: City Attorneys Damien Toven and Dick Schieffer.

AGENDA ADDITIONS/DELETIONS

It was the consensus of the Council to add the following items to the agenda:

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9. Ordinance and Resolutions

- C. Resolution #10-22 Accepting Donation for Mark Park for Dugouts from Knife River

10. Unfinished Business

- B. Civic Center Update

11. New Business

- G. Flowers on Main

**CONSIDERATION OF MINUTES OF BOARD OF APPEAL THE REGULAR MEETING OF
APRIL 8, 2010**

WHITCOMB MOVED TO APPROVE THE MINUTES OF THE LOCAL BOARD OF APPEAL AND THE REGULAR MEETING OF APRIL 8, 2010 AS WRITTEN. HALLIN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

CONSENT AGENDA

A. Permits and Licenses:

- 1. Sara Strandberg Food Vendor for June 10-12, 2010 during Rum River Festival and parade selling Pulled Pork Sandwiches, Cowboy Beans, Ribs, Pop, Chips.
- 2. Princeton Lions Club Raffle at Jeff Hammer's Hanger at Airport on June 13, 2010.
- 3. Princeton Lions Club Raffle at Steven's Restaurant for October 4, 2010.

DOBSON MOVED TO APPROVE THE CONSENT AGENDA. STEINBRECHER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

OPEN FORUM

Dave Brown introduced himself as the Republican for State Senate and explained that he is just here to listen and observe.

PUBLIC HEARINGS - none

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

Fire Advisory Board Regular Meeting Minutes of April 6, 2010.

PETITIONS, REQUESTS, AND COMMUNICATIONS - none

ORDINANCES AND RESOLUTIONS

A. Ordinance #646 Pawn Shop Regulation – Final Reading

Karnowski explained that with the new consignment shop in town and the property being sold there, staff is making an effort to make some sort of agreement with law enforcement people. Ordinance #647 shows the fees for the Pawn Shops including a billable transaction fee of \$300 a month and an annual license fee of \$500. Karnowski clarified that with this billable transaction fee, every detail of the items that go in and out of the store has to be recorded by the pawn broker. Hopefully this information will go to the Police Department on a daily basis. The application form will probably be as detailed as the liquor license (going along with the annual fee.)

Schieffer explained that the ordinance requires a \$5000 bond and covers not only what the city would have, but covers the consumers whom can demonstrate that they've been defrauded in some way. There is a large requirement for recordkeeping. Some of the recordkeeping requirements are not in effect immediately for example the video of every person. The Police Department can be in charge and decide when that will be effective. It will also be up to the Police Department as to when to put the digital photo requirement into effect.

Basic records must be kept by the pawn shop owner. Examples are the description of the item, the time and date of sale, description and signature of person, and the date of birth of the person. All of that must be available. Redemption is set for a minimum of 90 days. A person can buy an item back within 72 hours.

The Police also have the ability to see an item they believe may be stolen and put it on hold while an investigation is made. They can require it cannot be sold for up to 30 days or extended. They can confiscate an item.

The ordinance goes on to restrict transactions with people under the age of 18.

Schieffer explained that there would be some language additions to the ordinance. In the last sentence of 390.05, "or revocation of a license previously issued" will be added. Also, in 390.07, the underlined material will be added: regulatory expenses as determined by the city council as described in Appendix E of the City Ordinance, and shall be reviewed and adjusted, if necessary every six (6) months. In 390.11, add an item (J) Current valid Mille Lacs Band identification card.

Steinbrecher asked Schieffer if this ordinance will be retroactive. Schieffer explained that the ordinance is not retroactive but there will also be no grandfathering in to the terms. It will be effective as soon as it is published.

DOBSON MOVED TO APPROVE ORDINANCE #646 WITH CHANGES. HALLIN SECONDED THE MOTION.

Steinbrecher asked if the present owner of Fast Cash has been made aware that the city will be passing a Pawn Shop Ordinance. Blake said he spoke with the building owner and provided a draft of the ordinance just today. In fact, Blake thought the building owner may be here to speak, but he did not make the meeting.

THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

B. Ordinance #647 Pawn Shop Fees

Karnowski explained that the city will be requiring two fees from any pawn broker, the annual license fee and a billable transaction fee. The annual fee will be \$500 and the billable transaction fee will be \$300 a month which will cover the Police Department hours of monitoring the transactions on a daily basis. Staff is suggesting a first and final reading because these are fees to be set in place immediately and is the standard operating procedure for fees.

HALLIN MOTIONED TO APPROVE ORDINANCE #647. WHITCOMB SECONDED THE MOTION.

Steinbrecher asked if these fees were consistent with other communities. Karnowski stated that the amount of the fees was predicated more on what we anticipate the amount of time being spent with the Police Department. It equals out to about \$10 a day and our City Police Department will spend more time than that monitoring the system to find out if it appears out of line. If the pawn shop goes computerized and it takes less time, then we may be able to lower that fee. If the transactions are all paper, the fee may have to increase. Other city's fees were not looked at, although that is a possibility if the Council wishes.

Hallin asked what time of the month the fee will be collected. Karnowski said staff's thoughts on the annual fee were to make it effective on May 1, 2010 and do a fiscal year from May to May. Schieffer commented that the \$300 a month is just an administrative matter whether it will be due on the 15th or 1st of the month. Schieffer added that the ordinance provides for a review of that fee every six months. This is really an interim attempt to establish some kind of fee.

THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

B. Ordinance #647 Temporary Signage

Blake explained that he has been receiving quite a few calls about signs out during the construction period. He drafted an ordinance to allow some additional signage. Currently the city only allows temporary signs up to 30 days in one calendar year. Blake expressed that it would be nice to allow additional time (not size of the sign), at least during construction season. The ordinance would allow from dates of June 1, 2010 to November 30, 2010.

Steinbrecher asked if we could allow signs on State Highway 95. Blake said that he is working with Minnesota Department of Transportation for a sign plan for downtown in particular. The signage is not yet resolved at how we're going to direct people into town to the businesses.

Blake commented that we wouldn't normally want too many signs going up, but from a construction standpoint, staff thought it would be helpful.

HALLIN MOVED TO ACCEPT THE FIRST READING OF ORDINANCE 647. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

C. Resolution #10-22 Accepting Donation from Knife River for Mark Park Dugouts

Karnowski stated that there are going to be dugouts added to Mark Park and Knife River is donating \$1000 worth of concrete toward that project.

WHITCOMB MOTIONED TO APPROVE RESOLUTION 10-22 ACCEPTING THE \$1000 IN CONCRETE TOWARD MARK PARK DUGOUTS. HALLIN SECONDED THE MOTION.

Hallin asked if there is enough funding to construct the dugouts. Karnowski explained that the School District is taking care of the project, although the city will take ownership after project is complete and the dugouts become a part of our park system.

UNFINISHED BUSINESS

A. City Hall Use Policy

Karnowski stated that back in January, staff had requests to use the City Hall for non-city uses. The attached policy was put together to regulate usage. The City Council had concerns last time and those were dually noted and changed. Some of the changes were allowing for collection of fees for use of the meeting rooms and for charging a fee to cover the cost of having a staff member present for certain meetings.

STEINBRECHER MOTIONED TO APPROVE THE CITY HALL USE POLICY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

B. Civic Center Update

One of the ideas staff has been batting around since the Governor vetoed Bonding Bill funding for the city's Public Safety facility is to expand the utility of the civic center to fill some of the law enforcement needs that would have been addressed by the proposed Regional Public Safety Facility.

Further, as the city now begins the task of constructing the new WWTP and trying to pay for that project while keeping the user fees at a tolerable level for the city residents, it is going to be more difficult to find the requisite matching funds for the Public Safety Building Bonding money.

Karnowski suggested that the city may want to consider using the civic center as a multi-purpose building that would not only be used by city residents for social gatherings, but would be used as the city's Emergency Operations Center (EOC) and a training area for the Police Department (and Fire Department as well).

As you know, currently, the city has looked at both City Hall and the Fire Station as potential EOC locations and has found both of them lacking as evidenced by the problems the city had during the bomb scare of last year.

An upgrade of the Civic Center to include EOC facilities would allow us to wire the building for additional phones and computer stations. Dave Thompson with the Public Utilities said it would not be hard to run more phone lines to the building. That particular location also has a suitable kitchen that can be used for both police & fire training sessions as well as providing those necessary facilities for the EOC. As you recall, Mille Lacs County's

Emergency Operations plans include using the Princeton EOC as an alternative site should their regular EOC become unavailable.

There is also a chance that if the building is used as a multi-purpose, it may be easier to find funding for it.

Hallin commented that she feels this is an excellent idea. Whitcomb remarked that it is all worth looking into for sure. He suggested getting a building committee together. Dobson added that he is in favor as long as the park area is not impacted in any way. Steinbrecher said there is enough room out there where we will not have to worry about the park being messed with.

Karnowski added that the Civic Center has off street parking and kitchen facilities and in an emergency situation, those positives will work well.

NEW BUSINESS

A. First Quarter 2010

Jackson gave a quick fill-in of the first quarter of 2010. Most of the transactions in the first quarter are similar to the past years with the General Fund with a small amount of revenue early in the year.

Jackson offered to answer any specific questions that the council might have, although they did not have any questions after reviewing the summaries of the transaction for the three major funds – General, Sanitary Sewer and Liquor.

B. AWAIR Manual

Karnowski stated that part of the federal and state regulations is that every unit of government has a workplace accident and injury reduction (AWAIR) program. Attached is a revised copy done by the city's safety committee that asks for council approval.

RIDDLE MOVED TO APPROVE THE REVISED AWAIR MANUAL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

C. Bridge Project Round-About Update

1. MN DOT Educational Efforts:

Blake explained that he has been in contact with Judy Jacobs the MN DOT District 3 coordinator who has informed him that they have procedures when starting a big project. They create and maintain a website. They also put together a project brochure which talks about detours, the roundabout, and timing of project. The brochure is available at no charge to all businesses. MN DOT provided 75,000 brochures for a recent project in St. Cloud. MN DOT also reserved a booth at the Mille Lacs County Fair with an interactive device. An early morning and evening open house is scheduled for May 18, 2010 at the Princeton Library Community room for a questions and answers session. The morning specifically invites the businesses in town to attend. The meeting will be casual enough for the public to come in. The bids are due tomorrow, April 23, for MN DOT. Construction will begin between June 1 and June 15, 2010.

2. Movement of Princeton Monument Sign

Blake explained that the Princeton monument sign that sits at Highway 95 and Rum River Drive was placed there as part of the downtown reconstruction project. The city needs to relocate it due to the round-about. Blake feels the most visible area would be off of Highway 169 in the southbound lane, Westerly coming south. This would be adjacent to Rick Johnson's property; who has said the city can have access.

Steinbrecher asked what was going in the center of the round-about. Blake commented that MN DOT wanted to plant plants; which is still a possibility. The landscaping group hasn't yet decided.

Hallin suggested moving the Princeton sign in the middle of the round-about. Blake said they don't like people to have to stop and 'look' at the sign.

The city council seemed agreeable that the monument sign should have lighting. Blake said Thompson said it would not be a problem to get a utility line to this location off of Highway 169.

The council agreed with the Highway 169 location and Blake said he will get costs gathered and get back to the council.

STEINBRECHER MOTIONED TO LET STAFF PROCEED WITH THE MOVEMENT OF THE PRINCETON MONUMENT SIGN TO HIGHWAY 169. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

D. Riverside Camping Fee

Karnowski stated that Park Board recommended the city increase the fees being charged for Riverside camping. The fees will be increased to \$10 a night with no electricity and \$20 a night with electricity hook up. If the council concurs, Karnowski explained this will be Ordinance #649.

HALLIN MOTIONED TO APPROVE ORDINANCE #649 INCREASING RIVERSIDE CAMPGROUND FEES. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

E. Veterans of Foreign Wars Poppy Sale Resolution #10-20

HALLIN MOTIONED TO APPROVE RESOLUTION #10-20 SUPPORTING VFW POPPY SEEDS. WHITCOMB SECONDED THE MOTION. DOBSON ABSTAINED. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

F. Urban Development Action Grant (UDAG) Resolution #10-21

Blake explained that the UDAG grant is for local businesses and then paid back to the City of Princeton. The paid back funds can be used for other economic programs. The EDA developed a revolving loan program for retail businesses within the City of Princeton. There is approximately \$90,000 available for lending at this time.

The City Attorney has reviewed and approved the attachments.

WHITCOMB MOTIONED TO APPROVE RESOLUTION 10-21 ESTABLISHING THE PRINCETON RETAIL REVOLVING LOAN FUND AND OUTLINING APPLICATION FORMS AND PROCEDURES. HALLIN SECONDED THE MOTION.

Riddle asked what the reasoning for retail businesses having access to this money. Blake explained that warehouses and manufacturing grants are available but they always leave out the retail side of it. The funds will be used for expansions only. Types of equipment that can be purchased will be for computers, signage, inventory systems, and types of equipment that a retail store may need.

Blake said a lot of the decisions will be determined by the EDA. That board will be able to narrow its focus a little bit.

THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

G. Flowers on Main

Karnowski explained that there is usually \$2,000 normally budgeted for the flowers on Main Street and that those funds were cut from the 2010 budget at the suggestion of Ann Bien, part of the Beautification Committee. Bien talked to Steve Jackson while the budget was being prepared and thought that – given the financial constraints facing the city – that the \$2,000 might be better spent filling in for the cuts in LGA.

Bien said that if the city found the money, she would be willing to organize the small group to get the flowers planted again this year.

One option the Council could consider would be to use liquor store funds to purchase the flowers rather than General Fund money.

Another option Ann suggested would be to encourage a business or home owner close to the each of the 50 flower planters to “adopt” a planter and plant and water the flowers throughout the summer.

Hallin commented that we wouldn’t want to have people adopt the planters at Highway 169 and Rum River Drive because of the heavy traffic.

Steinbrecher asked if the \$2000 covered watering the flowers for just purchasing the flowers. Jackson believed that \$1500 was spent on plants and the balance was meant to offset costs for gentleman who goes out and waters them. Steinbrecher though \$30/pot is quite a bit to ask someone to donate when there is 50 planters total. Hallin suggested the scouting groups may be interested.

Karnowski suggested a competition as to who could plant and upkeep the nicest potter.

Riddle asked if you’re going to control it, how much control you are going to put what goes in the pots.

Dobson said if we get four or five planters that people want to adopt, will it turn into a haphazard type thing.

Riddle said the council concurs with using liquor store funds and would staff to come up with a plan.

New Business

A. Study Session Date

The original Study Session date is set for May 6, 2010. Engineer Neilson would like to get the Smith System road project blacktopped before the snow flies. Even a week sooner would help. It would be a good idea to bring Tracey Ekola from SEH, Neilson from WSB, Brett Repulske from USDA together with the City Council for the Study Session to discuss the WWTP plans.

WHITCOMB MOTIONED TO MOVE STUDY SESSION to Thursday, April 29, 2010. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

BILL LIST

HALLIN MOVED TO APPROVE THE BILL LIST FOR A TOTAL OF \$96,718.45 FOR THE LIQUOR BILL AND A TOTAL OF \$161,861.03 FOR THE GENERAL BILL LIST. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 8:05 PM. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

Respectfully Submitted,

Katie Hunter
City Clerk

ATTEST:

Jeremy Riddle, Mayor