

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
APRIL 24, 2008, 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 Mayor Jeremy Riddle and Councilors Paul Whitcomb, Dick Dobson, and Lee Steinbrecher. Councilor Victoria Hallin was absent. Staff present was Mark Karnowski, Steve Jackson, Jay Blake, Brian Payne, Joe Backlund, Bob Gerold, and Ann Bien. Also present were City Attorneys Dick Schieffer and Damien Toven.

AGENDA ADDITIONS/DELETIONS

IT WAS THE CONSENSUS OF THE COUNCIL TO ADD THE FOLLOWING ITEMS TO THE AGENDA:

Under New Business:

- B. USDA Application (WWTP Grant/Loan) Approvals

Under Miscellaneous:

- A. Thank You from Initiative Foundation
- B. May Study Session

IT WAS THE CONSENSUS OF THE COUNCIL TO DELETE THE FOLLOWING ITEM:

Under Petitions, Requests, and Communications:

- C. Historical Society Assessments

APPROVAL OF MINUTES OF THE REGULAR MEETING OF APRIL 10, 2008

WHITCOMB MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF APRIL 10, 2008, AS WRITTEN. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

A. Permits and Licenses

- 1. East Central MN Chapter Deer Hunters Assn. – Gambling Exemption Permit for Raffle on 08-10-08 at Mille Lacs County Fairgrounds
- 2. Princeton Lions Club – Gambling Exemption Permit for Raffle on 06-15-08 at Princeton Airport
- 3. Princeton Lions Club – Gambling Exemption Permit for Raffle on 10-06-08 at Princeton Golf Club
- 4. Coborn's – Fireworks Display Permit at 1100 7th Avenue South

B. Personnel

- 1. Public Works
 - a. Anthony James DeMarco - Hiring as Compost Attendant @\$6.15 eff. 04-12-08
 - b. Clarence Reiman – Increase to \$8.50/hr. effective 04-24-08

C. Donations/Designations

- 1. VFW Auxiliary No. 806 - \$1,000 for Fire Safety Education Trailer
- 2. VFW Auxiliary No. 806 - \$250 for Miss Princeton Pageant

DOBSON MOVED TO APPROVE THE CONSENT AGENDA. STEINBRECHER SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM

No one was present for Open Forum.

PUBLIC HEARINGS: None

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Airport Advisory Board

1. Draft Minutes of 4/14/08
The above minutes were reviewed.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Chamber of Commerce Contribution (Damien Toven)

Damien Toven spoke on behalf of the Princeton Area Chamber of Commerce. He informed the Council the Chamber is planning on holding a sidewalk sale during the Rum River Festival week of June 9th and requested permission to place tables and merchandise within the city right-of-way this week. He then requested a donation of \$7,500 for the Rum River Festival parade, the Miss Princeton pageant, the annual pork chop dinner, the chili fest, Christmas decorations, community outreach. He also requested street closures for the parade and closing the south half of the Riverside Mall parking lot for a craft sale on June 14th from 7 a.m. until 4 p.m. Police Chief Payne said his department can work with the proposed street closures.

Steinbrecher asked what the City has donated in past. Jackson thought it was about \$4,000 total. Toven explained the increase this year is for the increase in costs for parade (additional bands), pork chop dinner to continue, and \$500 is needed for new decorations for the Santa display. He explained the Chamber is down in membership dues and their income is down about half.

Karnowski suggested the approach could be to approve up to \$7,500 and release the funding in increments as needed. Jackson thought this amount would be fine, but it will use up what is remaining in the budget. He stated any future donations would have to be denied or funds would have to be reallocated.

Toven added the Chamber would also like to have a donation of two cases of rum for gifts, raffles, and auctions.

Riddle stated that in looking at the liquor fund update, last year's net revenue was almost double the year before. He stated his personal thoughts are that as well as the liquor store seems to be doing, he likes Karnowski's idea and would consider increasing the donation fund.

RIDDLE MOVED TO APPROVE A DONATION OF UP TO \$7,500 TO THE PRINCETON AREA CHAMBER OF COMMERCE TO BE USED FOR THE RUM RIVER FESTIVAL PARADE, MISS PRINCETON PAGEANT, PORK CHOP DINNER, CHILI FEST, AND SANTA DISPLAY DECORATIONS. STEINBRECHER SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

STEINBRECHER MOVED TO APPROVE THE SIDEWALK SALE ON JUNE 14TH. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

STEINBRECHER MOVED TO APPROVE THE REQUESTED STREET CLOSINGS FOR THE RUM RIVER FESTIVAL PARADE PENDING APPROVAL FROM THE POLICE DEPARTMENT. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

DOBSON MOVED TO DONATE TWO CASES OF PRINCETON RUM TO THE PRINCETON AREA CHAMBER OF COMMERCE. WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

B. Request from Historic Preservation Committee

Carol Ossell, Bob Soule, Jr., and Phil Lingle were present to discuss the Council approving the establishment of an Historic Preservation Committee and Ordinance. Ossell explained this group has been meeting regularly since December, 2007. She showed pictures of buildings which would benefit the most from this type of ordinance. She explained many buildings need improvements such as tuck pointing and joist reinforcement. Benefits of an Historic Preservation ordinance will allow funding from the State Historical Preservation Department and other historical preservation organizations. She stated they have petitions from some of the business owners for this type of ordinance.

Blake explained that to qualify for this type of funding, the City needs to establish a Preservation Committee and adopt an ordinance that grants a review authority. He reviewed what the committee will be required to do and the process. He explained this authority will be time intensive which he cannot provide. He explained that St. Cloud has a part-time position. He thought the City may be able to get someone from the U of M to assist, but his concern is required staff time.

Dobson asked if we establish a committee and adopt an ordinance, can funds come from the grant process. Blake replied at this time we don't have staff time to put together grant applications or participate in organizing meetings. He stated some organizations offer start up grants but we couldn't do anything until we received a grant.

Ossell stated there is assistance that will help the City begin and someone will be sent to help to assess buildings.

Riddle asked if all properties in the designated area would have to be included. Blake answered the committee can set it up and define which buildings are included. This can be amended in the future. He recommended the designation be done with the consent of the property owner, explaining the designation may increase redevelopment costs in the future. He also recommended a public review be conducted with the property owners.

Steinbrecher asked if the intent to only include commercial or include residential. Ossell stated St. Cloud originally started with downtown and then increased to neighborhoods.

Blake recommended the Council direct staff to prepare the necessary ordinance, have legal staff review, and present it at a future meeting for council consideration.

STEINBRECHER MOVED TO DIRECT STAFF TO PREPARE AN HISTORIC PRESERVATION ORDINANCE, HAVE LEGAL STAFF REVIEW, AND BRING IT BACK TO THE COUNCIL FOR CONSIDERATION. DOBSON SECONDED THE MOTION.

Riddle stated he thought it was good program, but was concerned it may be cost prohibitive for some property owners. He stated he does not want to infringe on property owners rights.

ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

ORDINANCES AND RESOLUTIONS

A. Ordinance #616, Creating Storm Sewer Utility

Blake explained this ordinance establishes a storm sewer utility and was introduced at the last regular Council meeting. Legal staff reviewed the ordinance and made some minor language revisions.

WHITCOMB MOVED TO APPROVE ORDINANCE #616, AN ORDINANCE CREATING A STORM SEWER UTILITY. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

B. Ordinance #617, PFRD Fee Ordinance Amendment

Karnowski explained this ordinance was introduced at the last regular Council meeting. He stated the City will hold the fees in an account and the Fire Advisory Board will decide at the end of the year if the money should go towards their annual fee or be put into a truck fund.

DOBSON MOVED TO APPROVE ORDINANCE #617, AN ORDINANCE AMENDING EXHIBIT 3, FEE SCHEDULE, OF THE PRINCETON CODE OF ORDINANCES. WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES – 4; NAYS – 0. THE MOTION CARRIED UNANIMOUSLY.

C. Resolution #08-14, Calling Public Hearing

Karnowski reported a mistake was made in the publication timing so the public hearing regarding the issuance of revenue bonds on behalf of Fairview Health Services has to be rescheduled for May 22, 2008.

STEINBRECHER MOVED TO APPROVE RESOLUTION #08-14, A RESOLUTION CALLING FOR A PUBLIC HEARING ON AN ISSUE OF REVENUE BONDS ON BEHALF OF FAIRVIEW HEALTH SERVICES. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Municipal Builders, Inc. Payment Request for WWTP Phosphorus Removal Modifications

STEINBRECHER MOVED TO APPROVE PAY REQUEST NO. 8 IN THE AMOUNT OF \$211,547.25 TO MUNICIPAL BUILDERS, INC. WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

B. USDA Application (WWTP Grant/Loan)

Karnowski reported the City is continuing to discuss the possibility of getting a low interest loan and/or grant from the Rural Development branch of the USDA. The City has already submitted the required information for the Step I process and is discussing Step II of the application process with the USDA. He stated at this point, it appears the City could qualify for a 4.5% fixed rate loan for a portion of the plant's cost, and if any increase in the City's sewer rate exceed the "cap" amount set for a city our size, grant funds may also be available. He suggested a public hearing be set for the June study session.

STEINBRECHER MOVED TO APPROVE RESOLUTION #08-15, A RESOLUTION DIRECTING THE CITY OF PRINCETON'S STAFF AND CONSULTANTS TO PREPARE AND SUBMIT ALL FORMS NECESSARY FOR THE APPLICATION TO RECEIVE USDA – RURAL DEVELOPMENT FUNDING FOR THE PROPOSED EXPANSION OF THE CITY'S WASTEWATER TREATMENT FACILITY. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. Sandwich Signs

Karnowski reported staff has been approached by several downtown businesses regarding the placement of "sandwich signs" on the sidewalk and in the public right-of-way. The City also received an anonymous citizen complaint from a "walker-stroller pusher" who requested the City enforce the right-of-way ordinance. Karnowski contacted the League of MN Cities Insurance Trust to inquire about the LMCIT's position on signs in the public right-of-way. Their response stated the decision to allow or prohibit the use of sandwich signs is entirely up to the City; however, they pointed out there is increased liability to the City by having sandwich signs in the public right-of-way areas. They suggested the City place restrictions on size, locations, type, etc.

Steinbrecher stated he was not sure it would be bad idea to reconsider our ordinance because of the low economy and allow these types of signs with restrictions. Dobson agreed it should be looked at. Whitcomb stated he was concerned the signs will become distracting and become clutter.

Karnowski stated staff will collect ordinances from other cities and prepare a draft ordinance for the Council to consider.

B. Transportation Plan Contract Proposal with WSB

Blake reported that in preparation for the designation of the Metropolitan State Aid System (MSAS) streets within the City of Princeton, staff asked for a proposal from WSB to develop criteria for a functional classification system, designate the MSAS corridors within the current community, and identify future transportation corridors in the developing areas surrounding the City of Princeton. \$5,000 was budgeted in 2008 for this project. The proposal from WSB (at \$6,753) is slightly higher than originally estimated. However, since the overall project came in almost \$19,000 less than budgeted, adequate funding exists for the project.

RIDDLE MOVED TO APPROVE THE PROPOSAL OF \$6,753 FROM WSB FOR A TRANSPORTATION PLAN AMENDMENT FOR THE LAND USE MAP UPDATE PROCESS. STEINBRECHER SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

C. Finance Report

Jackson reviewed the first quarter 2008 update for the Council. He pointed out the total revenue year-to-date actual is significantly less than 25% of the budget, which is a unique feature of the revenue stream for cities. Expenditures are also below the 25% of budget amount, but not nearly to the degree of revenues. The sewer fund revenue percentage is below the 25% partially due to the fact that the budget includes a rate increase. The major difference in expenditures is that the capital expenditures for the phosphorus project were not budgeted. Liquor sales are below 25% of the budget level, but that is expected in that January, February, and March are not three of the higher volume months.

D. City Hall Flooring

Karnowski reported staff obtained bids to replace the flooring in the lobby area. The current carpet is looking shabby and the rugs do not stay in place, causing potential tripping accidents. Staff is recommending approval of the bid from Cook's Floor Covering for \$3,535.39 plus tax for laminate flooring. This expense is not in the capital improvements program, but funding can be reallocated.

STEINBRECHER MOVED TO APPROVE THE BID FROM COOK'S FLOOR COVERING IN AMOUNT OF \$3,535.39 PLUS TAX FOR LAMINATE FLOORING. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

MISCELLANEOUS

A. Thank You from Initiative Foundation

The City received a thank you from the Initiative Foundation for the City's 2008 payment of \$3,300.

B. May Study Session

IT WAS THE CONSENSUS OF THE COUNCIL TO CANCEL THE MAY STUDY SESSION DUE TO A LACK OF TOPIC.

BILL LIST – \$392,973.08

WHITCOMB MOVED TO APPROVE MANUAL CHECK NUMBERING 58522 IN THE AMOUNT OF \$75,907.70 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST, WHICH WILL BE CHECKS NUMBERING 58607-58667, FOR A TOTAL OF \$317,263.38 AS SHOWN ON THE BILL LIST. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

There being no further business, STEINBRECHER MOVED TO ADJOURN AT 8:20 P.M. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 4; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

Ann Bien, Deputy City Clerk

ATTEST:

Jeremy Riddle, Mayor