

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
SEPTEMBER 23, 2010, 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Mayor Jeremy Riddle called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Paul Whitcomb, Victoria Hallin, and Dick Dobson. Lee Steinbrecher was absent. Staff present was Administrator Mark Karnowski, Finance Director Steve Jackson and City Clerk Katie Hunter. Also present: City Attorneys Damien Tovan and Dick Schieffer.

AGENDA ADDITIONS/DELETIONS

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

- B. Waste Water Treatment Plant Right-Of-Way**
- C. Sterling Pointe TIF Assignment**
- D. SEH Pay Estimate**

Under Miscellaneous:

- A. Request for Letter of Support**

**CONSIDERATION OF MINUTES OF THE STUDY SESSION OF SEPTEMBER 2, 2010 AND
THE REGULAR MEETING OF SEPTEMBER 9, 2010**

WHITCOMB MOVED TO APPROVE THE MINUTES OF THE STUDY SESSION OF SEPTEMBER 2, 2010 AND REGULAR MEETING OF SEPTEMBER 9, 2010 AS WRITTEN. HALLIN SECONDED THE MOTION. CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

CONSENT AGENDA - none

OPEN FORUM - none

PUBLIC HEARINGS - none

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Planning Commission Regular Meeting Minutes of August 16, 2010**
- B. Visionary Committee Meeting Minutes of August 23, 2010**

The above minutes were reviewed with no comment.

PETITIONS, REQUESTS, AND COMMUNICATIONS - none

ORDINANCES AND RESOLUTIONS - none

UNFINISHED BUSINESS

A. Consideration of Finance Clerk Hiring

Jackson informed the council that 117 people had applied for the Finance Clerk position. After two rounds of interviews and a background check, staff is recommending that the City Council approve the hiring of Karen Hodge. Hodge has an Associate of Arts degree in accounting and has had fifteen years of bookkeeping experience. This experience includes two and a half years of part-time work for the City of St. Michael. Jackson recommended that she be hired at the top advertised rate of \$18.10 an hour. She will be working 32 hours a week and is subject to pro-rated furlough requirements, per previous Council discussion. Hodge's effective date will be Monday September 27 2010.

DOBSON MOTIONED TO APPROVE THE HIRING OF KAREN HODGE AS THE FINANCE CLERK. HALLIN SECONDED THE MOTION. CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

B. Waste Water Treatment Plant Right-Of-Way

Schieffer explained that the Right-of-Way certificate is required by the U.S. Department of Agriculture. This is the first step and the start of financing for the new Waste Water Treatment Plant. This is a preliminary certificate because there are a number of properties that the city will still need easements from. The process provides for those exceptions. The attached maps show the locations of the easements in question.

Schieffer recommended a motion for the City Council to approve the Right-of-Way Certificate and authorize Mr. Karnowski and Mayor Riddle to sign the document.

WHITCOMB MOVED TO SIGN THE US DEPARTMENT OF AGRICULTURE RURAL DEVELOPMENT RIGHT-OF-WAY CERTIFICATE AND AUTHORIZED THE MAYOR AND CITY ADMINISTRATOR TO SIGN IT. HALLIN SECONDED THE MOTION. CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

C. Sterling Pointe Tax Increment Financing (TIF) Assignment

Schieffer explained that in a previous approved TIF agreement, the city is going to return to the developer of Sterling Pointe a certain amount of money over a period of years. The bank would like to be the beneficiary. Schieffer assured the council that after reading the documents, it is safe to assert that the city is not changing anything on the TIF agreement and the city has no interest in the property except the right to collect special assessments, taxes and a government lien, should that be necessary.

DOBSON MOVED TO APPROVE THE STERLING POINTE TAX INCREMENT FINANCING DEVELOPMENT AGREEMENT ASSIGNMENT. HALLIN SECONDED THE MOTION.

Hallin asked if Voyager Bank also wishes for the document to be approved. Schieffer answered that the developer wants the document approved, and the bank needs it approved for collateral. So, both parties are interested in the approval of the TIF Assignment. If the loans end up in default, the city is not responsible for anything. Schieffer assured Hallin and the council that he made sure of that when going through the documents.

CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Karnowski added when he spoke with Lindquist Law firm, they had noted that in the approved Developer's Agreement, it indicates that closing should come no later than October 1 2010. The developer will not be ready at that time so the request is for a one month extension.

HALLIN APPROVED A ONE MONTH LATER START TIME FOR THE STERLING POINTE. WHITCOMB SECONDED THE MOTION. CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

D. SEH Airport Pay Estimate

Karnowski explained that the Airport Engineer Joel Dresel has approved the attached documentation and recommended approval. The amount due this period for crack filling is \$15,390.52 and the FAA funds this amount.

DOBSON APPROVED THE PAY ESTIMATE FOR PAYMENT FOR WORK DONE AT AIRPORT FOR CRACK FILLING. HALLIN SECONDED THE MOTION. CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

NEW BUSINESS

A. Bonestroo Assisting Rum River Recreation & Resources Board

The original request was for Bonestroo to assist the City of Princeton in coordination with the Rum River Recreation and Resources Board to prepare a Regional Park, Trail and Open Space Plan. Bonestroo proposed the work to be done under the master agreement between the City of Princeton and Bonestroo, Inc., dated December 22, 2008 in participation with the 1000 Friends of Minnesota Community Growth Options (CG) Program.

Bonestroo will solicit comments from the public on priorities for protection, conduct public open houses, and share information at public meetings, for a total of six to eight meetings. Bonestroo will also prepare a draft regional greenway and open space plan that includes goals, objectives and policies, a regional greenway and open space system, implementation activities and public outreach and education plan. Bonestroo may provide supplemental services, for example additional meetings. An estimate of the cost for city-requested supplemental services for the city's written approval prior to commencement of the work.

For the basic services outlined, the city will pay Bonestroo on an hourly basis not to exceed \$10,000 including reimbursable expenses. Bonestroo anticipates completing the work by June of 2011. This schedule is based on the schedule provided in the DNR grant agreement with the city.

DOBSON AUTHORIZED THE CITY ADMINISTRATOR TO SIGN THE BONESTROO AGREEMENT ASSISTING THE RUM RIVER RECREATIONAL RESOURCES BOARD. HALLIN SECONDED THE MOTION. CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

B. Planning Commission Vacancy

Karnowski explained that Ken Haskamp, a current member on the Planning Commission, is moving out of the city limits and therefore has to resign from the commission. When Karnowski spoke with Community Developer Blake and other members of the Planning Commission, they had suggested that Haskamp's term, which expires on December 31,

2011, remain open until the start of the New Year. Then, the advertising can be done along with the other board positions that expire at the end of this.

DOBSON MOTIONED TO DECLARE A VACANCY ON THE PLANNING COMMISSION AND TO FILL THAT VACANCY COME JANUARY 2011. HALLIN SECONDED THE MOTION.

Hallin asked about the Commission having an even number and if there was a split vote. Karnowski said that the Commission was a lot like the City Council and has always been able to negotiate, where they rarely have a split vote. Hallin asked how many members the Planning Commission had before Haskamp resigned. There were five members and two township representatives.

CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

MISCELLANEOUS

A. Rum River Recreational and Resources Board Update - Dobson

Dobson explained that the RRRRB is applying for the Laura Jane Musser Fund Grant. A letter of support is needed from a government body that is closest to what is going on and the consensus of the board was to obtain a letter from the City of Princeton. Dobson requested permission for a letter of support.

Hallin clarified that there were no additional funds needed and the grant was one hundred percent funded. Dobson said she was correct.

HALLIN MOTIONED TO APPROVE A LETTER WRITTEN BY COMMUNITY DEVELOPER JAY BLAKE REGARDING THE RUM RIVER RECREATIONAL AND RESOURCES BOARD APPLYING FOR THE LAURA JANE MUSSER GRANT. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

BILL LIST – \$198,519.03

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL VOUCHER BILL LIST FOR A TOTAL OF 96,075.89 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 63051 TO 63116 FOR A TOTAL OF \$102,443.14. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:17 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Respectfully Submitted,

Katie Hunter
City Clerk

ATTEST:
Jeremy Riddle, Mayor