

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JANUARY 28, 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 Councilor Paul Whitcomb, Victoria Hallin, Dick Dobson and Lee Steinbrecher. Staff present was Mark Karnowski, Steve Jackson, Jay Blake, and Katie Hunter. Also present: City Attorney Damien Toven and City Engineer Mike Nielson.

AGENDA ADDITIONS/DELETIONS

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

- 8. Petitions, Requests, and Communications
 - B. Chamber of Commerce Request for use of Princeton Mall Parking Lot

- 9. Ordinances and Resolutions
 - C. Resolution #10-09 Submittal of Grant Application for Automatic Door Opener

Dobson will also give an update from the Rum River Recreation and Resources Board (RRRRB) meeting.

CONSIDERATION OF MINUTES OF THE STUDY SESSION JANUARY 7, 2010 AND REGULAR COUNCIL MEETING OF JANUARY 14, 2010.

WHITCOMB MOVED TO APPROVE THE STUDY SESSION MINUTES FROM JANUARY 7, 2010 AND THE REGULAR COUNCIL MEETING MINUTES OF JANUARY 14, 2010. HALLIN SECONDED THE MOTION.

Councilor Dobson commented that in the January 14 minutes, there is a typo. Karnowski stated that he will fix the mistake.

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

CONSENT AGENDA

- A. Permits and Licenses**
 - 1. Ducks Unlimited Raffles being held at Steven's Restaurant on March 25, 2010.
- B. Personnel**
 - 1. Police Department
 - a. Nicole Josephs Family Medical Leave (FMLA) to begin after the expiration of her accumulated benefits and ending on May 3, 2010.
- C. Donations/Designations:**

HALLIN MOVED TO APPROVE THE CONSENT AGENDA INCLUDING THE DUCKS UNLIMITED RAFFLE AND NICOLE JOSEPHS FAMILY MEDICAL LEAVE. STEINBRECHER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

OPEN FORUM

No one was present for Open Forum.

PUBLIC HEARINGS

No one was present for Public Hearings.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Parks and Recreation Board**
 - 1. Regular Minutes for January 25, 2010
- B. Fire Board**
 - 1. Regular Meeting Minutes for January 5, 2010
- C. Airport Advisory Board**
 - 1. Regular Meeting Minutes for January 4, 2010

The above minutes were reviewed by council.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. MN Hooved Animal Rescue Foundation – Request for use of Civic Center

Karnowski explained that the Minnesota Hooved Animal Rescue Foundation is requesting a reduced rate for use of the Civic Center from June 8, 2010 to June 12, 2010 for their annual garage sale. The Foundation is requesting \$25 per day for a total of \$125.

Two garage sales were held last year. When the request went to the council last March, it was approved for a thirteen-day use of the Civic Center at a rate of \$250.00. (\$125 per garage sale or per weekend.)

Karnowski stated that reductions have been done in the past. Hallin and Dobson commented that the foundation has been good at cleaning the Civic Center up when finished with it. They also donate back to the city what is left behind.

DOBSON MOVED TO APPROVE USE OF THE CITY CIVIC CENTER TO THE MINNESOTA HOOVED ANIMAL RESCUE FOUNDATION FOR THE DATES OF JUNE 8 THROUGH JUNE 12, 2010 FOR A TOTAL COST OF \$125.00. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

B. Request from Chamber of Commerce

Damien Tovan explained that the Princeton Area Chamber of Commerce is requesting use of the Princeton Mall parking lot for the Festival Craft Fair on Saturday June 12, 2010 and the Fall Chili Fest on September 25, 2010. The Chamber will speak to all mall merchants.

The Chamber also requested use of the generator on the day of events as well as a city sweeper prior to the events.

STEINBRECHER MOVED TO APPROVE CLOSURE OF THE PRINCETON MALL PARKING LOT ON SATURDAY, JUNE 12, 2010 AND SATURDAY, SEPTEMBER 25, 2010. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

ORDINANCES AND RESOLUTIONS

A. Resolution 10-08, Bridge and Street Improvements

City Engineer Mike Nielson explained that Mille Lacs County needs municipal consent to go on with the bridge and street improvements. As far as the design on the bridge, nothing has been changed. The plan is to replace the bridge just as it is or very similar to the existing bridge. There will be decorative lighting on four columns on each side of the bridge for a total of eight lights. The existing lighting was matched as best they could with a Cobra-style light. To meet the "100-year flood" rule, the bridge will have to come up in elevation some. Therefore, some of the planters and benches may have to be moved. The detour will remain as originally planned. The plan is starting construction within one year.

Nielson suggested that the Council table Resolution 10-08 until the next meeting. The deadline for this resolution isn't until March 18, 2010, so there is plenty of time. Nielson would like to get other legitimate agreements before the municipal consent.

Hallin reiterated that the bridge will be able to be constructed in one season. Nielson stated that is the plan. That was the overwhelming consensus from the public input.

Dobson asked if there had been any finalization as to where the staging area for the equipment is going to be. Nielson answered that it will probably be kept out at the city-owned Oak Knoll Cemetery.

HALLIN MOVED TO APPROVE LABELING RESOLUTION 10-08. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

B. Ordinance #641, Fee Schedule - Second Reading

Ordinance #641 (re)establishes certain fees relating to Administration, Fire Department and Public Works.

STEINBRECHER MOVED TO APPROVE ORDINANCE #641, AN ORDINANCE AMENDING EXHIBIT E, FEE SCHEDULE OF THE PRINCETON CODE OF ORDINANCES. HALLIN SECONDED THE MOTION. ON THE VOTE: AYES - 5; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

C. Resolution #10-09, Grant for Automatic Door Opener at The Historical Society

Karnowski explained that the State of Minnesota Office of the Secretary of State is currently accepting grants for automatic door openers to make polling places in Minnesota more accessible to individuals with disabilities.

Hallin asked if the grant would fully fund the cost of installing the new door. Karnowski explained that the paperwork was not clear. When the final costs are assessed, the issue will be brought back to council. At this point, an adoption of Resolution #10-09 is all that is needed allowing staff to apply for the grant.

HALLIN MOVED TO APPROVE RESOLUTION 10-09 AUTHORIZING THE CITY OF PRINCETON'S SUBMITTAL OF A GRANT APPLICATION TO THE OFFICE OF THE MINNESOTA SECRETARY OF STATE FOR AN AUTOMATIC DOOR OPENER FOR

POLLING PLACE. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES - 5;
NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Pete Donner Update

Karnowski explained that the Veterans Preference Panel has rendered its decision regarding the action the Council took last March to terminate employee Pete Donner for failing three Commercial Drivers License drug tests.

Even though the city had a past practice of demoting employee's who could not continue to do the essential functions of their job description, the VP Panel unanimously upheld the Council's decision to terminate but faulted the city for demoting him from a GMII to a GMI. That means that the city will have to pay Donner the difference between the GMII and GMI wages during that time frame plus 6% interest. The differential is about \$6.50 per hour.

Donner's last day with the city was this past Monday, January 25th.

Since Bob Gerold was on vacation for the past week and his assistant, Keith Koehler, is still out on medical leave, Karnowski said he took the liberty to hire former PW supervisor Richard Bien to supervise the crew until Bob gets back next Monday.

Karnowski stated that Pete has been a good worker for city and has always done what was told of him, so it is also sad that he has been let go.

B. Fire Act Grant Update

Karnowski updated the Council on the 95/5% FEMA Grant that the Fire Department applied for in spring of 2009 to supply the city with 800 MHz radios. The amount requested in the original grant was \$109,000.

Chief Roxbury advised yesterday that the city received a notice from one of the FEMA Grants Management Specialists requesting that the city's application was "favorably" reviewed.

The notice advised that FEMA is proposing to modify the grant by reducing the allowed amount for the pagers from \$533 per pager to \$500 per pager. That would bring the total grant amount to \$108,566.

If the grant receives final approval, the grant will be for \$103,128 and the city's five percent (5%) share would amount to \$5,428.

As noted by Chief Roxbury at the Council's May 2009 Study Session, there is currently \$50,000 in the city's CIP designated for 800 MHz radios, so the city's 5% share will be well covered should the grant be awarded.

Chief Roxbury advises that he is unaware of any other city who received a letter similar to the one mentioned above that did not, ultimately, get the grant award. Accordingly, things look exceptionally promising.

Regardless of the final outcome, Karnowski commented that Chief Roxbury and his staff should be commended for his ongoing diligence for getting state and federal dollars to cover city needs.

NEW BUSINESS

A. Habitat for Humanity Request for Riverside Park

Blake reported that the East Central Minnesota Habitat for Humanity has agreed to work with the City of Princeton on the redevelopment of property along 10th avenue North. This site will have two homes constructed on it during the summer of 2010.

Habitat for Humanity utilizes both local volunteers and volunteers from around the country to work with a prospective home buyer on the project. The outside volunteers travel via camper throughout the construction season. In order to house the volunteers, Habitat for Humanity is asking the City Council to reserve spaces in the City Campground June 13 to June 26, 2010 to park eight RV rigs. Blake explained that City Hall normally does not reserve campground spaces, but he would like to make an exception in order to house the Habitat for Humanity RVs.

In addition, Habitat for Humanity is looking for local churches and organizations to volunteer with the construction project.

HALLIN MOVED TO APPROVE RESERVING UP TO EIGHT CAMPING SPOTS FOR JUNE 13 THROUGH JUNE 26, 2010 AT RIVERSIDE PARK FOR HABITAT FOR HUMANITY. WHITCOMB SECONDED THE MOTION.

Dobson commented that it is plus to have Habitat for Humanity come into the City of Princeton and build these houses. The entire council agrees with this statement. Blake added that he is meeting with the organization on Monday night and they will be introducing the families that will be going into these homes in the next week and a half.

ON THE VOTE: AYES - 5; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

B. City Hall Use Policy

Karnowski explained that the city has recently received a request from a politically oriented group to use the Council Chambers for a meeting.

The city has no written policy to deal with that type of request. The City Attorney suggested that the City Council adopt a City Hall Building Use Policy in order to deal with all groups equally.

Karnowski's understood, after speaking with staff, that several years ago the Chambers were used by a non-governmental agency and they ended up being disruptive.

Whitcomb asked if any other cities charge for use of their Council Chambers. Karnowski said that other cities have community rooms that are 'marketed out' and charge for those. The City of Princeton has never charged, but no private group has ever used the chambers.

The Council was concerned with use on the weekends if a staff person had to be paid to be present during the use of the chambers. (As shown below taken from the draft).

V. USE REGULATION

A. City Hall Building Hours

The Building will generally be available for use during the normal office hours of City Hall. Evening and weekend meetings are allowed so long as a city staff person is in the building during the meeting. That staff person is responsible for opening prior to the meeting's start and locking the building after the meeting.

Mayor Riddle stated that the city should not be obligated to provide a staff person. Karnowski said in this paragraph, he was only trying to omit use on weekends. The point was to make it clear that a key wouldn't be given to a group for use of the chambers.

Damien clarified that an organization using the City Hall Council Chambers should sign an indemnification so they cannot hold the City Hall liable for damage or injury.

Whitcomb expressed the need to charge a fee for use of the facility. He explained that when military affairs used to rent the armories, they had to pay over and above if a staff person was paid to be present. Karnowski stated that he will go through and make that change.

MISCELLANEOUS

A. Rum River Recreational and Resource

Dobson reported on the Rum River Recreational and Resource Board, which is a regional board of surrounding cities and townships that are working together to put in a new bike path that will connect throughout the entities involved. The City of Zimmerman and Lavoניה Township are both looking at coming on board. There is an agreement that was drawn up for the entities to sign, and the City Attorney had a couple questions on it. Overall, things are moving forward.

Hallin asked if anything is currently set up in the Zimmerman area for this purpose. Dobson said that there isn't that this is a regional board, so it will be easier to obtain grants with the combined entities. Sherburne County is still talking about bringing their trail up to the City of Princeton. Dobson explained that we want to get trails going in every direction instead of having every city and every township do their own; this way we can "connect" these trails.

Karnowski suggested adding to the contract that if an entity drops out before the work is done, that they are still liable for their portion of funding. When the Fire Board agrees on purchasing a truck, for instance, there is a clause in the agreement that says if a Township or city drops out prematurely, that they are still liable so the other groups are not stuck with their portion.

Dobson also noted that the Public Utility Commission (PUC) voted yesterday to approve the plan with the Hockey Arena and their sewer and water access charges.

BILL LIST – \$ 107,797.42

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL VOUCHER BILL LIST FOR A TOTAL OF \$241.89 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 31908 TO 31962 FOR A TOTAL OF \$107,555.53. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

ADJOURNMENT

There being no further business, DOBSON MOVED TO ADJOURN AT 7:50 P.M. HALLIN SECONDED THE MOTION. ON THE VOTE: AYES - 5; NAYS - 0. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

Katie Hunter
City Clerk

ATTEST:

Jeremy Riddle, Mayor