

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
SEPTEMBER 13, 2007, 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, Victoria Hallin, and Lee Steinbrecher. Staff present was Mark Karnowski, Steve Jackson, Jay Blake, Tom Mismash, Brian Payne, Joe Backlund, and Mary Lou DeWitt. Also present were City Engineer Mike Nielson and City Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

THERE WERE NO ADDITIONS OR DELETIONS TO THE PROPOSED AGENDA.

**APPROVAL OF MINUTES OF THE REGULAR MEETING OF AUGUST 23 AND STUDY
SESSION OF SEPTEMBER 6, 2007**

DOBSON MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF AUGUST 23, WITH THE CORRECTION ON UNFINISHED BUSINESS, ITEM C. PROPOSED NEW OFFICER HIRE, BE CORRECTED TO READ THAT 10 POLICE OFFICERS WERE INTERVIEWED AND THEN ALSO APPROVE THE STUDY SESSION OF SEPTEMBER 6, 2007, AS WRITTEN. WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS – 0. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA:

- A. **Permits and Licenses:** None
- B. **Personnel**
 - 1. **Police Department**
 - a. Alex Dehn, hire as police officer at \$16.95/hr. effective 09-09-07
 - b. Matt Mullins, Step 1 increase to \$19.10/hr. effective 09-17-07
 - 2. **Fire Department**
 - a. Gerald Rud, advance to regular firefighter effective 06-26-07
 - b. John Sjoquist, advance to regular firefighter effective 06-26-07
 - 3. **Liquor Store**
 - a. Sheila Mennie, resignation effective 09-22-07

HALLIN MOVED TO APPROVE THE CONSENT AGENDA.
WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

Alex Dehn, newly hired Police Officer was sworn in by City Administrator, Mark Karnowski.

OPEN FORUM

No one was present for open forum.

PUBLIC HEARINGS: None

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. **Planning Commission**
 - 1. **Draft Minutes of August 20, 2007**
The above minutes were reviewed by the Council without comment.
- B. **Park Board**
 - 1. **Draft Minutes of August 27, 2007**
The above minutes were reviewed by the Council without comment.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Request from St. Edward's Catholic Church

Polly Class, representing St. Edward's Catholic Church, addressed the Council regarding their request that the Liquor Store giving a donation for their silent auction on September 23, 2007. Class said what they are hoping for is a case of wine or a bottle of the Rum River Rum.

Steinbrecher commented that, on the request form, she had written cash donations or coupons would be good. Class said that would be fine too. Steinbrecher said it is an unusual request for a church function to want liquor. He would rather coupons be offered instead. The Council has to be careful donating to churches because it could start a demand with others and other organizations. The contribution should not exceed \$20 (buy one get one free coupon?).

STEINBRECHER MOVED TO APPROVE THE REQUEST FOR DONATION FOR ST. EDWARD'S CHURCH FROM THE CITY LIQUOR STORE FOR A CONTRIBUTION NOT TO EXCEED A \$20 VALUE WITH THE LIQUOR STORE MANAGER MAKING THE FINAL DETERMINATION ON THE ACTUAL CONTRIBUTION. HALLIN SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

B. Request from Civic Betterment Club

Yvonne Eagleburger, representative from Civic Betterment Club, was present and addressed the City Council that the Club would like to put up two advertising signs regarding a wine tasting event on October 13, 2007. They would like to place the signs on Rum River Drive at each end from September 30, 2007, until the event.

STEINBRECHER MOVED TO APPROVE THE REQUEST TO ALLOW ONE SIGN AT THE NORTH AND SOUTH END OF RUM RIVER DRIVE FROM SEPTEMBER 30, 2007 UNTIL THE WINE TASTING EVENT ON OCTOBER 13, 2007, FOR THE CIVIC BETTERMENT CLUB. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

C. 2008 Budget Request for Initiative Foundation Support

Karnowski informed the City Council that the Initiative Foundation is requesting their annual donation of \$3000 for 2008. The Initiative Foundation has been very good to the City of Princeton and they are helpful in getting and providing grants.

HALLIN MOVED TO APPROVE THE \$3000 DONATION REQUEST TO THE INITIATIVE FOUNDATION FOR 2008. WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

ORDINANCES AND RESOLUTIONS

A. Ordinance #605, Airport Temporary Living Quarters

Blake informed the City Council this Ordinance #605 amends Princeton City Zoning Ordinance #538 to define and allow Emergency Service provider Living Quarters in the D-1 Airport Zoning District. It is designed for a public entity providing hospital, ambulance, police, fire, rescue or other emergency services as a first responder, for a time period with an Interim Use Permit. The applicant first responders must be housed in immediate proximity to equipment necessary to their emergency operations 24 hours of every day.

WHITCOMB MOVED TO APPROVE ORDINANCE #605 AN ORDINANCE AMENDING CITY ORDINANCE #538, CHAPTER II, DEFINITIONS AND V, ZONING DISTRICTS. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

B. Ordinance #606, Amendment to Fee Schedule

Jackson informed the Council that the first area of this Ordinance is regarding fees for the Public Works Department that was missed and needs to be added on for the future. Items added should be Skid Steer (with operator) \$75.00/hr. and Compressor (with operator) \$35.00/hr.

Blake explained that on the second part of this amendment would be for Planning/Zoning/Building Department that Princeton Area Topographical Data is added at \$25.00/acre. The City would then sell areas of the graphic that would be a service for \$25 to Developers where they could get air photos of the site. This is per acre base cost. The \$25 should pay for the cost to get the photos of these sites and should be helpful. The total cost of the data with the City and surrounding townships is approximately \$2,500 - \$2,700.

STEINBRECHER MOVED TO INTRODUCE ORDINANCE #606 AN ORDINANCE AMENDING EXHIBIT E, FEE SCHEDULE OF THE PRINCETON CODE OF ORDINANCES. DOBSON SECONDED THE MOTION.

Karnowski asked if it is not something being developed in the City to creates tax base, should they be charged more.

Blake said the concept is that we are providing a service.

Steinbrecher asked if this data is used for just those who are developing in the City or annexed land that will be in the City limits.

Nielson responded that this data is intended for land that will be in the City or to be developed.

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

C. Resolution #07-46, Premise Permit for PYHA

Karnowski informed the City Council that this is to renew the permit the Princeton Youth Hockey Assoc. currently have at 301 21st Avenue North.

HALLIN MOVED TO APPROVE RESOLUTION #07-46, A RESOLUTION APPROVING PREMISE PERMIT APPLICATION FOR PRINCETON YOUTH HOCKEY ASSOC. DOBSON SECONDED THE MOTION.

Steinbrecher asked is there is a limit to gambling sites and Karnowski said no. Steinbrecher commented that maybe that is something that needs to be considered for the future.

Karnowski will find out how many gambling sites there are currently in the City.

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

D. Resolution #07-47, Preliminary Proposed Tax Levy

Jackson spoke that this information needs to be sent to Sherburne and Mille Lacs County. The dates have not been discussed regarding a public hearing where comments are taken.

The Council discussed the dates and decided December 13, 2007, at 5:30 P.M. for the public hearing and December 20, 2007, at 5:30 P.M. for the continuation hearing.

HALLIN MOVED TO APPROVE RESOLUTION #07-47, PRELIMINARY PROPOSED TAX LEVY, WITH THE PUBLIC HEARING HELD ON DECEMBER 13, 2007, AT 5:30 P.M., AND THE CONTINUATION HEARING SCHEDULED FOR DECEMBER 20, 2007, AT 5:30 P.M. WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

E. Resolution #07-48, Proclaiming Riebe Family Day

Blake stated that the staff is asking for special consideration on the Riebe property. Lloyd Riebe is donating 20 acres of land for the expansion of Riverside Park. On September 22 , 2007, at 10:00 A.M., will be a groundbreaking ceremony the Riebe Park and Nature Area. Blake is asking the City Council if September 22nd could be proclaimed the Riebe Family Day in the City of Princeton.

DOBSON MOVED TO APPROVE RESOLUTION #07-48, PROCLAIMING RIEBE FAMILY DAY SEPTEMBER 22ND , IN THE CITY OF PRINCETON . HALLIN SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Insurance Renewal

Rollie Natvig, Princeton Insurance Agency, was present to explain to the Council the reason for the insurance rate increase. The City's claim loss is the main reason for the increase. The number of claims and paid losses.

Hallin asked if the claims decrease in the future will the premium then go down.

Natvig said it would be another two years before that will happen. The policy is on a three year base and it will take another two years to see a decrease if the claims were limited. The general liability claims were the most. Natvig told the Council there are two items that the Council needs to make a motion on and the first is monetary limits. For government entities there is a statutory limit that a claim can not exceed \$300,000 pay out per individual and one million for any claim. The Council need to decide if they want to wave this limit. In the past they have not waved it.

STEINBRECHER MOVED TO NOT WAVE THE MONETARY LIMITS ON THE INSURANCE RENEWAL. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

The next area Natvig needed a motion on was the option of an excess liability policy that the City does not currently carry. This gives a million dollar liability over the million the City's policy currently has. If there were a claim that has a couple people involved, it could run over the one million coverage, if the City did not have this extra liability policy, the City would be responsible to pay out the extra funds that were needed to pay the claim.

Natvig believes the City's policy is a million dollar payout per the policy year. He will have to research it.

Steinbrecher asked if we did pay out the million then what would happen with other claims. Natvig said he will have to check on that.

The Council decided to wait on a motion regarding the extra liability coverage until Natvig finds more information regarding the City's current coverage.

B. Computer Network Upgrade

Jackson reported that three of the five firms that the City sent a Request for Proposal for computer upgrading responded. Minco was the best pricing with options included. Jackson is asking the Council for authorization for staff to further refine the proposal and negotiate a final agreement with Minco.

DOBSON MOVED TO AUTHORIZE STAFF TO COMPLETE THE COMPUTER NETWORK UPGRADE PURCHASE AND GIVE THE COUNCIL A FINAL COST. HALLIN SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

C. Fairground Parking Proposal

Karnowski updated the Council that at the August 23, 2007, Council meeting, the Council expressed concern regarding the portion of the "no parking" proposal for on-street parking in the area around the fairgrounds. There was concern about the proposal to make both sides of 14th Avenue between First Street and Third Street subject to "No Parking". The concern expressed centered around the possible creation of a hardship for the properties fronting that section of 14th when they have a social gathering or even a garage sale on their property. Staff was advised by Bob Gerold, Public Works, that the City has only 35' of right-of-way on that stretch of 14th rather than the standard 66'. There is no room for on street parking within the public right-of-way. There was even some discussion about whether the discovery of the actual road width would require the City to modify it's snow plowing practices in that area since it is possible that there is not sufficient room past the edge of the road to slough the snow off the street.

The City Attorney advised staff that since the City has been plowing that street since its origin, that the City has acquired a prescriptive easement on the land abutting the street for the storage of snow plowed from the street.

Staff recommends that the City Council designate the following areas as no parking and direct staff to erect the appropriate signage.

1. Both sides of 14th Avenue between First Street North and Third Street North
2. The East side of 13th Avenue between First Street North and West Branch Street
3. The North side of Second Street between 13th Avenue and 14th Avenue
4. The North side of Third Street between 11th Avenue and 14th Avenue

Dobson asked if staff has spoken to the public who live there and wonder what their thoughts are. He would not like to impose on a family gathering where they have no where to park.

Karnowski said if a property owner in the area is having a family event they could ask that this no parking be waved for a small time period. If they park 17.5' from the center line then they really are on their own property.

Steinbrecher asked if there could be something in writing where no parking could be excluded for a special family event for the property owner.

Karnowski did not know how that would be written and he does not believe the police actively monitor the number of vehicles parked by the properties in those areas.

Chief Payne commented that, for example, if a garage sale or graduation party was being held he does not believe the police would have a problem with parking. It is during the fair time and other large functions at the fairgrounds that parking becomes a problem.

Mismash said that it is both sides of 14th Avenue that is the biggest concern. Mostly for snow removal and for emergency vehicles to get through. Mismash suggested that posting a no parking sign would be helpful, and if they does not resolve the problem, then remove the signs.

WHITCOMB MOVED TO AUTHORIZE STAFF TO POST NO PARKING SIGNS IN THE AREAS THAT STAFF RECOMMENDED 1-4 (Listed above). HALLIN SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

D. 10th Avenue South/2nd Street Project – Work Order #1 and Construction Pay Voucher #3

Nielson, City Engineer, informed the City Council that the work order #1, was directed by Princeton Public Utilities in the amount of \$7,576.50 will be paid by them. The additional work for cementing by the Historical Society will also be paid by the City because the Historical Society gave an easement. In Pay estimate #3, that is for striping. A public hearing for assessments will be the second City Council meeting in October, 2007. One-hundred percent of the cost will be assessed and the Princeton Utilities will be paying a large portion of the proposed assessment.

STEINBRECHER MOVED TO APPROVE WORK ORDER #1. HALLIN SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

STEINBRECHER MOVED TO APPROVE PAY CONSTRUCTION PAY VOUCHER #3. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO APPROVE ADOPTING RESOLUTION FOR THE PUBLIC HEARING FOR OCTOBER 25, 2007, FOR ASSESSMENTS ON 10TH AVENUE SOUTH/SECOND STREET PROJECT. DOBSON SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

E. WAC and SAC Policy

Karnowski updated the Council on a discussion they had at last weeks Study Session for the need to developing a policy on how to charge and apply the various fees and deal with unique situations relating to their usage needs. Karnowski drafted a proposal for the Council to review and if they are okay with it, he would like to send it over to Princeton Public Utilities to review and make comments.

Mayor Riddle asked if wording needs to be added if a couple parcels merged.

Hallin questioned #4 on the proposal where it states: WAC/SAC credits may not be sold or otherwise traded between private property owners.

Karnowski said if it is in the same parcel it would be okay, but can not be transferred if the owner moved to another area. For example, those in Rivertown Crossing, they move from one location to another in that area. It is not to reimburse someone for a change of use. Karnowski will review this again and bring it back to the Council.

NEW BUSINESS

A. Fixed Assets Policy

Jackson said this policy controls and records the purchase of maintenance of the City's Capital Assets. There is one change is to this policy where the amount would be going from \$1,000 threshold and the change will be to \$2,500. This helps were purchases do not have to be tracked in a period of years if the fix assets are under \$2,500. This would need to be done by Resolution and adopted effective January 1, 2007.

Karnowski asked if in this policy stated that something should be replaced in a number of years and then someone has a claim, for example on a sidewalk, and that year has come up and City did not fix it, would we be liability because of the wording.

City Attorney will check on this and final action on adopting a resolution will come back at a future meeting.

B. Investment Policy

Jackson informed the City Council that a Resolution needs to be done on this issue by January 1, 2008. The policy would be provided to any Investments Agencies the City deals with and give them guidelines and restrictions that the City places for investments on City funds.

C. Auditor Request for Proposal

Jackson informed the City Council that the request is for a proposal with a memo for auditing services. Jackson plans on sending these proposals out to firms that have extensive governmental clients. The principal benefit is that in an audit they have experience and can help the City handle things in the correct way.

DOBSON MOVED TO APPROVE STAFF TO SEND OUT A PROPOSAL TO THE LIST THAT WAS PRESENTED TO THE CITY COUNCIL . WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

MISCELLANEOUS

A. November/December Study Session

Karnowski said the Airport Advisory Board mentioned at their October 10, 2007, meeting the Board had discussed surrounding areas around the airport and residential zoning. The Airport Board is very supportive to the city adjusting the Comprehensive Plan in making changes to have the area Industrial. Blake has been working on refurbishing the Comprehensive Plan. The Airport Board would like this to be moved on. Karnowski is asking the Council if having members of the Township

Boards come in and discuss areas outside the City regarding future growth would be a good idea.

Dobson commented that the Airport Board would like the township in discussions from the beginning before things are finalized with the Council. They would like the Townships to have a viewpoint. Hallin agrees.

Steinbrecher asked if one or two members would be asked or the entire Board.

Karnowski said he would like to start with sending letters out to the townships and they decide.

Steinbrecher commented that the Planning Commission Board has two townships members and they should come to this meeting because they understand how the Planning Commission works. Steinbrecher advised Karnowski to check with the townships for a time that would work best.

September 13, 2007

BILL LIST

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL VOUCHER BILL LIST FOR A TOTAL OF \$105,468.41, AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 57370 – 57474 FOR A TOTAL OF \$240,957.10, AS SHOWN ON THE BILL LIST. WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS - 0, THE MOTION CARRIED UNANIMOUSLY.

There being no further business, DOBSON MOVED TO ADJOURN AT 8:15 P.M. WHITCOMB SECONDED THE MOTION. ON THE VOTE: AYES – 5; NAYS- 0. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

Mary Lou DeWitt
Community Development Assistant

ATTEST:

Jeremy Riddle, Mayor