

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
DECEMBER 10, 2009, 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, Lee Steinbrecher, Dick Dobson and Victoria Hallin. Staff present was Steve Jackson, Bob Gerold, Mike Nielson, Jay Blake, Brian Payne, and Katie Hunter. Mark Karnowski was absent. Also present: City Attorneys Dick Schieffer and Damien Toven.

AGENDA ADDITIONS/DELETIONS

Under 4.A.1. Permits and Licenses: Add Speedway SuperAmerica LLC for a Off-Sale Non-Intoxicating Malt Liquor and a Cigarette License.

Under 11.a; New Business: Councilor Dobson passed out minutes from the Regional Parks and Trail Board. This item can be scratched due to the update done by minutes.

Under 3.B. Delete the Budget Meeting Minutes of November 24, 2009.

**CONSIDERATION OF MINUTES OF THE REGULAR MEETING OF NOVEMBER 18, 2009
AND STUDY SESSION OF DECEMBER 3, 2009**

WHITCOMB MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF NOVEMBER 19, 2009 AND THE STUDY SESSION MINUTES OF DECEMBER 3, 2009 AS WRITTEN. DOBSON SECONDED THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

CONSENT AGENDA

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

OPEN FORUM - NONE

PUBLIC HEARINGS

A. 2010 Budget Informational Meeting

Steve Jackson showed the Council and the public a graph of General Fund Total Expenditures By Type. The trend for 2009 shows that we were expecting an increase in expenditures but made adjustments with the mandatory Furlough and health insurance. In addition, in 2010 even a further reduction is expected. Jackson went on to explain that Public Safety (40.76%) has the highest percentage in operating expenditures by division; followed by General Government (22.45%).

In order to fund these expenditures, the levy will increase by 3% for total levy over this past year's levy. The estimated net tax capacity actually decreased 1.5% based on changes in market value. The effect potentially increases the estimated tax rate.

Taxes are the city's highest rate of revenue at \$1,535,830.00 revised for 2009 and \$1,636,625 adopted for 2010. Another large source of revenue is Intergovernmental Revenue which was \$877,625 in 2009 (revised) and an adopted amount of \$740,280 for 2010 (adopted).

Jackson asked if there were questions or comments from the Council or the public.

DOBSON MOTIONED TO CLOSE THE 2010 BUDGET PUBLIC HEARING. STEINBRECHER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Draft Minutes for the Fire Advisory Board Meeting of December 1, 2009
- B. Planning Commission Board Held November 16, 2009
- C. Park and Recreation Board held on November 23, 2009
- D. EDA Board held on October 29, 2009

The above minutes were reviewed by the council and no questions or concerns were raised.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Princeton Party House Request for Liquor License Extension

Marytina Lawrence asked the Council if they would consider setting up a payment plan for her liquor license for the Princeton Party House. The arrangement she suggested was paying one-third of the amount by the 31st of December, 2009; the other one-third by the 30th of March, 2010 and the remaining one-third by the end of June, 2010.

Lawrence explained that her liability insurance renews and requires three months up front; which is an additional \$1500.00 and the state license almost doubled from \$580 to \$1080 a year. Lawrence explained that it makes things challenging to make all of these payments during one of the quietest times of the year.

Lawrence explained that the arrangement she is putting forth are cash flows that are hard numbers with events that are already booked.

Lawrence explained that she enjoys doing business in this town and would love to continue to do so and would appreciate the Council's consideration.

Mayor Riddle asked if what the state fee has to be on the same schedule as the City Liquor License fee. Staff said that it has always been January to December. The Council agreed that it might be worth investigating so businesses are not having to piling up costs at the end of the year. Possibly a July 1 to June 30 timeline versus the January to December.

Attorney Dick Schieffer clarified that the liquor ordinance states that *"Each application for a license shall be accompanied by a receipt from the City Treasurer for payment in full of the license fee and the fixed investigation fee required under §410.07, if any."*

Mayor Riddle mentioned that one of the problems with non-payment arose last year with the Pine Loft. The business was able to continue to operate even without full payment and without the issuance of the license. On the other hand, Riddle said he sees the issue with the other fees being due at the same time the city fees are due.

Steinbrecher said he feels that this facility is not the only facility having a problem with paying the liquor license fee. He asked the City Attorney how the city can assist these businesses legally. At this time, only one business has paid for their On-Sale Liquor Li-

cense at the current \$2500.00 fee.

The Council suggested helping the Princeton Party House out and if Marytina cannot make the May payment, we could take the license away. Schieffer reminded the Council that it takes up to 45 days to revoke liquor licenses. He also Schieffer wasn't certain if state statute will permit monthly payments or even bi-annual payments. The council may have to consider a shorter license period than one year. If a business pays for a six month period, their license would expire after the six months is up. Steinbrecher proposed having the City Attorney look further into state law. Perhaps the business operator would have an option of either a one-year or a six-month license.

Steinbrecher wondered if we could still make an ordinance change by the end of the year. Jay Blake informed the Council that there still is one remaining meeting in December; the 22nd. He suggested Dick Schieffer looking into the ordinance change, but that time would be constricted. There is always the option of a special meeting. Blake also reminded the Council that Ordinance amendments must be done by a Public Meeting.

Riddle makes a motion to schedule open meeting on 22nd to discuss liquor ordinance amendment.

Steinbrecher suggested being fair to the folks that have paid already. Riddle thought a possible credit for those people who have submitted payments for 2010 already. Dobson and Steinbrecher both commented on putting a 'sunset' on this leniency for liquor licenses.

The Council agreed to discuss this topic more at the next meeting on December 22, 2009.

Dobson abstained from making any decisions because of conflict of interest with the VFW.

B. Kinship Youth Mentoring Funding Request for a Princeton Wine & Spirits Grant

Jeannie Bromberg explained that the Kinship Youth Mentoring is funded almost 90% by people in the Princeton community. All of the money is given locally and kept local. The program mentors only children ages 5-15 years old from Princeton; although currently there are a few from Milaca one from Elk River. There are 35 kids being mentored by 46 adults. In addition, there are 44 people that volunteer. The program has no restrictions on who can be a part of the program. The goal is to mentor the kids into being better citizens, getting involved in their communities and to feel valued.

The Kinship Program requested \$1000. Bromberg informed the council that the program employs herself and two other part-time employees. The office they work out of is donated. Their yearly budget is \$55,000.

Overall, this program gives back to the community in many ways. The children have a higher attendance at school and an increased sense of truancy. .

Hallin commented that Jeannie Bromberg had a large impact on particular youth in our community.

Steinbrecher asked Jackson what was left in the donation budget. Jackson stated there is approximately \$2000 left in the budget. He also reminded the Council that we cut back on some of the other entities' request for donations such as the Chamber for one; and PALS (Princeton Area Library).

Hallin said she is a strong supporter of the Kinship of Princeton Youth Mentoring. Dobson said he also strongly believes in the program. He suggested reducing the request similar to what the other requests were reduced by. Jackson said there was an approximate 14% decrease in the other requests.

STEINBRECHER MOTIONED TO DONATE \$850.00 TO THE PRINCETON KINSHIP YOUTH MENTORING PROGRAM. WHITCOMB SECONDED THE MOTION.

Dobson noted that the program has recently received two other donations from organizations that have never given before.

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

ORDINANCES AND RESOLUTIONS

A. Resolution #09-51 Adopting Revised 2009 Budget and Approving 2010 Budget and Tax Levy

HALLIN MOTIONED TO ACCEPT RESOLUTION #09-51 AS WRITTEN. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

B. Resolution #09-52 Authorizing and Reassigning Special HRA Powers to the Princeton EDA

Blake explained that staff is requesting the temporary transfer of Housing and Redevelopment Authority (HRA) powers to the Princeton Economic Development Authority (EDA). This would allow the Princeton EDA to address the disposition of the property at 316 10th Avenue North. The property would then be sold at a reduced rate to Habitat for Humanity.

STEINBRECHER MOTIONED TO ACCEPT RESOLUTION #09-52 AUTHORIZING AND REASSIGNING SPECIAL HRA POWERS TO THE PRINCETON EDA. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

NEW BUSINESS

A. Update of the First Meeting of Regional Parks and Trail Board (Dick Dobson)

Dobson passed out minutes from the meeting as an update.

B. Consideration of PFRD Leadership Appointments

Jackson explained that every year the Princeton Fire and Rescue holds elections for some of the six (6) leadership positions. Those appointed serve for two years.

On the even years, the elections are for Fire Chief, Assistant Chief, and two of the four Captains. On the odd years, elections for the other two Captains are held.

Chief Roxbury advises that on Tuesday, December 1, the PFRD held their annual elections and, accordingly recommend the following 2-year appointments:

Captain Jason Baumunk
Captain Ron Lawrence

WHITCOMB MOTIONED TO ACCEPT THE PFRD LEADERSHIP APPOINTMENTS FOR 2010. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

C. Consideration of Feasibility Report for Smith Systems Road, Northland Drive and Old Highway 18 South Road/Utility Improvements

Jay Blake explained that the City has received an application for a preliminary plat of Sterling Pointe for the development associated with the proposed assisted living project adjacent to the Northland Medical Center. The site sits north of the hospital and will require some road reconfiguration, and utility improvements in the area. Staff has asked Mike Nielson, City Engineer to develop a plan for the road and utility construction needed for this project, and also asked him to consider the rehabilitation of Old Highway 18 South from Verti-flo Lane to 11th Avenue South. This road currently serves as an area collector street due to the presence of businesses and the hospital in the neighborhood.

The City Comprehensive Plan calls for a collector road to be built in this general area and this may be an opportunity to make some road and utility improvements in this area, including:

1. Re-aligning the hazardous angled intersection.
2. Upgrade and sizing improvements for sanitary sewer main
3. Upgrades for water main
4. Stormwater system improvements along Old Highway 18 South

Nielson explained that they must provide for a 30 mile-per-hour curve. Blake has asked for feasibility scope in two parts. The cost of the feasibility report would be roughly \$4550 including coordination with private utilities. The total may cost around \$6200, if needed.

The intent would be to redevelop the area with direct access to new roadway. Blake stated that we are certainly looking at eliminating the bad angle. Steinbrecher asked if the costs would be paid for by the developer. Blake said some costs will be, but he isn't sure how much. Some of the costs are necessary for request by development. The sewer and water isn't required by request for development. In addition, some costs are contingent upon doing the project. If we look at improvements on Old 18, we could look at assessments to perhaps the hospital and maybe the developer. In the long term, there is a benefit to a lot of people to fix this road.

Blake stated that there are potential costs that the city will have to incur. Costs could be assessed. Steinbrecher asked if the additional \$1700 is needed in Jay's opinion. Jay stated that it would be justified.

STEINBRECHER MOTIONED TO APPROVE FEASIBILITY REPORT IN THE AMOUNT OF \$6200; DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

D. CGO/Boonestro Contract Extension

Blake explained that as part of the \$100,000 Community Growth Options Planning Grant, the City is proposing the extension of the contract with Bonestroo for planning between November of 2009 and November of 2010.

The first year of the contract was devoted to the development of a regional parks and trail planning group. (Councilman Dobson is reporting on their meetings). The second year will include the updating of the Princeton Zoning Ordinance, Subdivision Ordinance and allow a match to the proposed Emerald Ash Borer Planning and Preparedness Grant. It will also include the revisions to the City Zoning Map.

WHITCOMB MOVED TO APPROVE EXTENDING THE CONTRACT WITH BOONESTROO ROSENE AND ANDERLIK. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

E. Transfer Board of Review Duties to County Board

Jackson stated that the council can forgo input with a Board of Review by passing the duties onto the county. In past years, the city has always maintained the interest to be involved.

Dobson feels that as a council, they owe it to the residents to be involved. Hallin stated that she feels it is beneficial to learn what is going on in community around us.

HALLIN MOVED TO APPROVE THE BOARD OF REVIEW DATE AS THURSDAY, APRIL 8, 2010. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

F. Employee Benefit Consultant Change

Jackson stated that the City has been working with an employee benefit consultant group where there has been difficulty because entities' working relationship with our medical provider isn't that great. Staff has concluded that the City would be better off making a change.

Jackson reported that he met with a couple different companies and found Financial Concepts to not only be the most persistent, but also the best company. Jackson introduced Andy Weitnauer from Financial Concepts.

Weitnauer explained that the company has been in business for 26 years. They work with Washington County and eighteen (18) other cities in the area. Weitnauer lives in Zimmerman, so he would have a certain pride in working with the City of Princeton.

Jackson reminded the council that their revenues come from our insurance revenues.

DOBSON MOTIONED TO APPROVE BEGINNING BUSINESS WITH FINANCIAL CONCEPTS. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

G. Airport Acquisition Funding

Blake explained that Council had previously directed staff to proceed with the planning of 21st Avenue. Staff identified unexpended funds in the Planning Budget under Miscellaneous Studies and Engineering.

Blake suggested that Council authorize up to \$2,500 to be expended for work done by WSB on the land acquisition for 21st Avenue Extension.

DOBSON MOTIONED TO APPROVE SPENDING \$2,500 FOR THE LAND ACQUISITION FOR THE 21ST AVENUE EXTENSION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

MISCELLANEOUS:

BILL LIST – \$252,516.54

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL VOUCHER BILL LIST FOR A TOTAL OF \$62,517.81 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 61645-61728 FOR A TOTAL OF \$189,998.73. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

ADJOURNMENT

There being no further business:

STEINBRECHER MOVED TO ADJOURN THE MEETING. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS) AT 8:26 PM.

Respectfully Submitted,

Katie Hunter,
City Clerk

ATTEST:

Jeremy Riddle, Mayor