

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JANUARY 9, 2013 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Dick Dobson, Jules Zimmer and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Clerk Shawna Jenkins, Attorneys Dick Schieffer and Damien Toven, Public works Director Bob Gerold, Liquor Store Manager and Community Development Director Carie Fuhrman.

**AGENDA ADDITIONS/DELETIONS**

None

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of December 26, 2013
- B. Study Session Meeting Minutes of January 2, 2014

HALLIN MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF DECEMBER 26, 2013 AND THE STUDY SESSION MINUTES OF JANUARY 2, 2014. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

- A. **Permits and Licenses**
  - 1. Christ Our Light change of date from March 30 to March 16<sup>th</sup> for Ham Bingo
- B. **Personnel**
  - 1. Liquor – accept resignation of Marilyn Trunk as of December 24, 2013
- C. **Donations / Designations**
  - 1. Resolution 14-02, accept \$500 donation to PFRD from Mid Minnesota
  - 2. Resolution 14-03, accept \$200 donation to PFRD from Hulett family
  - 3. Resolution 14-05, accept \$1,400 donation for flag pole

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**OPEN FORUM**

**PUBLIC HEARINGS**

**REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. Airport Board Meeting Minutes of December 2, 2013

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

**ORDINANCES AND RESOLUTIONS**

- A. Ordinance 702, Dynamic Electronic Sign Moratorium – FINAL READING

Fuhrman reported that the Zoning Ordinance currently does not place specific regulations on dynamic/electronic signs. Several requests have been made for these signs. The Plan-

ning Commission feels it is pertinent to study these signs further and establish regulations in order to address public safety and aesthetic concerns. The Planning Commission held a public hearing at their December 16<sup>th</sup> meeting and recommended a moratorium be placed on dynamic/electronic signs so further investigation and study could take place in regards to adding potential regulations.

A moratorium is passed the same as an ordinance amendment: a public hearing is held by the Planning Commission (December PC meeting), a recommendation is sent to the City Council, and the City Council issues the final decision.

The Planning Commission held a public hearing and recommended approval of the attached Ordinance. The City Council introduced the first reading of Ordinance #702 at the December 16<sup>th</sup>, 2013 meeting. Staff is recommending approval of Ordinance #702 establishing a moratorium and study period on the installation of dynamic signage. No changes have been made since the first reading.

HALLIN MOVED TO APPROVE ORDINANCE 702 AN INTERIM ORDINANCE ESTABLISH A MORATORIUM AND STUDY PERIOD ON THE INSTALLATION OF DYNAMIC, ELECTRONIC CHANGEABLE COPY, GRAPHIC DISPLAY AND/OR VIDEO DISPLAY SIGNS AND THE ISSUANCE OF PERMITS THEREFORE, IN THE CITY OF PRINCETON. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 14-04, adopting Gilsrud S & W hookup project assessment

Fuhrman reported that the City Council reviewed and approved the Agreement of Assessment and Waiver of Irregularities and Appeal document for Gilsrud's municipal water hookup project, and the resolution adopting the assessment for \$5,857.03.

Since that time, the plumbing costs came in \$100.00 less than the estimate, and the sidewalk work was determined not to be necessary (estimated at \$1,770). This means the assessment was overstated by \$1,870.00

Staff is requesting the City Council review and approve Resolution 14-04, Resolution Adopting a Revised Assessment for the Municipal Water Hook-Up Project for Gabriel and Krystal Gilsrud at 109 9<sup>th</sup> Avenue North.

DOBSON MOVED TO APPROVE RESOLUTION 14-04 ADOPTING A REVISED ASSESSMENT FOR THE MUNICIPAL WATER HOOK-UP PROJECT FOR GABRIEL & KRYSTAL GILSRUD (PROPERTY AT 109 9<sup>TH</sup> AVENUE NORTH). SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 14-01, annual council designations

Karnowski stated as is done every year, the council needs to make their annual designations at their first regular meeting.

Thom asked about the requirement of a quorum. Mark said there are a few statutory requirements that would require 4 out of 5 votes, but most is majority.

WALKER MOVED TO APPROVE RESOLUTION 14-01 ADOPTING RULES OF PROCEDURE FOR THE PRINCETON CITY COUNCIL, DESIGNATION OF OFFICIAL DEPOSITORIES, DESIGNATION OF COLLATERAL AUTHORITY, and DESIGNATION OF OFFICIAL NEWSPAPER FOR THE CITY OF PRINCETON, MILLE LACS AND SHERBURNE COUNTIES, MINNESOTA ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **UNFINISHED BUSINESS**

#### A. Chicken Ordinance Redux

Karnowski reported that at the October 11, 2012 meeting, the City Council passed an ordinance allowing chickens to be raised on residential property within the city upon getting a Conditional Use Permit.

Upon adoption, the Council asked that the topic be re-visited after it had been in effect for about a year. The Council agreed to look at it at your first meeting in January of 2014.

The news is that, the response to the ordinance adoption wasn't really overwhelming...the city only had one request and issued only one CUP for the keeping of chickens.

To date, there have been no complaints from anyone in the city regarding the issuance or use of that CUP.

Unless there's anything else the Council wants staff to do relating to the chicken issue, staff suggested just leaving the ordinance in place unless there are issues in the future.

WALKER MOVED TO APPROVE THE CHICKEN ORDINANCE AS PERMANENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **NEW BUSINESS**

#### A. TAP Grant

Fuhrman reported that after Council's permission, staff submitted a Letter of Intent (LOI) for the Transportation Alternatives Program (TAP), a federal grant that can be used for on and off-road trail facilities.

The project would connect the Great Northern Trail (to be paved this year) from the water treatment plant, north along Rum River Drive, under the 169 overpass up to Coborn's; to the existing sidewalk near Super America; west adjacent to McDonald's, ShopKo, and connecting with Fairview's on-site walking path (to be paved this year), then north along the former railroad bed, between South Elementary, Plastic Products, and the bus garage; and ultimately to the sidewalk leading to Mark Park. This is all a part of the Park Board's draft Comprehensive Park and Trail Plan.

Staff submitted the LOI, and we were invited to submit a full application (due February 1, 2014). The plans have been shared with the High School Athletic Director, who expressed great support for the project, as it will allow a walking path for athletes to travel from the high school to Mark Park for softball and baseball practice. It will also provide a training space for the Cross Country and Track Teams. Staff at Fairview Northland were also very support-

ive as it will connect with their new walking path (to be paved this year). The Sherburne County Engineer has agreed to serve as the Project Sponsor, one of the requirements as we are not a State Aid City.

It will be an 8-10 foot wide trail, approximately 8,500 feet in length. The benefits include:

- Provides a much-needed, safe walking/biking option from the Great Northern Trail into town;
- Connects with the sidewalk system along Rum River Drive into downtown, the River, Great Northern Depot (could be the eventual “trailhead” for the Great Northern Trail, parks, and other destinations; and
- Provides a pedestrian/biking link to Coborn’s, Fairview and their walking path, the High School, South Elementary, and eventually Mark Park, which are all major destinations in the community.

In order for a project of this magnitude to transpire, a few things need to happen, including:

- Obtain permit(s) from MnDOT.
- Infrastructure improvements/additions: culvert near Rum River Drive and 9<sup>th</sup> Ave Cir S, barricade under overpass to separate traffic lane from bike/pedestrian lane, traffic signal at Rum River Drive and Northland Drive upgraded to accommodate pedestrians, crosswalks, and signage.
- Obtain a permanent easement from properties along south side of Northland Drive.
- Obtain a permanent easement from the Peterson Bus Company property.

### **Project Details**

Project costs - not including attorney or ROW/easement acquisition - are estimated at \$753,750 (Construction: \$603,750; Engineering: \$150,000). Costs have increased from when originally presented to the Council due to the likelihood of having to update the traffic signal at Northland Drive and Rum River Drive, as well as a culvert needed and jersey barriers/guardrails under the 169 overpass. Final cost estimates are currently being calculated by the engineers.

Project funding is for Fiscal Years 2017-2018 (July 1, 2016 – June 30, 2018). Funds are not released for reimbursement until after October 1<sup>st</sup>, and so local funds must be available up-front to pay the contractors.

### **Local Costs**

The grant covers 80% of the construction costs (estimated at \$483,000) – it does not cover engineering, ROW/easement acquisition, attorney fees, etc. The local costs, at this time— not including attorney fees or easement acquisition – are estimated at \$270,750. Again, this is a preliminary estimation until further detailed information is received.

- Local Match (20% of Construction Costs): Estimated at \$120,750.
- Engineering: Estimated at \$150,000.

How the local match is secured and managed is our responsibility; the only requirement is that it needs to be available in the fiscal year for which the project is programmed. While eligible, in-kind, or “soft” matches are discouraged and could affect the project’s overall ranking and selection because of the competitiveness of the program.

At this time, the following are potential avenues to explore to cover the engineering portion and local match requirement:

- Initiative Foundation Grant
- DNR Grants
- Bernick Family Foundation Grant
- Julianne Williams Fund Grant
- Bikes Belong Grant
- Laura Jane Musser Fund Grant
- Otto Bremer Grant
- Adjacent Businesses benefiting from the trail

At this time, staff is requesting the City Council discuss the possibilities for pursuing this grant. If the City Council chooses to pursue this grant, a resolution in support is needed. This would be brought to the City Council to review at the January 23, 2014 meeting.

Hallin asked for clarification on the large match amount. Fuhrman said we would be able to time other grant applications to cover that amount..

Karnowski added that said staff met this afternoon, and they are looking at some creative ways to come up with the match amount. He is optimistic about available DNR grants and are examining a few other options as well. If the grants were successful, staff would put a plan in to make it happen.

Fuhrman said she was going to have the Council review it and approve it at the next meeting, but Sherburne county is approving a resolution at their next meeting and we should have ours approved prior to that..

Walker asked about the necessary maintenance and if it is required to be plowed in the winter. Nielson responded that plowing is optional, most of the maintenance required is crack sealing, seal coating that similar maintenance.

Zimmer asked if us applying helps Sherburne County as well. Fuhrman replied that it can help their application.

Zimmer added that this would be a great addition to the City, but does not feel it is realistic if we were not able to get the grants to cover the cost.

ZIMMER MOVED TO APPROVE RESOLUTION 14-06 SUPPORTING THE GRANT APPLICATION MADE TO THE TRANSPORTATION ALTERNATIVES PROGRAM FUND FOR TRAIL CONNECTIONS THROUGHOUT THE PRINCETON COMMUNITY. HALLIN SECONDED THE MOTION.

Dobson asked would it help get the bike lanes that we were previously denied if we were to get this grant. Fuhrman said it would not hurt.

Whitcomb said he likes this plan and gets walking and biking trails to important areas of the city.

THE MOTION CARRIED UNANIMOUSLY

- B. Council Liaisons for 2014

Karnowski reported that the following is a list of the current Council liaison appointments for the City's boards and commissions. If the Council wishes, appointments should be made for 2014.

<b><u>Board/Commission</u></b>	<b><u>Current Appointment</u></b>
Planning Commission	Dick Dobson
Park Board	Jules Zimmer
Airport Advisory Board	Thom Walker
Public Utilities Commission	Dick Dobson
Economic Development Commission	Thom Walker & Victoria Hallin
Fire Advisory Board	Paul Whitcomb
Housing & Redevelopment Authority	Victoria Hallin
Tree Board	Dick Dobson
Cable Commission	Victoria Hallin
Mille Lacs Co. Historical Society	Jules Zimmer
Library (P.A.L.S.)	Jules Zimmer
ECRDC Board	Thom Walker
Chamber of Commerce	Victoria Hallin

Once the Council agrees on the liaison appointments, a motion to make those appointments would be in order

The Council also needs to elect the Acting Mayor for 2014. A motion to make those appointments would be in order

HALLIN MOVED TO APPOINT KEEP THE APPOINTMENTS THE SAME AS LAST YEAR, WHICH ARE AS FOLLOWS:

Park Board	Jules Zimmer
Airport Advisory Board	Thom Walker
Public Utilities Commission	Dick Dobson
Economic Development Commission	Thom Walker & Victoria Hallin
Fire Advisory Board	Paul Whitcomb
Housing & Redevelopment Authority	Victoria Hallin
Tree Board	Dick Dobson
Cable Commission	Victoria Hallin
Mille Lacs Co. Historical Society	Jules Zimmer
Library (P.A.L.S.)	Jules Zimmer
ECRDC Board	Thom Walker
Chamber of Commerce	Victoria Hallin

WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO APPOINT VICTORIA HALLIN AS THE ACTING MAYOR FOR 2014. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## **MISCELLANEOUS**

## **BILL LIST**

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$100,965.00 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 69296 TO 69375 FOR A TOTAL OF \$201,078.72. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:30 pm. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins  
City Clerk  
ATTEST:

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Paul Whitcomb, Mayor