

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MARCH 8, 2012, 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, Thom Walker and Dick Dobson. Staff present was Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Community Developer Carie Fuhrman, Liquor Store Manager Nancy Campbell and City Clerk Katie Hunter. Also present: City Attorneys Damien Toven and Dick Schieffer.

AGENDA ADDITIONS/DELETIONS

Karnowski advised the Council that the city was just notified of a grant and Fuhrman would update the Council on that issue. Riddle asked if Fuhrman could give her update along with the Planning and EDA updates under Reports of Officers and Boards and Fuhrman coincided.

**CONSIDERATION OF REGULAR MEETING MINUTES OF FEBRUARY 23, 2012 AND THE
STUDY SESSION MINUTES OF MARCH 1, 2012**

Dobson had noted before the meeting began that in the February 23, 2012 minutes, Carie Fuhrman was listed twice. Also, the Study Session Minutes of March 1, 2012 did not have Fire Chief Jim Roxbury listed in attendance.

WHITCOMB MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 23, 2012 AND THE STUDY SESSION MINUTES OF MARCH 1, 2012 AS AMENDED. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

CONSENT AGENDA

A. Permits and Licenses:

1. Princeton Legion Post #216 Premise Permit beginning April 1, 2012 at the VFW

B. Personnel

1. Parks/Public Works

- a. Keith Kohler Step 4 Increase effective 03-16-12 \$46,359 to \$48,376
- b. Advertising for Splash Park Employees & Public Works Summer Help

2. Police Department

- a. Nicole Josephes Step 5 Increase 02-04-12 from \$22.98 to \$23.71

3. Fire Department

- a. Accept resignation of Firefighter Greg Johnson

C. Donations/Designations

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

OPEN FORUM

No one spoke up for the Open Forum part of the meeting.

PUBLIC HEARINGS

There were no Public Hearings set for the meeting.

REPORTS OF OFFICERS, BOARDS AND COMMITTEES

A. Planning Commission Meeting Minutes of February 21, 2012

1. Verbal Report – Carie Fuhrman

Fuhrman explained that the Planning Commission had approved the changes to the Walmart CUP subject to Ordinance 681 being passed, which is coming up on the agenda.

B. Public Utilities Commission Minutes

1. January 12, 2012 Special Meeting & January 25, 2012 Regular Meeting

C. Princeton EDA Board Minutes Held February 16, 2012 **F**

1. Verbal Report – Carie Fuhrman

Fuhrman updated the Council saying that the EDA is working on updating their Economic Development Strategic Plan. The EDA welcomed any input that the City Council may have.

Fuhrman went on to add that there is some Neighborhood Stabilization Program (NSP) funds leftover and the EDA would like to purchase the Bergstrom property and most likely demolish the home.

Lastly, Fuhrman reminded the City Council that this coming Saturday, March 10 was the Chamber Expo at the High School from 9:00 am to 1:00 pm. Great prizes will be given away, for an incentive for people to attend!

D. Princeton Area Visionary Committee Minutes February 13, 2012

E. Princeton Parks and Recreation Board Minutes February 27, 2012

Fuhrman said that the city was made aware of a grant being issued from the Initiative Foundation to work on the city's Park and Trail plan was approved for the City of Princeton. Staff is requesting a motion to authorize the City Administrator to sign the grant agreement. The grant amount is \$3,500 and will be used to hire WSB for the GIS mapping.

WALKER MOTIONED TO APPROVE STAFF TO SIGN THE GRANT AGREEMENT WITH THE INITIATIVE FOUNDATION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

PETITIONS, REQUESTS AND COMMUNICATIONS

There were no Petitions, Requests, and Communications.

ORDINANCES AND RESOLUTIONS

A. Ordinance 681 Second Reading – CUP Language Amendment

Fuhrman explained that this was the second reading of Ordinance 681 of which revises the *Conditional Use Permit* Section of Chapter IV (Administration and Enforcement) of the Zoning Ordinance that changes the expiration language in the Conditional Use Permit ordinance regulations. In addition, the amendment proposes some housekeeping changes, including re-wording of the “Standards” subsection, removing the “Denial for Noncompliance” subsection and moving the language under the “Public Hearing” subsection, reference to the revocation proceedings under the “Conditions” subsection, and finally, adding “hours of operation” as an additional possible condition for approval.

The Ordinance proposes the following amendments: removal of the existing expiration language requiring that substantial construction (80%) take place within one year after the date of the CUP, add a requirement that an applicant apply for all necessary permits within 12 months of the CUP approval and that the project must be substantially completed within 24 months of issuance of the first permit, the Planning Commission may grant extensions where reasonably necessary, and finally adding revocation proceeding language.

No changes have been made since the first reading and staff is requesting that the City Council make a motion to adopt Ordinance #681.

HALLIN MOTIONED TO APPROVE ORDINANCE 681. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

B. Resolution 12-14 Amending Rivertown Crossing 2nd Add. Development Agreement

Fuhrman said that the Development Agreement for Rivertown Crossing Second Addition currently states that the *developer shall use commercially reasonable efforts to install all described improvements within 365 days after it picks up and pays for a building permit.*

The revised Development Agreement states that the developer shall install the improvements within 24 months after the building permit is obtained, which is reflective of Ordinance 681 just approved by City Council.

Staff is requesting that the City Council make a motion to approve Resolution 12-14, amending the Development Agreement for Rivertown Crossing Second Addition.

DOBSON MOTIONED TO APPROVE RESOLUTION 12-14. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

C. Resolution 12-19 Declaring Day of Prayer

Karnowski explained that Resolution 12-19 was declaring May 3, 2012 as the Day of Prayer. The Council has approved a resolution like this annually.

Hallin added that this resolution was in conjunction with the national day.

WHITCOMB MOVED TO APPROVE RESOLUTION 12-19 DECLARING MAY 3, 2012 AS THE DAY OF PRAYER FOR PRINCETON, MINNESOTA. HALLIN SECONDED THE MOTION.

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

D. Resolution 12-20 Reestablishing Precincts and Polling Places

Karnowski said that the Mille Lacs County Auditor sent a letter to all Township and City Clerks regarding the redistricting. The redistricting maps were just released and according to the new maps, Mille Lacs County is in Congressional District 8 (same as previously), Minnesota Senate District 15, and Minnesota House District 15A (previously 16 and 16A).

The townships and cities need to establish (or reestablish) their precincts and polling places with a resolution, whether or not the polling location changed. Hence, Resolution 12-20.

HALLIN MOTIONED TO APPROVE RESOLUTION 12-20, DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

E. Resolution 12-21 Supporting Grant App. to DNR Local Trails Grant Program

Fuhrman said that the Princeton Park and Recreation Advisory Board has directed staff subject to City Council approval, to submit an application to the DNR Local Trail Connections Grant Program. This grant will assist in funding the construction of an approximately one-mile long trail from Rum River Drive (water treatment plant) down to 313th Avenue in the old railroad right-of-way owned by the City (see attached map). This trail will be the City of Princeton's portion of the Great Northern Trail, planned by Sherburne County to run from Elk River up to Princeton. The Park Board is planning to utilize the Park Dedication fees to fund the match requirement of 25%. Total costs for the trail construction are estimated at approximately \$100,000, which will cover site grading, sub grade work, engineering work, bituminous paving, three culvert installations, and signage.

Staff is requesting City Council approval and for a motion to approve Resolution 12-21, supporting the grant application to the DNR Local Trails Connection Program.

DOBSON MOTIONED TO APPROVE RESOLUTION 12-21 SUPPORTING THE GRANT APPLICATION TO THE DNR LOCAL TRAILS CONNECTION PROGRAM. DOBSON SECONDED THE MOTION.

Hallin asked how much the grant would be. Fuhrman said the total costs are around \$100,000, so the City would ask for \$75,000.

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

UNFINISHED BUSINESS

There was no Unfinished Business.

NEW BUSINESS

A. Princeton Speedway 2012 Season update

Karnowski introduced Nicki Elton who was present to represent the Princeton Speedway. Karnowski thanked Elton for keeping the City and the Council for keeping us in the know.

Elton said there were many questions last year with the times of the races. This year, the races will run from April 14 through May 19 on both Friday and Saturday evenings. The Speedway plans to host open practices on Saturdays starting at 9:00 am for drivers to come in and practice. Elton scheduled every Saturday throughout April and May in case of inclement weather. Elton went on to say that the first practice will kick up a lot of dust, but after that, it should be patted down and not put off as much dust.

As a courtesy, the Speedway will try to be done by 11:00 pm each Friday night. Two nights in the summer may run over 11:00 pm; June 1, 2012 and July 27, 2012. The Upper Midwest Sprint Series (UMSS) and Micro Sprints are visiting the racetrack for the first time.

Last year when the Outlaws came, it was wonderful. Although, they will not be returning this year. They would rather make it a special "big" event instead of an annual thing. Elton said if there are any questions throughout the season, or any time at all, to email or call Nicki.

Hallin asked where the Outlaws would be in Minnesota this year and Elton said she was not sure. Currently they are in Las Vegas. There has been rumor of the Outlaws being in Deer Creek, Minnesota this year, but the Outlaws do not have their schedule out yet. Elton explained that the Outlaws go through a promotional company and that company will call the racetracks that are in their 'path' and ask them to host the races. As for last year, Princeton was in the travel path of the Outlaws as they were heading to the Dakotas, as far as Elton understood it.

Whitcomb complimented Elton and her staff for moving the races along each weekend so quickly and so well. Elton said she herself only has an attention span of about 3.5 hours when it comes to watching the races, so she usually tries to get them over with.

Riddle appreciated the advance notice. Dobson was also appreciative of the Speedway staff.

B. Lee Ann Hartigan's Contractual Agreement Between the City of Princeton and the Princeton Splash Park

Karnowski said that the Contractual Agreement before the City Council with Lee Ann Hartigan for the Princeton Splash Park has not changed. Hartigan has agreed to manage the Splash Park again for the 2012 season under the supervision of the Parks and Recreation Board, the Princeton City Council and the Public Works Director. Hartigan's primary responsibilities will be to supervise Splash Park employees, set hours, and inspect the safety of the Splash Park. She will be compensated with ten percent of the gross sales. Hartigan will also be compensated per hour for hours worked (as deemed necessary by Hartigan) as a temporary attendant at the current rate of the absent attendant. The City will be responsible for all mechanical repairs and wages and benefits of employees. The City is the owner of the Splash Park and will be liable for all claims against it.

HALLIN MOTIONED TO APPROVE THE CONTRACTUAL AGREEMENT WITH LEE ANN HARTIGAN FOR THE SPLASH PARK. DOBSON SECONDED THE MOTION.

Dobson mentioned that Lee Ann says real do great job with Splash Park, furnished park board with statements at the end of the year, working with park board closely for advertising and special events.

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

C. Election Systems Software Agreement

Karnowski said every other year the city receives a hardware maintenance and software maintenance and support services agreement from the Election Systems and Software, LLC. Nothing has changed in the agreement from two years ago.

WHITCOMB MOTIONED TO APPROVE THE ELECTION SYSTEMS AND SOFTWARE LLC AGREEMENT WITH THE CITY OF PRINCETON AND AUTHORIZE THE MAYOR TO SIGN. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

D. Princeton All-Night Senior Party Request for Donation

Karnowski explained that a letter was received from the All-Night Senior Party committee requesting a donation again. In the past, the City has donated a 6-pack of pop for each senior that attends. It is up to the Council's discretion again this year.

HALLIN MOTIONED TO APPROVE DONATIONS OF NO MORE THAN 270 SIX-PACKS OF POP. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

Karnowski added that this donation will come out of the Liquor Store fund, and not out of General Fund.

MISCELLANEOUS

BILL LIST – \$180,624.37

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDED THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$77,614.19 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 65738 TO 65796 FOR A TOTAL OF \$103,010.18. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:20 HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

Respectfully Submitted,

Katie Hunter
City Clerk

ATTEST:

Jeremy Riddle, Mayor