

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
APRIL 12, 2012 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Acting Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Victoria Hallin, Dick Dobson and Thom Walker. Mayor Jeremy Riddle was absent. Staff present was Administrator Mark Karnowski, Finance Director Steve Jackson, Community Developer Carie Fuhrman, Fire Chief Jim Roxbury, Public Works Director Bob Gerold, Sergeant Joe Backlund and City Clerk Katie Hunter. Also present: City Attorneys Damien Toven and Dick Schieffer.

AGENDA ADDITIONS/DELETIONS

There was one addition under New Business; a Planning Commission Vacancy.

**CONSIDERATION OF MINUTES OF THE REGULAR MEETING OF MARCH 22, 2012, OF
THE SPECIAL MEETING OF MARCH 26, 2012 AND THE STUDY SESSION/BOARD
OF APPEAL MINUTES OF APRIL 5, 2012.**

HALLIN MOVED TO APPROVE THE MINUTES OF THE REGULAR MEETING OF FEBRUARY 11, 2010 AS WRITTEN. WHITCOMB SECONDED THE MOTION.

Walker mentioned that during the Study Session Minutes of April 5, 2012, that he meant to abstain from the Sewer Maintenance Policy motion. Although, Walker said he did not vote a yes or a no.

Karnowski said part of the Robert's Rules of Order are that generally if a person does not specify 'abstain', then it is assumed there are no 'no' votes and the motion is passed unanimously. The member must specify that they abstain. Walker said he will withdraw his comment then.

CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

CONSENT AGENDA

A. Permits and Licenses

1. Family Dollar Tobacco License effective May 1-Dec 31, 2012
2. Jaycees 3.2 On Sale Liquor License effective April 20-September 3, 2012 for the Mille Lacs County Fairgrounds
3. Princeton Lion's Club Raffle at Jeff Hammer Hangar on June 10, 2012

B. Personnel – there were none.

C. Donations/Designations – there were none.

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

OPEN FORUM

RESOLUTION 12-27 ACCEPTING DONATION FROM ANOKA WINTER KNIGHTS

Bernie Grandy introduced himself and the rest of the crew present with the Anoka Winter Knights Snowmobile Club. Roxbury stood up as well to have the check presented to the Fire Department.

Grandy said that their club is one of six that puts on the Grass Drags as well. The revenues that are obtained from the Grass Drags are distributed to the six clubs. Because the Anoka Winter Knights do not have trails to upkeep, they look to the cities to see where they can give back for

things that may be winter related or snowmobile related. This particular case is winter rescue. The club had asked the Princeton Fire and Rescue Department what their needs were. An amount of \$800.00 was decided upon and items such as mustang suits, winter water rescue suites, or a floating rope will be purchased.

This is first donation made by the snowmobile club and each year the cities will be looked at again for their needs.

Roxbury thanked the club and said that the city really appreciates the donation. Grandy said that everything the city does for the Club and the Grass Drags is also appreciated.

HALLIN MOTIONED TO APPROVE RESOLUTION 12-27 ACCEPTING \$800 FROM THE ANOKA WINTER KNIGHTS TO THE PRINCETON FIRE AND RESCUE DEPARTMENT FOR THE PURCHASE OF WINTER RESCUE EQUIPMENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

PUBLIC HEARINGS - there were no Public Hearings

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Park Board

1. Regular Meeting Minutes of March 26, 2012
2. Distinguished Banquet Award Request

Karnowski explained that The Princeton Distinguished Service Award Banquet is scheduled for Wednesday, June 6th at the VFW Post 806's Meeting Room. The Princeton Park Board would like to recognize Rick Johnson, owner of West Branch Construction, for all the in kind work he has done for the city, especially in the various Princeton City Parks.

The Park Board is proposing to purchase a suitable plaque honoring Mr. Johnson in which he would be awarded at the banquet. The board has proposed to purchase four (4) tickets for the banquet; for Mr. Johnson and a guest plus two board members.

The estimated cost for the tickets and plaque would not exceed \$120.00 and would come out of the Park budget.

WALKER MOTIONED TO APPROVE FOUR TICKETS AND A PLAQUE TO BE PURCHASED FOR RICK JOHNSON FOR THE DISTINGUISHED BANQUET AWARD NIGHT ON JUNE 6, 2012. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

3. Park and Trail Plan Grant Funding Received \$3,500

Karnowski updated the City Council saying that he received a letter from the Initiative Foundation that the City of Princeton had been approved for the grant request of \$3,500.00 toward the mapping portion of the new parks and trails plan.

B. Planning Commission

1. Minutes of the March 19, 2012 Regular Meeting

C. Visionary Committee

1. Minutes of Regular Meetings February 27 & March 12, 2012

D. Economic Development Authority Board

1. Minutes of Regular Meeting held on March 15, 2012
2. EDA Strategic Plan Adoption Resolution 12-29

Fuhrman explained that over the past few months, the EDA Board and staff have been working on the 2012 Economic Development Strategic Plan. The plan will serve as an important planning tool for the EDA for the upcoming few years. The EDA plans to review the Plan every January as situations change and development occurs. The Strategic Plan lays out the EDA mission statement, the goals and strategies for economic development within the City, and outlines current projects being undertaken.

At the March 15th EDA meeting, the EDA adopted the enclosed 2012 Economic Development Strategic Plan and recommended adoption of the document to the City Council.

HALLIN MOTIONED ADOPT RESOLUTION 12-29 WHICH ADOPTS THE ECONOMIC DEVELOPMENT STRATEGIC PLAN. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Dobson said that in reading through it the plan, the EDA did an excellent job at putting it together. Hallin said that they have Fuhrman to thank for that.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Summer Reading Program Library Donation Request

Karnowski explained that the Princeton Friends of the Library has requested a donation from the Princeton Wine and Spirits for their annual summer program. The requested amount is for \$1,300.00. The funds will help support the library and its services, provide volunteer help and encourage public use of the resources for education and enjoyment. The program starts June 11, 2012.

Steve Jackson did some research and the following list is what the City Council has approved the past five years:

2011	\$730.00
2010	\$730.00
2009	\$972.00
2008	\$1,200.00
2007	\$1,000.00

Dobson said he agreed this was a good program and he wished the city could give more. Because of the cuts in the past few years with donations, Dobson suggested staying with the same practice.

DOBSON MOVED TO APPROVE A DONATION OF \$730.00 FOR THE PRINCETON FRIENDS OF THE LIBRARY REQUEST. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

B. Midcontinent Letter

Karnowski said that no action was needed for this letter, it was only sent to the Council for their information. The letter informs residents of the services they provide and some changes in fees with certain packages.

ORDINANCES AND RESOLUTIONS – there were no none.

UNFINISHED BUSINESS

A. Partial Pay Estimate #9 to Rice Lake Construction Group

Karnowski explained that this Pay Estimate is for Rice Lake Construction \$816,027.27.

HALLIN MOTIONED TO APPROVE THE PARTIAL PAY ESTIMATE TO RICE LAKE CONSTRUCTION FOR \$816,027.27. WALKER SECONDED THE MOTION WITH THE CONDITION THAT USDA LOOKS OVER THE ESTIMATE. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Hallin asked if the project was fifty percent complete. Karnowski said that money-wise, we are fifty percent complete but the job itself is not. But the plant is still online to open in December of this year.

B. Resolution 12-25 Monsanto Fund Donation

Karnowski said that at the last meeting, the Monsanto Fund had presented a check to the Fire Department in the amount of \$2,500.00 to the Princeton Fire Department. A resolution must be passed but was not prepared for the prior meeting, so therefore, Resolution 12-25.

WALKER MOTIONED TO APPROVE RESOLUTION 12-25 ACCEPTING A DONATION IN THE AMOUNT OF \$2,500 FROM THE MONSANTO COMPANY FOR FIRE EQUIPMENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

OLD BUSINESS

A. Rotary Club Contribution

Karnowski advised the Council that the Princeton Rotary Club has had a history of doing special projects in several of the city's parks including Pioneer Park and the Skating Rink in the Civic Center complex. Public Works Director Bob Gerold attended a recent Rotary Club meeting and told the Rotary Club that the warming house at the ice skating rink needed new roofing and new siding. He asked if the club if they would be interested in contributing funds toward that project.

The Rotary Club responded by voting unanimously to pay the entire amount, which is \$858.85.

Bob should be commended for working with local organizations to find funding to make improvements in the city's park system.

DOBSON MOTIONED TO APPROVE RESOLUTION 12-28 ACCEPTING \$858.85 FROM THE PRINCETON ROTARY CLUB FOR ROOFING AND SIDING MATERIALS FOR THE SKATING RINK WARMING HOUSE AT PIONEER PARK. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

B. Study Session Date Change Consideration

Karnowski explained that the Council's June Study Session again falls on the date of the Rum River Festival Parade. In the past, the Council has either changed the meeting date or cancelled the meeting. As you recall, the Mille Lacs County Board of Review pushed the proposed joint meeting between the Council and the Airport Board which was originally scheduled for the May Study Session, to June. Therefore, the Study Session cannot be canceled.

Dobson said that he would like to suggest the Monday prior to the parade, Monday June 4,

2012 at 4:30 pm. This would be the same date and time that the Airport Board would normally meet anyway, so they should all be available. It would also free up any Council Members involved with the Airport Board as well as the City Administrator. The Airport Board normally meets at 5:30 PM.

HALLIN MOTIONED TO MOVE THE JUNE STUDY SESSION DATE TO MONDAY, JUNE 4TH, 2012 AT 4:30 PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

C. USDP Developer Agreement

City staff has been working with USDP to develop and finalize the Development Agreement for the USDP expansion project and the plat of USDP Addition in Sherburne County. Attached are the following documents:

Schieffer said that this Developer's Agreement is a standard document and nothing unusual is involved. The motion being requested is to authorize the Acting Mayor and the City Administrator to sign the document.

Hallin asked if this document was perpetual or if it had a sunset date. Schieffer explained that this is permanent and will be recorded with the county.

DOBSON MOTIONED APPROVE RESOLUTION 12-30 AUTHORIZING APPROVAL OF THE DEVELOPMENT AGREEMENT FOR UNITED STATES DISTILLED PRODUCTS EXPANSION AND THE PLAT OF USDP ADDITION IN SHERBURNE COUNTY AND AUTHORIZING THE CITY ADMINISTRATOR AND ACTING MAYOR TO SIGN THE DOCUMENTS AND TO APPROVE THE MEMORANDUM THAT WAS PREPARED WITH THE ADDENDUM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Schieffer addressed the council explaining that an additional document in the packet was a prepared a letter of agreement that the City Council will need to acknowledge, that work has been completed at the site. There is a punch list prepared by City Engineer; it contains some items that are not landscaping items. If the council approves to an addendum to that agreement, then a punch list will be included by the City Engineers.

D. Third Street Reconstruction

Nielson explained that the Public Utilities has asked WSB & Associates to complete plans for the extension of the watermain on 3rd Street South from Rum River Drive to 4th Avenue. Currently, the houses on this street are being served by a 1" copper pipe. There are two houses on 3rd Street S and one house on 4th Avenue that are served from this 1" waterline. Last winter, the pipe broke and required repair.

The plan is to construct an eight inch watermain that will connect to the existing watermain on Rum River Drive and extend east to connect to the existing watermain on 4th avenue South to complete the loop.

The recommendation is to replace the entire street to avoid expense of replacing only half at this time and having to come back in the future to replace the other half of the street.

Gerold's crew has televised the 15 inch sanitary sewer from Rum River Drive to 4th Avenue South and the vitrified Clay Pipe appears to be in adequate condition with no cracks or leaking joints. The assessment statute requires that the following be completed if the replacement is approved:

Feasibility Report (2 weeks)	\$2,000
Public Hearing (3 weeks)	\$1,200

Council authorization to prepare the plans and specifications	
Preparation of the plans and specs	
Public bidding process	
Council Award	
Assessment Roll Preparation	\$ 275
Assessment Hearing (4 weeks or after construction)	\$1,200

Because this is such a small project, the city could try to obtain a Waiver of Assessment from each property owner to waive their right to appeal. It would save \$100,000.

The PUC would like to have the project done this upcoming summer.

Hallin asked what a waiver of assessment was. Nielson said they waive their right to appeal process. If the council does nothing, they can appeal to district court.

Schieffer suggested that usually with a developer, such as Sterling Pointe, you could get people to sign the waiver. With the waiver, you can assess less but you can't assess more. At this point, City Engineer Nielson could come up with numbers and if by chance, the people agree, it will save money and time in the end.

The problem with rebuilding a street is the property owners will say 'we already have a street; we don't need a new street'. So, there is risk involved.

Nielson said that there are three or four residential and two commercial sites serviced on this street.

Dobson said he likes the idea of the entire street being repaved at one time so money isn't wasted.

Karnowski asked if the PUC's intent was to pay for the replacement of the waterline as part of maintenance or to assess it back to the property owners. Nielson said he believed PUC would pay for the majority of the project, but that the city would have to do the assessment hearing anyway, because PUC can't do hearings. If the PUC planned on doing this as part of maintenance, then the intent that city's assessment would be half of the cost of the paving. Nielson said that Thompson said city policy reduced to 50 percent of the street costs and that is something for the council to decide upon. If half of the street costs are assessed, the PUC can pick up 25 percent of the cost and the city pick up another 25 percent.

Nielson said the street is 48 feet wide. When taking a closer look at the road, and being a low volume street, it would not need to continue to be that wide. Karnowski said he is not sure what the city's assessment policy is, but he believed when streets are wider than residential streets, then the residential width is assessed and the city covers the rest. Nielson suggested narrowing the street which would mean less paving, less run off and less flooding.

Dobson said that even with snowplowing, it would save hours as well. Dobson said he liked the concept of PUC working with the city and again, he does not believe in tearing up only half of the street. But, like Karnowski, there are a lot of questions to be answered before making too many decisions.

Dobson asked if the feasibility report was the first step and Nielson said it was. The amount would be roughly \$2,000.00.

DOBSON MOTIONED TO APPROVED RESOLUTION 12-32 TO AUTHORIZE UP TO \$2000 FOR FEASIBILITY REPORT. HALLIN SECONDED THE MOTION.

Walker asked if Nielson needs to be authorized by council to approach the property owners about a waiver of assessment. Schieffer said that the waivers cannot be signed anyway until the feasibility report is completed.

THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Dobson asked if only one property owner will not sign the waiver, will that nullify the other signatures. Schieffer said it wouldn't nullify them, but an Assessment Hearing would still need to be done.

E. First Quarter Budget Overview

Jackson said that the summaries all are normal of the financial transactions for the first quarter of 2012. Overall, everything looks as expected and favorable.

The General Fund is at about 17 percent of expenditures, where typically they are closer to 25 percent. There is nothing in the General Fund that is significantly contrary to what you would expect.

The Sewer Fund is in turmoil because of the Waste Water Treatment Plant construction. Shortly, the city should be getting another SAC fee paid as well. The Sewer Use looks a little below average, but that too will also change now that the second half of the increase will go into effect in April.

The Liquor Store revenues are 22 percent of the budget, but the biggest selling months are June, July, and August and November and December. All of those months are still yet to come in the year.

The net \$4200 as compared to other quarters in the Liquor Store Fund is predominantly due to price increase to liquor.

At the Study Session, Campbell mentioned that March profits were up 17 percent.

Dobson congratulated Campbell with doing an excellent job with price increases and making sure the Liquor Store is running the way it should be.

F. Planning Commission Vacancy

Karnowski mentioned that Ben Hanson, current Planning Commission member, has moved out of the area and has resigned from the Planning Commission Board. Hanson's term ran through the end of 2013. Hanson will be attending the meeting on Monday, April 16, but that will be his last meeting. Recommendation, accept resignation and declare vacancy, direct staff to advertise.

WALKER MOVED TO ACCEPT HANSON'S RESIGNATION AND DECLARE THE VACANCY AND TO PUBLISH THE ADVERTISEMENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Dobson said it has been a privilege to serve with Hanson. He brings insight and Dobson said he hates to see him go. Hallin agreed saying when Hanson was on the EDA Board, he was a great asset. Whitcomb agreed.

MISCELLANEOUS

The City Council announced Mark Karnowski's Birthday!

BILL LIST – \$,1,241,607.32

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL VOUCHER BILL LIST FOR A TOTAL OF \$93,893.33, AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 65875 TO 65969 FOR A TOTAL OF \$1,147,713.99. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

ADJOURNMENT

There being no further business:

Hallin MOVED TO ADJOURN THE MEETING AT 7:50 PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Respectfully Submitted,

Katie Hunter
City Clerk

ATTEST:

Jeremy Riddle, Mayor