

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
MAY 24, 2012, 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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

**AGENDA ADDITIONS/DELETIONS**

The Council agreed on the following additions to the agenda:

Under Consent Agenda, Permits and Licenses: Christ Our Light Catholic Parish Permit for BINGO/Raffle/Pull-Tabs at the church on September 16, 2012.

Under Open Forum: Resolution 12-40 was added to the CenterPoint Energy Grant Presentation.

Under Unfinished Business: An additional memo from Engineer Mike Nielson regarding the 21<sup>st</sup> Avenue Update. Also, a Pay Estimate #11 to Rice Lake Construction was added under Unfinished Business.

Hunter passed out several Thank You cards that were sent to the City Staff and City Council.

**CONSIDERATION OF REGULAR MEETING MINUTES OF MAY 10, 2012**

WHITCOMB MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 10, 2012 AS PRESENTED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**CONSENT AGENDA**

**4. Consent Agenda**

**A. Permits and Licenses:**

1. Transient Merchant/Food Vendor License for Ice Cream sales, Melody Gadaev for June 7 during parade; contingent upon background check.
2. Transient Merchant/Food Vendor License for Boy Scout Troop 132 selling cotton candy on June 7, 2012 Rum River Festival Parade
3. Jandrew Fireworks to sell Fireworks at Family Pathways for June 22 – July 9, 2012
4. Christ Our Light Catholic Parish Permit for BINGO/Raffle/Pull-Tabs at the church on September 16, 2012

**B. Personnel**

1. Police Department
  - a. Sergeant Joe Backlund Step 5 Increase to \$26.64/hour effective June 19

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

## **OPEN FORUM**

### **CenterPoint Energy Grant Presentation Resolution 12-40**

Karnowski explained that the Princeton Fire and Rescue Department applied for a grant through the CenterPoint Energy Company for funds to purchase confined space entry equipment.

Neil Larson, a representative from CenterPoint Energy, was present to present the check in the amount of \$2,200. Fire Chief Jim Roxbury was also present to accept the donation. Roxbury thanked CenterPoint and added that the Fire Department will now have safer work in the confined space area.

Mayor Riddle thanked the Fire Department members for giving up their personal life to take off and save other lives.

DOBSON MOTIONED TO APPROVE RESOLUTION 12-40 ACCEPTING A 2,200 DONATION FROM CENTERPOINT ENERGY. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

### **Larry Cross - Car Wash Sewer Billing**

Mr. Larry Cross introduced himself to the City Council and handed out research that he had put together. The spreadsheets showed 2010, 2011, and 2012 sewer usage for those years and what would have been due if the rate was at \$10.50 per thousand gallons as it is currently. Cross said the Public Utility office and the City currently take November through February's usage, add them together, multiply by four (4) and multiply by the \$10.50 and use that amount for each bill throughout the year.

Cross said that those months are his highest usage months when he uses the most water and is the busiest time for his business, as are most car washes. He would end up overpaying each year. In 2010, a total amount of \$1,690.50 would have been overpaid, in 2011 \$1,018.50 would have been overpaid and if the usage stays the same for 2012, an amount of \$4,068.96 will be overpaid.

Cross requested a month-to-month billing cycle.

Dobson said that it is not the council's normal policy to take action under an Open Forum discussion.

Riddle mentioned that it is interesting to see the numbers the Cross put together so the council is aware of what is being discussed and can discuss it more with staff. At this time, there may be a difficulty with the PUC software system and knowing if this can even be implemented. Also, if a month-to-month billing is done for one business; does it need to be done for all businesses? Staff will be discussing the issue with the City Attorney to find out the legalities. Again, the Mayor said he appreciated the numbers being laid out on paper by Cross.

Cross said that many other cities treat their car washes differently because of the busier winter months. The Council asked which cities those were and Cross said Mound, Coon Rapids, and Fridley. The profits for a car wash decrease in the summer time and Cross said he cannot stand those rates all summer long.

The Council said they will take a further look into Cross's issue.

**PUBLIC HEARINGS** - There were no Public Hearings set for the meeting.

**REPORTS OF OFFICERS, BOARDS AND COMMITTEES**

- A. Visionary Committee Minutes of April 23, 2012
- B. Park & Recreation Board Minutes of May 21, 2012
- C. EDA Board Minutes held April 19, 2012
- D. EDA Board Minutes held May 17, 2012

The City Council reviewed the minutes mentioned above and no action was required.

**PETITIONS, REQUESTS AND COMMUNICATIONS**

**A. Princeton Firework Fund Donation Request**

Karnowski explained that Jim Dalziel with the American Legion Post 216 had filled out a request for a donation from the city for the Fireworks Fund. Jerry Whitcomb was present at the meeting on behalf of the Lion's Club. Whitcomb said donations have been down this year for the fireworks.

In Hunter's memo, the past four years' donations were given: 2008 was \$2,000, 2009 was \$1,660, 2010 was \$1,000 and in 2011 was \$1,000.

Dobson said he realizes that the fireworks are a big community event, and they are worthwhile. He went on to say that the council has set a policy that what has been donated the last couple of years is the maximum that can be donated. Dobson asked Jackson if there was enough in the Liquor Store Donation Fund to donate \$1,000 and Jackson replied that there were enough funds.

DOBSON MOTIONED TO APPROVE A \$1000 DONATION TOWARD THE FIREWORKS DISPLAY. HALLIN SECONDED THE MOTION.

Riddle added that he would be willing to donate to the fireworks fund out of his own business.

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

**ORDINANCES AND RESOLUTIONS**

**A. Resolution 12-37 Future Land Use Plan Amendment at 605 Rum River Dr N & 601 6<sup>th</sup> Ave N and Resolution 12-38 Rezoning of 605 Rum River Dr N**

Fuhrman explained that Wesley Geurkink submitted an application to amend the Future Land Use Plan from Mixed Residential to Neighborhood Commercial and rezone from R-3 to B-2 for his property at 605 Rum River Drive North. An amendment to the Future Land Use Plan from Mixed Residential to Neighborhood Commercial at 601 6<sup>th</sup> Avenue North (Milford property) is also a part of this request.

Wesley Geurkink's property is approximately 9,500 square feet in size and triangular-shaped. It has frontage on Rum River Drive North, with access off of Rum River Drive and the alley to the west of the lot. The property contains one building that is approxi-

mately 1,900 square feet in size and was built over 50 years ago (see attached photographs). It was once used as a bait shop.

The neighborhood contains a variety of land uses from commercial to single family homes to multi-family homes. The commercial uses, with the exception of Northern Attitudes, are located on the south/west side of Rum River Drive, which is the same side of the road the subject property is located on. Being Rum River Drive is a higher classification roadway as a County Road, it offered a more conducive area for commercial development (versus if it were a side street). The southwest side of Rum River Drive contains Wholesale Auto, an auto repair business, the AGS business, Geurkink's commercial building, a vacant commercial building, the vet clinic, Casey's General Store, and 3 single family homes interspersed throughout those uses.

The building is currently being used as office space and storage. Being it is currently zoned R-3, the office use is a non-conforming use; if the use is discontinued for one year or longer, then any subsequent uses must be conforming with the current zoning district. Mr. Geurkink is requesting to rezone his property from R-3 to B-2 in order for the property to be sold and utilized as a commercial property. Fuhrman went on to add that Mr. Geurkink is concerned that the property is too small to construct a residential home on the property. However, according to the Zoning Ordinance, existing lots of record are deemed buildable, even if they do not meet the minimum lot size, provided it has frontage on a public right-of-way and can meet all setbacks. Mr. Geurkink has not submitted documentation that a single family home could not be constructed on the lot.

In the same sense, if Mr. Geurkink's lot were created today, it would also not meet the minimum lot standards for the B-2 District (20,000 square feet). There is a concern regarding the available parking on a lot this small of size if it were to remain as commercial.

The Future Land Use Plan designates the entire half block southwest of Rum River Drive between 6<sup>th</sup> St N and 7<sup>th</sup> St N as Mixed Residential. This half block includes Geurkink's building and the AGS business, which both front on Rum River Drive and three single family homes with access on to 7<sup>th</sup> Avenue North. The future land use designations of the surrounding properties vary from Neighborhood Commercial to the northwest and southwest, to Mixed Residential to the south and Traditional Residential to the east.

A Zoning Map should align with the Future Land Use Plan; therefore, if a decision were to be made to rezone the property, the Land Use Plan should also be amended. If the Planning Commission were to decide to in favor of the amendment and rezoning - to provide for consistency and being the Milford property is currently commercial and zoned commercial - staff suggested Mr. Geurkink seek permission from Mr. Milford to also change the future land use designation on this parcel as well. The Milford property (AGS business) is currently zoned B-2 and utilized as a commercial business. Mr. Milford has submitted his permission to change the land use designation from Mixed Residential to Neighborhood Commercial.

The purpose of the B-2 Neighborhood Business Zoning District is to provide for the establishment of highly limited scale neighborhood commercial centers and uses in existing commercial nodes that offer basic, convenience-type goods and services to the immediately surrounding areas in which they are located. If the land use plan amendment and rezoning were approved, the future use of the property would be limited to a commercial use that requires limited parking.

The Planning Commission met and held a public hearing on May 21<sup>st</sup> and made the following recommendations:

- 1) Approval of the Future Land Use Plan amendment at 605 Rum River Drive North and 601 6<sup>th</sup> Ave N from Mixed Residential to Neighborhood Commercial, based on the following findings of fact:
  - a) The proposal complies with the Neighborhood Commercial concept, which is to allow limited commercial uses in existing commercial nodes adjacent to residential neighborhoods.
  - b) The Neighborhood Commercial designation is compatible with present and future land uses of the area.
  
- 2) Approval of the rezoning at 605 Rum River Drive North from R-3, Multiple Family Residential, to B-2, Neighborhood Business District, based on the following findings of fact:
  - a) The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official city comprehensive plan.
  - b) The designation is or will be compatible with present and future land uses of the area.

And subject to the conditions that the future use of the building shall comply with the performance standards contained in the Zoning Ordinance and traffic generation by the proposed use shall be within capabilities of streets serving the property.

DOBSON MOTIONED TO APPROVE RESOLUTION 12-37 AMENDING THE FUTURE PLAN USE AT 605 RUM RIVER AND 601 6<sup>TH</sup> AVENUE NORTH AND RESOLUTION 12-38 A RE-ZONING REQUEST AT 605 RUM RIVER DRIVE NORTH, SUBJECT TO THE CONDITIONS LISTED BY THE PLANNING COMMISSION. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**B. Resolution 12-39 Grant Application to Initiative Foundation to Assist in the “It Starts Here” Downtown Revitalization Project - Resolution 12-39**

Fuhrman said that the Economic Development Authority and The Chamber of Commerce held the kick-off meeting for the “It Starts Here” program on Thursday, May 17<sup>th</sup>. There were 58 people in attendance, and 26 individuals volunteer to serve on various committees, including vacant property clean-up, downtown design, marketing and advertising, and the business acceleration program committee. The first priority is to get some of the vacant properties cleaned up.

Funding is needed to assist in getting this program moving. Staff submitted a Letter of Inquiry to the Initiative Foundation and was invited to submit a full grant application proposal for up to \$5,000. Specifically, the funding would be used for marketing, advertising, printing, consulting, and so on. Fuhrman added that if awarded, the grant cannot be given to individual businesses for items such as rent subsidies, equipment purchasing, capital costs, and so on.

A resolution of support is required as a part of the application process. No local match is required.

Dobson added that it was nice there are no matching funds.

HALLIN MOTIONED TO APPROVE RESOLUTION 12-39 A RESOLUTION SUPPORTING THE GRANT APPLICATION MADE TO THE INITIATIVE FOUNDATION FOR SUPPORT OF THE IT STARTS HERE PROJECT, A DOWNTOWN REVITALIZATION PROJECT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

## **UNFINISHED BUSINESS**

### **A. Civic Center Rehabilitation Update**

Hunter updated the City Council describing what the Civic Center Committee, after meeting four times, has accomplished. A spreadsheet of the budget of the building expenses was also given to Council. This project has become a collaborative effort between the city and individual Princeton Girl Scout, a local contractor, and others. The VFW has given a \$1,000 donation to the renovation efforts, which you are aware of. Nadine Johnson, a committee member, put a request out on Facebook, and she's received at least one interested person in donating. She is getting the word out to her relatives, who have a history with the building, for more possible donations and help with our project! This has turned into a creative project that is bringing together a lot of organizations that might not normally work together.

Doug and Deb Farm have been a great help with the project, coming from a background of working with non-profit, donations, and helping others out. Doug is a contractor and has done many projects for other cities, so is familiar with building codes as well.

The Building Inspector, Lynn Paulson, has met with the committee and given instruction on occupancy, exits, doors, restrooms and kitchen meeting the State Health guidelines.

It has been determined that the roof is the first piece of the building to repair. Labor will be provided by Doug and Deb Farm and some of their own laborers. There have been possibilities of metal sheet roofing that Doug Farm has secured. Some donated and some at discount prices. Truss work will also be completed.

About 18 windows need replacing, a rough estimate of \$1000, and two doors and the frames which is \$760 roughly. The committee is brainstorming ideas for windows at a discount price. Labor will be provided for window and door replacement as well.

Vicki Hallin, Deb Farm, Katie Hunter and Carie Fuhrman attended a Civic Betterment Club Meeting on April 17. An update was given, along with some history of the building and the committee's needs. The Civic Betterment Club agreed to host a fundraising effort on behalf of the Civic Center! On June 6, Katie and Carie plan to attend a Used Clothing Center meeting to give the same history and information that was given to the Civic Center. Doug Farm has connections with some people at Mille Lacs Grand Casino and is working on a possible donation there as well.

Doug's Father used to own Winelectric out of Elk River, MN and is still employed there. He has said that any electrical work and supplies will be covered in donations!

Katie has created flyers to hand out at the Chamber Street Fair on June 9, 2012. Sam Janssen, a local Girl Scout, will be working on a poster board with photos and some history for the committee to use for presentations or for the Street Fair.

The Resolution before City Council to consider is for approval of submitting a grant application in the amount of \$33,050 to Otto Bremer Bank.

Whitcomb said that when he has asked for donations, the first question is “who owns the building?” When the individual is told that the city owns the building, the very next question is always, “Well, how much money is the city going to put toward this project?” Whitcomb said he feels that even though there is staff time and Public Works being involved, it may not be enough. In addition to the Resolution authorizing submittal of the Bremer Bank grant application, Whitcomb would also like to see some of the money be used from the TIF fund (currently \$325,000). To use even 10 percent of that money would help make the city really look committed. As the Council remembers, there was an amount of \$250,000 set aside for years in the CIP for the renovation of the Civic Center. Because the State took away LGA away, that money was moved over for a “band aid” to the budget, per say, in 2010.

Dobson said he agreed with Councilor Whitcomb.

Hallin added that the Civic Center and projects like the Depot Museum are buildings that already exist and would be worthy projects.

Dobson said that it seems a lot of historical buildings have been torn down just because it was easier and cheaper to build new. Now, these people’s hindsight is 20-20 and they wish they still had that old building. These historical places that still have an original look draw people to Princeton to utilize the downtown.

Karnowski said in responding to Whitcomb’s mention of the \$250,000 that was in the CIP for Civic Center renovation and then taken out to cover for a lesser amount in LGA; at this time, it does appear the legislator may give the city more than what was received last year. The Council agreed that the money would not want to be accounted for unless a check was actually written and received. Karnowski added that in 2013, it may be an issue to better justify using LGA towards the project.

HALLIN MOTIONED TO APPROVE RESOLUTION 12-36 AUTHORIZING THE CITY TO SUBMIT A GRANT APPLICATION TO BREMER BANK FOR THE CIVIC CENTER IMPROVEMENT PROJECT. DOBSON SECONDED THE MOTION.

Whitcomb added that the committee has done an impressive amount of work. Once the new roof is on the building, the hopes are that more people will take notice and then more people will volunteer.

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

Dobson thanked the committee for all the work they have gotten done and for being so active. There are so many people that start committees and nothing gets done. Whitcomb and Hunter agreed that Deb Farm has a lot of energy and can really get stuff done.

Whitcomb asked again if the Council would consider any money from the TIF fund. Nothing has been earmarked yet.

Dobson said he was in favor of using some of the money to refurbish the Civic Center. But, because of the numerous other requests, the Council decided to discuss the entire TIF matter at another meeting; all together.

**B. 2012 Sealcoat Bidding**

Karnowski said that on Monday, the city opened the submitted bids for the 2012 budgeted sealcoating project. The amount that had been reserved in the 2012 budget had estimated the cost at one dollar per square yard.

The results of the bid opening were as follows:

Apparent Low: Astech (St. Cloud, MN): .944/sq. yd. = \$98,884.94

Others: Caldwell (Hawick, MN): .98/sq. yd. = \$102,655.98  
Pearson Bros. (Hanover, MN): \$1.04/sq. yd. = \$108,941.04  
Allied Blacktop (Maple Grove, MN): \$1.04/sq. yd. = \$108,941.04

Based on the bid submittals, the staff recommendation is to award the bid to Astech of St. Cloud at the bid price of 94.4¢ per square yard.

Staff asked council if they wanted to spend more and do more streets, since there was \$130,000 in the budget and only \$98,884.94 was bid. Or, should that extra amount be saved.

The City Council suggested spending up to the \$130,000 that was budgeted, minus the cost to paint the beacon at the Airport since that seemed to be a concern when approved at the last Council Meeting.

DOBSON MOTIONED TO APPROVE ASTECH OUT OF ST CLOUD FOR A BID PRICE OF .944 PER SQUARE YARD WITH SPENDING UP TO \$130,000 MINUS THE COST OF THE AIRPORT BEACON. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**C. Downtown Historic Building Inventory Grant - Choose Consultant**

Fuhrman reminded the Council that at their meeting in May, the City Council authorized submitting a grant application to the MN Historical and Cultural Grant program to hire a consultant to conduct a Downtown Building Inventory/Survey. Staff sent out a Request for Proposal to four firms and received one response from Pat Smith Consulting and Mac-Donald & Mack Architects. They are proposing to complete a "Reconnaissance Survey" of the historic buildings downtown for \$6,630. The grant request is for up to \$7,000 with

A resolution of support is required as a part of the application process

HALLIN MOTIONED TO AUTHORIZE THE HIRING OF PAT SMITH CONSULTING AND MACDONALD & MACK ARCHITECTS TO COMPLETE THE DOWNTOWN BUILDING INVENTORY/SURVEY IF THE MN HISTORICAL AND CULTURAL GRANT IS AWARDED. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**D. 21<sup>st</sup> Avenue Update**

Karnowski explained that Mike Nielson had a family event otherwise he would have been present at the meeting. The letters in the Council's packet explain both the Mille Lacs County and Sherburne County Engineer's responds to Richard Anderson's proposal for 21<sup>st</sup> Avenue. As a reminder, the Study Session on Monday June 4, the Council will be meeting with the Airport Board and 21<sup>st</sup> Avenue will be further discussed at that time.

**E. Pay Estimate #11 to Rice Lake Construction**

Karnowski explained that the Pay Estimate in front of the Council is for \$983,087.46. Sixty-five percent of the construction has been completed.

HALLIN MOTIONED TO APPROVE PAY ESTIMATE 11 FOR \$983,087.46 TO RICE LAKE CONSTRUCTION. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**NEW BUSINESS**

**A. Board Appointments - Planning Commission & Park Board**

Karnowski reminded the Council that there had been two board resignations recently; on the Planning Commission and on the Park Board. Two applications were received; from Tim Siercks for the Planning Commission which the position will run through the end of 2013 and Michael Misiura for the Park Board position which will go to the end of this year 2012.

Misiura is a full time student with community motivation. Dobson commented that Misiura had attended the Park Board meeting already.

HALLIN MOTIONED TO APPROVE MICHAEL MISIURA FOR THE PARK AND RECREATION ADVISORY BOARD FOR A TERM ENDING DECEMBER 31, 2012. RIDDLE SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Tim Siercks, the applicant for the Planning Commission, is a local business man who is also a member of the Chamber of Commerce. Dobson commented that Siercks and his wife are both community people and his wife sits on the Public Utilities Commission.

HALLIN MOTIONED TO APPOINT SIERCKS FOR THE PLANNING COMMISSION FOR A TERM ENDING DECEMBER 31, 2013. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

The council thanked the individuals for stepping forward.

**B. Hunter Resignation**

Karnowski said that Katie Hunter, the City Clerk, has submitted her resignation. Hunter is expecting her fifth baby this fall and has decided that she needs to devote more time to raising her children.

As I'm sure you'll agree, Katie has done an exceptional job since coming on board a little over three years ago.

Hunter had advised that her last day with the City will be Tuesday, September 4<sup>th</sup>. The good news is that gives the city a significant amount of time to find a replacement and have Katie help train her/him in.

Hunter stated that the Princeton City Council and staff was the best she has ever worked with.

The staff recommendation is to accept Katie Hunter's resignation, with regrets, and authorize staff to begin the process of hiring a replacement. If the Council concurs, a motion to that effect would be in order.

WHITCOMB MOTIONED TO ACCEPT HUNTER'S RESIGNATION WITH REGRETS AND AUTHORIZED STAFF TO BEGIN THE PROCESS OF HIRING A REPLACEMENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

### **MISCELLANEOUS**

Dobson complimented on the members of the Baldwin Township and City of Princeton Committee. They have been working on the orderly annexation. It has been an up and down situation and it is nice to see the two entities working together.

### **BILL LIST – \$1,286,824.81**

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDED THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$91,418.42 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 66113 TO 66183 FOR A TOTAL OF \$1,195,406.39. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

### **ADJOURNMENT**

There being no further business:

WHITCOMB MOVED TO ADJOURN THE MEETING AT 8:23 HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Respectfully Submitted,

Katie Hunter  
City Clerk

ATTEST:

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Jeremy Riddle, Mayor