

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JULY 12, 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, and Thom Walker. Councilor Dick Dobson was absent. Staff present was Finance Director Steve Jackson, Community Developer Carie Fuhrman, Public Works Director Bob Gerold, Chief Brian Payne, and City Clerk Katie Hunter. Also present: City Engineer Mike Nielson and City Attorneys Richard Schieffer and Damien Toven.

AGENDA ADDITIONS/DELETIONS

Under Ordinances and Resolutions, Resolution 12-52 was added which was amending the USDP Development Agreement.

Under New Business, Resolution 12-51 was added for the Princeton Area Visionary Committee Legacy Grant Application.

Also, under New Business, a memo for a request for the Elim Fest Street Closing.

The Mayor said the 2012 Donation Summary which was listed on the agenda under Unfinished Business, would be reviewed first under Petitions, Requests and Communications. The reasoning being that the budget could be viewed prior to an actual donation request being considered.

CONSIDERATION OF MINUTES

- A. Regular Meeting of June 28, 2012
- B. Study Session Minutes of July 5, 2012

WHITCOMB MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF JUNE 28 AND THE STUDY SESSION MINUTES OF JULY 5, 2012. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

CONSENT AGENDA

- 4. **Consent Agenda**
 - A. **Permits and Licenses**
 - B. **Personnel**
 - 1. **Public Works** Grady Clark Position Termination effective June 1, 2012
 - C. **Donations/Designations**

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

OPEN FORUM

No one was present for Open Forum.

PUBLIC HEARINGS

There were no Public Hearings.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

Planning Commission Minutes of June 18, 2012
Park and Recreation Board Minutes of June 25, 2012
Visionary Committee Minutes of June 25, 2012

The minutes were reviewed without further comment.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Donations from Liquor Store Fund

Jackson said that the memo that the City Council received was an overview of the 2012 Liquor Store Fund Donations given. The original budget was \$13,500.00. To date, the following has been donated from the fund:

Initiative Foundation	\$ 3,500.00
Chamber of Commerce	10,000.00
Friends of the Library	730.00
Special Olympics	100.00
Fireworks Event	<u>1,000.00</u>
Total Year to Date	<u>\$ 15,330.00</u>

Riddle said he actually thought that the city was even more over budget.

Jackson said especially with the large Chamber donation increase this year, the donation fund has become over budget. It can be further discussed at budget time in the fall.

B. Elim Home Grant Funding Request

Karnowski said that at the last City Council meeting, there may have been some confusion with the application that was submitted for donations for the Elim Home Golf Tournament. Robyn Bayerl with the Caley House and Todd Lundeen with the Elim Home were present to answer any questions.

Hallin asked Bayerl and Lundeen if the \$500.00 requested was going to be used for the event itself. Lundeen said there are sponsors and the golfers pay \$65.00 each, but the cost is \$45.00, so some money is earned that way. But, one hundred percent of the grant request will go for the activities planned for the buildings. Tables, chairs and supplies for activities for the members of the Caley House and Elim Home.

Karnowski asked if the council approved a donation, could Princeton Wine and Spirits be a sponsor and receive a business sign at a hole. At the after event dinner, Lundeen said, a placemat at each place setting will list the businesses that gave donations as well. Karnowski remembered that one of the concerns at the last meeting was that there are a lot of golf tournaments at the Princeton Golf Tournament. If the city donates to one, they may be in the position to have to donate to many more in the future. Because this tournament has a sponsorship program for businesses and is local, it may be a better fit for donation. Whitcomb added that in fact he had already been approached by another organization for donations from the city for a golf tournament.

Walker suggested offering a discount for the liquor store with each person's registration.

Lundeen said you can have a hospitality table at the course with coupons handed out.

Whitcomb mentioned reducing the donation to \$250.00 since that has been the typical habit for others' donation requests. Lundeen said they appreciate any help that is given. All of the recent upgrades outdoors to the homes this summer are paid for by a donor.

WALKER MOVED TO APPROVE \$250 TO THE ELIM CARE GOLF TOURNAMENT AS AN ADVERTISING EXPENSE. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

ORDINANCES AND RESOLUTIONS

A. Resolution 12-46 Accepting Donations from Jaycees

Karnowski explained that the Princeton Jaycees have proposed contributing \$2350.00 to the City of Princeton. They have suggested \$500.00 of their donation be used for the 2011 Splash Park Day, \$350.00 of their donation be used for the 2012 Splash Park Day and \$1500.00 of their donation be used for the Princeton Fireworks.

WHITCOMB MOTIONED TO APPROVE RESOLUTION 12-46 ACCEPTING A \$2350 DONATION FROM THE PRINCETON JAYCEES FOR THE PRINCETON SPLASH PARK AND THE PRINCETON FIREWORKS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

B. Resolution 12-47 Accepting Donation from Princeton Agency

Karnowski said that Princeton Agency has donated \$200.00 and suggested their donation be used towards the Princeton Fireworks.

WHITCOMB MOTIONED TO APPROVE RESOLUTION 12-47 ACCEPTING A \$200 DONATION FROM PRINCETON AGENCY FOR THE PRINCETON FIREWORKS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

C. Resolution 12-48 Reversion of 21st Ave from CSAH Hwy

Karnowski explained that Mille Lacs County Engineer, Bruce Cochran, notified the city about the County's intent to remove County State Aid Highway designation from that portion of 21st Avenue between TH95 and 1st Street. That designation was "borrowed" from another stretch of County Road in 2005-2006. The designation was put in place to allow Mille Lacs County to leverage federal funding to finance construction of intersection of 21st Avenue and MNTH 95. The construction has been complete for several years and there is no longer a need to maintain the CSAH status.

Walker asked if the city would maintain that road now. Karnowski said the city plows that street, but if it were to need seal coating, that would be the county's responsibility. In addition, the county will not will receive the same amount of state aid. At the time of the designation in 2005-2006, the road was actually transferred from another county road to make sure the city could apply for federal funding.

WHITCOMB MOVED TO APPROVE RESOLUTION 12-48 REVISING THE DESIGNATION OF MILLE LACS COUNTY STATE AID HIGHWAY 39. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

D. Resolution 12-49 Accepting Donations from Various Individuals for Civic Center

Karnowski said that Resolution 12-49 recognized four individuals that contributed to the Civic Center rehabilitation project. Contributions from the Johnsons, two Anderson families, and SRW Products in the amount of \$670.00 total.

HALLIN MOVED TO APPROVE RESOLUTION 12-49 ACCEPTING \$670 IN DONATIONS FROM INDIVIDUALS IN THE COMMUNITY FOR THE CIVIC CENTER REHABILITATION. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Whitcomb thanked the people that have kept coming forward with contributions to this project.

E. Resolution 12-52 Amending the USDP Development Agreement

USDP has an approved drainage plan for the proposed improvements. Nielson had wrote in his memo that he recommended that the escrow be reduced to \$3,000.00 to cover any repairs or reseeded that may be required in the next thirty days, after reviewing the site for compliance. Some of the turf establishment has just recently completed and not fully developed.

WHITCOMB MOVED TO APPROVE RESOLUTION 12-52 AUTHORIZING AMENDMENT OF THE DEVELOPMENT AGREEMENT FOR UNITED STATES DISTILLED PRODUCTS EXPANSION AND THE PLAT OF USDP ADDITION, SHERBURNE COUNTY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

UNFINISHED BUSINESS

A. Housing and Redevelopment Authority Board Member Appointment

Karnowski explained that just one application was received to fill the vacant board member position for the Housing and Redevelopment Authority Board. Helen Sanborn submitted an application. Helen is Ernie Sanborn's wife, who has served on the board since 2000. In fact, Helen has already attended the past two meetings.

WALKER MOVED TO APPROVE THE APPOINTMENT OF HELEN SANBORN AS HOUSING AND REDEVELOPMENT AUTHORITY BOARD MEMBER THROUGH DECEMBER 31, 2013. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

B. Pay Estimate #12 to Rice Lake Construction

Karnowski said this pay estimate was for the amount of \$743,326.83 to Rice Lake Construction. SEH, USDA, Rice Lake and staff continue to meet monthly. The project at the Waste Water Treatment Plant is going smooth and the job seems to be ahead of schedule.

WHITCOMB MOVED TO APPROVE PAY ESTIMATE #12 TO RICE LAKE CONSTRUCTION IN THE AMOUNT OF \$743,326.83. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

NEW BUSINESS

A. Grant Application to the Park Legacy Grants Program for the Riverside Park Amphitheater Project Resolution 12-51

Fuhrman said that the PAVC has put a model together of the amphitheater and done some other initial work. They would now like to apply for a legacy grant. There is no match and no cap requirement. One requirement is that the grant has to be submitted by a local unit of government and also that Fuhrman would assist the PAVC with applying for the grant.

WALKER MOTIONED TO APPROVE RESOLUTION 12-51 FOR THE SUBMITTAL OF A GRANT APPLICATION TO THE PARK LEGACY GRANTS PROGRAM AND TO ALLOW FUHRMAN TO ASSIST IN THE PAVC WITH THE APPLICATION. HALLIN SECONDED THE MOTION.

Riddle asked how much the committee plans on applying for. Fuhrman said somewhere in the ballpark of \$400-450,000.00. The entire project amount. Riddle said he liked the idea of the entire amount being applied for so if smaller donations were made toward the project, they wouldn't be left with not being able to spend it because of lack of funding.

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

B. Police Department Office Computer Upgrade

Payne explained that the 2012 CIP had budgeted for office computer upgrades to the Police Department. The improvements were based on prices from TDT Computer and Consulting Services out of Milaca. This company currently supports the PD for contracted IT service. Three quotes were received by the city for the upgrades:

TDT Computers (Equus/Nobilis/Amazon) - \$17,182.31
TDT Computers (Nor-tech/Voyager/Amazon) - \$19,204.56
Dell Computers (Dell) - \$20,530.44

Payne said the first quote listed for \$17,182.31 was the Police Department's recommended choice due to pricing and equipment desired.

Hallin asked if the equipment was compatible with the county. Payne said that the software is already attached to the county and all of the computers that are currently in the PD have to meet requirements to run with the software.

Hallin asked what amount was in the CIP for the upgrade. Frederick said the quote was \$182.00 over what was in the CIP because it was bid out so long ago. According to Frederick, TDT was going to rework the numbers to end up right at the budgeted amount.

Whitcomb asked Frederick if this amount and type of equipment was workable for the Police Department and asked if the quotes were leaving anything out that they may need. Frederick assured the council that the equipment specified in the quotes was sufficient. The upgrade was needed because the backup systems had failed in the past and the department had gotten lucky on retrieving the information.

WALKER MOVED TO APPROVE THE POLICE DEPARTMENT UPGRADE IN OFFICE COMPUTERS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

C. Post Warranty Maintenance Agreement (“Agreement”) between Election Systems & Software, LLC (“ES&S”) and the City of Princeton, Minnesota (“City”)

Karnowski explained that this is the standard contract for the hardware and software maintenance for the ballot counter. It is a two year period, which will run until the next election.

Hunter explained that a previous contract was approved by the city council in March for the other machine, the M100. This contract is for the ballot counter.

WHITCOMB MOVED TO APPROVE THE MAYOR SIGNING THE CONTRACT BETWEEN ELECTION SYSTEMS SOFTWARE LLC AND THE CITY OF PRINCETON. HALLIN SECONDED THE MOTION.

Hallin asked if there was any increase in the contract cost. Jackson said it was a slight increase from the last contract.

Karnowski added that the contract is not negotiable and the city has to have it.

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

D. Street Closing Request from Elim Home

Karnowski said that Elim Care and Rehab Center had sent a letter regarding street closure on the day of their 26th annual Elim Fest. The event will take place this year on Sunday, August 19, 2012. The request is to close off 8th Avenue to the west of the Elim block on that day. In addition, Elim Care is requesting barricades from Public Works at 11:00 am.

Payne said he reviewed the information and has no problem with anything.

HALLIN MOVED TO APPROVE THE STREET CLOSURE FOR THE ELIM FEST ON AUGUST 19, 2012. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

MISCELLANEOUS

WSB brought two framed shadow boxes of photos of the ribbon cutting and the Dunn Bridge and roundabout completed last year.

BILL LIST – \$1,307,836.17

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL VOUCHER BILL LIST FOR A TOTAL OF \$135,765.14, AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 66359 TO 66455 FOR A TOTAL OF \$1,172,071.03. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:32 PM. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

Respectfully Submitted,

Katie Hunter
City Clerk

ATTEST:

Jeremy Riddle, Mayor