

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
AUGUST 25, 2011, 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, Thom Walker, and Paul Whitcomb. Councilor Dick Dobson was absent. Staff present was Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Public Works Director Bob Gerold, Community Developer Carie Fuhrman, City Engineer Mike Nielson, and City Clerk Katie Hunter. Also present: City Attorneys Damien Toven and Dick Schieffer.

**CONSIDERATION OF MINUTES OF THE STUDY SESSION HELD AUGUST 4, 2011 AND  
THE REGULAR MEETING OF AUGUST 11, 2011**

WHITCOMB MOVED TO APPROVE THE STUDY SESSION HELD ON AUGUST 4, 2011 AND REGULAR MEETING MINUTES HELD ON AUGUST 11, 2011. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**AGENDA ADDITIONS/DELETIONS**

The Council accepted the following additions to the agenda:  
Under New Business item (B) Approval to Remove Tree within 5<sup>th</sup> Street North ROW, a resolution was provided to the City Council; although that particular item was already on the agenda.

Also, under New Business, item (C) Brian Flaten Resignation.

The Liquor Bill List was also distributed to the City Council.

**CONSENT AGENDA**

- A. **Permits and Licenses** – none
- B. **Personnel**
  - 1. **Police Department Step Increases**
    - a. Arnie Soden Step 3 increase from \$21.25 to \$22.00 effective 9-1-11
    - b. Alex Dehn Step 4 increase from \$22.00 to \$22.75 effective 9-9-11
    - c. Matt Mullins Step 5 increase from \$22.75 to \$23.48 effective 9-17-11
    - d. Jason Cederberg Step 3 increase from \$21.25 to \$22.00 effective 10-19-11
- C. **Donations/Designations** – none

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 the Open Forum.

**PUBLIC HEARINGS**

No public hearings

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

### **A. Planning Commission**

Fuhrman explained that at a special meeting for the Planning Commission held on August 1, 2011, a Variance and Site Plan Review for United States Distilled Products Addition was reviewed. The minutes of the Planning Commission read as follows:

*The overall project includes a proposal to connect the new building with the westernmost existing building via two connections. These two connections are proposed to cross over the vacated 17<sup>th</sup> Avenue South. Because the vacated 17<sup>th</sup> Avenue South is its own parcel, the proposed buildings connections would essentially cross over two property lines. A variance is required as the side yard setback requirement of 20 feet cannot be met when construction is proposed to take place over the lot line, essentially proposing no setback.*

The requested was approved at the Planning Commission meeting.

At the regular Planning Commission meeting held on August 15, 2011, the Wal-Mart site plan was reviewed and also approved by the commission.

Mayor Riddle noted the denied request for United States Distilled Products for a twenty-four (24) foot wide parking aisle, two feet less than the ordinance requirement of twenty-six (26) feet.

### **B. Parks & Recreation Board Minutes August 22, 2011**

### **C. Princeton Area Visionary Committee Minutes July 25, 2011**

The above minutes were reviewed by the City Council.

## **PETITIONS, REQUESTS, AND COMMUNICATIONS**

### **ORDINANCES AND RESOLUTIONS**

#### **A. Resolution 11-50 - Robert Soule Rural Taxing District Application**

Fuhrman said that Robert and Madelyn Soule submitted an application to include Property Identification Number 24-029-0485 within the Rural Taxing District.

According to the criteria established to determine whether or not a lot qualifies for the Rural Service District, the lot does appear to have reasonably convenient access to municipal sewer and water. Verification was received by the Public Works Director and Public Utilities General Manager.

Staff's opinion was to deny the request.

HALLIN MOTIONED TO ADOPT RESOLUTION 11-50, DENYING THE APPLICATION TO DESIGNATE PID 24-029-0485 INTO THE RURAL TAXING DISTRICT WITHIN THE CITY OF PRINCETON, MINNESOTA. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**B. Resolution 11-51 Consideration of Rivertown Crossing Second Addition Preliminary & Final Plat**

Fuhrman said that the MFRA, on behalf of Wal-Mart Real Estate Business Trust, submitted an application for a Preliminary and Final Plat, to be known as Rivertown Crossing Section Addition, in order to construct a 120,807 square foot Wal-Mart retail store, located south of Highway 95 and west of Highway 169 in the city of Princeton.

Fuhrman went on to explain that the plat proposes to combine Lots 3, 4, 5, and 6, Block 1, Rivertown Crossing into one lot, to be known as Lot 1, Block 1, Rivertown Crossing Second Addition. The lot will be 14.488 acres in size and will contain the proposed building and all associated uses (parking, outdoor sales area, etc). The plat proposes to retain the existing 20 foot drainage and utility easement located on the perimeter of the proposed parcel, along with a 74 ft by 60 ft drainage and utility easement for the life station in the southwest corner of the lot. Staff is recommending that an easement document shall be drawn up in regards to access and parking for the lift station. The applicants have submitted a request to vacate the drainage and utility easements that lie within Lots 3, 4, 5, and 6, Block 1, Rivertown Crossing.

The proposed Preliminary and Final Plat is being processed as a "Short Plat", which requires only one review by the Planning Commission and City Council, with a public hearing held at the Planning Commission level for the preliminary plat. The Planning Commission met and held a public hearing on August 15, 2011 and recommended approval to the City Council for the preliminary and final plat, based on the following conditions:

- a. The applicant shall follow the final plat procedures identified in the Subdivision Ordinance.
- b. Execution of a Developer's Agreement with the City.
- c. City Engineer's comments and conditions shall be met.
- d. Any other conditions as recommended by staff, the PUC, Planning Commission or City Council.

Fuhrman said that based on the analysis of the above-referenced information, staff feels that the proposed Preliminary and Final Plat follow the provisions of the Zoning and Subdivision Ordinance and Comprehensive Plan.

HALLIN MOTIONED FOR APPROVAL OF RESOLUTION 11-51, APPROVING THE PRELIMINARY AND FINAL PLAT OF RIVERTOWN CROSSING SECOND ADDITION, BASED ON THE FINDING THAT THE PROPOSED PRELIMINARY AND FINAL PLAT MEETS THE REQUIREMENTS OF THE ZONING AND SUBDIVISION ORDINANCES AND COMPREHENSIVE PLAN, AND SUBJECT TO THE CONDITIONS RECOMMENDED BY THE PLANNING COMMISSION, ALONG WITH AN ADDITIONAL CONDITION THAT AN EASEMENT DOCUMENT BE WRITTEN UP TO PROVIDE AN INGRESS/EGRESS EASEMENT THROUGH THE SOUTH ENTRANCE ON 2<sup>ND</sup> STREET NORTH AND PARKING AREA FOR THE PURPOSE OF MAINTAINING THE MUNICIPAL LIFT STATION IN THE SOUTHWEST CORNER OF THE LOT. WHITCOMB SECONDED THE MOTION.

Schieffer added that on the plat that was presented the signature block did not match the owner's names and it needed to be corrected. There was also no title work done. In addition, contact information was needed for the individual for drafting easement or

access agreement. These should also be listed as conditions.

Hallin asked if the resolution covers any other conditions that may arise. Schieffer said that there is no provision for any other issues to be added. The conditions added tonight will be the only conditions. Riddle mentioned that the council always amends the resolution, of course.

Riddle asked for the City Engineer's comments.

Nielson said that regarding the ingress-egress easement through the back parking lot, that should be recorded in order for an addition of curb and gutter. There were some minor issues with storm sewer elevations. Nielson said Wal-Mart did meet the retention requirements.

Nielson went on to add that an extensive traffic analysis will need to be completed on 21<sup>st</sup> Avenue. The Wal-Mart store will function fine through 2018 with the base traffic increasing at normal rates. If the City of Princeton ends up with another big box, that intersection of 21<sup>st</sup> Avenue will need to be improved. The city will want to make some sort of acknowledgement in the Developer's Agreement that when those improvements take place; whether it is four lanes a roundabout or a traffic light, that the Wal-Mart will be responsible for a portion.

Hallin asked if the Engineer's comments were acknowledged through the resolution before them. Nielson said that they were not, but that any other issues can and will be covered in the Developer's Agreement.

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

**C. Resolution 11-52 Consideration of Vacating of Drainage & Utility Easements within Lots 3, 4, 5, & 6, Block 1 Rivertown Crossing**

Fuhrman said that MFRA, on behalf of Wal-Mart Real Estate Business Trust, has requested the vacation of the drainage and utility easements that lie within Lots 3, 4, 5, and 6, Block 1, Rivertown Crossing.

The applicants have requested to vacate the drainage and utility easements established along the interior lot lines of Lots 3, 4, 5, and 6 of Rivertown Crossing. These easements are no longer needed if the preliminary and final plat of Rivertown Crossing Second Addition is approved, which would result in the combination of these four lots into one lot.

The Planning Commission is required to hold a public hearing regarding vacations, with final approval or denial issued by City Council. In reviewing a vacation, it should be determined that there is no present or prospective use for the easement and the vacation will serve the public interest. The Planning Commission met and held a public hearing on August 15, 2011 and recommended approval to the City Council for the vacation of the drainage and utility easements, subject to the following conditions:

- a. A certified copy of the resolution shall be recorded with the County Recorder's office.
- b. City Engineer's comments and conditions shall be met.
- c. Any other conditions as recommended by staff, the PUC, Planning Commission or City Council.

- d. If the parcel were to be subdivided in the future, the drainage and utility easements would be dedicated back.

HALLIN MOTIONED TO ACCEPT RESOLUTION 11-52, APPROVING THE VACATION OF THE DRAINAGE AND UTILITY EASEMENTS THAT LIE WITHIN LOTS 3, 4, 5, AND 6, BLOCK 1, RIVERTOWN CROSSING, BASED ON THE FINDINGS THAT THERE IS NO PRESENT OR PROSPECTIVE USE FOR THE DRAINAGE AND UTILITY EASEMENTS AND THE EASEMENT VACATION WILL SERVE THE PUBLIC INTEREST, AND SUBJECT TO THE CONDITIONS RECOMMENDED BY THE PLANNING COMMISSION. WHITCOMB SECONDED THE MOTION.

Walker asked if it would be more appropriate to have more space added to the existing vacated easements; making sure the city has enough space in the ground to get around. Nielson said that anyone that needed access would have enough room. In fact, with Wal-Mart taking up the entire site, there would be no need for additional room.

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

**D. Resolution 11-53 Consideration of Small Cities Development Program Policies and Procedures Manual**

Fuhrman said that Lakes & Pines Community Action Council, Inc. has prepared a Policy & Procedures Manual for the Small Cities Development Program. The Manual will provide policies and procedures for numerous aspects of the Small Cities Development Plan, including: eligibility requirements, qualifying improvements, bid process, close out process, marketing, record retention, and so on.

Because it was a question of the City Council from the August 11 meeting, Lakes and Pines informed Fuhrman that mobile homes are indeed eligible and cannot be excluded from the program. (See pages 6 and 7 of the manual). Also, the City Council of Milaca agreed with the Princeton City Council on splitting the funding as eight (8) commercial projects: three (3) in Princeton and three (3) in Milaca; and remaining two (2) will be from either community. Twelve (12) residential projects: five (5) in Princeton, Five (5) in Milaca and the remaining two (2) from either community.

WHITCOMB MOVED TO APPROVE RESOLUTION 11-53, ACCEPTING THE SMALL CITIES DEVELOPMENT PROGRAM POLICY & PROCEDURE MANUAL 2011-2013 BY LAKES & PINES. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

**E. Ordinance #671 Floodplain Management Amendment (First Reading)**

Fuhrman said that the Federal Emergency Management Agency (FEMA) has recently updated the Flood Insurance Study (FIS) and Flood Insurance Rate Map (FIRM) panels for Sherburne County. In order to comply with the rules and regulations of the National Flood Insurance Program (NFIP) and to maintain eligible in the NFIP, the City is required to update its Floodplain Ordinance and adopt the updated floodplain maps.

The updated FIRM panels, or floodplain maps, are now separated by County. At this time, Sherburne County is ahead of Mille Lacs County in the updating process; therefore, the City must adopt the updated Floodplain Ordinance and Sherburne County maps now and adopt the Mille Lacs County maps at a later date. The study/map effective date for

Sherburne County is November 16, 2011, meaning that the revised floodplain ordinance must be adopted, published, and sent to FEMA no later than November 16, 2011.

The attached Ordinance essentially does the following:

1. Updates the city floodplain regulations (Chapter VIII) in the Zoning Ordinance to be compliant with 44 Code of Federal Regulations, Section 60.3. The attached ordinance proposes to repeal the existing floodplain regulations in its entirety and replace it with a new ordinance, based on DNR's sample ordinance.
2. Adopts the updated Sherburne County Flood Insurance Study (FIS), which is the technical data for establishing the boundaries of the floodplain
3. Adopts the updated Sherburne County Flood Insurance Rate Maps (FIRM)

As required by Ordinance, the Planning Commission met and held a public hearing on August 15, 2011 and recommended approval to the City Council of the attached Ordinance, amending the City's floodplain regulations and adopting the updated Flood Insurance Study (FIS) Report and Flood Insurance Rate Map (FIRM) panels for the portion of the city located in Sherburne County.

WALKER MOVED TO APPROVE THE FIRST READING OF ORDINANCE 671, AMENDING CHAPTER VIII (FLOODPLAIN MANAGEMENT) OF THE ZONING ORDINANCE, IN ORDER TO BRING THE FLOODPLAIN MANAGEMENT REGULATIONS IN TO COMPLIANCE WITH 44 CODE OF FEDERAL REGULATIONS, SECTION 60.3 AND TO ADOPT THE UPDATED FLOOD INSURANCE STUDY (FIS) REPORT AND FLOOD INSURANCE RATE MAP (FIRM) PANELS FOR THE PORTION OF THE CITY LOCATED IN SHERBURNE COUNTY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

#### **F. Ordinance #672 Variance Ordinance Amendment (First Reading)**

Fuhrman explained that in May 2011, the State amended Minnesota Statute, Section 462 to restore municipal variance authority in response to the *Krummenacher vs. City of Mintonka* case. The law also provides consistent statutory language between City and County variance authority.

The new law renamed the municipal variance standard from "undue hardship" to "practical difficulties," but otherwise retains the familiar three-factor test of (1) reasonableness, (2) uniqueness, and (3) essential character. Also included is a sentence new to city variance authority that was already in the county statutes: "Variances shall only be permitted when they are in harmony with the general purposes and intent of the ordinance and when the terms of the variance are consistent with the comprehensive plan." In addition, the new law has clarified that conditions may impose on granting of variances if those conditions are directly related to and bear a rough proportionality to the impact created by the variance.

The following amendments will be made to the Zoning Ordinance:

1. Removes the definition of "hardship";
2. Adds a definition for "practical difficulties";
3. Amends the definition of "variance"; and
4. Amends the variance review standards.

The City Attorney has reviewed the proposed ordinance amendments and is in agreement with them. Per Ordinance requirement, the Planning Commission met and held a public hearing on August 15, 2011 and recommended approval to the City Council of the attached Ordinance, amending the variance language in the Zoning Ordinance.

HALLIN MOTIONED TO APPROVE THE FIRST READING OF ORDINANCE 672 WHICH AMENDS THE ZONING ORDINANCE VARIANCE LANGUAGE TO BE CONSISTENT WITH THE STATUTORY LANGUAGE. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

### **UNFINISHED BUSINESS**

#### **A. Public Property Vacation Policy Consideration**

Karnowski said that at the last City Council meeting, the Council directed staff to tweak the proposed "Vacation of City Property Policy and bring it back for consideration.

Attorney Schieffer recommended the changes.

WALKER MOVED TO ADOPT THE PUBLIC PROPERTY VACATION POLICY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS).

#### **B. School Liaison Officer Discussion**

Karnowski said that the Council was provided two School Liaison Contracts between the City and the School District. Both contracts are for three years. As suggested by the Council, the High School 50/50 contract is a "guaranteed" contract. The 75/25 Middle School contract is also for 3 years but is drafted such that it is not guaranteed.

Hallin asked what the difference between being guaranteed and not guaranteed was. Karnowski said theoretically, for the Middle School, the School District could notify the city within the three years that they want to terminate the liaison position. With the High School, there could be no termination within the three year period.

WALKER MOVED TO APPROVE THE CONTRACTS AS WRITTEN WITH THE PRINCETON SCHOOL DISTRICT. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

It was noted that the School Board had already approved the contracts.

#### **C. Public Works Garage Door Bids**

At the last City Council meeting, Gerold had informed the council that the overhead doors at the garage were in need of repair. There is \$15,000.00 in the Capital Improvement Plan set aside for these repairs.

Gerold explained that he has since acquired two bids:

<b>COMPANY</b>	<b>TOTAL BID AMOUNT</b>
St. Cloud Overhead Door Company; Waite Park, Minnesota	\$11,841.00
Gave Garage Door Co., Inc;	\$8,300.00

Princeton, Minnesota	
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In addition to the two above listed bids, Gerold received a bid from Structural Buildings, Inc. out of Becker, Minnesota for an additional \$1,609.00 for repairs to the building for facilitating installing on the new doors.

HALLIN MOTIONED TO APPROVE THE BID FROM GAVE GARAGE DOOR CO., INC OUT OF PRINCETON, MINNESOTA FOR \$8,300.00 AND TO STRUCTURAL BUILDINGS INC OUT OF BECKER, MINNESOTA FOR AN ADDITIONAL \$1,609.00 FOR REPAIRS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

## **NEW BUSINESS**

### **A. Discussion of Properties not Hooked up to Sewer & Water**

Fuhrman said that according to Section 900.02 of the Princeton Code of Ordinances, *all premises which have access to either the municipal water system and/or municipal sewers and from which sewage or organic waste products of any nature, including milk waste, are drained, are hereby required to be connected with the municipal sewers for proper treatment in the sewage treatment plant of the city and the municipal water system.*

Information regarding the properties within city limits not hooked up to municipal sewer and water has been gathered: currently, there are six (6) properties not hooked up to municipal sewer, and thirteen (13) properties not hooked up to municipal sewer and water.

Staff has been discussing enforcing the above-referenced ordinance and requiring these properties to come into compliance with the Code requirement. Per discussions, staff is proposing to send notification to the affected property owners and ask for compliance within one year.

Utilizing the SMALL CITIES DEVELOPMENT PLAN funds for hooking said properties up to municipal sewer and/or water has been discussed at the Economic Development Authority level. It was verified with Lakes & Pines, and SMALL CITIES DEVELOPMENT PLAN funds can be used for this purpose; although the City cannot require property owners to utilize these funds to hook up.

Staff is requesting Council's input on this subject, in particular regarding the following two items:

1. The process and timeline for requiring the non-compliant properties to come into compliance with the Code and hook up to municipal sewer and water.
2. Notifying those property owners about the possibility of utilizing SMALL CITIES DEVELOPMENT PLAN funds to hook up.

The Councilors were concerned with funding to help the property owners hook up to sewer and water. They were also concerned with the process and timeline for enforcing the ordinance. Riddle asked if the property owners should be notified sooner than later about the possible financing. Fuhrman said that actually Lakes and Pines would send the letter out. There is a total of \$300,000.00 in the small Cities grant that will be shared with Milaca.

Karnowski thought that originally there was a timeline, or if the property owner's systems

failed then they had to hook up to municipal sewer and water. There will be some people not hooked up because there is no municipal sewer or water line close enough to them. Staff had thought with the availability of grant funds, this might be the best time to implement enforcement because they may qualify for assistance, Karnowski added. Riddle was apprehensive about the shared grant monies with the City of Milaca. Would the money be eaten up in just water hook ups?

Walker asked about those with the private wells, are there any enforcement issues with the Wellhead Protection Plan? Nielson commented that those properties would have to be handled under appropriate procedures.

Karnowski said that there used to be grant funds available through the Soil and Water Conservation where the property owner would receive half of the cost of capping a well if they were to apply. Karnowski was unsure whether these funds were still in effect.

Walker requested that staff look into possible funding when doing this enforcement. This could be a hardship for these people. If a person is on a fixed income, a \$10,000.00 bill would be pretty hard to take, Walker commented.

Karnowski suggested the timeline being longer than one year. It makes it harder to track for staff, but it is up to the Councilors.

The City Council would like to see a list of the property owners that will be targeted and he would like to see those letters go out as soon as possible.

Karnowski offered up another option to require a hook up be required prior to a property changing hands. The rationale behind this option would be that the buyer and seller could then negotiate who would pay for what.

Riddle said he liked the idea of hook up required when a property was sold rather than burning up grant money.

Hallin asked if a resident would have to permit with the state to replace their failing system; therefore the city would find out about it. Karnowski said that yes, the resident is supposed to permit when replacing a failed system.

Fuhrman asked the council if they wanted to hold off on sending letters out to the residents. Riddle thought it would be best to hold off on the letters at this point.

**B. Approval to Remove Tree within 5<sup>th</sup> Street North ROW - Resolution 11-54**

Fuhrman updated the City Council on a tree from the Kevin and Anita Gerrard's property (411 Rum River Drive North) that had come down in a recent storm and is obstructing the right-of-way of 5<sup>th</sup> Street North. Initially following the storm, the Public Works Department cleared a portion of this tree in order to allow some passage through the right-of-way of 5<sup>th</sup> Street North. The Police Chief then visited the property and asked the property owners to remove the tree and its branches.

Fuhrman said that staff recently sent a letter to the property owners asking them to clear the tree and its branches from the right-of-way and to dispose of the contents properly within ten days of receipt of the letter (delivered on August 19, 2011).

The tree and its branches have not been removed from the right-of-way or cleaned up from the yard, which is in violation of Section 600.06(E) and 600.06(M) of the City Code.

The City Attorney has advised that the next step is the passage of a resolution by the City Council, stating the following:

- Orders the property owners to correct the hazardous situation within 20 days;
- If the situation is not corrected, a motion for default summary enforcement of the order will be made to the District Court;
- If the Council elects to take the corrective action, all necessary costs expended by the City will be assessed against the property; and
- Gives authorization to staff to prepare, sign, & serve papers; to take any actions necessary to execute the order; and to assess the costs against the subject property.

Hallin questioned the time limit that the property owners had to remove the tree; that there were several different time limits stated. Fuhrman stated that the letter originally said the Gerrards had ten (10) days; until August 29, 2011. But, resolution 11-54 gives the property owners until September 1, 2011; which is three extra days.

Schieffer added that the statute states that a reasonable amount of time must be given. The 20 days refers to if a resolution is filed with the court, then the property owners have 20 days to respond to the letter. It is a separate issue than the ten (10) day time period.

Hallin commented that she has driven by the tree and realizes it is a public hazard.

HALLIN MOTIONED TO APPROVE RESOLUTION 11-54 ORDERING THE CORRECTION OF HAZARDOUS CONDITIONS AT 411 RUM RIVER DRIVE NORTH PRINCETON MINNESOTA. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

### **C. Brian Flatten Resignation**

Karnowski updated the Council that the city has received a resignation letter from Brian Flatten from Public Works who is leaving to work at one of the Casino Waste Water Treatment Plants. Staff has known that this is the career area that Flatten wanted to take and apparently, a good job opportunity has opened up and he's taking advantage of it.

The City's current part-time Waste Water Treatment Plant maintenance employee, Chris Klinghagen, is interested in Flatten's position as a GMII. Staff would proposed that Chris would start working full time effective August 29, 2011 which would give him two weeks of training time before Flatten leaves on September 9, 2011.

Chris Klinghagen was hired as a part-time employee on June 23, 2011 to fill the position that was left vacant when Mark Schneider passed away. Klinghagen is from the area and has a Class "D" Wastewater and Water License and meets all of the city requirements for the GMII position.

Prior to working for the City of Princeton Klinghagen did internships at treatment facilities in Pequot Lakes and Brainerd and worked at various community Waste Water Treatment Plants for Peoples Service Inc. performing the duties that are required at the Princeton facility.

Because the applications for the part-time Waste Water Treatment Plant position are only a few months old, staff is suggesting to first attempt to fill Klinghagen's position with that group of applications.

HALLIN MOTIONED TO ACCEPT THE RESIGNATION OF BRIAN FLATEN, PUBLIC WORKS GMII; EFFECTIVE SEPTEMBER 9, 2011. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

WALKER MOTIONED TO PROMOTE CHRIS KLINGHAGEN FROM PART TIME WASTE WATER TREATMENT PLANT MAINTENANCE POSITION TO A GMII POSITION AT \$18.10/HR., EFFECTIVE AUGUST 29, 2011. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (4 AYES, 0 NAYS.)

The City Council concurred with the staff recommendation to review the applications already received in an attempt to hire a replacement for the Part Time Waste Water Treatment Plant Operator's position. If no suitable candidates are found, the Council authorized staff to advertise to fill that position.

### **MISCELLANEOUS**

Mark Karnowski said there was an employee issue that needed to be discussed. Dick Schieffer advised that the employee could decide if the issue should be discussed in a closed meeting or not. Staff called Public Works Director Bob Gerold to the stand...and then the Staff, Mayor and Council sang Happy Birthday to him!!!

### **BILL LIST – \$550,390.39**

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL VOUCHER BILL LIST FOR A TOTAL OF \$236,106.51 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 64005 TO 64103 FOR A TOTAL OF \$314,283.88. Walker SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

### **ADJOURNMENT**

There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:38 PM. 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