

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
OCTOBER 24, 2013 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Dick Dobson, Thom Walker, Jules Zimmer and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Police Chief Brian Payne, Police Sergeant Joe Backlund, liquor store manager Nancy Campbell, Clerk Shawna Jenkins, Attorneys Dick Schieffer and Damien Toman, and Engineer Mike Nielson.

**AGENDA ADDITIONS/DELETIONS**

None

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of October 10, 2013

WALKER MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF OCTOBER 10, 2013. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

**A. Permits and Licenses**

**B. Personnel**

**C. Donations / Designations**

- 1. Resolution 13-43 accepting donation of \$2500 towards Fireworks from the American Legion

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**OPEN FORUM**

**PUBLIC HEARINGS**

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

- A. Fire Board minutes of October 1, 2013
- B. Airport Board minutes of October 7, 2013

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

- A. Princeton Area Chamber of Commerce request for 2014 funding

Karnowski stated the city has received a letter from the Chamber outlining what they have been doing over the past year and is asking the council to again approve \$10,000 that will come out of the liquor store fund.

DOBSON MOVED TO APPROVE \$10,000 FROM THE LIQUOR STORE FUND FOR THE PRINCETON CHAMBER OF COMMERCE. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Kevin Gerrard water and sewer request

Gerrard stated he went to the PUC meeting yesterday and is asking if the Council can intervene. He stated he dropped off some more information earlier today and he hopes both projects are reviewed separately. Whitcomb responded that he does not believe the Council can overrule the PUC. Schieffer added that was correct, that the council does not have the authority to overrule the PUC or make decisions in favor of or against the PUC.

## **ORDINANCES AND RESOLUTIONS**

- A. Resolution 13-50 ordering the razing and removal of a hazardous building at 103 4<sup>th</sup> Street Circle North.

Fuhrman reported the property has been unoccupied for several years, a tree has fallen on the roof, the roof and walls are rotten and the structural integrity is permanently compromised. Also, the city has received several complaints in regard to the property.

David Ziemke said he is asking for an extension. He has been in contact with Brian Dahlheimer about taking the building down, but was told he likely could not get it done for at least a month. Schieffer stated the standard is 30 days, but the council can provide the property owner more time if they choose to.

DOBSON MOVED TO APPROVE RESOLUTION 13-50 ORDERING THE RAZING AND REMOVAL OF HAZARDOUS BUILDING AND CONDITIONS AT 103 4<sup>TH</sup> STREET CIRCLE NORTH WITH A CHANGE AS TO PROVIDE ZIEMKE 60 DAYS (UNTIL DECEMBER 24<sup>TH</sup>) INSTEAD OF 30 DAYS TO HAVE THE BUILDING REMOVED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Resolution 13-51 approval of Sharco Second Addition Final Plat

Fuhrman reported that John Peterson, on behalf of Great Northern Land, has submitted a final plat application for Sharco Second Addition. The only significant change is that the depths of Lots 1 and 2 have been increased, thus reducing the size of Lot 5.

- The Planning Commission issued a variance to the Airport Zoning Ordinance that limited the density on this piece of property in order for it to be developed into single family homes (August 19<sup>th</sup>).
- Park Board recommended acceptance of the park dedication fee versus park land (August 26<sup>th</sup>).
- Preliminary Plat public hearing and recommended approval by the PC (September 16<sup>th</sup>).
- Preliminary Plat approval by the City Council with conditions (September 26<sup>th</sup>).

Sharco Second Addition proposes Lots 1-8 and Outlot A, Block 1, on what is currently known as Outlot E, Sharco Estates, which is located on the northwest corner of Meadow View Drive and 14<sup>th</sup> Avenue South in Princeton. The proposal is for eight single family home lots, ranging in size from 13,137 square feet to 31,154 square feet. The property is zoned R-2, Residential and planned for Mixed Residential on the Future Land Use Plan.

The City Engineer is working with the developer's engineer in addressing the final drainage plan.

As requested, the plans have been modified so the trail will connect with the sidewalk on the south side of Meadow View Drive in order to provide better pedestrian access. This shall be the responsibility of the developer.

PUC staff and the developer have met and are finalizing the details of the utility installations.

The proposed landscape plan meets the minimum requirement that each one family residential dwelling unit shall contain trees totaling at least 8 inches in diameter at installation with a minimum of 2 trees located in front of the home, as well as that all open areas not occupied shall be sodded or seeded.

The Landscape Plan does not provide for a mix of plantings around a minimum of 50% of the exterior foot print of all buildings. This shall be required to be addressed on the Landscape Plan.

Although the applicant is not proposing to construct homes at this time, the Developer's Agreement shall address the landscaping requirements for future builders.

Most of the additional data requested during the Preliminary Plat review has been provided, including the setback lines, drainage and utility easements, and structure information.

The Subdivision Ordinance requires that in any area where lots are platted in excess of 24,000 square feet, a preliminary re-subdivision plan is required showing a potential and feasible way in which the lots may be re-subdivided in future years for more intensive use of the land. The placement of buildings or structures upon such lots shall allow for potential re-subdivision.

Comment: Staff has reviewed the potential for a future re-subdivision, and it appears the likelihood may not be economically feasible. However, the Planning Commission is recommending that the homes be constructed in a manner that would allow for potential re-subdivision in the future (constructing the homes on the front half of Lots 6-8).

As a part of the Final Plat requirements, the applicant shall be responsible for following the final plat procedures identified in the Subdivision Ordinance, including the requirement to enter into a Developer's Agreement (D.A.), obtaining appropriate signatures, submittal of three mylars (two copies for the County; one for the City records), etc. The City Attorney has reviewed the title work and staff is working on finalizing the D.A. The following shall be addressed in the D.A.

If the landscaping and driveways are not finished at the time the builder is requesting a Certificate of Occupancy, a \$3,000 escrow shall be required to be submitted.

The developer shall submit a park dedication fee in an amount of \$4,880.

The developer has agreed to give ownership of Outlot A over to the city as a public trail is located on this site. The trail shall be reconfigured to connect with the existing sidewalk.

The City is in the process of obtaining the majority of the large drainage pond that serves Meadow View and Sharco Estates after the parcel went into tax forfeiture (Outlot D, Sharco Estates). Outlot A, Meadow View 5<sup>th</sup> Addition (just south of Outlot D) is currently coded tax exempt, and the developer has agreed to transferring the ownership of Outlot A, Meadow View 5<sup>th</sup> Addition to the City as a part of this project. This will ensure that the majority of the

pond is in the City's hands as they are already maintaining the pond and is not available for future redevelopment. This shall also be addressed between the applicant and City.

The proposed homes and accessory buildings shall meet all regulations, including setbacks, height, type, minimum floor area, parking, driveway, etc. This shall be addressed in the Developer's Agreement.

If the recommended conditions are met, the Final Plat appears to meet the Zoning and Subdivision Ordinance standards; therefore, staff recommends approval of the Final Plat, subject to the following conditions:

- 1) Applicant shall address the City Engineer's comments.
- 2) The Landscape Plan shall be revised to address the plantings required around the future homes.
- 3) The placement of the homes shall allow for potential re-subdivision on Lots 6-8 (constructing the homes on the front half of Lots 6-8).

Applicant shall be responsible for following the final plat procedures identified in the Subdivision Ordinance, including entering into a Developer's Agreement

WALKER MOVED TO APPROVE RESOLUTION 13-51 AUTHORIZING APPROVAL OF THE FINAL PLAT FOR SHARCO SECOND ADDITION WITH THE FOLLOWING CONDITIONS:

- 1) APPLICANT SHALL ADDRESS THE CITY ENGINEER'S COMMENTS.
- 2) THE LANDSCAPE PLAN SHALL BE REVISED TO ADDRESS THE PLANTINGS REQUIRED AROUND THE FUTURE HOMES.
- 3) THE PLACEMENT OF THE HOMES SHALL ALLOW FOR POTENTIAL RE-SUBDIVISION ON LOTS 6-8 (CONSTRUCTING THE HOMES ON THE FRONT HALF OF LOTS 6-8).
- 4) THE APPLICANT SHALL BE RESPONSIBLE FOR THE FOLLOWING FINAL PLAT PROCEDURES IDENTIFIED IN THE SUBDIVISION ORDINANCE, INCLUDING ENTERING INTO A DEVELOPERS AGREEMENT.
- 5) THE DEVELOPER WILL TRANSFER OWNERSHIP OF MEADOWVIEW ESTATES, 5<sup>TH</sup> ADDITION, OUTLOT A TO THE CITY

ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 13-52 approving construction contract for the Rum River Hotel

Fuhrman reported that this is for the water and sewer hookup for the Rum River Hotel located at 510 19<sup>th</sup> Avenue North. She added that they do want it extended to 15 years as the Council approved for A+ Restaurant.

Walker stated they are Commercial as well, so he is in agreement of extending the assessment to 15 years.

HALLIN MOVED APPROVE RESOLUTION 13-52, APPROVING THE CONSTRUCTION CONTRACT FOR THE RUM RIVER HOTEL LOCATED AT 510 19<sup>TH</sup> AVE NORTH. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

- A. Pay Estimate #3 to Knife River Corporation for the 2012 Airport Pavement Rehab for \$8,281.18

Karnowski reported that the city has received pay estimate #3 for the pavement rehab at the Airport.

HALLIN MOVED APPROVE PAY ESTIMATE # 3 FOR \$8,281.18 TO KNIFE RIVER CORPORATION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Final Pay estimate (#20) to Rice Lake Construction for the Waste Water Treatment Facility

Karnowski reported that at the September 26<sup>th</sup> meeting the Council considered the final pay estimate for the wastewater treatment plant. At the time there was some question about whether Rice Lake Construction should have some responsibility for the costs of re-planting and watering the reed beds, so the Council tabled consideration of payment approval.

After discussion the issue with the city attorney and the SEH attorney, it appears that Rice Lake is not responsible for those additional costs. Accordingly it is recommended that consideration of the payment request be taken from the table and approved.

WALKER MOVED TO UNTABLE THE FINAL PAYMENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE THE FINAL PAY ESTIMATE TO RICE LAKE CONSTRUCTION FOR \$58,434.00. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- C. Pay Estimate #2 for DRT Biosolids, Inc for \$119,475.80

Karnowski stated that this is the second pay estimate for the pond decommissioning.

HALLIN MOVED APPROVE PAY ESTIMATE #2 FOR DRT BIOSOLIDS FOR A TOTAL OF \$119,475.80. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- D. Small Cities Development Program Pre-Application Target area

Fuhrman reported that in May, the City gave authorization for Lakes & Pines Community Action Council, Inc. to assist them in applying to the Small Cities Development Program (SCDP) for grant funds to rehabilitate (fix-up) owner-occupied housing and commercial properties. Brochures were distributed throughout the City to see which area the most concentrated interest was located.

The SCDP is a competitive pool of grant funds that are allocated to the MN Department of Employment & Economic Development (DEED) each year from the United States Department of Housing and Urban Development (HUD) for community projects that benefit low to moderate income persons in areas that do not already receive entitlements from HUD. DEED wants to see smaller target areas that make the most impact.

Summary of Results:

**Housing:** 30 interest forms were returned to Lakes & Pines and the interest was widespread throughout the City.

There are two options for Princeton to consider, both contain the same amount of interested people:

a. North area:

- This is the larger area
- This area appears to have fewer deficiencies based on a windshield survey that was done.

b. South area:

- This is the smallest area
- This area appears to have more deficiencies based on a windshield survey that was done.

**Commercial:** 17 interest forms were returned and all but one of these properties is in the downtown area

Recommendations:

Lakes & Pines is recommending the Council approve the South area as the target area for housing rehab and the outlined area for commercial rehab and also write in the grant that if there is not enough interest in the first 15 months of the program that the target area be opened up to include all of the City limits.

WALKER MOVED TO FOLLOW LAKES AND PINES RECOMMENDATION AND APPROVE THE SOUTHERN RESIDENTIAL LOCATION AND THE DOWNTOWN COMMERCIAL LOCATION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

A. November / December Meeting Dates

Karnowski stated as the city heads into the end of the year's holiday season and the time for final approval of the 2013 budget, it seems timely to consider a meeting schedule for the end of the year. Some of the issues to decide include:

**1. Budget meeting dates** - In the past the Council has scheduled two budget meetings in November. The first is usually the Study session (this year, November 7<sup>th</sup>) with the second being the Tuesday before Thanksgiving (this year, November 26<sup>th</sup> – Thanksgiving's on the 28<sup>th</sup>). Steve Jackson is gone the week of November 4<sup>th</sup> (including the 7<sup>th</sup>) so he suggested Tuesday, November 26<sup>th</sup> and the December 5<sup>th</sup> Study session Will those two dates work for the Council or would some other dates be more preferable? He asked what time should the meetings be.

**2. November meeting dates** (This year, as usual, Thanksgiving falls on the second meeting date). In the past the Council has had one regular meeting in November with the understanding that the Council could approve bills at the month end budget meeting should the need arise. Accordingly, if the Council chooses to follow the same procedure, a motion to cancel the November 28<sup>th</sup> Council meeting and have a special budget on November 26<sup>th</sup> would be in order.

WALKER MOVED TO CANCEL THE NOVEMBER 28<sup>TH</sup> MEETING, AND TO HOLD THE BUDGET MEETINGS ON TUESDAY NOVEMBER 26<sup>TH</sup> AT 7PM AND DECEMBER 5<sup>TH</sup> AT 4:30PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **MISCELLANEOUS**

Hallin reported that Monday 21<sup>st</sup>, the Cable Commission met and worked on a draft agreement which will likely be approved on November 18<sup>th</sup>. In past agreements, it usually lasted 10 years, but they have decided to go 5 years and if things go well, it can be easily extended another 5 years. She added that the municipalities will be getting the maximum franchise amounts.

Dobson commented that the PUC put a water meter on Distinctive Door and it was found that their current well was enough to handle their fire suppression system, so they will likely not be annexing into the city.

### **BILL LIST**

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$101,064.03 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 68837 TO 68921 FOR A TOTAL OF \$633,718.98. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **ADJOURNMENT**

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:32PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins  
City Clerk  
ATTEST:

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Paul Whitcomb, Mayor