

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 27, 2011, 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 Dick Dobson, Victoria Hallin, Thom Walker and Paul Whitcomb. Staff present was Administrator Mark Karnowski, Finance Director Steve Jackson, Community Developer Carie Fuhrman, Fire Chief Jim Roxbury, Public Works Director Bob Gerold, Police Chief Brian Payne, City Engineer Mike Nielson and City Clerk Katie Hunter. Also present: City Attorney Dick Schieffer.

AGENDA ADDITIONS/DELETIONS

Resolution #11-61 was updated and a new version handed out to the City Council members.

CONSIDERATION OF MINUTES

Whitcomb mentioned that the Study Session Minutes of October 6, 2011 had the start time listed as 7:00 PM and it should read 4:30 PM.

Also, in the Regular Meeting Minutes of October 13, 2011, Jim Oliver's last name was spelled incorrectly.

Hunter said she would fix the two mentioned typos.

WHITCOMB MOVED TO APPROVE THE STUDY SESSION MINUTES OF OCTOBER 6, 2011 AND THE REGULAR CITY COUNCIL MEETING MINUTES OF OCTOBER 13, 2011 WITH THE CORRECTIONS MENTIONED. HALLIN SECONDED THE MOTION. CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

CONSENT AGENDA

A. Permits and Licenses

1. Application for Exempt Bingo Permit for Christ Our Light Catholic Parish for December 27, 2011

B. Personnel - none

C. Donations/Designations - none

DOBSON MOVED TO APPROVE THE CONSENT AGENDA. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

OPEN FORUM

No one came forward for the Open Forum portion of the agenda.

PUBLIC HEARINGS

None

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Planning Commission Meeting Minutes of September 19, 2011

1. Variance at 803 West Branch Street

Fuhrman updated the City Council about a variance request at 803 West

Branch Street. The Planning Commission had approved the variance for a front addition on a home at their October meeting. Instead of a thirty (30) foot setback, the Commission has allowed additional fifteen feet from the right-of-way. There was no action needed by the Council.

2. Temporary Sign Ordinance Amendment Discussion

The Planning Commission had discussed amendments to the sign ordinance regarding sandwich board signs and just temporary advertising signs "in general".

Riddle asked if a Public Hearing needed to be scheduled. Fuhrman said that the Planning Commission had already held the Public Hearing on October 17, 2011.

B. PUC Minutes of July 27, 2011

C. Visionary Committee Minutes October 10, 2011

D. Princeton Parks and Recreation Board Minutes October 11 and 24, 2011

1. Mark Park Softball Field Proposed Policy

Karnowski explained that because the Council and Park Board had been concerned with the costs of the upkeep Mark Park. The Board is proposing charging teams and leagues for the use of the softball fields. Karnowski reassured that this policy would not apply to a bunch of kids going to the park to play softball, of course. The policy would only apply for one's exclusive use.

In addition, the Park Board and Public Works are looking at installing pay-as-you-go lighting. The last paragraph of the policy before the City Council describes the use of lights at the field. When the Council looks at the Fee Schedule at the start of the New Year, that paragraph will be re-written to allow for the fee that is set.

Dobson added that the entities that this policy will end up effecting have been notified, so it will not come as a surprise to them.

DOBSON MOTIONED TO APPROVE THE MARK PARK SOFTBALL POLICY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

Karnowski added that he had checked with the League of Minnesota Cities Listserv for Clerks and Administrators and asked other cities how they are handling their parks and softball fields. It is not unusual for cities to charge for this sort of thing. The policy is actually a highbred of their cities.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Sherburne County Alcohol Compliance Checks

Karnowski said that the city received a letter from Mark Lees, Sherburne County Health Coordinator, informing the City Council that Alcohol Compliance Checks were conducted

on Tuesday, October 11, 2011. Two liquor establishments within the city limits passed the check.

Karnowski added that the Police Department conducted compliance checks for the businesses that sell tobacco in city limits and all licensees passed as well.

B. Habitat For Humanity Open House

Karnowski read from the memo to the City Council that this Saturday, October 29, 2011 at 1:00 PM, Habitat for Humanity was holding an open house. The event will take place at 310 9th Avenue South where the new home was built. There will be speakers and Janet Johnson, the recipient of the home, will be present.

The City Council asked if Habitat for Humanity planned to build on the lot next to 310 9th Avenue South. Karnowski and Fuhrman nodded yes.

ORDINANCES AND RESOLUTIONS

A. Resolution 11-61 Past Due Utilities

Karnowski said that the Public Utilities Commission identifies severely passed due utility bills and certifies them to the county each year.

HALLIN MOTIONED TO APPROVE RESOLUTION 11-61 FOR THE 2011 PAST DUE UTILITIES. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

Dobson updated the Council that one gentleman had come forward at the last PUC meeting and represented two bills. The Resolution 11-61 was updated and two PIDs were removed.

B. Resolution 11-62 MnDOT Grant Agreement

Karnowski said that annually, Minnesota State Department of Transportation offers to give the City of Princeton a grant for maintenance of the municipal airport. This year, the grant is in the amount of \$21,617.00. It does not cover the complete costs of the airport, but it helps so the facility isn't completely being run on the backs of the taxpayers.

HALLIN MOTIONED TO APPROVE RESOLUTION 11-62, AN AGREEMENT BETWEEN THE CITY OF PRINCETON AND MNDOT FOR AIRPORT MAINTENANCE AND OPERATION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

C. Ordinance 670 Nuisance Amendment

Karnowski explained that City Attorney Dick Schieffer had drafted a memo regarding Ordinance 670 that had its first reading at the last Council Meeting.

Schieffer said that the current ordinance specifically defines "Food Vendor, but the requirements do not list "Food Vendors" as having to obtain a license. The amendment in Ordinance 670 will repair that apparent oversight in the code.

Schieffer told Councilor Hallin, who had questioned the non-profit groups such as churches and girls/boy scouts, they do not need to pay a fee, but do need to register at City Hall. The City Clerk has been fulfilling that requirement to date.

HALLIN MOTIONED TO ACCEPT ORDINANCE 670. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

Walker asked if the fee schedule lists the costs of licensing. Karnowski said that Appendix E, Fee Schedule, does list the costs that are ongoing. The City Council reviews those at the end of each year.

NEW BUSINESS

A. November Meeting Dates

Karnowski said that as far as the December meeting dates, nothing will need to be changed because both Christmas Day and New Year's Eve both fall on a weekend this year.

As outlined in the memo, the City Council should schedule two budget meetings in November. Normally the first meeting of the month, the Study Session, is used for the first budget meeting. The second budget meeting is usually the last meeting of the month, but that day is Thanksgiving. In the past years, the second budget meeting has been on the Tuesday prior to Thanksgiving Thursday.

Reminding the Council, Karnowski said that the second meeting that was scheduled in November is generally the sole meeting in the month, then.

MAYOR MOTIONED TO HAVE THE FIRST BUDGET MEETING ON THURSDAY, NOVEMBER 3RD (STUDY SESSION) AND THE SECOND BUDGET MEETING ON TUESDAY, NOVEMBER 22 AT 7:00 PM. THE SOLE NOVEMBER MEETING WILL BE SCHEDULED ON THURSDAY, NOVEMBER 17, 2011. DOBSON SECONDED THE MOTION.

Hallin stated that she will not be out of town on the 17th of November. Dobson said he will also be gone on the 17th. The other three council members stated that they will be present.

THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

B. Partial Payment Estimate

Karnowski explained that the Partial Payment Estimate in front of the City Council was for an amount due of \$310,596.19 made payable to R.L. Larson Excavating, Inc for the period of time from September 10 through September 29, 2011.

This estimate has been reviewed by WSB & Associates.

Hallin asked if these funds were coming from a grant from USDA. Karnowski said that the grant funds will not be forwarded for quite some time, so these Pay Estimates are paid for by bonds that the City sold. Money was needed in the interim time before the grant funds were available.

HALLIN MOTIONED TO APPROVE THE PARTIAL PAYMENT ESTIMATE OF \$310,596.19 TO R.L. LARSON EXCAVATING, INC. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

R.L. Larson is now close to ninety-seven percent paid.

C. Sherburne County Fire Departments Mutual Aid Agreement

Karnowski said that the other cities have already signed this agreement. He reminded the Council that there is a state contract that does supersede this agreement.

WHITCOMB MOTIONED TO DIRECT THE MAYOR AND FIRE CHIEF TO SIGN THE SHERBURNE COUNTY FIRE DEPARTMENTS MUTUAL AID AGREEMENT. HALLIN SECONDED THE MOTION.

Scheiffer said that there was a typo on page 2 under Liability. Number 2 in the second paragraph, the word "and" should be "any". The correct reading should say the following:

Under no circumstances, however, shall a Party be required to pay on behalf of itself and other parties, any amounts in excess of the limits of liability established in Minnesota Statutes Chapter 466 applicable to any one Party."

Hunter said she has already contacted the Elk River Fire Chief, John Cunningham, about a misspelled word ("Sherburne" was misspelled, "Sberburne") She stated that she will contact him about this typo as well.

THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

D. 2012 Board of Review and Training Required

Karnowski explained that Mille Lacs County is putting together a schedule for the 2012 Board of Review dates in April.

WALKER MOVED TO APPROVE A BOARD OF REVIEW MEETING ON THURSDAY, APRIL 5, 2012 AT 4:30 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

In addition, both Councilor Hallin and Councilor Dobson have been trained for the Board of Equalization. At least one councilor needs to have the training. Councilor Hallin's will expire on 11-13-2012 and Dobson's will expire on 11-30-2013. Both of these Council Member's terms expire next year, as a side note.

Walker asked Hunter to forward him details about the last training left this year in November in Waite Park.

F. Third Quarter Finance Update

Jackson reported that the General Fund revenue Year-to-Date is nearly 20 percentage points less than the expected seventy-five percent. However, this is typical because the majority of the property tax settlements from the county and state aids were received in July. Also note that the revenue in the Licenses and Permits is ahead of what would be expected due to Splash Park revenue and picnic shelter rentals from over the summer

months.

The Sewer Fund revenue percentage is slightly below the expected percent of budget amount. The SAC appears to be continuing the improvement started last year. Because of the payments for the preload and Waste Water Treatment Plant construction, revenues are behind expenditures by about \$1,660,000.00.

Under Liquor Fund transactions, Jackson went on to say that the sales amounts are significantly above the 2010 and 2009 sales amounts. Expenditures are significantly under budget expectations.

MISCELLANEOUS – there was no miscellaneous items on the agenda.

BILL LIST – \$532,896.14

HALLIN MOVE TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$95,141.71 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 65046 TO 65110 FOR A TOTAL OF \$437,754.43. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:30 PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY (5 AYES, 0 NAYS).

Respectfully Submitted,

Katie Hunter
City Clerk

ATTEST:

Jeremy Riddle, Mayor