

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 13, 2014 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Dick Dobson, and Jules Zimmer. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineer Mike Nielson, and Attorney's Richard Schieffer and Damien Toven. Absent was Victoria Hallin.

SWEARING IN OF POLICE OFFICER SHANE DUNCAN

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of October 23, 2014
- B. Study Session Meeting Minutes of November 6, 2014

DOBSON MOVED TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 23, 2014 AND THE STUDY SESSION MEETING MINUTES OF NOVEMBER 6, 2014. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. **WWTP**
 - a. Chris Klinghagen Step 4 increase to \$25.40 effective 11-22-14
- C. **Donations / Designations**

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

OPEN FORUM

Karen Michaels introduced herself as the director of the Chamber of Commerce. She gave an update on what they are currently working on, which is Small Business Saturday, the Mini-dazzle parade, sleigh rides and their Gala in December

Yvette Olson lives on 12th Street and is one of the properties that has the new Safe Routes to School sidewalk. She wanted to make the council aware of the lack of communication regarding the project. She and many others are in favor of the sidewalk and attended the meetings. However, the plan seems to have changed from the one they originally saw and trees that were removed should not have been, and ones that she was okay with being removed was left. The sidewalk now curves into her yard and is 18 feet from the street at one place. They were out of town for 5 weeks and when they came home they saw the nearly dead apple tree still there, the healthy elm tree removed and the sidewalk location changed. They should have had a letter, a phone call or something so they were aware of the changes.

Olson said they keeping their sidewalk cleared. However, when they plow Oak Circle, it puts a large pile of snow in the new sidewalk. If a resident shoveled before the plows came through and were then gone for the day, it would leave a large pile of snow on the sidewalk

that the kids would need to walk through.

She also brought up the end of the sidewalk that is next to the woods that has not been shoveled. Nielson said he believes the County owns that property, so the City may want to work with them on that portion. Olson said the kids are enjoying it and a lot of people are using it.

Nielson said himself and one of his Engineers went up and down the street and talked to as many people as they could. He said he does not remember the exact parcel but he does remember an apple tree. In the spring when the project was discussed, Olson said she was told the sidewalk wouldn't be done until fall. She had requested that they let the apples ripen, then take the tree down. She asked why a 35 year old elm tree was taken down. Nielson said they tried to minimize the impacts as much as they can, so it may have been take one tree to save many. Nielson said he would meet with Mrs. Olson and take a look at the property.

PRESENTATIONS

Kelly Ossell-Gupatil from the PACC Downtown Committee gave a brief overview of the MN Design Team Visit at the end of September. The Downtown Committee came up with some important points they would like to work towards doing.

1. Requesting City Council's support of Mille Lacs County pursuing "Bump outs" at the corners along Rum River Drive and along First Street.

- Bruce Cochran, Mille Lacs County Engineer has made the initial application for Federal funding. Richard Baker – Mille Lacs County Economic Developer and Genny Reynolds County Commissioner are campaigning at the County level.
- County has been given records from 96 accidents that have occurred on Rum River Drive in the last 10 years, both auto and pedestrian, three hospitalizations and one death
- Police Chief Todd Frederick can speak to the number of near misses that go un-recordable due to lack of pedestrians able to get license plates
- There are other avenues for funding and we request that the City work with the County to help ensure this safety and beatification of our downtown corridor.

2. Requesting instillation of "In-street Crossing signs" on Rum River Drive starting at 3rd street North (Hy-Tech/Riverside Park Entrance) and ending at 6th street South. They are asking for two at each intersection: North and South crosswalks crossing over Rum River Drive, in the center of the crosswalks.

- They are asking the City to head this addition to on the county Road and look at funding the signs and work with the County as they resurface and repair crosswalks in 2015.
- In street pedestrian crosswalk signs are the best way to get the attention of drivers on City streets. Put the sign right in the middle of the crosswalk alerting drivers to Stop or Yield to Pedestrians.
- Available with fixed or removable bases for winter/snow months. Re-attached in the spring when traffic is at its highest
- When impacted by a vehicle each panel's reactive spring gives upon impact and is designed to consistently return the post of panel to its original position.
- Panel dimensions are 12" wide and 47" high, double sided.

- For Minnesota laws on these signs, www.revisor.mn.gov/statutes/?id=169.21

3. Remove the Wrought Iron fencing along Rum River Drive West of Riverside Mall to visibly and physically connect our community's public parking and with both the east and west businesses allowing for better access and aesthetics-connecting the community.

- Installing concrete (etched or terracotta color stained concrete) to minimize the garden maintenance and increase foot traffic around town.
- Many of the fence panels need repair or replacement at this time.
- The benches and Prairie Restoration planting would remain / concrete areas would be installed around trees and where much of the day lilies are at present.

4. Plant trees along both sides of 2nd Street North starting alongside Steven's and Sherburne State Bank down to the entrance of the park per the drawings as a first phase of the "Front porch and Promenade"

Beautification Committee: They ask the City to support the Beautifications Committee's request for hanging baskets bracket planed on light poles and to budget for hanging baskets along Rum River Drive starting at 2nd Street South to 2nd Street North and 1st Street from the Library to 6th Avenue, and budget for winter greenery for 2015 Holiday Season

PAVC: They ask the City to continue to support the PAVC of connecting Riverside Park with Riebe Park via a bridge and their efforts to expand the repaving and expansion of the camping sites and trails through the park.

Planning Commission: They make the request to have the Planning Commission research how other cities maintain city sidewalks and snow removal pertaining to sidewalks that are in front of businesses. Current state of affair regarding weed control and snow removal need to still be address for the overall health of our business community

EDA: They ask the EDA head up or work on "Motor Vehicle Access" drawings / addressing how we enhance the entrances to the City. Adding gateway signage leading into Princeton working with the MNDOT and both Counties to help direct individuals off the highway to enjoy what Princeton has to offer: Food, retail, library, depot, etc. The Downtown Committee has started a conversation with Sherburne County in February 2014, meeting with both the City and County officials at Prairie Restorations discussing the median improvements of trees, grasses and signage (remember the City has one large "Princeton" sign in storage)

Park Board: The Committee asks that the Park Board strategically plan how we as a community can connect all the parks per the drawings by the MN Design Team and they ask the City support their efforts on moving forward with possible improvements, additions and maintenance of such future plans.

Chamber of Commerce: they ask that as the Downtown Committee of the PACC look to increase visibility of our businesses, with the creation of a "Shopping and Eating Guide" for the Downtown area. Secondly, establishing a Promotions Committee and looking at how we, united as a city, reach a broader market of customers/patrons that can strengthen our local businesses and additional new businesses.

Dobson suggested the Downtown Committee speak with the County in regard to the in-street crossing signs as they would be a County decision. Zimmerman added that education is inexpensive and both the pedestrians and motorists should be educated on the laws regarding crossing streets. Guptil stated that some people don't like crossing Rum River Drive and have informed her that if there is not a parking spot in front of their store, they won't stop.

The Council thanked her for the Downtown Committees recommendations.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. PUC Board Minutes of September 24, 2014
- B. PAVC Minutes of October 13, 2014
- C. EDA Board Minutes of October 16, 2014
- D. Planning Commission Minutes of October 20, 2014
- E. Park Board Minutes of October 27, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Wine and Spirits Grant Request from Lesa Corwin

Karnowski reported that Lesa Corwin is requesting funds to purchase gift sets for Elim Home residents. Each \$25 will sponsor a special gift basket for one resident. Corwin sells Mary Kay products, which would be what the gift baskets would include.

Whitcomb doesn't feel this is a road we want to go down, as we would be opening up a door we do not want to.

DOBSON MOVED TO DENY WINE AND SPIRITS GRANT REQUEST FOR \$25 FOR GIFT BASKETS FOR LOCAL NURSING HOME RESIDENTS. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Wine and Spirits Grant Request from Fraternal Lodge 72

Dobson removed himself from the Council for this item.

Karnowski reported that the Fraternal Lodge 92 is requesting a donation of an out of service AED for public safety at the Lodge.

Dobson said he spoke to Chief Roxbury and said they have an AED that they are no longer using. It does need a battery that the Lodge would need to purchase. Since this AED is out of service, he is asking that it be donated to the Lodge.

WALKER MOVED TO APPROVE WINE AND SPIRITS GRANT REQUEST FOR THE OUT OF SERVICE AED FOR THE FRATERNAL LODGE 92. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

- A. Resolution 14-35 – Canvassing Election results

Karnowski reported that the Council is required to canvas the local election results. The City of Princeton held an election for the office of Mayor and two Council Members on Tuesday, November 4, 2014, during the General Election with 1374 persons voting, including absentee votes.

ZIMMER MOVED TO APPROVE RESOLUTION 14-35 CANVASSING THE LOCAL ELECTION RESULTS AS FOLLOWS:

<u>Mayor:</u>		<u>Council Members – vote for 2</u>	
<i>Paul Whitcomb</i>	807	<i>Thom Walker</i>	808
<i>Bob Guptil</i>	562	<i>Jules Zimmer</i>	1065
<i>Write-In</i>	5	<i>Write-in</i>	28

DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 14-36 certifying past due utility bills to 2015 property taxes

Karnowski reported that as is done every year, the PUC is recommending the Council we need to certify the past due utility bills to the County for the property owners to have those amounts assessed.

Dobson MOVED TO APPROVE RESOLUTION 14-36 CERTIFYING PAST DUE UTILITY BILLS TO THE 2015 PROPERTY TAXES. THE PARCELS AND AMOUNTS ARE AS FOLLOWS

<u>Parcel ID</u>	<u>Amount</u>
24-690-0040	\$750.00
24-800-0070	\$742.93
24-800-0321	\$498.07
24-033-1010	\$542.53
24-040-2030	\$789.34
24-040-2890	\$250.46
24-635-0270	\$1671.27
24-028-1900	\$165.97
24-554-0620	\$717.97

GRAND TOTAL \$6,128.51

Walker SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 713, General Zoning Amendments – FINAL READING

Karnowski reported that this amendment includes several various changes to several areas of the zoning ordinance. Those areas are the performance standards, zoning districts, landscaping, swimming pools, traffic visibility, and R-1, R-2 and R-3 Front yard setbacks.

WALKER MOVED TO APPROVE ORDINANCE 713 AMENDING CHAPTERS VI (PERFORMANCE STANDARDS), CHAPTER V (ZONING DISTRICTS) OF TITLE 11(ZONING) OF THE PRINCETON CITY CODE OF ORDINANCES REVISING LANDSCAPING, SWIMMING POOLS, TRAFFIC VISIBILITY, R-1, R-2 AND R-3 FRONT YARD SETBACKS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

MISCELLANEOUS

Karnowski provided an update on Caribou Coffee.

The contractor that is working on Caribou called on Wednesday. They were planning on paving the parking lot, but obviously that is not an option with the large snowfall we just received. He said most of the asphalt companies have closed for the year. He asked if the City would issue a temporary Occupancy Permit as Caribou wants to open in February. They would plan on putting gravel down, and then paving it as soon as possible in the spring. The City attorney stated it is a reasonable request. Karnowski asked if the Council is in agreement with providing a temporary occupancy permit. The city is planning on retaining a deposit.

Whitcomb asked if the City would require it be done by a certain date. Karnowski replied that they can put a date on it, but Caribou will likely be on getting it done much faster than the City would require.

WALKER MOVED TO APPROVE THE ISSUANCE OF A TEMPORARY OCCUPANCY PERMIT FOR CARIBOU COFFEE, UPON THE COMPLETION OF THE REST OF THE WORK. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$147,741.48 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70910 TO 71021 FOR A TOTAL OF \$415,122.03. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:52 PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor