

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 26, 2013 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, 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 November 14, 2013

WALKER MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF NOVEMBER 14, 2013. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

- 1. 2014 License for Kindest Cut

B. Personnel

- 1. Public Works
 - a. Consideration to hire Tyler Hall as the WWTP Operations Assistant at Grade 7 (the same as GMII), Step 1 at \$19.20/hr

C. Donations / Designations

Dobson requested the 2014 License for Kindest Cut be removed from the consent agenda and discussed under new business.

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Planning Commission minutes of October 21, 2013
Approval of Public Safety Building Variance - Verbal
- B. Airport Minutes of November 4, 2013

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

- A. Resolution 13-59 Street Closing for Small Business Saturday

Karnowski stated that as the city is required to pass a resolution to close streets and submit that to the County if it includes a County road. This resolution is to close Rum River Drive and First street for the Mini-Dazzle parade.

HALLIN MOVED TO APPROVE RESOLUTION 13-59 APPROVING THE CLOSURE OF RUM RIVER DRIVE AND FIRST STREET FOR THE MINI-DAZZLE PARADE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 13-58 Authorizing staff to apply for the EAID Grant for Polling Place

Karnowski reported that as in the past, the City has applied for a grant to make the cities polling place more handicap accessible. The City has received EAID funds in the past, but did not receive any in 2011 when we applied to make the bathrooms more handicap accessible. Jenkins is repeating that request this year.

WALKER MOVED TO APPROVE RESOLUTION 13-58 APPROVING THE APPLICATION FOR THE EAID GRANT FOR POLLING PLACE UPGRADES. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Gerrard project Change order

Fuhrman stated that a change order has been received for the Gerrard water and sewer project.

WALKER MOVED TO APPROVE THE CHANGE ORDER FOR THE GERRARD WATER AND SEWER PROJECT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Consideration of Assessment Rolls for Sewer and Water hook-ups, Resolutions 13-60 and 13-61

Fuhrman reported that the property owners requesting the sewer and water hook-up costs be added as an assessment have signed off on the Agreement of Assessment and Waiver of Irregularities and Appeal documents. Staff is requesting the City Council review and approve the following Agreement of Assessment and Waiver of Irregularities and Appeal documents:

- Gilsrud (109 9th Avenue North)
- Lundberg (406 3rd Avenue South)
- Radunz (1901 First Street)
- Sonsteby (412 5th Avenue North)
- Gerrard/Lacktorin (411 Rum River Drive North)
- Rum River Motel (510 19th Avenue North)
- Hoffies (A+ Restaurant Equipment) (401 First Street)

Following the approval of the Agreement of Assessment and Waiver of Irregularities and Appeal, staff is requesting the City Council review and approve:

- Resolution 13-60, Resolution Adopting Assessments for the Municipal Water and Sewer Hook-Up Project (3% for 10 years), which covers the Gilsrud, Lundberg, Radunz, Sonsteby, and Gerrard properties,
AND

- Resolution 13-61, Resolution Adopting Assessments for the Municipal Water and Sewer Hook-Up Project (3% for 15 years), which covers the Rum River Motel and A+ Restaurant properties.

HALLIN MOVED TO APPROVE THE ASSESMENT WAIVERS FOR GILSRUD, LUNDBERG, RADUNZ, SONSTEBY, GERRARD, RUM RIVER MOTEL AND A+ RESTAURANT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED APPROVE RESOLUTION 13-60 ADOPTING THE ASSESSMENTS FOR THE MUNICIPAL WATER AND SEWER HOOKUP PROJECT (3% FOR 10 YEARS) WHICH COVERS THE GILSRUD, LUNDBERG, RADUNZ, SONSTEBY AND GERRARD PROPERTIES . DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED APPROVE RESOLUTION 13-61 ADOPTING THE ASSESSMENTS FOR THE MUNICIPAL WATER AND SEWER HOOKUP PROJECT (3% FOR 15 YEARS) WHICH COVERS THE RUM RIVER MOTEL AND A+ RESTAURANT PROPERTY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. ~~Public Safety Building Flagpole(s)~~

Karnowski reported this is removed from the agenda as Council member Dick Dobson and his wife are going to purchase the third flagpole needed for the Public Safety building.

B. Kindest Cut - removed from the Consent Agenda for discussion

Dobson stated that Kindest Cut was only going to be using the Family Pathways parking lot last year, but were also parking along Rum River Drive as well. Jenkins stated the application that they filled out only listed the locations as Family Pathways and Paws up For you.

DOBSON MOVED TO APPROVE THE 2014 ANNUAL LICENSE FOR KINDEST CUT TO BE LOCATED AT EITHER FAMILY PATHWAYS OR PAWS UP FOR YOU. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. 2014 Budget

Jackson started off with a quick summary. He stated that the tax capacity will go down almost 9%. This preliminary budget does balance with the preliminary levy that was approved. The largest increase is in seal coating. He is also requesting that finance clerk be moved up to full time.

One major unknown is the affects of the public safety building and changing around with the different facility. We assume there will be a slight increase in expenses, but they do not know what the exact numbers are until it's up and running.

Karnowski stated that there have been some conversations with the Mayor and Gerold about moving the public works into the old fire station temporarily and sell the fire station building. That would obviously be subject to council discussion and approval.

Karnowski added that he has also had a discussion with the school district and they are interested in the police department offices as well.

Walker asked what would be happening with the Flight Services building and is that figured into this 2014 budget. Karnowski replied that it is in the budget until September, but it may go longer. He has an email in to the person in charge of leases and is hoping for an update.

Hallin commented that she will continue to lobby for the local government aid.

Karnowski gave stated that on the Mille Lacs County tax statements, the city's tax is the only one that has dropped. Hallin added that at the CGMC meetings, Princeton seems to be one of the lowest, as most seem to be showing a 2-3% increase in taxes.

Zimmer asked how the proposed budget compares to the preliminary levy that was approved. Jackson said it comes to within a couple hundred dollars. Zimmer asked how the budget process is usually done. Jackson said provides forms to the department heads, and they look at the history and first part of the year, and then predict what they expect to happen this year. He then sits down with each department head and goes thru them. Karnowski added that staff is very good at not padding their budgets and not spending what they don't need. Walker stated that when he looks at the adopted 2013 in compared to the revised, he seems close numbers and money not spent in several lines.

Zimmer asked if there are any new personnel in the budget, with the exception of the move to full time for the Finance Department. Jackson responded that the budget does include the new position that was approved tonight as well as the addition to another full time WWTP employee that will be approved soon. With the addition of the WWTP assistant position, the public works employees will likely have more time to devote to other work.

Walker asked how much the public works guys spend on wastewater treatment. Gerold replied that it will likely just be the quarterly lift station cleanings.

Zimmer asked if anyone has been laid off in the past, etc. Karnowski responded that they have implemented a mandatory week long furlough in the past to keep anyone from being laid off. They are currently working with the unions, but one of the things on the table is no longer requiring the mandatory furlough and hopefully looking at doing a cost of living increase. Dobson asked if the furlough would still be an option for those employees that wanted to use that. Karnowski replied that stated they are talking about leaving that an option for the employees.

Whitcomb suggested Jackson touch on the City's Enterprise Funds. Jackson stated the two primary ones are the liquor store and the sewer fund. It has always been determined that the sewer fund was to sustain itself. A third is the Airport, and Jackson briefly went thru each for the Council.

Dobson wanted to thank the department heads and said they have done an excellent job, as has Jackson in putting this all together. Jackson added his commendation to the department heads, and said they are a good group to work with and if they ask for something, he knows it is needed.

Jackson commented that he can see addition staff being needed in the future for Planning and Zoning. While the intern we had this year did an excellent job, he feels hiring one individual would be better than a series of interns.

Whitcomb asked for confirmation that the council will adopt the Budget at the first meeting in December. Karnowski suggested that the Council look it over and contact staff with any questions.

Walker questioned if the CIP that has been discussed previously has been changed. Jackson said there are a few minor changes. The wine chiller and the computer update is coming in higher and the Industrial Park Study had to be bumped up slightly as well.

Fuhrman mentioned the electronic community sign they were looking at doing with the school district. There had been a committee formed at looking at one to update the residents with community events for the city and school district. Espie from the school district was excited and would love to see it done. The cost will likely be \$25,000 - \$30,000 from both the School District and the City. Dobson said he would like to put it off until 2015 until digital signs are covered in the ordinance. Fuhrman said she agrees that the ordinance would need to be updated before the sign was ordered. Jackson suggested putting those funds aside for next year.

Zimmer asked how the budget is doing this year. Jackson said the City is going to do well this year. Karnowski added with the LGA we got last year, the Council needed to take \$300,000 out of reserves. Because of the influx of LGA this year, the Council did not need to use any of the reserves. From a staff prospective, he would like to have a goal in decreasing the levy slightly each year or at least hold steady. He added that he really likes the way the city is going. Fuhrman agreed.

MISCELLANEOUS

Hallin reported that the Cable Commission met on November 18th to finalize the agreement and it was approved. The Municipalities will be getting the maximum franchise fee amount.

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 \$101,446.00 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 69014 TO 69120 FOR A TOTAL OF \$207,556.62. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:10PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor