

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 15, 2012 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, and Thom Walker. Staff present was Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Police Chief Brian Payne, Liquor Store Manager Nancy Campbell, City Clerk Shawna Jenkins and Attorney Damien Toven. Absent were Paul Whitcomb and Victoria Hallin.

AGENDA ADDITIONS/DELETIONS

Karnowski stated he is removing Mille Lacs county Historical Society Deferred Assessment from unfinished Business and it will be discussed at the Budget Session on November 20th.

CONSIDERATION OF MINUTES

- A.** Regular Meeting Minutes of October 25, 2012
- B.** Study Session Meeting Minutes of November 1, 2012

WALKER MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF OCTOBER 25, 2012 AND THE STUDY SESSION MINUTES OF NOVEMBER 1, 2012. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. Permits and Licenses – Tab C**
 - 1. Princeton Scholarship Foundation Raffle – February 23, 2013
 - 2. Firehouse BBQ temporary food vendor license for November 24
- B. Personnel**
 - 1. Promotion of Brian Mellgren and James Oliver from Probationary Firefighter to Firefighter

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

OPEN FORUM

***** SPECIAL ORDER OF BUSINESS – CUB SCOUT PROCLAMATION *****

Karnowski reported that a group of 16 cub-scouts and parents, spent 16 hours pulling weeds and cleaning up an alley and the City would like to recognize their efforts.

Riddle added that they did a great job.

Dobson stated that the Princeton Area Visionary Committee also wanted to thank them for a job well done.

Chuck Nagle from Baldwin Township requested that the City Council work with the Township on annexation issues. The Township has a concern that the City having a new mayor next year could delay the process. He asked that the Council meet with Baldwin Township

and start working on an agreement and possibly get this done before next year.

Riddle said he has heard the Township bumped it to their Attorney, so he suggests waiting to see what comes of that. Nagle responded that as of the meeting Monday night, it had not been forwarded to the Attorney and asked the Council to sit down and work something out.

PUBLIC HEARINGS

None

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. PAVC Minutes of October 8, 2012
- B. PAVC Minutes of October 22, 2012
- C. Park Board Minutes of October 22, 2012
- D. EDA Board Minutes of October 18, 2012
 - 1. Review "*It Starts Here*" forgivable loan requirements
- E. Planning Commission Minutes of October 22, 2012
- F. Fire Advisory Board Minutes of November 5, 2012

Fuhrman said the Council has approved \$30,000 to be set aside for forgivable loans for the "It Starts Here project". The loan requirements have now been drafted and reviewed by the EDA and Attorney. She asked the Council to review and approve the loan requirements.

DOBSON MOVED TO APPROVE THE FORGIVABLE LOAN REQUIREMENTS FOR THE "IT STARTS HERE" PROGRAM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

PETITIONS, REQUESTS, AND COMMUNICATIONS

None

ORDINANCES AND RESOLUTIONS

- A. Resolution 12-65 - Tax forfeited lots for sale

Fuhrman reported that the Mille Lacs County Auditor-Treasurer's Office has requested approval for the sale of ten (10) tax forfeited parcels within the City of Princeton, Mille Lacs County. Staff is recommending City Council approve the sale of all of the parcels except one. The City Economic Development Authority has been exploring the option of possibly acquiring the parcel located at 903 9th Ave North (former gas station) and cleaning up the site with Neighborhood Stabilization Program (NSP) funding. Further investigation is needed before making a final decision

WALKER MOVED TO APPROVE RESOLUTION 12-65 REQUESTING A TAX-FORFEITED PARCEL BE HELD FOR POTENTIAL ACQUISITION BY THE CITY AND OTHER TAX-

FORFEITED PARCELS TO BE SOLD. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 12-67 – accepting donations for the Civic Center

Karnowski stated that Andrews Incorporated from Princeton has donated \$760 worth of roofing materials, Minnie Lotboom has donated \$50 and \$63.28 was collected as donations towards the Civic Center at the Chili-Fest

DOBSON MOVED TO APPROVE RESOLUTION 12-67, ACCEPTING A TOTAL OF \$873.28 IN DONATIONS FROM INDIVIDUALS IN THE COMMUNITY FOR THE CIVIC CENTER REHABILITATION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 12-68 – accepting donations for holiday lights

Karnowski reported that the City has received a \$300 donation for holiday lights from the Princeton Used Clothing Center.

WALKER MOVED TO APPROVE RESOLUTION 12-68 ACCEPTING \$300 IN DONATIONS FOR HOLIDAY LIGHTS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

~~A. Remove Mille Lacs County Historical Society Deferred Assessment~~

NEW BUSINESS

A. Small business Saturday proclamation

Karnowski said residents from across our state and nation are being asked to support local businesses and merchants on Small Business Saturday and throughout the year. The City recognizes the importance of and supports local businesses that create jobs, boost local economies and preserve our neighborhoods. The City Council and the Princeton Chamber of Commerce proclaims Saturday November 24th as Small Business Saturday.

Riddle added that Small business Saturday has been recognized for a few years now. The proclamation will be read aloud on Saturday November 24 at the clock tower before the parade begins.

WALKER MOVED TO APPROVE SATURDAY NOVEMBER 24TH AS “SMALL BUSINESS SATURDAY”. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Canvassing of November 6, 2012 votes, Resolution 12-69

Karnowski reported that the City election results showed 1799 votes for Paul Whitcomb as Mayor with 47 write-ins and for the two Council Member sets, 1342 votes for Victoria Hallin, 1254 votes for Dick Dobson and 38 write-ins.

Karnowski added that Jenkins did a great job getting things organized and the election went off without a hitch. Walker mentioned the bat that got into the polling place in the evening and the excitement and that followed.

WALKER MOVED TO APPROVE RESOLUTION 12-68. RIDDLE SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. City Council Vacancy, Resolution 12-70

Karnowski reported that the Resolution is not for consideration tonight, but the Council does need to approve the Advertisement to be sent to the newspaper, the proposed letter and applications. The applications will be reviewed by the council and then they can decide if they want to interview all or some of the applicants. At the first January Council meeting, Whitcomb will step down from his council seat and the Resolution will be adopted at that time and a person appointed to the vacant seat.

WALKER MOVED TO APPROVE STAFF TO USE THE PROPOSED ADVERTISEMENT TO PUT IN THE PAPER, TO ACCEPT THE PROCEDURE AS DISCUSSED AND TO INTERVIEW POTENTIAL CANDIDATES AT THE STUDY SESSION ON JANUARY 3RD. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. "GO TIGERS" Friday proclamation

Karnowski said he received a call from Dobson asking if the City could adopt a proclamation to support the Princeton High School Football team as they head down to the State Finals. The team has worked very hard this year, as well as the coaches.

DOBSON MOVED TO APPROVE THE "GO TIGERS" FRIDAY PROCLAMATION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Choose consultant for Façade Improvement Study

Fuhrman reported that at the second Council meeting in September, the City Council authorized staff to request proposals to conduct a Façade Improvement Study and authorized the submittal of the grant application to the MN Historical and Cultural Grant program to hire a consultant to perform the work.

Fuhrman said staff sent out a Request for Proposal to seven (7) firms and received two responses: one from Smith & Main, LLC (formerly Pat Smith Consulting) and MacDonald & Mack Architects for \$6,600 and one from Lindberg Consulting for \$9,250.

Fuhrman stated that the maximum grant request is for up to \$7,000 with no match required from the City. Smith & Main and MacDonald & Mack Architects are currently working on a Reconnaissance Survey of downtown Princeton utilizing a MN Historical and Cultural Grant and staff is very satisfied with their work thus far.

Fuhrman added that because of their historic architecture experience, particularly with Façade Improvement Studies; concentration on the economic benefits of preservation; and specific experience with the City of Princeton, staff would recommend City Council make a

motion to authorize the hiring of Smith & Main, LLC and MacDonald & Mack Architects to complete a Façade Improvement Study if the MN Historical and Cultural Grant is awarded.

WALKER MOVED TO APPROVE ACCEPT THE PROPOSAL FROM SMITH, MAIN, LLC. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. Approval of Easement for Princeton Sign on Earl Brooks' Property

Fuhrman stated that the City Council discussed the placement of the Princeton sign at their first meeting in August. Staff has been working with a landowner just west of city limits along Highway 95. Earl Brooks has agreed to allow the sign to be placed on his property, which is just north of New Life Church.

Fuhrman said staff is requesting a motion approving the execution of the attached Easement Document in order to place the Princeton sign on Earl Brooks' property.

DOBSON MOVED TO APPROVE EASEMENT FOR A SIGN TO BE LOCATED ON EARL BROOKS PROPERTY. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST – \$254,791.21

WALKER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$225,152.01, AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 67073 TO 67161 FOR A TOTAL OF \$254,791.21. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:25 PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Jeremy Riddle, Mayor