

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
DECEMBER 11, 2014 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, Thom Walker, Dick Dobson, Victoria Hallin 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 and Attorney Damien Toven.

**AGENDA ADDITIONS/DELETIONS**

None

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of November 25, 2014
- B. Study Session Meeting Minutes of December 4, 2014

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 25, 2014 AND THE STUDY SESSION MEETING MINUTES OF DECEMBER 4, 2014. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

- A. Permits and Licenses
- B. Personnel
- C. Donations / Designations

**OPEN FORUM**

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

- A. Airport Advisory Board Minutes of November 3, 2014
- B. Planning Commission Minutes of November 17, 2014
- C. EDA Board Minutes of November 20, 2014
- D. Park Board Minutes of November 24, 2014
- E. Fire Advisory Board Minutes of November 3, 2014
- F. Fire Advisory Board Minutes of December 2, 2014

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

- A. James Dougherty / Princeton Meats Parking change request

Karnowski reported that Dougherty is having issues with a parking spot on the street that is interfering with his small parking lot. He would like the city to consider removing that parking space as it is located in front of his parking lot and sometimes blocks the alley. His understanding is that there is going to be a bakery in the eastern portion of the building and trucks will be delivering product early in the morning. Karnowski suggested doing a small curb cut in the spring if the Council votes to remove that parking spot.

Walker asked how the loading dock is blocked. Dougherty responded that the one parking spot is so close, it's hard to swing into that alley.

Hallin asked if this stall is usually used by customers. Dougherty replied that it is usually occupied by someone that works downtown. If it is a small vehicle it usually isn't an issue, but if there is a large vehicle there it is a problem. If they can access their lot, then most of their employees can park there which will open up more spots on the street for customers. Zim-

mer asked if they would be backing into the lot, or backing out onto First Street. Dougherty replied they were going to back onto First Street, but can back into the Alley.

WALKER MOVED TO APPROVE THE REQUEST AND HAVE THE ONE ON STREET PARKING SPACE REMOVED. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Council request from the Library

Robin Suhsen reported that the Library is requesting funds to be used to replace some of the furniture. The Furniture they have is 19 years old and pretty dingy. They have received a quote for just under \$11,000 for what they need. They have \$5000 currently committed towards this purchase and are looking for any help the Council can provide for the difference. They are currently looking for \$5,300. The city does own and maintain the building. It is a really nice part of the community and is used a lot. She said she would like to donate the used furniture to possibly the teen center or another local group.

Zimmer would like to see a donation, but he is not sure how much it should be.

Whitcomb stated if the city owns of the library it should be included in the CIP. Karnowski asked who bought the furniture that is currently there. Suhsen said she believes it was donated. Karnowski said he looked at the agreement, and the only mention of the furniture is only who insures it.

Suhsen said the furniture is a grey area in the contract. Walker questioned if they have approached others in the community and any of the surrounding Townships. Suhsen said she has not contacted the Townships yet. She added that Minnesota has a great library system, as anyone who has a library card can visit any library so it may also be used by residents not in the area.

Zimmer said would like to see a donation of \$1000. Walker reminded the Council that this is not a recurring request. Hallin added that the library is an asset to the community and would like to go with a \$2000 donation. Dobson asked Jackson how it will affect other donations we give for the year. Jackson replied that we are nearly at the end of the year and that amount is available so it should not hinder any other requests we may receive.

Whitcomb asked if they will just buy part of the furniture if they can't raise all the funds. Suhsen replied that is an option.

HALLIN MOVED TO APPROVE THE PRINCETON LIBRARY'S REQUEST AND WILL DONATE \$2000 FOR FURNITURE FROM THE LIQUOR STORE GRANT FUND. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Jackson stated that he will add a note on his calendar to contact Suhsen next fall when the preliminary budget is being worked out.

**ORDINANCES AND RESOLUTIONS**

A. Resolution 14-38 – approving the 2015 Budget and Tax Levy

Jackson reported that the city is required to hold a Truth in Taxation meeting. It is for the city to present their budget and levy to residents. He went through the budget for the council and those present for the meeting.

Hallin asked what the "other" includes in Expenditures. Jackson said it includes many things like transfers for the airport, cemetery, civic center, and other costs would be insurance, etc. The amount will vary slightly each year.

Jane Shaddock stated she has her tax statement, and can't afford the increases. She stated the percentage shows a large increase. Jackson looked at her tax statement and stated that the value increased \$4500 in 2014, and then a \$22,000 increase in 2015 tax value. Jackson explained the market value increase is the reason why the tax has increased so much. As far as percentage increase, another reason for the increase is the voter approved school levies. One increased by nearly 80% and the other was close to 50%. He said that is part of what makes up the 32.6% increase. He explained to the resident about her value increase. He said that when increases are made, it is usually because the assessors are seeing an increase in sales and prices.

Jackson explained that the City portion was only increased about 2%. He said when the residents receive their statements in the spring, they can come to the Board of Review to question their property values. It was also recommended that they contact the County Assessor if they have any questions.

Walker said his tax statement is similar.

Gary Carlson, 408 3<sup>rd</sup> Ave south said his statement is also similar. It shows taxes going up 33%, which is a big increase. He and his wife are recently retired and a big increase is difficult.

Dobson stated that the County sets the value of the property. They have state guidelines they must follow when determining those values. If more people talk to their legislators, maybe they can see a change in those laws and guidelines. The County looks at qualifying sales of properties in the city, and uses those to set the value of properties.

Whitcomb said the City has done the best they can to keep our costs down, so we can keep the levy down. We are at the mercy of the assessors as well. Hallin said the Council sees the increase as well, so staff and the Council try to keep it as low as they possibly can.

Walker stated that if there is still a property tax refund available, they may be able to get some of that back.

Jenkins stated the Board of Appeal and Equalization meeting will be April 9<sup>th</sup>

Karnowski said when the valuations go up 25%, he wondered what went down. Zimmer said he is wondering the same thing.

A resident stated he recently talked to 2 commercial companies that stated their value went down considerably. Dobson said a few years ago commercial went way up, so that must have leveled off and dropped since then.

Walker said his went down for a few years, but the value is now back up to where it was previously.

A resident asked how value and the levy is figured. Walker said Staff and the Council determines what they need in terms of an amount and don't look at the tax capacity. So, if a valuation goes up, the City does not get more money. That property just has a little bigger piece of the pie. Walker added that we have a really good staff and department heads and they do a great job at keeping their costs down. Dobson agreed.

WALKER MOVED TO APPROVE RESOLUTION 14-38 APPROVING THE 2015 BUDGET AND TAX LEVY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Whitcomb thanked everyone for coming and expressing their opinions. Hallin talked about the importance of local government aid and how it is a large portion of our revenue for operating expenditures. It helps us keep our levies down as much as possible.

B. Ordinance 714 Amending the 2015 Fee Schedule – FIRST READING

Karnowski reported that staff has reviewed the fee schedule and is suggesting a few changes to Licenses, Building Department, Facility fees, Fire, Police and Public Works.

WALKER MOVED TO INTRODUCE ORDINANCE 714, AMENDING THE 2015 FEE SCHEDULE AS WRITTEN. ZIMMER SECONDED THE MOTION.

WALKER AND ZIMMER AMENDED THEIR MOTION TO PUT A \$100 FEE FOR THE CIRCUS / CARNIVAL / ENTERTAINMENT AND PET STORE ANNUAL LICENSE.

Dobson asked about the Civic Center rental fee. Karnowski stated that Jenkins has contacted some other local cities to see what they charge as we do have to be competitive. He said he is also currently working on the rental agreement. We are trying to find similar facilities to get an idea on costs. We will bring that back to the council and will have more information at that time.

THE MOTION CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

A. SRTS Change Order #2 for \$1765.00 and Pay Estimate #3 for \$7414.06

Karnowski reported that we have received Change order #2 for \$1,765.00. This change includes: a 12" HDPE Pipe installation included on change order 1 on 5<sup>th</sup> Avenue at 8<sup>th</sup> street, drainage improvements on 5<sup>th</sup> Avenue at 8<sup>th</sup> street and to remove the existing crosswalk prior to painting the new crosswalk on 12<sup>th</sup> Street at 7<sup>th</sup> Avenue.

Walker said he does not recall the first change order. It does not appear that this change order is on this pay estimate. Walker questioned if it is just the retainage mostly left after this pay estimate. Karnowski replied that it appears to be mostly retainage that will be left.

WALKER MOVED TO APPROVE CHANGE ORDER #2 FOR \$1,765.00 AND THE PAY ESTIMATE #3 FOR \$7,414.06 FOR THE SAFE ROUTES TO SCHOOL PROJECT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Streambank Phosphorus Project Pay Estimate #1

Karnowski reported that we have received Change Order to increase the estimate completion date from November 15<sup>th</sup> to December 27, 2014. Pay Estimate #1 for \$181,473.75 also needs to be approved.

This is the second to last Streambank that will be completed. They are currently locating the location for the final Streambank project. Most of the loan funds have been used, so we will be working with the Grant dollars soon.

MOVED TO APPROVE CHANGE ORDER #1 CHANGING THE ESTIMATED COMPLETION DATE FROM NOVEMBER 15, 2014 TO DECEMBER 27, 2014 AND PAY ESTIMATE #1 FOR \$181,473.75. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Legacy Grant Update

Karnowski reported that we have been informed that the City did not receive the grant that we applied for. The letter stated they had received 55 applications requesting over \$26.9 million with only \$3.91 million available to allocate.

**NEW BUSINESS**

A. Board and Commission appointments

Karnowski reported that as is done every year, the Council needs to appoint applicants to the various boards and commissions. The following are open and those that applied.

**Planning Commission - 2 open positions, 3-year terms (2017)**

Jack Edmonds

**Park Board – 2 open positions, 3 year terms (2017)**

Jill Papesh  
Judy Ludwig

**Airport Advisory Board – 1 open position, 3 year term (2017)**

Jim Ferlaak

**Public Utilities Commission - 1 open position, 3 year term (2017)**

Mindi Siercks

**Cable Commission - 1 position, no term**

Victoria Hallin

Zimmer reported that Blake Broding applied for the Park Board after the deadline, but was interested in being on the Park Board again. He understands the application was late, but wanted to make note that Broding did re-apply. Hallin asked if Broding may be interested in the being on the Planning Commission.

Hallin asked Judy Ludwig if she would be interested in the Planning Commission. Ludwig replied that she is new to this and has always been interested in Parks. She thought it would be a good place to get started.

HALLIN MOVED TO APPOINT: JACK EDMONDS TO THE PLANNING COMMISSION, JILL PAPESH AND JUDY LUDWIG TO THE PARK BOARD, JIM FERLAAK TO THE AIRPORT BOARD, MINDI SIERECKS TO THE PUBLIC UTILITY COMMISSION, AND VICKI HALLIN TO THE CABLE COMMISSION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Dobson thanked the applicants for being part of the City's Boards and Commissions.

B. Approval of Yearly licenses

Karnowski reported that as is done every year, the 2015 licenses for Liquor, Tobacco and Garbage needs to be approved, pending all background checks, required paperwork and payments are received.

The following businesses have applied or will be applying for 2015 licenses.

**ON SALE INTOXICATING LIQUOR**

Steven Kranzler dba Classic Catering  
Madre Loca, Inc.  
Neighbors on the Rum

**CLUB ON SALE LIQUOR**

VFW Post No. 806

**SUNDAY LIQUOR**

Steven Kranzler dba Classic Catering  
VFW Post No. 806  
Madre Loca, Inc.

**ON SALE NON-INTOXICATING MALT LIQUOR**

Pizza Hut

**OFF SALE NON-INTOXICATING MALT LIQUOR**

SuperAmerica  
Coborn's  
Walmart  
Shopko

**CIGARETTE**

SuperAmerica – Northern Tier Retail  
Holiday Station store  
Casey's General Store – North  
Casey's General Store – South  
Circle 9 Conoco  
Hofman Oil Co. Station store  
Coborn's  
Prince Tobacco Corp  
Family Dollar  
Walmart  
E-Cig  
Koalaty Vapor

**GARBAGE AND RECYCLABLE HAULER**

Jim's Mille Lacs Disposal, Inc.  
Ace Solid Waste

East Central Sanitation & Recycling  
Randy's Sanitation

**RECYCLING FACILITY**  
Vanderpoel, Inc.

ZIMMER MOVED TO APPROVE THE LICENSES PENDING APPROVAL BY THE POLICE CHIEF, PROOF OF INSURANCE AND PAYMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. PFRD Election Results

Karnowski reported that at the Princeton Fire and Rescue Department's (PFRD) annual meeting on December 2<sup>nd</sup>, the membership voted to recommend that the City Council appoint the following firefighters for two year terms for the leadership positions indicated:

<b>Fire Chief: Jim Roxbury</b>	<b>Captain I: Tim Jenson</b>
<b>Asst. Fire Chief: Ron Lawrence</b>	<b>Captain II: Troy Thompson</b>

Every year the PFRD holds elections for some of the six (6) leadership positions. On the even years, the elections are for Fire Chief, Assistant Chief, and two of the four Captains. On the odd years, elections for the other two Captains are held. Incidentally, the other PFRD officers (elected last year) are:

Captain III: Joshua Vaccari  
Captain IV: Jason Baumunk

If the Council concurs with the recommendation of the PFRD membership, a motion to appoint the candidates noted above to serve a two-year term would be in order.

The PFRD also awarded service pins to firefighters who had reached certain milestones in their firefighting careers. Those awarded on December 2<sup>nd</sup> include:

<b>20-Year Service Pin:</b>	<b>Randy Cook, Doug Larson</b>
<b>15-Year Service Pin:</b>	<b>Tim Jensen</b>

After the PFRD's Annual meeting, the PFRD's Relief Association also has its annual meeting. At that meeting the following business was conducted:

The Relief Association also held their annual election with the following results:

<b>Shane Werner:</b>	<b>Vice President (3-year term)</b>
<b>Matt DeVillbiss:</b>	<b>Secretary (to complete Joe Gerold's last year of a 3-year term)</b>
<b>Adam Cook:</b>	<b>Treasurer (3-year term)</b>
<b>Tim Gould:</b>	<b>Trustee (finish out last 2 years of Adam Cook's 3-year term)</b>

Other Relief Association Board members are:

<b>Jamin Wood:</b>	<b>President</b>
<b>John Sjoquist:</b>	<b>Trustee</b>
<b>Jim Roxbury:</b>	<b>Fire Chief</b>

**Paul Whitcomb: Mayor (ex-officio member)**  
**Mark Karnowski: City Administrator (ex-officio member)**

DOBSON MOVED TO APPROVE THE FOLLOWING ELECTION RESULTS:

Fire Chief: Jim Roxbury                      Captain I: Tim Jenson  
Asst. Fire Chief: Ron Lawrence              Captain II: Troy Thompson

HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### D. Christmas Eve Day

Karnowski reported that the last few years, City Hall has been closed on Christmas Eve day by allowing staff to take a day of vacation. This year Christmas Eve is on a Wednesday. Staff's experience is that it is very rare that City Hall gets any phone calls, much less a customer coming in the door on Christmas Eve Day.

He asked if the Council would agree to allow City Hall to be closed if the employees take a vacation day for the time.

WALKER MOVED TO APPROVE CITY HALL TO BE CLOSED ON CHRISTMAS EVE DAY IF THE EMPLOYEES WISH TO TAKE A VACATION DAY FOR THAT TIME. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### E. January Study Session

Karnowski stated that the first Thursday in January falls on New Year's Day. He asked the Council if they would like to cancel the meeting, or reschedule it for another day.

HALLIN MOVED TO CANCEL THE JANUARY STUDY SESSION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### F. Donahue Proposal Letter

Karnowski reported that he received a letter from Donahue proposing their Design Build Services for the upcoming Trail project. Tim Korbe stopped in yesterday and asked if the City had anything going on. Karnowski said he mentioned the bike trail grant to him and how the funds may fall short on the project. He explained that with a "design build" project, you simply designate someone to design and build the project. Private companies tend to get better deals than government. He said Korbe thought "Design Build" would work well for this project. He asked the Council if they would be in favor of looking at that option for this project. He questioned if we would want to use Donahue since they have a lot of experience with it, look around for other companies or see if WSB would be interested.

He said he had spoken to Nielson from WSB and was told it seemed like a good concept but they would need to think about it.

Karnowski stated that there is an area that has a steeper slope than what would normally be allowed, but Korbe said you can apply for a variance for those issues. Walker suggested looking at this at an upcoming study session.

Karnowski said Korbe had a contractor in mind for this type of project and added that it will need to be completed by July.

Walker asked if we are required to do a Request For Proposal. Karnowski responded that he will check for sure, but because it is being contracted out, we may not have to adhere to the strict bid law, which is very expensive.

DOBSON MOVED TO DIRECT STAFF TO WORK WITH DONAHUE AND WSB TO GET A PROPOSAL ON A POSSIBLE DESIGN BUILD AS LONG AS AN RFP IS NOT REQUIRED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **MISCELLANEOUS**

Karnowski reported that the old Fire Station is sold, as the County agreed to be responsible for any clean up if necessary. The Agreement has been signed.

### **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 \$77,700.29 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 71077 TO 71145 FOR A TOTAL OF \$145,918.99. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **ADJOURNMENT**

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:38 PM. ZIMMER 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