

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
DECEMBER 13, 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 Paul Whitcomb, Victoria Hallin, 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, Public Works Director Bob Gerold, City Clerk Shawna Jenkins and Attorney's Richard Schieffer and Damien Toven

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of November 15, 2012
- B. Budget Session Minutes of November 20, 2012
- C. Study Session Minutes of December 6, 2012

WHITCOMB MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF NOVEMBER 15, 2012, THE BUDGET SESSION MINUTES OF NOVEMBER 20, 2012 AND THE STUDY SESSION MINUTES OF DECEMBER 6, 2012. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Airport Board Minutes of November 5, 2012
- B. Airport Board Minutes of December 3, 2012
- C. Fire Advisory Board Minutes of December 4, 2012
- D. EDA Board Minutes of November 15, 2012
- E. Planning Commission Minutes of November 19, 2012
- F. Public Utilities Commission Minutes of October 24, 2012
- G. Visionary Committee Minutes of November 26, 2012

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

- A. Resolution 12-73 approving the 2013 Budget

Jackson reported the State requires Cities to have a public meeting so the residents can review the tax levy and budget, which used to be called the "Truth in Taxation" meeting.

Jackson said Resolution 12-73 approving the 2013 budget and tax levy shows the 1.4% decrease that has been discussed. The net effect should keep the cities tax rate constant.

Jackson went over each department and explained that the one that increases consistently is public safety, which seems to be a statewide trend.

In most departments personnel is the largest expenditure. Capital outlay always ebbs and flows depending on what is needed. The Capital spikes are usually things like the library, City Hall roof replacement and equipment for Public Works.

Hallin asked if how much grant money is received for police and fire. Jackson said there is a program where a portion of resident's home owners insurance goes back to the fire departments. For police, there is some training reimbursement and continuing education money that the City receives as well.

Hallin questioned if the City would get more funds for training having a canine unit because of the extensive training required. Jackson responded that the funds are based on a per officer basis, not per hours of training. He added that the amount is not very high, and he believes it is somewhere around \$500 per year.

Jackson added that there could be some state grants available to assist in paying for the Canine Unit.

DOBSON MOVED TO APPROVE RESOLUTION 12-73 ADOPTING THE REVISED 2012 BUDGET AND APPROVING THE 2013 BUDGET AND TAX LEVY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 12-72 – accepting donations for the Police department and Fire department

Karnowski reported that Eddy Family Foundation has come thru again and has donated a total of \$4000 to the City's Police and Fire Departments.

HALLIN MOVED TO APPROVE RESOLUTION 12-72, ACCEPTING \$2000 IN DONATIONS FROM THE EDDY FAMILY FOUNDATION FOR THE PRINCETON FIRE DEPARTMENT AND \$2000 FOR THE PRINCETON POLICE DEPARTMENT. DOBSON SECONDED THE MOTION

Walker asked what the Eddy Family Foundation was. Jackson replied that they were involved with Telephone Company a long time ago.

THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Otto Bremer Foundation Grant Agreement Consideration

Karnowski reported that the City has received a \$20,000 Grant to support the rehabilitation of the Historic Civic Center for rental use by the city residents.

HALLIN MOVED TO APPROVE THE OTTO BREMER GRANT AGREEMENT FOR \$20,000 TOWARDS REHABILITATION OF THE CIVIC CENTER. WHITCOMB SECONDED THE MOTION.

Whitcomb thanked Katie Hunter for getting this grant.

THE MOTION CARRIED UNANIMOUSLY

B. Consider Water/Sewer hookup Extension

Fuhrman stated that last fall the City Council directed properties not hooked up to municipal sewer and water, but with access, to schedule hook-up by December 31, 2012. This was to enforce the City Code requirement that all premises with access are required to be connected.

The following information has been gathered:

- 5 properties must be hooked up to Municipal Sewer;
- 16 properties must be hooked up to Municipal Water; and
- 11 properties must be hooked up to both Municipal Sewer and Water.

Estimated costs have been received to complete these requirements:

Municipal Sewer Connection Costs:

- SAC: \$4,202 per unit
- Deposit to dig in the Street: \$2,000 (returned when work is completed)
- Abandon existing septic system: \$400-500
- Hook up to Municipal sewer (building to street): \$1,400-4,000

TOTAL: \$8,002 - \$10,702

Municipal Water Connection Costs:

- WAC: \$3,825 per unit
- Deposit to dig in street: \$2,000 (returned when work is completed)
- Seal well: \$200-600
- Hook up to Municipal water (building to street): \$1,400-3,600

TOTAL: \$7,425 - \$10,025

Fuhrman added that as a part of that motion, the Council directed staff to look into various funding opportunities (ex: grants, loans, etc.) to assist property owners in meeting this requirement. Programs through the Minnesota Department of Health, MPCA, Minnesota Public Facilities Authority, SWCD, and Mille Lacs County have been researched, but there appears to be few programs that qualify.

Fuhrman said the good news is one property owner will be taking advantage of a Clean Water Assistance Grant through Mille Lacs County to hook up to municipal sewer. In addition, the Mille Lacs County SWCD received a Clean Water Fund Grant for sealing wells within the Drinking Water Safety Management Area (DWSMA), which will cover 50% of the costs to seal the eligible wells.

Fuhrman stated that staff has been researching the AgBMP (Agriculture Best Management Practices) Loan through the Minnesota Department of Agriculture and is continuing to look into this as a possibility, but this program can only cover the sewer hook-up costs however. Staff is continuing to research possibilities for the water hook-up costs.

Fuhrman said staff is requesting the City Council's direction in regards to the following two items:

- 1) Consider allowing residents to continue utilizing existing wells for irrigation purposes. The question has been asked by residents, and so direction from the Council is being requested. If so, the proposed Wellhead Protection Ordinance would indicate such, as long as PUC's policies were met.
- 2) Consider extending the original deadline for scheduling hook-up and establish a deadline for hooking up as staff continues to research funding assistance.

Dobson asked if we have input from PUC on using the well for irrigation purposes. Fuhrman replied that the PUC will have to review and adopt a policy regarding it.

Hallin questioned if that was a common practice. Karnowski replied it is fairly common if there is already a current working well. While they do not allow a resident to drill a new well, a current well can be used for irrigation as long as it did not cause any cross contamination

Karnowski has stated that Wangen from PUC has said the PUC would like to review and approve the wellhead protection ordinance before the Council does. The way the ordinance will also include language that it is pursuant to PUC policies.

Hallin asked if a resident could re-drill a well that was being used for irrigation if it failed down the road. Karnowski replied that the PUC would address that in their wellhead policy.

Karnowski stated he and Fuhrman were concerned about the original deadline of December 31st that was originally set

Riddle added that when the Council was concerned more with progress being made so they wanted the residents to at least get something set up by December 31st 2012.

Hallin said she would like to get some of the financial aspects figured out. Walker questioned if the cost could be something assessed to the property. If it is important to connect them to water and sewer, we need to be able to make it happen somehow.

Hallin said it would be nice to try and alleviate some cost to the residents. Dobson asked what staff has found out for financial options. Fuhrman stated she has looked at many different options and is not aware of anything else that she has not already checked into.

Dobson asked if the property owners have been notified. Fuhrman responded that those eligible for the grant she found have been notified, but everyone else has not received a letter yet. She added that she was looking for Council's direction as to what deadline they wanted.

Dobson said he feels it is important to get these properties hooked up to water and sewer, but feels the December 31st deadline is too short if not all of them have been notified. He said staff has spent enough time researching various funding sources.

DOBSON MOVED TO MOVE THE WATER/SEWER HOOKUP DEADLINE DATE TO JUNE 30TH, 2013. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. 2013 Licenses – Alcohol, Tobacco and Garbage

Jenkins reported that the alcohol, tobacco and garbage licenses need to be approved for 2013. Most companies have submitted all the appropriate information and fees with the exception of a few that she is still waiting on.

WALKER MOVED TO APPROVE THE ALCOHOL, TOBACCO AND GARBAGE LICENSES FOR 2013, PENDING ALL FEES AND PAPERWORK REQUIREMENTS ARE MET. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Fire Department Election Results

Karnowski reported that at the Princeton Fire and Rescue Department's (PFRD) annual meeting on December 4th, the membership voted to recommend that the City Council appoint the following firefighters to the leadership positions indicated:

Fire Chief:	Jim Roxbury
Asst. Fire Chief:	Randy Cook
Captain I:	Tim Jensen
Captain II:	Troy Thompson

Karnowski said every year the PFRD holds elections for some of the six (6) leadership positions. Those elected/recommended by the membership and subsequently appointed by the City Council serve a two year term.

Karnowski added that 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.

Karnowski stated that Jim Roxbury was recommended for re-appointment as Fire Chief. The position of Assistant Fire Chief has been held by Doug Larson for the last 8 years. Larson opted not to run for election this year and the PFRD membership then elected Randy Cook as their recommendation for appointment as Assistant Fire Chief. Randy had served the department as a Captain for several years. The membership also voted to recommend that Tim Jensen be appointed as a Captain and that Troy Thompson be re-appointed as a Captain as well.

Karnowski said if the Council concurs with the vote of the PFRD membership, a motion to appoint the candidates noted to serve a two-year term would be in order.

The other officers elected last year are:

Captain III:	Joshua Vaccari
Captain IV:	Jason Baumunk

Karnowski also reported that the PFRD also awarded service pins to firefighters who had reached certain milestones in their firefighting careers. Those awarded on December 4th include:

35-Year Service Pin:	Jim Roxbury
20-Year Service Pin:	Brian Bittner, Steve Lundeen, Chris Wilke
15-Year Service Pin:	Chad Heitschmidt, Eric Leider
10-Year Service Pin:	Jim Langfeld

DOBSON MOVED TO CONCURE THE FIRE DEPARTMENT ELECTION RESULTS APPOINTING JIM ROXBURY AS FIRE CHIEF, RANDY COOK AS ASSISTANT FIRE CHIEF, TIM JENSEN AND CAPTAIN I AND TROY THOMPASON AS CAPTIN II, EACH FOR A 2 YEAR TERM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Cable Franchise Extension

Karnowski reported that the Cable Commission has adopted an ordinance amending the expiration date to November 30, 2013.

D. Partial Release of Walmart Escrow

Nielson reported that he and Bryon Amo conducted a site review for compliance with the plans and construction requirements. He stated that the site appeared to be in excellent condition. At this time, the only remaining surface work appears to be the turf establishment around the detention pond in the southeast corner of the parcel.

Nielson stated the WSB's review included the underground improvements including the sanitary sewer and storm water structures. The water improvements were completed by staff from Public Utilities. Dave Thompson has indicated that the water improvements were completed satisfactorily except for that the fire hydrants do not have the required 16" breakoffs. The 10" breakoffs will need to be removed and replaced with the required 16" breakoffs.

Nielson said their review of the sub-surface improvements revealed a few minor corrections that need to be completed. In addition, some minor disturbance to the modular block retaining wall around the lift station that will need to be repaired. It was also noticed that a safety railing adjacent to the sidewalk near the lift station must be provided where the retaining wall exceeds four feet (4') in height.

Nielson said that a permit was not received for the Pylon Sign that has been installed, so he recommends holding some retainage for the sign until the permit has been issued as well. He is estimating the value of the sign at \$50,000, which can be adjusted if Wal-Mart provides an invoice for the sign that was installed.

Nielson said the following items and their estimate costs need to be finished before the retained escrow is released.

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|----|-----------------------------------|-----------|
| 1. | Pond – Turf establishment | \$3000.00 |
| 2. | Sanitary Sewer & Storm Structures | \$5000.00 |
| 3. | Fire Hydrant Breakoffs | \$2000.00 |

4.	Retaining Wall repair	\$1000.00
5.	Safety railing adjacent to lift station	\$2500.00
6.	Landscaping (5%)	\$15,000.00
7.	Pylon Sign	<u>\$50,000.00</u>
	Total Escrow to retain	\$78,500.00

Walker asked what the percentage is of the escrow that is proposed to be retained. Schieffer said the original escrow amount received was \$550,000.

Hallin questioned if there will be any more items added that need to be done. Nielson replied that the largest amount held is for the pylon sign and the rest is fairly minor.

WALKER MOVED TO APPROVE RELEASE OF WALMART'S ESCROW, WITH THE EXCEPTION OF \$78,500 FOR ITEMS NOT COMPLETED. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST – \$150,967.80

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$65,879.10, AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 67207 TO 67283 FOR A TOTAL OF \$150,967.80. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:45 PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Jeremy Riddle, Mayor