

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL HELD ON
FEBRUARY 6, 2013 4:30 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, Jules Zimmer and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Clerk Shawna Jenkins, Engineer Mike Nielson, Attorney Dick Schieffer, Public works Director Bob Gerold and Community Development Director Carie Fuhrman. Absent was Dick Dobson

Discussion of 2014 Council Priorities

Karnowski reported that the Council was provided a composite list of issues they may want to prioritize for 2014. The Public Safety Building and the Crosswind Runway are no longer on the list as the Public Safety Building is completed and the Council opted to take the Crosswind Runway off the Airport Layout Plan (ALP). In addition, while significant progress has been made regarding the civic center improvements, the housing study and the Annexation agreement with Baldwin Township – they're still on the list. He asked the Council if they wanted to discuss the items, or do has been done in the past and each council member can rate their importance and he will compile the results. The Council Members had already filled out the forms and they were returned to Karnowski.

SAC Fee Discussion

Karnowski reported when that the numbers are not in just yet, but this may be brought back to the Council for review in the future.

Sewer and Water Hook-up Requirement – Part II

Fuhrman reported This memo offers an update in regards to the Municipal Sewer and Water Hook-Up Project:

SEWER

5 Residential properties originally identified as not being hooked up, but having access:

- **2 properties have hooked up.**
 - Both took advantage of the reduced SAC fee.
- 1 property received a grant to cover the contractor's fees, and utilized the assessment to cover the SAC fee.
- 3 properties were discovered already hooked up, and subsequently have begun being billed for sewer service.

WATER

16 properties (3 commercial; 13 residential) originally identified as not being hooked up, but having access:

- **10 properties have hooked up.**
 - All took advantage of the reduced WAC fee.
- 4 took advantage of the assessment option.
- 1 property received a USDA grant to cover the contractor's fees.
- 3 properties were discovered already hooked up, and subsequently have begun being billed for water service.

- 3 properties did not respond to the letters.
 - 1 property owner has since responded and requested the reduced fee.

SEWER AND WATER

11 properties (4 commercial; 7 residential) originally identified as not being hooked up, but having access:

- **4 properties have hooked up.**
 - All took advantage of the reduced SAC & WAC fee.
- 2 took advantage of the assessment option.
- 1 property was discovered already hooked up, and subsequently has begun being billed for sewer and water service.
- 3 properties are currently vacant; will need to hook up when occupied.
- 1 property paid the incorrect WAC & SAC fee; staff has been attempting to contact them.
- 2 properties were issued extensions.

Fuhrman stated she is looking for action on the Great Glacier property that paid the incorrect WAC and SAC fee and staff has been unable to reach them.

Karnowski added that staff discussed contacting them and setting a new deadline to get them hooked up. Then we can look at what they paid and what they owe and make an adjustment. Whitcomb commented that obviously the new deadline will need to be in the spring sometime. Walker suggested providing them the original deal with a reduced rate until June, then possibly a 50% increase. Karnowski said in talking to other cities, Princeton is pretty good shape and said Fuhrman has done a great job determining who had not hooked up, who had been and wasn't being billed, etc.

Walker questioned what the reasons were for the 2 properties that were granted extensions. Fuhrman replied that Madre Loca was given 15 years, until the neighboring property is developed, or the property was sold.

Fuhrman stated the second property is located on 21st Avenue and 1st Street. She said it was going to be purchased by Bremer Bank, and they asked if it could be hooked up after ownership was transferred.

Whitcomb asked if the vacant properties were for listed sale. Fuhrman responded that that they were not listed for sale, and seem to be being used for storage.

WALKER MOVED TO OFFER THE SAME DEAL FOR THE REMAINING PROPERTIES IN REGARD TO A DISCOUNTED RATE FOR SEWER HOOKUP UNTIL JUNE 1ST AND PROVIDING THE OPTION OF AN ASSESSMENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Whitcomb said he feels the properties that just need water should be up to the PUC to decide whether to continue offering a discounted rate.

Ordinances

Prohibited Vehicle Ordinance 703 and Resolution 14-08– 2nd Reading

Karnowski reported that this is the second reading of ordinance 703, which will prohibit unauthorized vehicles on certain streets and places. This will allow unauthorized vehicles to be ticketed as needed.

HALLIN MOVED TO APPROVE ORDINANCE 703 PROHIBITING UNAUTHORIZED VEHICLES ON CERTAIN STREETS AND PLACES. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPROVE RESOLUTION 14-08 DESIGNATING CERTAIN STREET(S), PARKING LOTS, OTHER PLACES AS WELL AS PUBLIC OFFICERS AND EMPLOYEES PERFORMING SUCH PUBLIC FUNCTIONS AUTHORIZED TO DRIVE, OPERATE OR BE IN PHYSICAL CONTROL ON SAID STREETS, PARKING LOTS AND OTHER PLACES PURSUANT TO PRINCETON ORDINANCE 703. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Appeal Ordinance 704 – FIRST READING

Karnowski mentioned the signage issue at Paws Up for You and their disagreement with the Council's decision to require the signage to be removed. Attorney Schieffer suggesting adding an option for an appeal to the City's Ordinances and Fee Schedule.

HALLIN MOVED TO APPROVE INTRODUCE ORDINANCE 704. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Schieffer mentioned that because this is an amendment to a Zoning Ordinance, it will also need to be brought before the Planning Commission and a Public Hearing held.

HALLIN MOVED TO REFER ORDINANCE 704 TO THE PLANNING COMMISSION FOR A PUBLIC HEARING. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

City Permit Fees

Karnowski reported that staff has reviewed the current fee schedule and are recommending a few changes. Those changes include some fee increases, some additions, and some fees that can be eliminated as they are no longer used.

Hallin asked about the change to commercial roofing permit from \$100 to a fee that is based on valuation. Karnowski replied that the value of the project is used to calculate many permit fees. The City currently uses the 1997 fee Schedule, which is recommended by the Building Inspector.

Walker said it is good that staff and council review this every year.

WALKER MOVED TO APPROVE THE FEE SCHEDULE AS WRITTEN. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Miscellaneous

Whitcomb mentioned the upcoming Business Expo and asked if the City should have a booth there to meet the public and answer any questions, etc. Fuhrman responded that it came up at the EDA as well as they had one a few years ago advertising Aero Business Park. She said she knows many cities have a booth at their business expo and it is usually covered by council and city staff. Walker said staff and/or council could also just make the rounds instead of having a booth.

Whitcomb said he thinks it may be a good idea to have a booth and advertise that the city does have some land for sale.

Karnowski stated if the council does want to have a booth, it would be ideal to have a drawing or something to get people to stop. He suggested maybe talking with the PUC and offering someone free water and sewer for 3 months, or something similar. Whitcomb and Zimmer would also like to see maps of the parks and synopsis of some of the projects that the city is currently working on.

HALLIN MOVED TO APPROVE THE BOOTH RENTAL FOR THE BUSINESS EXPO ON MARCH 8TH. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 5:10 pm. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor