

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
MAY 12, 2016 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. Others present: Administrator Mark Karnowski, Public Works Director Bob Gerold, Development Director Jolene Foss, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer Andy Brotzler, and Attorney Damien Toven and Kelli Bourgeois.

**AGENDA ADDITIONS/DELETIONS**

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of April 28, 2016
- B. Study Session and Board of Appeal Minutes of May 5, 2016

DOBSON MOVED TO APPROVE THE REGULAR MEETING MINUTES OF APRIL 28, 2016 AND STUDY SESSION AND BOARD OF APPEAL MINUTES OF MAY 5, 2016. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

- A. **Permits and Licenses**
- B. **Personnel**
  - 1. Splash Park Hiring of Kara Schramel at \$7.50 per hour
  - 2. Splash Park Hiring of Ashley Schramel at \$8.50 per hour
- C. **Donations/Designations**

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

**OPEN FORUM**

**PUBLIC HEARINGS**

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

- A. Planning Commission Minutes of April 18, 2016
- B. EDA Minutes of April 28, 2016
- C. Midco Channel Update

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

- A. Council Request for "Claire Bear 5K Run/Walk"

Karnowski advised that this is a request for a 5k run and walk. This is their second event, and they are proposing the same route as last year. Chief Frederick has reviewed and approved this route as well.

HALLIN MOVED TO APPROVE THE ROUTE CHOSEN FOR THE CLAIRE BEAR 5K RUN/WALK. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**ORDINANCES AND RESOLUTIONS**

A. Ordinance 734 – Trespass Ordinance – First reading

Karnowski reported that this is the ordinance that the council discussed at their last meeting that will allow problem individuals to be trespassed from the Parks.

WALKER MOVED INTRODUCE ORDINANCE 734. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 735 – Fee Schedule adding Microbrewery – First reading

Foss advised that at the last meeting the home brewing as a home occupational license was approved. This amendment will implement a fee and allow a background check for those applying.

HALLIN MOVED TO INTRODUCE ORDINANCE 734 ADDING A FEE FOR A MICROBREWERY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

A. Sherburne County Election Cost Sharing Agreement

Karnowski advised that the City was informed that the Sherburne County Board approved the replacement of Election Equipment County wide.

The cost of the equipment for each precinct is approximately \$7,283.40 Sherburne County's share would be 52.4% of the total cost, with the City being responsible for 47.6%, which equals approximately \$7,283.40.

The City of Princeton has 50 registered voters that reside in Sherburne County and Minnesota State Statute 204B.45 authorizes "mail balloting" for a city or township located outside of the Seven County Metropolitan area having fewer than 400 registered voters, or a precinct that has fewer than 100 registered voters

The City will notify all registered voters in the City of Princeton, which reside in Sherburne County effective for the 2016 election cycle and publish a notice in the newspaper

In January, the Council adopted Resolution 16-05 that will approve mail balloting for the 50 registered Princeton voters that reside in Sherburne County.

The City will still be responsible for a portion of the cost of the central count machines to process out ballots, but after the 4 years there will not be any ongoing maintenance costs like there was with the previous equipment.

DOBSON MOVED TO APPROVE THE COST SHARING AGREEMENT FOR ELECTION EQUIPMENT WITH SHERBURNE COUNTY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. TAP Grant Bridge rejection Letter

Foss advised that City Staff had applied for a Transportation Alternatives Program (TAP) Grant for a pedestrian bridge to connect Riverside and Riebe Parks.

On May 2<sup>nd</sup>, the City received notice that our application was not among the list of applications selected for funding.

Applications were first reviewed by the designated regional planning organization (Central MN Area Transportation Partnership (ATP-3) and was determined that it did have regional significance and was one of only two projects in the region that were moved along to a second round of consideration.

The ATP-# Transportation Alternatives Program Committee then evaluated the project and out of a score of 100 points possible, the Pedestrian Bridge Project scored a 64.

Right of Way-	14 out of 15=	93%
Feasibility-	10 out of 15=	67%
Identified in Plan-	13 out of 20=	65%
Bike/Pedestrian Facilities-	9 out of 15=	60%
Purpose-	8 out of 15=	53%
Connectivity-	10 out of 20=	50%

Although the addition of a pedestrian bridge would significantly increase the usage of both parks, the connectivity of our parks at a regional level is not there, yet.

### C. Mill and Overlay Cooperative Agreement

Karnowski reported that a few weeks ago the Council approved the consent agreement with the County for the mill and overlay improvement to CSAH 29 (Rum River Drive) south of 3<sup>rd</sup> Street N and CSAH 31 (1<sup>st</sup> Street) between 7<sup>th</sup> Ave and Rum River Drive.

The County is now requesting consideration of the cooperative agreement outlining each entity's responsibilities for the project.

Again, the project will be scheduled around local events, which is included in the contract documents. The target construction dates are between the middle of July to the end of August.

Work on Rum River Drive will be phased by dividing the roadway longitudinally, allowing for local traffic to be maintained. Work on First Street will require street closure.

There has been discussion between the Mille Lacs County Engineer, the Princeton Public Utilities Commission and the Princeton Public Works Department to address any concerns they might have.

The County's hope is to receive bids within 6 weeks.

HALLIN MOVED TO APPROVE THE COOPERATIVE AGREEMENT FOR THE MILL AND OVERLAY PROJECT WITH MILLE LACS COUNTY. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **NEW BUSINESS**

A. Proposed Partial Street Vacation

Karnowski advised that the city has received an application to vacate the easterly 16½ feet of 6<sup>th</sup> Avenue South (platted as Washington Avenue) in order to bring the residence at 507 South 6<sup>th</sup> Street into compliance with the city's setback regulations.

The request is being made because the structure at 507 So. 6<sup>th</sup> Street was constructed such that the west wall of the garage actually encroaches on the platted 6<sup>th</sup> Avenue South. By vacating the easterly 16½ feet of said street, the structure would then meet the minimum 10' side yard setback. South 6<sup>th</sup> Street was platted at 82.5 feet so, if the vacation is approved. The remaining right-of-way would still be 66 feet and provide plenty of access to the lot at the southwest end of the street.

The process for consideration of this request is that the Council needs to set a public hearing on the request. That request has to be published at least two (2) weeks prior to the public hearing and also needs to be mailed out to the 'affected property owners' at least 10 days prior to that hearing. In this case, the city attorney suggests that the 'affected property owners' be those who abut any portion of the platted street right-of-way.

At the hearing, the Council will hear from any member of the public wishing to support, oppose, or just comment on the proposal as well as reviewing the facts of the matter as presented by the applicant and city staff.

At the end of the hearing, the Council should discuss the matter and agree on whether the application should be approved or denied. A resolution outlining the rationale for the Council decision would then be adopted.

If approved, the City Clerk would then prepare and submit a notice of that decision completion to the Mille Lacs County Auditor.

City staff could then do an administrative lot split which would then be recorded at the County. A copy of the relevant materials is attached. They include:

1. Richard Anderson's application for street vacation
2. A petition for said vacation
3. The Acknowledgement of Responsibility for the requested action
4. The Affirmation of Sufficient Interest for the requested action
5. A document outlining the purpose of the requested street vacation
6. A copy of a survey showing the affected house and its relationship to the adjacent street
7. An aerial photo of the subject area.

Staff suggests that the public hearing be set for 7 PM on Thursday, June 9 which would allow for the necessary notices to be published and mailed. If Council concurs, a motion to that effect would be in order.

Walker stated that he has no issue vacating that portion, but would like to keep a utility easement there. Karnowski replied that staff can determine if any utilities are there and if there are current easements.

WALKER MOVED TO MOVE FORWARD WITH THE PROCESS AND APPROVE A PUBLIC HEARING TO BE SET FOR 7PM ON JUNE 9. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. WWTP Storage building Proposal

Karnowski reported that WWTP Manager Klinghagen has listed a storage building in the Sanitary Sewer Capital Improvement Fund for 2016, for a cost of \$75,000.

The garage that is being proposed is 36' x 44' and on a floating slab.

The following 2 bids we received

**36' x 44' Garage**

RW Builders:	\$49,900.00
M. Groebner's Construction	\$58,749.00

**Electrical & Heat**

EIM Electrical	\$15,850.00
RW Builders	\$12,960.00

Staff suggests approval of the low bids by RW Builders for a 36' x 44' storage garage priced at \$49,900 and Electrical and heat priced at \$12,960.

Staff also requests approval to purchase shelving with the some of the \$12,140 left that is in the CIP

Dobson said looking at the photos included in the memorandum, a storage garage is definitely needed.

DOBSON MOVED TO APPROVE THE BID FOR THE WWTP STORAGE GARAGE, HEAT AND ELECTRICAL TO R & W BUILDERS FOR \$62,860 AND APPROVAL TO USE SOME OF THE REMAINING FUNDS IN THE CIP FOR NECESSARY SHELVING. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Steven's Liquor License transfer and Civic Center Request

Foss advised that Steve Kranzler, Steven's Restaurant, has come to the City and the Chamber with the news that they will be unable to lease the location they have been at for the last 8 years and requesting help.

She said they discussed the situation and although they are looking for other locations in the city, they had over 40 events in the upcoming year that they will not be able to cater for or host and had to cancel.

He is requesting that the Civic Center Building could be the place that they could transfer the liquor license to, so that he could still cater events.

Staff is proposing an allowance for a reduced fee for Kranzler as he is in a difficult situation.

The community leadership has expressed a willingness to help out the Kranzler's and support a relocation effort. Allowing them to move the event, or at least be able to provide space for them to prepare the catered food, would be a way that we can show how much we value our businesses here.

The current charge to rent the Civic Center building is a \$200 deposit and \$250 for a weekend day, or \$100 for a weekday.

Staff proposes to allow a discounted rate from May 15<sup>th</sup> until December 31<sup>st</sup> of 2016 of \$175 on weekends and \$75 on weekdays.

The benefits of allowing this agreement include:

- Increased exposure of the facility and its amenities.
- Local support of local business.
- Residents who have booked events, local or not, will witness the strength of the community and what we have to offer.

Hallin is glad that he is reaching out and trying to stay in the community. Zimmer asked if he was looking for another option. Foss replied that he was looking at other permanent options in the community.

HALLIN MOVED TO APPROVE STEVEN'S LIQUOR LICENSE TO BE TRANSFERRED TO THE CIVIC CENTER AND APPRVING THE REDUCED RATE OF \$175 ON WEEKEND DAYS AND \$75 ON WEEK DAYS THROUGH DECEMBER 31, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## **MISCELLANEOUS**

### **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 \$79,097.24 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73629 TO 73705 FOR A TOTAL OF \$194,629.55. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **ADJOURNMENT**

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:20PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins  
City Clerk

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Paul Whitcomb, Mayor