

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JUNE 13, 2013 4:30 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 Victoria Hallin, Jules Zimmer and Thom Walker. Staff present: Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Liquor Store Manager Nancy Campbell, Public Works Director Bob Gerold and City Clerk Shawna Jenkins. Absent was Councilor Dick Dobson, Engineer Mike Nielson, and Police Chief Brian Payne

**AGENDA ADDITIONS/DELETIONS**

None

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of May 23, 2013
- B. Special Meeting Minutes of May 30, 2013
- C. Study Session Meeting Minutes of June 6, 2013

HALLIN MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF MAY 23, 2013, THE SPECIAL MEETING MINUTES OF MAY 30, 2013 AND THE STUDY SESSION MEETING MINUTES OF JUNE 6, 2013. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

- A. **Permits and Licenses**
  - 1. Liquor License for Finish line Café / Princeton Speedway
  - 2. Fireworks Sale permit for Family Pathways location
- B. **Personnel**
  - 1. **Liquor Store**
    - a. Amanda Oehmen Step 2 Increase effective 6/22/13
  - 2. **Fire Department**
    - a. Nick Oswald – accept resignation effective 5/15/13
- C. **Donations / Designations**

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

**OPEN FORUM**

None

**PUBLIC HEARINGS**

None

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

- A. Airport Board Minutes of May 6, 2013
- B. Airport Board minutes of June 3, 2013
- C. Fire Advisory Board minutes of June 3, 2013
- D. Fire Advisory Board minutes of May 7, 2013
- E. EDA Minutes of May 16, 2013
- F. PUC Minutes of March 27, 2013

**G.** PUC Minutes of April 24, 2013

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

**A.** Heidi Burns of Madre Loca request for a water/sewer hookup extension

Karnowski reported that Heidi Burns of Madre Loca is requesting an extension to hook up to water and sewer. Where she would need to hook up is quite a distance from her utilities and she is asking to be able to wait until the property to the north is developed.

Whitcomb asked if the WAC and SAC have already been paid. Burns replied that yes, the \$60,000 was already paid. In talking to a contractor, one option was to tear up the whole parking lot and close down for 2 weeks, or to bore under the parking lot. Boring under the parking lot would be about \$25,000 for the boring alone.

Karnowski added that the city does have an easement on the north side of the property to run sewer and water for future development. He said he has not talked to Ms. Burns about it, but if the council is open to an extension, he suggested 5 years or whenever the sewer line extends along the northern side.

Hallin asked if the extension would go with the property if it were to sell. Karnowski responded that the council could require it to be hooked up at the time of sale, or the extension could go with the property to the new owner. Whitcomb added that he feels it makes sense to make it a requirement if the property were to be sold.

WALKER MOVED TO GRANT THE EXTENSION FOR UP TO 5 YEARS, UNTIL THE NORTH SIDE DEVELOPS, OR THE BUILDING IS SOLD PENDING APPROVAL BY THE PUC. THE COUNCIL APPROVED THE EXTENSION DUE TO THE FACT THAT THERE ARE SIGNIFICANTLY CHEAPER WAYS TO HOOK UP TO WATER AND SEWER WHEN THE NORTH SIDE IS DEVELOPED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**ORDINANCES AND RESOLUTIONS**

**A.** Resolution 13-25 approving EDA Public Project Revenue Bonds

Karnowski reported that the EDA has agreed to enter into a Lease Agreement dated as of July 1, 2013 with the City for the acquisition and betterment of a public safety facility to be used by the City. The EDA will issue its \$2,240,000 Public Project Lease Revenue Bonds to provide funds to finance the project and pledging the rental payments derived from the lease to the payment of the bonds.

HALLIN MOVED TO APPROVE RESOLUTION 13-25 AUTHORIZING THE EXECUTION AND DELIVERY OF A GROUND LEASE AGREEMENT, LEASE AGREEMENT AND CONTINUING DISCLOSURE UNDERTAKING. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**B.** Resolution 13-26 Princeton Jaycees Gambling premise permit for the VFW

Karnowski reported that the Jaycees are requesting a Gambling Premise permit for the

VFW.

WALKER MOVED TO APPROVE RESOLUTION 13-26 APPROVING THE PERMISE PERMIT FOR THE PRINCETON JAYCEES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **UNFINISHED BUSINESS**

#### **A. Public Safety Building metal wall panels bid**

Karnowski reported that the contractor who submitted the low bid on the metal panels contracted the City and would like to withdraw their bid of \$5,600.

The second low bid is \$9,717 from Kato Roofing. Since the bid bond was required from contractors with bids of \$10,000 and higher, there doesn't appear to be an opportunity for the City to recoup any costs from going to the next low bid.

Accordingly, Project Manager Rob Gemelke is recommending that the Council approve the Kato Roofing bid at \$9,717.

The final two bids for the project are:

#### **Contract #0710– Metal Wall Panels**

Six bids received  
Budgeted amount: \$10,000  
Low Bidder: Kato Roofing, Inc in Mankato  
Base Bid: \$9,717

#### **Contract #1052 – Specialty Lockers**

Three bids received  
Budgeted amount: \$9,450  
Low Bidder: Fasko, Inc in Ham Lake  
Base Bid: \$19,389

Project Manager Rob Gemelke is recommending that the Council approve the bids. If the Council concurs, a motion to that effect would be appropriate.

Karnowski reported that the latest budget figures that include the two contracts noted above show the project at about \$2.2 million which is about 10% over the initial goal. However, the budget still includes a 5% contingency fee and there are still the funds available from the PFRD building fund available.

HALLIN MOVED TO APPROVE THE BID FROM KATO ROOFING FOR \$9,717.00 BEING THAT B&B SHEET METAL AND ROOFING WITHDREW THEIR BID. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO REAFFIRM THE ABOVE MOTION WAS TO AWARD BOTH THE BIDS AS FOLLOWED FOR THE PUBLIC SAFETY BUILDING:

#### **Contract #0710– Metal Wall Panels**

Low Bidder: Kato Roofing, Inc in Mankato - Base Bid: \$9,717

#### **Contract #1052 – Specialty Lockers**

Low Bidder: Fasko, Inc in Ham Lake - Base Bid: \$19,389  
HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **NEW BUSINESS**

#### **A. Close City Hall on July 5th**

Karnowski reported that with the 4<sup>th</sup> of July falling on a Thursday, we're anticipating that some employees will be taking off July 5<sup>th</sup> as well. Staff thinks a lot of folks will be doing just that and that July 5<sup>th</sup> will be a real quiet day in the city.

He asked if the Council would be okay with staff tentatively closing City Hall on July 5<sup>th</sup> so all could have a 4-day weekend. Employees will have to use a vacation, comp time or furlough day if they choose to not work that day. Obviously, anyone wishing to work that day can do so. If all opt to take the day off, we'll post a sign on the door advising that we will be closed.

If the Council's agreeable to closing on the 5<sup>th</sup>, a motion to that effect would be in order.

WALKER MOVED TO APPROVE CLOSING CITY HALL ON FRIDAY JULY 5<sup>TH</sup> IF ALL THE EMPLOYEES CHOOSE TO TAKE THAT DAY OFF THEY MUST USE VACATION OR COMP TIME. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **MISCELLANEOUS**

#### **BILL LIST – \$355,920.70**

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$191,837.04 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 68112 TO 68204 FOR A TOTAL OF \$355,920.70. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **ADJOURNMENT**

There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 4:55. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins  
City Clerk

ATTEST:

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Paul Whitcomb, Mayor