

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JUNE 26, 2014 7:15 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, Jules Zimmer, and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Police Sergeant Joe Backlund, Police Investigator Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins and Attorney Damien Toven. Absent was Community Development Director Carie Fuhrman

**AGENDA ADDITIONS/DELETIONS**

None

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of June 17, 2014

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 17, 2014. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

**A. Permits and Licenses**

- 1. Gambling Permit for American Legion during Mille Lacs Fair
- 2. Gambling Permit for Christ Our Light – September 21, 2014

**B. Personnel**

**C. Donations / Designations**

- 1. Resolution 14-25, accepting Donation for the Police Reserve Unit

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

**OPEN FORUM**

**PUBLIC HEARINGS / PRESENTATIONS** - 2013 Audit, Steve Wischmann from KDV gave an overview of the City's 2013 Audit.

Walker asked if they are recommending anything regarding the negative balance, if they need to transfer some from another fund, etc. Wischmann replied that there could be some short term issues with the negative fund balances, but it is more of a management tool over a few years. He said the City just needs to monitor them.

Hallin said in regard to the findings of and responses on legal compliance, have them been addressed. Wischmann replied that they are minor and have been addressed by staff.

DOBSON MOVED TO ACCEPT THE 2013 AUDIT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

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

- A. Park Board Minutes of June 23, 2014

Gerold reported that the Park Board met at Mark Park where they admired the work that has been done. They also had a presentation from Flagship recreation to update some of the playground pieces. The Park Board voted to use \$37,000 to update the playground equipment. They are requesting park dedication fees be used for the equipment upgrade.

Walker asked what has been spent out there so far with the updates to the landscaping. Gerold responded that only the TIF funds that the Council approved has been used. Zimmer commented on the equipment, and said before attending the Park Board meeting, he had no idea how expensive playground equipment was and asked Gerold what a large structure like we have would cost. Gerold responded that a large structure is usually around \$180,000 to \$200,000. He added that the upgrades Flagship has proposed will bring everything up to code. He also checked out other companies, but Flagship is really the only company that deals with this brand.

DOBSON MOVED TO APPROVE THE PURCHASE OF THE NECESSARY PLAYGROUND EQUIPMENT FOR \$37,000 TO BE FUNDED FROM THE PARK DEDICATION FUND. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **PETITIONS, REQUESTS, AND COMMUNICATIONS**

### **ORDINANCES AND RESOLUTIONS**

### **UNFINISHED BUSINESS**

A. Airport CIP Projects  
1. **Taxiway Project**

a. Approval of design and contract with SEH

Karnowski stated staff has copies of the contract for design of the taxi lane rehab project available for review. However, it's the form required by the FAA and could not be modified anyway. Their estimated fee for the design is \$24,000. 90% of the funding for the project, including all engineering, will be paid for by the FAA and MnDOT Aeronautics will pick up 5%, so the city share will be 5%. There is an amendment to the contract specifying that SEH will be responsible for construction observation and closing out the contract in the amount of \$24,900. A motion to approve the contract and amendment as drafted and authorize the City Administrator to sign the contract between the city and SEH to do the design work for the Taxi Lane project is recommended.

WALKER MOVED TO APPROVE THE TAXI LANE DESIGN CONTRACT WITH SEH. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

b. Award contract for the taxiway project

The Bids received are as follows:

Harddrives, Inc	\$157,527.73
Rum River Contracting	\$161,666.03
Knife River Corporation	\$183,455.00

The engineer's recommendation is to award the bid to Harddrives of St. Cloud, MN in the amount of \$157,527.73. A motion to award the bid to Harddrives in the amount of \$157,527.73 and authorize the City Administrator to sign the contract between the city and Harddrives for the Taxi Lane project is recommended.

WALKER MOVED TO AWARD THE CONTRACT FOR THE TAXI PROJECT TO HARDDRIVES OF ST CLOUD, FOR THE AMOUNT OF \$157,527.73. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

c. Approval of construction administration contract

DOBSON MOVED TO APPROVE THE CONSTRUCTION ADMINISTRATION CONTRACT WITH SEH. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**2. Consideration of Master Plan Contract with SEH**

Karnowski stated he also has copies of the contract for design of the Airport Master Plan project available for review. But, again, it's the form required by the FAA and could not be modified anyway. Again, 90% of the funding for the project, including all engineering, will be paid for by the FAA and MnDOT Aeronautics will pick up 5%...so the city share will be 5%. SEH has provided their estimate charges for the service rendered. A motion to approve the contract as drafted and authorize the City Administrator to sign the contract between the city and SEH to do the design work for the Taxi Lane project is recommended.

DOBSON MOVED TO APPROVE THE MASTER PLAN CONTRACT WITH SEH. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**3. Approval of the grant request letter**

If the Council acts on the items above, then a motion authorizing the Administrator to request grant funding would be in order.

DOBSON MOVED TO APPROVE THE CONSTRUCTION ADMINISTRATION CONTRACT WITH SEH. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Casey from SEH said it is basically a Comprehensive Plan for the airport. It looks at what deficiencies are there now, what could be in the future and what is the best way for the city to address those.

Some of the main topics: lack of building space, discussion on cross wind and extension of 21<sup>st</sup> (would be the time to remove it from the ALP), any needed runway extensions, long term capital improvement plan, and also the ALP will be updated. Another major piece is the new GIS requirement started by the FAA.

Dobson asked if the master plan remains the same for the 20 years or if it is added on as the time goes on. Casey said it depends on the city and airport. For Princeton, it would likely be good for 10-15 years. Karnowski added that when the council decided to take the cross wind off the ALP, staff was advised that we cannot do a change to the ALP, without doing a master plan. He said a wildlife assessment will also be done. Casey said the FAA has expanded what the property map should include, so that will be looked at as well. Also, including the future perimeter fence in the document sort of seals the deal with the FAA.

Hallin asked if all Airports have to do the GIS update. Casey replied that there are triggering events that would require it, but it will likely be required by all airports in the near future.

Karnowski said MnDOT has begun offering 5%, so it's a good idea to do it now and pick up that additional 5% for funding.

Dobson asked if it will take the FAA as long to approve a master plan as it does an ALP. Casey said it does take a while, but it seems that the FAA has restructured a bit and do have a full time planner now.

Karnowski gave an update on the incident at the Airport earlier this afternoon. A plane lost a wheel and ended up putting it in the ditch. There was some damage to the plane, but both people walked away.

#### B. Old Fire Station Status

Karnowski reported that in April the City Council set the initial asking price for the old fire station (5,120 ft<sup>2</sup>) at \$350,000. It's been on the market now for a couple of months and we've had a couple of interested parties. He said he advised the real estate agent (Joan Quickstrom) that the city would consider all offers but, to date, the city has not gotten any offers for the building.

After discussing the issue with Joan, she feels the city's asking price is too high and recommended that, based on the sale of other buildings in the area, the city may want to reduce the asking price to \$250,000.

For instance the Art Co-op building (6,400 ft<sup>2</sup> - originally listed for \$250,000) sold for \$42,000 and Attorney Mike William's building (6,800 ft<sup>2</sup> - originally listed for \$99,000) sold for \$60,000.

Quickstrom suggested \$250,000 as a new listing price. He asked how the Council wanted to proceed.

WALKER MOVED TO APPROVE LOWERING THE LISTING PRICE TO \$250,000 AS SUGGESTED BY QUICKSTROM REAL ESTATE. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### C. Central MN Art Co-Op Grant Acceptance

Karnowski reported that back in March, the City Council approved the City serving as the fiscal agent for the Central MN Art Co-Op's grant application to the Arts and Cultural Heritage Fund (ACHF) through the East Central Regional Arts Council (ECRAC). The grant was approved for \$7,798 for the CMAC's "Drive-In for Art" project, which includes painting a mural on the north wall of the CMAC building to allow for outdoor movies.

Staff is requesting a motion from the City Council approving the City entering into the contract agreement with the ECRAC for the grant. Staff is working with CMAC staff to ensure the conditions of the grant are met. The CMAC is planning two community movie nights coming up this fall. They will be requesting closure of the public parking lot adjacent to their building to allow for the movies as the date get closer

WALKER MOVED TO APPROVE THE CITY TO ENTER INTO A CONTRACT AGREEMENT WITH THE ECRAC FOR THE GRANT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Civic Center Kitchen Equipment Purchase approval

Gerold reported that staff has received 2 quotes for the necessary kitchen equipment for the Civic Center. A Z Restaurant Equipment total was \$13,492.88 and the total from US Foods Culinary E & S was \$15,019.13. A Z is requesting a down payment of \$3,000 to place the order.

WALKER MOVED TO APPROVE THE DOWN PAYMENT OF \$3,000 TO A Z RESTAURANT EQUIPMENT FOR THE CIVIC CENTER KITCHEN EQUIPMENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

A. Personnel Policy Update

Karnowski reported Because of the legislature's adoption of the Women's Economic Security Act, the city needs to make some adjustments to our personnel policy.

**Section 9.4 Sick Leave** should be amended to add the underlined wording as noted below:

**9.4 Sick Leave**

Sick leave shall be accumulated at the rate of one (1) working day for each calendar month worked. During the probationary period full-time employees may draw in advance on the six (6) days of sick leave credits which may be earned in the probationary period. If the employee does not successfully complete the probationary period, such unearned leave shall be repaid to the City.

Employees will be granted sick leave for the following purposes:

1. Physical examinations
2. Dental care
3. Ocular appointments
4. Serious illness in immediate family (Here the term "immediate family" means mother, father, spouse, children, brother, sister, mother-in-law, father-in-law, grandchild or any relative of the employee who is a legal dependent and living in the household of the employee.)
5. Injuries during work
6. Personal illness and/or injury
7. Contagious disease
8. Maternity leave

**Section 9.4 Sick Leave** should be also amended to add the following paragraph at the end:

Safety leave. Employees are authorized to use sick leave for reasonable absences for themselves or relatives (employee's adult child, spouse, sibling, parent, parent-in-law, grandchild, grandparent, or stepparent) who are providing or

receiving assistance because they, or a relative, is a victim of sexual assault, domestic abuse, or stalking. Safety leave for those listed, other than the employee and the employee's child, is limited to 160 hours in any 12-month period. The 12-month period will be measured forward meaning the 12 months begins on the date any employee's first leave under this paragraph begins.

**Section 9.6 Family and Medical Leave** should be amended to add the underlined wording as noted below:

Any employee who has been employed with the City for at least 12 consecutive months preceding the request, has worked at least 1,250 hours during those 12 months, shall be granted, upon request, an unpaid leave of absence for a specified period of time determined by the employee not to exceed twelve (12) weeks in any twelve month period. Said 12-month period will be measured forward meaning the 12 months begins on the date any employee's first leave under this paragraph begins. An employee requesting such a leave shall make the request in writing at least thirty (30) days prior to the beginning of the leave. When the leave is foreseeable, the leave must be granted for any of the following reasons: 1) to care for the employee's child after birth, or placement for adoption or foster care; 2) to care for the employee's spouse, son, daughter, or parent, who has a serious health condition; or 3) for a serious health condition that makes the employee unable to perform the employee's job. At the City's option, the unpaid leave granted under this section may be in addition to any accrued vacation or accumulated sick leave an employee may have available.

**Section 9.6 Family and Medical Leave** should also be amended to add the underlined wording as noted below at the end of the 'Family and Medical Leave' section:

Nursing mothers will be provided reasonable unpaid break time for nursing mothers to express milk for nursing her child for one year after the child's birth. The city will provide a room (other than a bathroom) as close as possible to the employee's work area, that is shielded from view and free from intrusion from coworkers and the public and includes access to an electrical outlet, where the nursing mother can express milk in private.

DOBSON MOVED TO APPROVE THE AMENDMENT TO THE PERSONNEL POLICY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### B. Fairview Northland Proclamation

Whitcomb proclaimed every year thousands of area residents chose Fairview Northland Medical Center as their primary medical care provider, and Fairview Northland Medical Center consistently earns national recognition for their quality of care, patient safety, exceptional outcomes and, most importantly – patient trust. The leadership at Fairview Northland Medical Center is constantly striving to expand the scope of health care services made available to the residents of Princeton and the surrounding area.

The availability of excellent and convenient medical care is a critical component of decisions made by families, business owners and industrial concerns when considering where to locate,

**THEREFORE**, the City Council of the City of Princeton hereby recognizes Fairview Northland Medical Center as a critical component of the greater Princeton community

and, on behalf of the citizens of Princeton, we thank Fairview Northland Medical Center for their ongoing efforts to improve both the quality and range of medical services available and thus making Princeton a better place to live.

DOBSON MOVED TO PROCLAIM FAIRVIEW NORTHLAND MEDICAL CENTER AS A CRITICAL COMPONENT OF THE GREATER PRINCETON COMMUNITY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### C. Upcoming Council Meetings

Karnowski reported that staff currently doesn't have any topic scheduled the July 3<sup>rd</sup> Study Session. I'm assuming some may want a head start on the 3-day weekend. Does the Council wish to cancel that meeting?

He added that as many are aware, The Minnesota Design Team is coming to Princeton this September 25-28. In preparation for that opportunity, the Downtown Committee is planning a town meeting to do gather ideas and do some preliminary brainstorming on some of the topics that will be covered during the MDT's actual visit.

The date of that preliminary meeting is Thursday, August 14, which is the same night as the City Council's first regular meeting in August.

Assuming that some, if not all, of the Council Members and select staff would like to attend and participate in that town meeting, does the Council wish to move the Council meeting date to the previous (August 12) or following Tuesday (August 19) – or some other date?

The town meeting is tentatively scheduled to be held in conjunction with the Central Minnesota Arts Co-op's 'unveiling' of their outdoor theater.

He asked how the Council wished to proceed.

ZIMMER MOVED TO CANCEL THE JULY 3, 2014 STUDY SESSION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO RESCHEDULE THE AUGUST 14, 2014 MEETING TO AUGUST 12<sup>th</sup> at 7PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### D. City's Facebook Policy

As the city's use of Facebook continues to increase, we're getting more feedback from the folks following what the city's doing. Because of that, staff feels the city should have a policy regarding public comments. Below is our recommended policy with the changes that were recommended by the Council. If the Council feels it's sufficient, a motion to adopt and post it on our Facebook page would be in order.

### **City of Princeton's Facebook Page**

#### **Comment Policy**

The City of Princeton makes use of a variety of media, including Facebook, to communicate to the public in an accurate, timely and open manner. While the City always wel-

comes participation and feedback from the public, the City reserves the right to delete comments that:

- Contain vulgar language
- Are personal attacks of any kind
- Are offensive
- Are prejudiced or hurtful remarks made toward any person or entity
- Are spam
- Include sales/promotion of goods or services, or links to other sites
- Are off-topic
- Promote illegal activity
- Promote services, products, or political organizations
- Infringe on copyrights or trademarks

Comments expressed on the City of Princeton's Facebook page do not necessarily reflect the opinions or positions of the City of Princeton, its employees, or its elected officials.

**Specific Business/Organization Recognition**

The City may also use its Facebook page to recognize Princeton business expansion, Princeton non-profit organizational activity, general community and economic development topics, and successful City supported economic development including:

- Collaborations between government entities, private businesses, service organizations, and/or non-profit organizations or
- Recognition of new and/or growing local businesses, such as:
  - A new business opening, or
  - A substantial expansion or remodeling of an existing business or its services, product lines, etc. or
  - A business relocating in Princeton.

The City reserves the sole right to determine what qualifies for a Facebook posting.

HALLIN MOVED TO APPROVE THE CITY'S FACEBOOK POLICY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. School Liaison Contract

Karnowski reported that staff has received the two 3-year school liaison contracts with the School District. They've been reviewed by the Police Chief and the City Attorney and have been approved by the School Board. The recommendation is for the City Council to approve them as well. If you concur, a motion to that effect would be in order.

DOBSON MOVED TO APPROVE THE TWO 3-YEAR SCHOOL LIAISON CONTRACTS WITH THE PRINCETON SCHOOL DISTRICT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Backlund said he was in the middle school last year, and there were a few times that he felt the school liaison was not used very wisely. So, they met and came up with a standard operating procedure that stated what they were there and when to call them, etc. It refreshed the reasons why the officer is there for.

Dobson said they used to get a monthly report, to see what is going on in the schools and would like to again. Backlund responded that he had kept a running journal of what is going on, but only criminal issues have an ICR. There is so much contact with students that it would be hard to write everything down. He added that this is a great program, and became very informal with the students, which is probably why those reports stopped. Dobson said he would like to just be provided with some basic report of various presentations they do and some basic information of what's going on in the schools.

### **MISCELLANEOUS**

Dobson thanked the Princeton Police Department for their assistance with the FBI in the recent criminal sex arrest that came about.

Walker reported that at the ECRD meeting on Monday, there was a discussion on the "Zero Death" program and how to get Mille Lacs County involved. Backlund said the Princeton Police Department have been part of the program with Sherburne County. They did opt to sit out in 2015, as the shifts were 2-3 times a month and he wasn't seeing much participation. They have 3 officers have young children that they want to spend time with, so they decided to opt out next year and will revisit it for 2016. Backlund said he wrote the first grant in 97 for the program and participated for 6 years back then. Then, Mille Lacs County handled the grant.

Whitcomb reminded the Council about the Public Safety Building open house that is this weekend on Saturday from 10am to 2pm.

### **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 \$116,389.68 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70202 TO 70269 FOR A TOTAL OF \$317,109.87. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **ADJOURNMENT**

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:40 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