

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
SEPTEMBER 24, 2015 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, Jules Zimmer and Victoria Hallin. Staff present, Administrator Mark Karnowski, Community Development Director Jolene Foss, Public Works Director Bob Gerold Police Chief Todd Frederick, Attorneys Damien Toven, and Engineer Mike Nielson. Absent was Finance Director Steve Jackson and Clerk Shawna Jenkins

**AGENDA ADDITIONS/DELETIONS**

The hiring of Cami Flugear was pulled from the consent agenda. The hiring of Cole Wubben as a Princeton Police Officer was added as was the re-zoning of 701 5<sup>th</sup> Avenue North.

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of September 10, 2015

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF SEPTEMBER, 2015. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

- A. Permits and Licenses
- B. Personnel.
  - 1. Approve Public Works Compost Site Applicant Fred Rittenhour
- C. Donations/Designations
  - 1. Resolution 15-60 accepting donation from Outlaw Grass Drags

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

**OPEN FORUM** - No one addressed the Council.

**PUBLIC HEARINGS**

- A. Proposed School District Annexation

Karnowski advised the Council that the School District request for the annexation of 91 acres on the northwest side of the city was the subject of that evening's public hearing.

It was noted that the School District wishes to develop some of the land into ball fields and feels that having all the School District property under the jurisdiction of one political entity will aid in their ability to implement and maintain Emergency Response Plans and provide cohesive structure for all potential accidents and/or crimes that will be uniform on all District property.

The District also feels that having all District property located in one political jurisdiction will also allow for minimal confusion in what jurisdiction is responsible for any proceedings in an investigation. It was noted that the city's public safety department has been working closely with the District and has knowledge of the administration, staff and other critical information. Karnowski said that annexation will also make it easier to use current District infrastructure which will allow for a more cohesive and pleasant use of the land for both the District and the neighboring residents.

Karnowski pointed out that a draft copy of an agreement for the division of road maintenance responsibilities between the City and the Township was in the packet but has not, as yet,

been considered by the township as well. The proposed agreement states that the Township shall be responsible for all of 33<sup>rd</sup> Street, all of 110<sup>th</sup> Ave and all of 107<sup>th</sup> Ave. The City shall be responsible for 82<sup>nd</sup> Ave from its intersection with 14<sup>th</sup> Ave North northward to its intersection with 33<sup>rd</sup> there terminating and 17<sup>th</sup> Street west of Mille Lacs Co Rad 3 and East of 110<sup>th</sup> Ave.

MAYOR WHITCOMB OPENED THE PUBLIC HEARING AT 7:06.

Dan Whitcomb (8082 33<sup>rd</sup> Street, Princeton Township) advised that his property borders the proposed annexation area and that he does not oppose the annexation. His primary concern was the impact on the development of the ballfields on the neighborhood. Whitcomb suggested that the reason the District requested annexation was because they did not want to meet the road improvement condition proposed for the requisite conditional use permit by the Township. Whitcomb requested that the city address road issues during their permitting process.

Jason Wolfsteller (3340 82<sup>nd</sup> Avenue, Princeton Township) said that he feels the annexation isn't being done correctly and is concerned about the traffic and the dust it will create on the gravel roads in the area. He said that he cannot keep his windows open now because of the dust.

John Roxbury, Jr. (6126 Alpha Road, Princeton Township) is a Town Board Supervisor and echoed Dan Whitcomb's assertion that the primary reason the District was seeking annexation was to avoid paying for improvements to the roads abutting the proposed annexation area.

Ryan Hofmann represented the construction management company working on the new school additions and asserted that the District was not requesting annexation to simply avoid the costs of road improvements. He indicated that the plans are to access the ballfields from the Middle School property and avoid increasing the traffic on 82<sup>nd</sup> Avenue and 33<sup>rd</sup> Street. He said that the District assumes that the city's Conditional Use Permit for the project will address some of the same issues and noted that the District has not yet applied for the CUP because they wanted to find out first if the annexation would be approved.

Councilman Walker asked if the plans for the ballfield development call for site access from the Middle School property and Hofmann advised that, indeed, those are the current plans.

Dan Whitcomb pointed out that he understands that a school district can increase their property tax levy to pay for levied assessments which means they do not have to use the bonding money.

John Roxbury, Jr. clarified that the plans reviewed by the Township located the ball fields on the north side of the property and not on the south side as now proposed. So that location was never discussed as part of the CUP process.

Keven Walz (4004 Brickton Road, Princeton Township) inquired as to whether the District would be drilling a well to maintain the ballfields or if they planned on using the city water supply. He noted that the District should be assessed for all of the road improvements. He added that he's in favor of the proposed annexation.

Councilman Walker questioned what the District's water source was going to be.

Ryan Hofmann advised that the District may have to drill a new well if the existing well doesn't have the necessary capacity.

A discussion on the process for digging a new well ensued with Councilman Dobson inquiring about the District being aware of the PUC's Wellhead Protection Plan and Hofmann advised that they were aware of the issue.

DOBSON MOVED TO CLOSE THE HEARING AT 7:19. THAT MOTION WAS SECONDED BY HALLIN. THE MOTION CARRIED UNANIMOUSLY.

Hallin commented that the primary purpose of the annexation wasn't about roads but was to get all for the school property under a single jurisdiction which was good for not only property management but public safety too.

WALKER MOVED TO ADOPT ORDINANCE 722 ANNEXING LAND LOCATED IN PRINCETON TOWNSHIP, MILLE LACS COUNTY, MINNESOTA PURSUANT TO MINNESOTA STATUTES 414.033, SUBDIVISION 2(3) PERMITTING ANNEXATION BY ORDINANCE. HALLIN SECONDED THE MOTION. THE MOTION WAS ADOPTED UNANIMOUSLY.

#### **PRESENTATIONS** – Mille Lacs County Connect – Beth Vanderplatts

Vanderplatts advised the Council that on Thursday, October 15<sup>th</sup> from 10am – 2pm, the County is holding the 10<sup>th</sup> Annual "Operation Community Connect" event which is free and open to the public that will showcase numerous free services available to County residents.

The event will be held at the Milaca Public High School Gym and will include door prizes and a free meal for participants. She stressed that they want more Princeton area residents to attend. Staff advised that we will post the information on both the City Website and the city's Facebook page.

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

##### A. Proposed Police Officer hiring

Karnowski advised the Council that we had over 40 applicants for the police officer vacancy resulting from Sgt. Backlund's taking the Chief's position in another city. The interview team interviewed six candidates and are recommending that Cole Wubben be hired as a police officer at a salary of \$44,104.80 pending successful completion of the mandatory 12 month probation period.

Chief Frederick provided additional information on the candidate and advised that he is very much in favor of the proposed hiring.

DOBSON MOVED TO HIRE COLE WUBBEN AS A PRINCETON POLICE OFFICER AT A SALARY OF \$44,104.80 PENDING SUCCESSFUL COMPLETION OF THE PROBATION PERIOD. THE MOTION WAS SECONDED BY HALLIN. THE MOTION WAS ADOPTED UNANIMOUSLY.

Administrator Karnowski then swore in Officer Wubben.

B. Re-Zoning of 701 5<sup>th</sup> Avenue North

Community Development Director Foss advised the Council that they are being asked to approve the proposed re-zoning of 701 5<sup>th</sup> Avenue North from "R-2" to "R-3" to facilitate the construction of a 4-unity condo. She advised that the rezoning was first considered and denied in 2012 but the recent Housing Study shows a shortage and demand for that type of housing. So the request is being brought back. The Planning Commission held the requisite public hearing and are recommending approval.

DOBSON MOVED TO APPROVE THE RE-ZONING OF 705 5<sup>th</sup> AVENUE NORTH FROM "R-2" to "R-3". THE MOTION WAS SECONDED BY HALLIN. THE MOTION WAS ADOPTED UNANIMOUSLY.

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

A. Waterfowl hunting request from Nate Cook

Karnowski reported that Cook is requesting permission to hunt the 2015 waterfowl hunting season at the Princeton Golf Course. He has been granted permission from the owner, so is asking the Council for their permission. They would be hunting away from of the inbound areas of the course. All the hunting will be taking place on the riverbanks away from any public golfing. Most of the hunting will take place before any public golf starts. Approximate hunting times would be sunrise to 9am. All hunters will have a firearm safety certificates along with all the legal licenses mandated by the State of MN and the DNR.

Police Chief Frederick advised that he discussed the proposal with Mr. Cook and confirmed the above described hunting parameters. He further noted that cook will be working on improving the coordination and communication with area residents.

Karnowski expressed concern that the proposal might run afoul of the city ordinances. Attorney Toven said that, so long as the Council approves the hunt, it falls within the ordinance parameters.

WALKER MOVED TO APPROVE THE REQUEST TO HUNT AT THE PRINCETON GOLF COURSE ALONG THE RIVERBANK DURING THE 2015 WATERFOWL SEASON, LIMITED FROM SUNRISE TO 9AM WHEN GOLFING WOULD BEGIN. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**ORDINANCES AND RESOLUTIONS**

A. Resolution 15-58 Bond Award

George Eilertson from Northland Securities advised The Council that the city received two bids for the bonds to fund both the West Branch and 7<sup>th</sup> Avenue North projects with Dougherty & Company, LLC offering the lowest true interest cost of 2.50%. Eilertson went on not that, because of the rate, the amount of the bond should be reduced from \$920,000 to \$910,000. Eilertson also advised that Standard and Poor's improved the city's bond rating from "AA -" to "AA".

Eilertson recommended that Resolution 15-58 be adopted to provide for the issuance and sale of \$910,000 General Obligation Bonds, Series 2015A and to pledge special assessments and levying a tax for the payment of the West Branch and 7<sup>th</sup> Ave Projects.

HALLIN MOVED TO APPROVE RESOLUTION 15-58 PROVIDING FOR THE ISSUANCE AND SALE OF \$910,000 GENERAL OBLIGATION IMPROVEMENT BONDS, SERIES 2015A, AND PLEADING SPECIAL ASSESSMENTS AND LEVYING A TAX FOR THE PAYMENT THEREOF. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 15-59 – approving the 8<sup>th</sup> Ave Drainage project feasibility Study

Engineer Nielson advised that the proposed improvements are required to reduce an existing flooding problem for a localized area on 8th Avenue S. During larger rain events the flooding threatens homes adjacent to the roadway. Due to the downstream capacity of the existing storm sewer these improvements will not be able to convey a 10- year design storm. The proposed improvements cannot guarantee that flooding will not occur in the future, however these improvements are intended to reduce the frequency and duration that the street and yards are flooded.

There were two options reviewed. The first option includes the installation of two drainage structures and 12" HDPE storm sewer on 8th Avenue S. approximately 500-feet south of S. 6<sup>th</sup> Street at a cost of \$35,753.25 which includes a 20% contingency and an additional 25% for indirect costs. The second option proposes to install a single catch basin on the east side of 8th Avenue S. connected to the existing storm sewer with a 12" HDPE storm sewer. The cost of Option #2 is estimated to be \$21,918.20, which includes a 20% contingency and 35% indirect costs.

Funding for the project will be provided through the City's Bonding, PUC funds and assessments to benefitting properties for the improvements.

Both of the options presented in this report are feasible, necessary and cost-effective from an engineering standpoint and should be constructed as proposed herein. The recommended option is Option 1 with and engineers opinion of probable cost of \$35,753.25.

Nielson advised that the residents along 8<sup>th</sup> Ave South petitioned the City to request the drainage issues be resolved and that he attempted to persuade the residents in that area to just agree to pick up the costs for the project rather than cause the city to go through the MS 429 process. He was unable to get their agreement. Nielson noted that the project costs (less contingency and indirect costs, is under \$25,000 so they'll need to get a second quote in addition to the one they have from West Branch Construction.

WALKER MOVED TO ORDER AND ACCEPT THE FEASIBILITY STUDY AND ORDER THE PUBLIC HEARING TO BE HELD AT 7 PM ON THURSDAY, OCTOBER 15 IN THE COUNCIL CHAMBERS OF CITY HALL. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

A. Pay Voucher #1 – 2015 Crack Seal Project

Karnowski advised the crack seal project at the airport has been completed by Struck and Irwin. Pay Voucher #1 is for the total amount of \$66,666.00

HALLIN MOVED TO APPROVE PAY VOUCHER #1 FOR \$66,666.00 TO STRUCK AND IRWIN, FOR THE 2015 CRACK SEAL PROJECT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Pay Voucher #2 – West Branch Project

Nielson reported that Pay Voucher # 2 is for the amount of \$229,253.19 to Douglas-Kerr Underground, LLC. The quantities completed to date have been reviewed and agreed upon by the Contractor.

HALLIN MOVED TO APPROVE PAY VOUCHER #2 FOR \$229,253.19 TO DOUGLAS-KERR UNDERGROUND, LLC FOR THE WEST BRANCH PROJECT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Fire Station Proposal

Karnowski advised that the City has been approached by a local business to see if the Council would be willing to entertain a one-year lease, with an option to buy the old Fire Station building. The intent would be to use the facility as a detailing location for the business.

It was pointed out that, by renting the property, it would be taxable. The other drawbacks are that it's currently being used for storage by the Public Works Department. The other drawback is that we'd have to structure the lease such that if another party offers to buy it during the first year, that the city could cancel the lease.

Obviously the city would need to negotiate the terms for both the lease and purchase before a final decision is made by the Council.

He asked if the City Council be open to entertain that type of arrangement if the negotiated terms were satisfactory.

The concurrence of the Council was to authorize negotiations with the stipulation that no car repair would be allowed in that building...only detailing.

**NEW BUSINESS**

A. Planning Commission Opening – Applicant Chuck Young

Karnowski advised that the Planning Commission is short two members, with the resignation of Eldon Johnson and that presents a problem in that a meeting would have to be cancelled if one of the remaining members couldn't make the meeting. City resident Chuck Young has submitted an application for one of those open seats.

Mr. Young approached the Council to express his desire to serve and noted that he would like to see more affordable housing in the city.

MOVED TO APPOINT CHUCK YOUNG TO THE PLANNING COMMISSION TO FILL THE REMAINDER OF THE REMAINING TIME ON THE SEAT PREVIOUSLY HELD BY ELDON JOHNSON WAS MOVED BY ZIMMER AND SECONDED BY DOBSON. THE MOTION CARRIED UNANIMOUSLY

B. Sherburne County Election Counter purchase request

Karnowski reviewed a memo reporting that staff has received a letter from Sherburne County requesting Council approval to purchase new counting machines. The County would cover half the cost, with the City being required to pay for the other half. Due to the high cost of these machines and the very low amount of voters Princeton has in Sherburne County, the County will look at other voting options, including the possibility of mail balloting and report back to the City.

**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 \$136,784.28 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72456 TO 72486 FOR A TOTAL OF \$148,959.63. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 8:28 P.M. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Mark Karnowski,  
City Administrator

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Paul Whitcomb, Mayor