MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 13, 2016 7:00 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, Dick Dobson, Jules Zimmer and Victoria Hallin. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineers Andy Brotzler and Mike Nielson, and Attorney’s Kelli Bourgeois and Damian Toven.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Study Session Meeting Minutes of October 6, 2016
B. Regular Meeting Minutes of October 13, 2016

HALLIN MOVED TO APPROVE THE STUDY SESSION MEETING MINUTES OF OCTOBER 6, 2016 AND REGULAR MEETING MINUTES OF OCTOBER 13, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Police Officer Shane Duncan Step Increase to $25.57 effective 11-6-16
   2. Public Works Austin Schneider Step 5 Increase to $25.24 effective 11-14-16
   3. WWTP Tyler Hall Step 4 Increase to $24.24 effective 11-18-16
   4. Accept Resignation of PW Employee Steve Smith
C. Donations/Designations

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

OPEN FORUM

PUBLIC HEARINGS

A. 7th Ave North Water and Sewer Assessment Hearing

Nielson advised that this is the assessment hearing for the water and sewer project that was done last fall on 7th Ave North.

Zimmer asked what the method and formula is to determine the assessments. Nielson responded that it can be determined by square footage, but that would not be feasible in this instance. With this project, it was more suitable to use the residential equivalent units, which the MET council determines.

Walker asked why the assessments are about $500 more than the original estimated amount. Nielson replied that there was a water main size that was increased and with the additional lot added, the amount that the City and PUC put towards the assessments were now split between 9 lots instead of 8.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:18
John Trunk 1209 7th Street North said at the beginning of the project, an interest rate of 3.5% was mentioned, and now it is going to be 6.5%. Nielson responded that the original estimate was just a ballpark and a rate taken from a previous project the City had done.

Ryan with ICS is questioning some of the change orders that will be affecting the school district. Nielson said he will be happy to go over those numbers with the School District in another meeting, instead of doing all of that tonight.

Katheryn Walbruch asked how they can appeal the assessment. Nielson stated that they could write a letter and give it to the City Clerk.

Aaron Julson stated he would like a print out of all the paperwork showing the various change orders on the project. Nielson said he will provide Julson that information.

Susan Bialka commented that if you look at the School’s Assessment in October of 2015 the amount was a much lower amount then it is now. The afterthought of the turn lane and hydrant is causing issues. She feels there were a lot of mistakes made, and now everyone is paying for it. She feels it needs to be looked at, and this assessment tabled at this time. She feels the numbers do not add up.

Bialka stated that the trees that needed to be removed were from their yard. It took them a matter of minutes to remove the 4 trees, so she feels the additional $3,000 was excessive.

Nielson responded to the items that Bialka brought up

1. The proposed assessments from last year was only an engineer’s estimate.

2. In regard to the change orders;

   It was the City’s understanding that the County was going to redo the road in a few years. The school then decided that they did not want to wait a few years to put that turn lane in, so it was added to this project as a change order.

   Staff thought the fire hydrant was going to come off their internal system. He was told that ICS had talked to one of the construction workers and were told it would be taken care of, and it was not.

   Nielson added that their goal was not to cut down any trees. It was made very clear to the contractor that they were supposed to work with the property owners. He does not know if that was done, so he will review that with the field engineer. In terms of the cost for the tree removal, it is not just the cost to take them down, it also includes time to haul them away, grind them up and dispose of them.

   He added that the change orders and math can be very confusing, so he will be happy to go through those numbers with anyone that would like him to.

Katheryn Walbruch stated that the plumbers had to remove a stump in their yard and they were not charged for that.

Nielson stated that most times they do not have complete control over the contractors, and he apologizes that the contractor did not contact the homeowners as they were supposed to.
Walbruch commented that the whole project stopped in June for 3 months and nothing was done. Then it was paved on the first day of school.

Bialka stated that an $890 assessment was quoted last fall. Nielson responded that was just an engineer’s estimate. There are almost always issues that are found when the contractor starts the excavating. These change orders are legitimate and not caused by errors.

Hallin stated that she has been on the City Council for a long time and change orders come through on every project. Sometimes they are even decreasing the costs. We see changes in every project that we do in our everyday life. If we get a car fixed and expect it to cost $300, it ends up costing $500. When you do home improvement projects, you also run into additional costs that were not predicted.

Walker stated that he understands a 50% increase looks like a lot, but he asked that the residents remember the amount that the City and PUC contributed that paid down those assessments. Had the City and PUC not put those funds in, the assessments would be a lot more than what is being assessed.

DOBSON MOVED TO CLOSE THE PUBLIC HEARING AT 7:44 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

1. Resolution 16-55 adopt assessments
   Nielson suggested pulling the 2 vacant lots from the assessment roll and holding another hearing for them at an upcoming meeting

   Walker suggested tabling the entire Assessment Resolution.

WALKER MOVED TO TABLE RESOLUTION 16-55 ADOPTING THE ASSESSMENTS FOR THE 7TH AVE NORTH WATER AND SEWER PROJECT UNTIL NOVEMBER 22 AT 7PM AT CITY HALL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Dobson thanked everyone for coming to the meeting.

Whitcomb said Jackson had stated that the West Branch project was done at 15 years for 5%

DOBSON MOVED TO CHANGE THE FINANCING TO 15 YEARS AND PERCENTAGE AT 5%. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Park Board Meeting of October 24, 2016
B. Fire Board meeting of October 4, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. PUC Electric Rates
Karnowski reported that this was just an informational piece for the Council to review. He hears from people and businesses that the PUC has very high rates. The comparison says that their rates were in line with other companies.

Walker asked if it is a regulated industry. Wangen replied that it is not really regulated. Walker said there was an article in the paper with the Simpa communities and their rates. It seems the other communities are lower than PUC, and asked why they are lower if they are paying the same. Wangen responded that some of these cities get their power elsewhere, so their costs could be lower.

Walker stated that when you are talking residential, it is not a big change, but when you start looking at small commercial rates, there is a big difference. Wangen replied that it is hard to compete with Conexus and other large electric companies. She added that many of these communities have additional charges and they can also fluctuate based on a power cost adjustments.

Walker said it is a big cost for our businesses, but does not know how to change that. Wangen replied that they saw a 6% rate increase from Simpa that they ate, and they are going to see another 2% increase next year.

Walker asked if other cities are providing electric cheaper, he would like to know how. He feels we should work on trying to get the rates down a bit.

Walker asked if the city is a commercial rate. Wangen said the city is billed a municipal rate, which is 11 cents with no other fees.

Hallin stated there is also a lot of questions about the deposit that is required as well. She questioned why the deposit is the same for a single family home verses an apartment. Wangen said they do have some reduced rates for some of the apartments. She added that they have had to charge off thousands and thousands of dollars in apartments. If people have a good paying history when they move in, the deposit can be waived as well.

**ORDINANCES AND RESOLUTIONS**

A. Ordinance 741

Foss advised that the Planning Commission amended the Zoning Ordinance to clarify discrepancies regarding the definition of Kennels in December of 2015.

Unfortunately, the changes that were made in the Zoning Ordinance were not made in the City Code of Ordinances.

In order to align the definitions and requirements between the two documents, changes need to be made to the City Code.

Staff is requesting a motion to make these changes to the City Code of Ordinances.

**HALLIN MOVED TO APPROVE ORDINANCE 741 MAKING SOME MINOR CORRECTIONS TO THE NUMBER OF ANIMALS ALLOWED. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**
UNFINISHED BUSINESS

NEW BUSINESS

A. November Meeting Dates

Karnowski reported that as it does every year, the Council’s second meeting in November falls on Thanksgiving Day, it’s traditional that the November meetings are moved. If the Council wishes to keep the same November meeting schedule as in past years, the November meetings would be as follows:

**November 3rd:** Study Session

**November 10th:** Regular meeting

**Tuesday, November 22nd:** Regular meeting

If the Council wishes to adopt that meeting schedule, a motion to that effect would be in order.

ZIMMER MOVED TO APPROVE THE MOVING THE SECOND COUNCIL MEETING TO TUESDAY NOVEMBER 22 DUE TO THE THANKSGIVING HOLIDAY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. PUC purchase of tax forfeited land at 907 2nd Street S

Karnowski advised that the PUC would like to purchase the tax forfeited lots located south of the PUC shop and across 2nd Street South at 907 2nd Street South (parcel No 24-161-0390).

There is a $29,689.53 assessment owing on the property for when 2nd Street South was re-done by the City and PUC several years ago.

Because the PUC is not allowed to own land, the property in question will be titled in the City’s name once the PUC purchases pays for the parcel and satisfies the assessment issue. There is no cost to the city.

DOBSON MOVED TO APPROVE PURCHASING OF THE TAX FORFEITED LAND AT 907 2ND STREET S WITH A WRITTEN AGREEMENT THAT IF THE PROPERTY NEEDS TO BE CLEANED UP BY THE OWNER, THE PUC WILL BE RESPONSIBLE FOR THOSE COSTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Smith Vacancy Impacts

1. Consider promotion of Kyle Fawkes
2. Authorize advertisement for Part Time PW Employee

Karnowski stated that as noted in the consent agenda, Steve Smith resigned earlier this week citing health reasons.
Recommended Promotion: According, Public Works Director Bob Gerold is recommending that Kyle Fawkes, who has been working as a part-time public works employee for several months, be promoted to a full-time position to fill the vacancy left by Smith's resignation.

On his own, Fawkes obtained all the required certifications and licenses for the GMII position with the exception of the Wastewater Collections certificate.

Gerold says Fawkes is also well-versed in the workings of the public works department and the city in general. He also has the respect of the other PW employees and has great rapport with the other employees.

Because of Fawkes’ knowledge and experience, Gerold is suggesting that Fawkes start at the GMII step 2 for wages.

If the Council concurs with the recommendation, a motion to that effect would be in order.

Permission to hire Part-Time employee: If the Council concurs with the recommendation to promote Fawkes, then staff would like permission to advertise for a part-time Public Works employee to replace Fawkes.

Again, if the Council concurs with that recommendation, a motion to that effect would be in order.

WALKER MOVED TO APPROVE THE PROMOTION OF KYLE FAWKES TO FULL TIME AS GENERAL MAINTENANCE II AT STEP 2. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

WALKER MOVED TO AUTHORIZE STAFF TO ADVERTISE FOR A PART TIME PW EMPLOYEE. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Antenna / Tower question

Karnowski reported that the city recently received a request to erect mono-pole type antenna tower of 75 feet in height (just a 75’ telephone pole/antenna combo) in the city right-of-way across Northland Drive from the McDonald’s (currently zoned R-3 Multi-family Residential).

The controlling factor is that the city’s zoning ordinance only allows antenna of that nature to be located in the Antenna Overlay District which is north of TH95 and west of TH169 (where the current antenna is located…across TH95 from the Rum River Motel).

That Ordinance was written in 2004 and has not been revised. Therefore, the request would not be allowed as our Ordinance currently stands.

Staff’s concern is that it appears from information sent out by the League of Minnesota Cities that we can expect more and more of these types of requests because of the increasing demand for wireless services and there being less and less space on local water towers.

From a policy standpoint, does the City Council open to allowing this and possibly more 75’ poles located outside the area currently zoned for this type of use? Staff is concerned that if zoning ordinance accommodations are not made, the wireless choices available to Princeton residents may be limited because of coverage.
In this particular instance, the 75’ monopole would be about 25’ taller than the McDonald’s sign in the immediate area and the high school football field lights in the same general area are likely 70’ high.

Should the city advise the applicant that their proposed location is not approvable or would you prefer that the Planning Commission look at amending the current ordinance to accommodate other locations in the city?

Dobson said he feels the city should do what we can to make sure the residents can have good internet and cell service. He does not see an issue with allowing it in certain areas. Hallin agreed. Whitcomb added it would be nice to find a way to make them blend in to the area.

Zimmer wondered what the reason was for them to be just in one area. His other thought is that most of these go on private property and the company pays a lease. Karnowski said there was a reason why this was going to go into the Right of Way, but couldn’t remember the reason at this time. He added that if this was approved, the city would negotiate a lease rate. Zimmer stated that his concern would be that these polls would be added all over. Gerold said he has seen some of these polls camouflaged, so they look as nice as possible. Zimmer stated that he agrees that we want to make sure the residents have good service. Walker feels there are some areas in the city that these would fit into well.

Staff will bring it to the Planning Commission.

E. John and Anita Savage Satisfaction of Mortgage

Foss reported that Lakes and Pines Community Action Council is the organization that distributes funds for the Small Cities Development Program in the City of Princeton. A Princeton resident took advantage of the opportunity to use these funds for home improvements.

Since that time, the residential property owners have sold the home. The funds borrowed through the Small Cities Development Program are then returned to the City.

All American Title Company has provided the payoff amount and is requesting the acceptance of the payoff, closure of the account and a Satisfaction of Mortgage.

Staff is requesting a motion to approve the acceptance of payoff, the closure of this file and the Satisfaction of Mortgage be provided to All American Title Company on behalf of John F. and Anita Savage.

WALKER MOVED TO APPROVE THE SATISFACTION OF MORTGAGE FOR JOHN AND ANITA SAVAGE. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Hallin reported on the Family Pathways Teen Center’s Open House and “National lights on” raising awareness for homeless teens. The event went very well, with the Steak House providing Chili. The Mayor’s proclamation was read and there were about 50 people in and out that evening. The teens spent a few hours in their “box” with no electronics. They raised $1000 from an anonymous donor, which will go back to the Teen Center.
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 $117,133.41 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 74441 TO 74501 FOR A TOTAL OF $151,121.01. ZIMMER SECONDED THE MOTION.

Dobson asked about the purchase to Heggie’s Pizza. Frederick stated that it is a fundraiser for the K9 program.

THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 8:22 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

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Shawna Jenkins                             Paul Whitcomb, Mayor