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. Regular Meeting Minutes of November 22, 2016
B. Budget Study Session Minutes of November 29, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 22 AND BUDGET STUDY SESSION MINUTES OF NOVEMBER 29, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

A. Permits and Licenses
B. Personnel
   1. Accept resignation of Liquor Store Employee Matt Englund effective 12-3-16
   2. Approve rehire of Liquor Store Employee Theresa Zinniel effective 12-5-16
   3. Approve hiring of Liquor Store Employee Christine Thompson effective 12-8-16
   4. Approve hiring of Public Works General Maint. I – Mihai Miu effective 12-12-16
C. Donations/Designations
   1. Resolution 16-58 – Rotary donation for a Park Bench
   2. Resolution 16-62 – Hoffman Oil donation for “Shop with a Cop”

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 Meeting of November 21, 2016
B. Conditional Use Permits approved by the Planning Commission

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

**ORDINANCES AND RESOLUTIONS**

A. Resolution 16-59 – 2017 Budget and Levy

   Jackson went through the proposed 2017 budget and Levy. The proposed Tax Levy for 2017 is 1.5%

HALLIN MOVED TO APPROVE RESOLUTION 16-59 SETTING THE 2017 BUDGET AND THE 2017 TAX LEVY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
B. Ordinance 746 – 2017 Fee Schedule - FIRST READING

Karnowski advised that there are just a few suggested changes to the fee schedule for 2017.

HALLIN MOVED TO INTRODUCE ORDINANCE 746. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

C. TH95 and CR157 Roundabout

Brotzler advised that the TH95 and CR157 Roundabout project is progressing towards bidding and ultimately construction beginning spring, 2017. As part of that process, two resolutions need to be approved. The first resolution is in regards to council support of entering into a three party agreement between the Minnesota Department of Transportation (MnDOT), Mille Lacs County and the City of Princeton. The second resolution is to authorize the eminent domain process to begin.

Three-Party Agreement

MnDOT will draft the agreement once the plans are being reviewed and are nearing authorization. The agreement will cover items such as; Funding responsibilities, construction restraints and long-term maintenance to name a few. The County will be approving a similar resolution to enter into the agreement in the month of December.

Eminent Domain Process

Right of way is needed on 3 properties near the intersection of TH95 and CR157. WSB has been in contact with those property owners for the past few months and offers have been made. Progress has been made on the negotiations, but to this point no agreements have been reached. We are confident agreements will be made, however to ensure the property is acquired in time for bidding an eminent domain process needs to be initiated. The eminent domain process can be cancelled at any point in the process once agreements are made.

The anticipated schedule is leading to construction beginning early June, 2017

December 8, 2016 – Authorize eminent domain
January 9, 2017 – Submit construction plans to MnDOT
March 13, 2017 - Title and Possession of right of Way
March 27, 2017 – MnDOT authorizes ad for bid
April 3, 2017 – Place Ad for Bid
May 2, 2017 – Open Bids
May 22, 2017 – MnDOT authorizes Contract
June 5, 2017 – Begin Construction
1. Resolution 16-60 – Cooperative Construction Agreement

HALLIN MOVED TO APPROVE RESOLUTION 16-60 ENTERING INTO COOPERATIVE CONSTRUCTION AGREEMENT NO. 1026206 WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND MILLE LACS COUNTY FOR CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION OF TRUNK HIGHWAY 95 AND COUNTY ROAD 157. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
2. Resolution 16-61 – authorizing right of way acquisition

Brotzler advised that offers have been provided to the property owners and they are in negotiations. They are close to an agreement with 2 owners, and they are meeting with the third within the next week.

The option for an eminent domain is only if negotiations cannot be reached with the property owners.

HALLIN MOVED TO APPROVE RESOLUTION 16-61 AUTHORIZING RIGHT OF WAY ACQUISITION AND EMINENT DOMAIN PROCEEDINGS FOR RIGHT OF WAY NEEDED FOR CONSTRUCTION OF A ROUNDBOOTH AT THE INTERSECTION OF TRUNK HIGHWAY 95 AND COUNTY ROAD 157. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. 2017 Licenses

Karnowski reported that this is the yearly approval needed for the various liquor, tobacco and garbage hauler licenses for 2017. Some applications are not yet complete or received as of yet, but those can be approved pending the appropriate paperwork, payments and background checks.

WALKER MOVED TO APPROVE THE 2017 LICENSES, PENDING ALL INFORMATION, PAYMENTS AND BACKGROUND CHECKS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Board and Commission appointments

Karnowski reported that all of the various commissions have terms ending this year. The Planning Commission has 3 open seats, the Park Board has 3, Airport Advisory 2 seats, Housing and Redevelopment Authority 1, Public Utilities 1, the Economic Development Authority 1 and 1 open seat on the Cable Commission. Vicki Hallin has been on the Cable Commission for several years and she would like to continue that, but will need to check to see if the person can be a non-council person.

ZIMMER MOVED TO APPOINT DANIEL ERICKSON AND VICKI HALLIN TO THE PLANNING COMMISSION FOR 3 YEAR TERMS. DOBSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY

ZIMMER MOVED TO APPOINT CARLA VITA TO THE PARK BOARD FOR A 3 YEAR TERM. HALLIN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO APPOINT EUGENE STOECKEL AND JOE GLENN TO THE AIRPORT BOARD FOR 3 YEAR TERMS. DOBSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO APPOINT SANDRA PETERSON TO THE HOUSING AND REDEVELOPMENT AUTHORITY FOR A 5 YEAR TERM. HALLIN SECONDED THE MOTION. MOTION
CARRIED UNANIMOUSLY.

ZIMMER MOVED TO APPOINT HENRY FINDELL TO THE PUBLIC UTILITIES COMMISSION FOR A 3 YEAR TERM. DOBSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

DOBSON MOVED TO APPOINT VICKI HALLIN TO THE ECONOMIC DEVELOPMENT AUTHORITY FOR A 6 YEAR TERM. ZIMMER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Snow removal policy

Karnowski stated that he was looking through the city’s various policies and noted that there were three policies relating to snow removal, none of which included the new processes that were adopted via Ordinance 726 last year.

He said he combined the three existing policies and updated them to reflect the provisions of the new ordinance.

The revised combined policy has been reviewed and approved by both the Police Chief and the Public Works Director.

HALLIN MOVED TO APPROVE THE UPDATED SNOW REMOVAL POLICY AS WRITTEN. WALKER 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 $85,835.20 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 74685 TO 74764 FOR A TOTAL OF $183,491.23. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:40 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:
_________________________________________  _______________________________
Shawna Jenkins  Paul Whitcomb, Mayor
City Clerk