Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were: Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Staff present were: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Director Jolene Foss, Fire Chief Ron Lawrence, City Attorney Kelli Bourgeois, City Engineer Andrew Brotzler, and Community Development Assistant Mary Lou DeWitt.

AGENDA ADDITIONS/DELETIONS:

Reynolds added to New Business, City Council Member as an alternate for the Planning Commission Board.

CONSIDERATION OF MINUTES:
A. Regular Meeting Minutes of July 13, 2017

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 13, 2017, WITH THE CORRECTION ON PAGE SEVEN, SECOND MOTION WITH WALKER, WHERE THE MOTION CARRIED UNANIMOUSLY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA:
A. Permits and Licenses
B. Personnel
   1. Alexander West employment cessation (P.T. Public Works)
   2. Stacey Gallagher, Liquor Store Clerk hire, start date July 27, 2017
C. Donations/Designations

WALKER MOVED TO APPROVE THE CONSSENT AGENDA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM:

PUBLIC HEARING:

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:
A. Fire Board Minutes of June 6, 2017
B. Airport Board Minutes of June 19, 2017
C. Park Board Minutes of June 26, 2017
D. 2016-2017 School Year Police Report

PETITIONS, REQUESTS, AND COMMUNICATIONS:
A. Wine and Spirits Grant Request from Princeton Youth Hockey

Karnowski reported that Princeton Youth Hockey Association is requesting $200 - $500 worth of gift certificates from the Princeton Liquor Store for their annual golf tournament. The proceeds go to Youth Hockey to help reduce the hockey players cost.

WALKER MOVED TO APPROVE WINE AND SPIRITS GRANT REQUEST IN THE AMOUNT OF $250 IN INCREMENTS OF (5) FIVE $50 GIFT CARDS FOR THE PRINCETON YOUTH
HOCKEY GOLF TOURNAMENT FUNDRAISER. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Council Action Request by VFW for Beer Garden Block Party

Karnowski reported that the Princeton VFW would like to have a Beer Garden setup on the street in front of their establishment for the July 28, 2017 Block Party.

Walker asked Police Chief Frederick if the Police Department is okay with this.

Frederick said he went over the conditions with Phillip Gerth for having a beer garden. The Police Department is fine with it.

EDMONDS MOVED TO ALLOW THE PRINCETON VFW TO HAVE A BEER GARDEN SETUP ON THE STREET IN FRONT OF THEIR ESTABLISHMENT FOR THE JULY 28, 2017 BLOCK PARTY WITH THE CONDITION THAT THEY FOLLOW THE PRINCETON POLICE DEPARTMENTS GUIDELINES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Wine and Spirits Grant Request from 2017 Cancer Society Relay for Life

Karnowski reported that DeNice Janssen is requesting $500 grant funds from the Princeton Liquor Store for the 2017 Relay for Life held on August 4, 2017, for the American Cancer Society.

Mayor Whitcomb asked staff on the event and was told that it is held at the Princeton High School and it is local residents that participate.

WALKER MOVED TO APPROVE GIVING $500 FROM THE LIQUOR STORE GRANT FUNDS TO THE 2017 RELAY FOR LIFE AMERICAN CANCER SOCIETY EVENT THAT WILL BE HELD ON AUGUST 4, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ORDINANCES AND RESOLUTIONS:

UNFINISHED BUSINESS:

A. MN Habit for Humanity Development Agreement

Foss reported that East Central MN Habit for Humanity Development Agreement consist of three vacant parcels; 809 & 903 Ninth Avenue North and 609 Old Highway #18 South. The buyer agrees to build a single family home on each parcel and meet all the conditions of the NSP Program.

WALKER MOVED TO APPROVE THE DEVELOPERS AGREEMENT WITH EAST CENTRAL MN HABITAT FOR HUMANITY REGARDING THE THREE PARCELS LOCATED AT 809 & 903 NINTH AVENUE NORTH AND 609 OLD HIGHWAY #18 SOUTH. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
B. 2015 “It Starts Here Forgivable Loan” Payoff Request

Foss reported that Faith Goenner owner of Mama Gracie’s Pregnancy Shop has requested that the City accept the payoff of $6,000 for their “It Starts Here Forgivable Loan”. The recipient received the forgivable loan in 2015 in the amount of $10,000. The payoff amount is $8,000 plus interest. The requirements of the forgivable loan included some stipulations that the business owner has decided are to constraining and would like to pay off the loan. The EDA Board and the Princeton Chamber of Commerce have reviewed the request and are recommending that the Council approve the payoff.

Walker inquired if the business will be staying open.

Foss said yes. The store hours will be reduced, but will be available by appointment, and also will have offsite visits.

Mayor Whitcomb and the Council are happy the business owner is staying open.

REYNOLDS MOVED TO ACCEPT THE $6,000 “IT STARTS HERE FORGIVABLE LOAN” PAYOFF FOR MAMA GRACIE’S PREGNANCY SHOP. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Northstar Canoe S&W Update

Karnowski reported that the Princeton Public Utilities had advised him that Northstar Canoe had purchased property that is outside the city limits, but near their newest well. Northstar Canoe intends to build on the location and has plans for a well and septic system. Princeton Public Utilities is concerned with having a well and septic a couple hundred feet from their well. The City Ordinance prohibits the extension of either city water or sewer outside the city limits, so Princeton Utilities initially requested the City amend the City Ordinance to allow a hook-up of sewer and water to the new Northstar Canoe building.

Staff has spoken to the owner of Northstar Canoe about annexing into the city and then would be able to hook-up to city sewer and water. The owner was concerned of the water and sewer access charges and the difference between the property taxes in the city verse the township. Princeton Utilities has recently reduced their water access charges and the City Council will be discussing lowering the sewer access charge at the August 3rd Study Session. Princeton Economic Development Authority has agreed to offer an incentive to Northstar Canoe where the property taxes would be reduced for 16 year tax abatement agreement to that of the Baldwin Township tax rate. The owners of Northstar Canoe have agreed to annex into the city to gain access of city water and sewer. The signed petition will be on the August 3rd Study Session meeting. The township will receive a 30 day public hearing notice.

Staff has been working with Minnesota Department of Health, the Coalition of Minnesota Cities, the League of Minnesota Cities and other to develop legislation that would give cities with a wellhead protection issue, the statutory authority to designate a special taxing district
for wellhead protection. If that concept becomes reality, then tax abatements would no longer be necessary. The conversations regarding the special tax district have been promising.

Walker asked if they would be able to get sewer and water to that area.

Scott Daniels, Princeton Public Utilities Water Department said water and sewer are stubbed in to five properties out there so they will be able to connect from there.

The City Council was supportive of the annexation process moving forward with Northstar Canoe property.

D. Kwik Trip Development Agreement

Foss reported that the City Attorney and Kwik Trip Attorneys have come together on a Developer’s Agreement. The property site is Lot 3, Block 2, Princeton Crossing, Sherburne County, except the portion of Lot 3, Block 2, now lying within the Plat of Princeton Crossing Second Addition. Kwik Trip has agreed to construct at their cost an extension of 8th Avenue South and to be designed with a ten ton street in accordance with the City of Princeton Design Standards.

WALKED MOVED TO APPROVE THE DEVELOPERS AGREEMENT BETWEEN KWIK TRIP AND THE CITY OF PRINCETON. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS:

A. Princeton School District One Community, One Read Letter of Support

Foss informed the Council that Princeton School District is requesting a Letter of Support from the City Council for a project that they are doing next year called One Community, One Read. The idea is that everyone reads these books together and have discussions about the books. The District has chosen books with a theme of belonging. The Early Childhood age will be reading Goodness Gorillas, the Primary and Intermediate Ages are going to read Poppy, and the Middle/High Schools, including parents and the community will be reading Jerk California. These books will be read in February 2018. There will be a wrap-up event, including a presentation by Jerk California Author, Jonathon Friesen, on March 1st and 2nd.

EDMONDS MOVED TO APPROVE THE LETTER OF SUPPORT FROM THE CITY COUNCIL FOR THE PRINCETON SCHOOL DISTRICT PROJECT OF ONE COMMUNITY, ONE READ. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Princeton Lions Rainbow Park Picnic Shelter Proposal (Bob Gerold)

Gerold reported to the Council that the Princeton Lions would like to put up a picnic shelter at Rainbow Park. The Lions Group are unable to physically build the shelter and have gone
out for bids. The Lions are requesting that the City of Princeton be the fiscal agent of the funds for the payment to the contractors.

Jack Breitkreutz, Lions representative informed the Council that the shelter will be 24’ x 24’ picnic shelter with a total cost of $5,500. They would give a check to the City and if additional funds are needed that will pay those also. They will not pay for water or electricity to the shelter. The Lions are celebrating their 100 year anniversary and would like the shelter to commemorate that. Would they need a building permit for this.

Foss believes so. She will ask the Building Inspector. Maybe the Council could wave the City cost.

Edmonds asked on the water and electricity hook-up.

Gerold said water is not available in that area of the park and they would have the conduit put in and would install it later.

Walker asked if signage will be on the shelter.

Breitkreutz said yes, signage will be put up with regards to the Lions donation.

WALKER MOVED TO APPROVE THE RESOLUTION FOR ACCEPTING THE GIFT FROM THE PRINCETON LIONS ORGANIZATION DONATING A PICNIC SHELTER TO RAINBOW PARK AND THE CITY WILL RELEASE THE FUNDS TO THE CONTRACTORS. THE CITY HAS AGREED TO THE SIGNAGE THAT WILL BE INSTALLED ON THE SHELTER AND BUILDING PERMIT FEES WAVLED IF POSSIBLE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNAMIOUSLY.

C. Alley Mailbox Complaint

Karnowski reported that a property owner to the west of the post office mailbox located on the alley just west of the Rock & Things Shop and Post Office buildings is concerned with the traffic going through the alley at a fast speed, the noise from the amount of traffic, and the property value of their home decreasing from the amount of traffic going into the alley for the post office mailbox.

The Post Office had moved the mailbox approximately 12 years ago because their employees had to cross Rum River Drive from the Post Office to empty the mailbox and during rush hour there were safety concerns.

The resident would like the post office box moved. The Council could direct Chief Frederick to have his officers monitor the alley traffic to see if speeding is an issue.

Edmonds goes through that alley a lot and suggested posting a speed limit sign of ten miles an hour would be good.

Zimmer asked Frederick if there have been accidents or complaints in that alley area.

Frederick said no, nothing that he is aware of.
Zimmer wants it monitored and see if there is issues. If there are concerns we can then address it.

Mayor Whitcomb agreed, we will monitor it now and if speed is an issue, then put up a ten mile an hour sign.

D. Subordination Agreement

Foss informed the Council that Lakes and Pines Community Action Council, fiscal host for the Small Cities Development Program Funds (SCDP), has requested the approval and signature of a Subordination Agreement for a refinance of a property listed in Princeton.

The SCDP funds can be used for repairs to address health and safety issues, ramps, doors, and bathroom accessibility issues, repairs to structure and exterior. The City of Princeton maintains its second position lender within the newly refinanced mortgage. The funds requested are under $8,000.

WALKER MOVED TO APPROVE AND SIGN THE SUBORDINATION AGREEMENT FOR THE PROPERTY DESCRIBED AS; LOTS NINE AND TEN, BLOCK EIGHT, HIGHLAND PARK ADDITION TO PRINCETON, MILLE LACS COUNTY, MINNESOTA. THE AMOUNT WILL BE UNDER $8,000. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Planning Commission Member Alternate

Reynolds informed the Council that there are only three Planning Commission members on the Board and he would like an alternate appointed from the Council for precaution measures of meeting a quorum.

Walker said he will be an alternate for when needed. Staff should put an ad in the local newspaper for two Planning Commission members and Park Board member.

MISCELLANEOUS:

BILL LIST:

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDED THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $125,568.72 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75900 TO 75672 FOR A TOTAL OF $240,792.75. REYNOLDS SECOND THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT

There being no further business:
WALKER MOVED TO ADJOURN THE MEETING AT 7:37 P.M. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted, ATTEST:

Mary Lou DeWitt Paul Whitcomb, Mayor
Community Development Assistant