

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JANUARY 23, 2013 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, and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne and Police Sergeant Joe Backlund, Public works Director Bob Gerold, Liquor Store Manager Nancy Campbell, Community Development Director Carie Fuhrman, Clerk Shawna Jenkins, Attorneys Dick Schieffer and Damien Toven. Absent was Jules Zimmer

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of January 9, 2014

HALLIN MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF JANUARY 9, 2014. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

1. Recycling facility permit for J Vanderpoel, Inc

B. Personnel

1. Police – Nicole Josephs Step 7 Increase effective 2-4-14

C. Donations / Designations

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Planning Commission meeting of December 16, 2013
B. EDA Meeting of December 19, 2013
C. PAVC meeting of January 13, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Paws Up 4 You / Christine Stuck signage request

Fuhrman reported that Minuteman Press (sign contractor), on behalf of Paws Up 4 You, submitted a building permit application on October 14, 2013 for three signs to be located on the roof overhang of the building at 602 Rum River Drive South. Staff denied the building permit application via a letter dated October 28th due to the signs not being allowed currently in the Zoning Ordinance. Staff reminded the applicant that the Planning Commission was researching the possibility of these signs being addressed in the Zoning Ordinance, but no changes had been made yet to the Zoning Ordinance.

At some point in late December, three signs were installed on the building at 602 Rum River Drive South underneath the roof overhang. Staff sent a letter dated January 7, 2014 indicating the Code violation for (1) installing signs without a permit and (2) the signs not being allowed in the Ordinance. The letter directed the sign contractor to remove the signs within seven days of receipt of the letter.

On January 9, 2014, the sign contractor submitted a building permit application for the three signs already installed. Staff denied the building permit application via a letter dated January 21, 2013 due to the signs not being allowed currently in the Zoning Ordinance.

On January 10, 2014, the property owner met with staff. The property owner submitted a *Request*

For Council Action appealing the letter dated January 7th requiring the signs to come down, which will be on the January 23rd Council meeting.

Staff met with the City Attorney on January 22, 2014 to discuss the happenings thus far.

Whitcomb stated he understands Paws Up 4 You is in a tough position, but the contractor was denied a permit and did the work anyway. The council needs to follow the ordinance how it is currently written. Stuck commented on the signs at Coburn's, McDonalds and Pizza Hut and how they do not meet the current code.

Walker said he can sympathize as well, but when he went in to her store after Thanksgiving, she appeared to be very aware of what the Ordinance read. Stuck said she only knew what she was being told. Walker disagreed and said she appeared to have a good grasp on the ordinance, and can't say now that she does not know what the ordinance says.

Fuhrman said these signs are not addressed in the ordinance and if a sign is not specified, they are not allowed. She stated these would not be considered canopy signs. Fuhrman added that the contractor was very aware that these signs were not allowed and he put them up anyway. She said the planning commission had a quorum at their meetings when signage was discussed, but there has not been a consensus or a public hearing held yet. In addition to this type of sign, they are also discussing temporary signs and dynamic signs.

Hallin stated that without the knowledge of where the Planning Commission is in their decision, the signs should not have been put up. Stuck said if the Planning Commission is close, she is asking for some leniency to leave them up until a decision is made.

Whitcomb commented that he doesn't think the commission is that close to a decision, especially with the new planning commission members that were just appointed. He said the fact is that the contractor knew they permit was denied, was a planning commission member and put them up anyway. He feels the signs need to come down until a decision is made.

Hallin said she agrees that they need to come down as they are in direct violation of the ordinance.

Stuck questioned why other businesses in town are allowed to have illegal signage up and she is not able to. Walker replied that we are not talking about the other buildings right now. We are talking about these signs and how we are going to fix it.

Dobson said he has kept quiet on this as he is a big supporter of Paws Up 4 You and he wants to see this business survive. He was on the Planning Commission when they started

discussing the sign code. He said her contractor still put the signs up knowing they were denied. The contractor violated the ordinances, and he too feels they need to come down.

DOBSON MOVED TO REQUIRE THE SIGNS TO BE REMOVED UNTIL THE SIGN ORDINANCE IS REVIEWED AND A PERMIT IS APPROVED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Princeton Wine and Spirits Grant Request for the Senior All Night Party

Karnowski stated again this year the City has received a grant request for the Senior All Night Party. In the past, the Council has approved one 6 pack of pop for every student.

HALLIN MOVED TO APPROVE THE REQUEST OF A DONATION OF ONE 6 PACK OF POP FOR EACH STUDENT FOR THE SENIOR ALL NIGHT PARTY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 14-07, approving a forgivable loan to Central Minnesota Co-op through the It Starts Here program

Fuhrman reported that Central Minnesota Art Co-Op (CMAC) was the recommended winner of the first round of the *It Starts Here* downtown revitalization program, started through cooperation with the City, Chamber, local businesses, and the help of a grant from the Initiative Foundation. CMAC is located at 108 6th Avenue South. CMAC offers studio space for artists and a retail art gallery space, as well as an online retail gallery for art pieces. CMAC offers workshops and classes including painting, pottery, and marketing. The building will contain various areas for artists, including studios for photography, screen printing, clay, music lessons, composition, and a music stage area.

A \$10,000 forgivable loan from the City of Princeton was one of the “prizes” to the winner of the program, as well as various services from local businesses.

CMAC is proposing to utilize the forgivable loan in the following manner:

- \$4,800 for Property Acquisition
- \$2,000 for Equipment Purchases
- \$1,000 for Working Capital
- \$2,220 for Building Renovations

All of the above expenses are eligible expenditures.

The forgivable loan requirements (qualifications and compliance) were established by the EDA and approved by the City Council last year. Staff will review the compliance requirements at the end of each year to ensure all of the compliance criteria are met; at which time, the principal will be forgiven and only the interest will be owed. At the end of six years, if all requirements are met, the entire principal balance will be forgiven.

The EDA met and recommended approval of the forgivable loan at 2.5% interest rate. Approval of a loan package requires City Council Action on the EDA Board's recommendation on the loan application. Staff is requesting Council approval of Resolution 14-07, approving

the forgivable loan to Central MN Art Co-Op in the amount of \$10,000, with an interest rate of 2.5%.

HALLIN MOVED TO APPROVE THE RESOLUTION 14-07, APPROVING A FORGIVABLE LOAN TO CENTRAL MINNESOTA ART CO-COP THROUGH THE IT STARTS HERE PROGRAM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 703, prohibited Vehicles – FIRST READING

Karnowski reported that this is an ordinance that would allow the police department to enforce the prohibited vehicles on the 21st Ave near the new Public Safety Building. We have ordered signs and they will hopefully be installed by the end of next week. We will need an ordinance in effect to enforce those signs.

WALKER MOVED TO INTRODUCE ORDINANCE 703 PROHIBITING UNAUTHORIZED VEHICLES ON CERTAIN STREETS AND PLACES. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

A. Fire Department Annual Update

Karnowski reported that 2013 was a busy year for Princeton Fire Rescue in many ways. New building, new members, new to us truck, new coverage area.

First the numbers, 256 calls for service handled by 34 members with an average response of 14 members and an average response time of 7 minutes and 15 seconds from being paged to arriving at the incident scene.

The Department's average response time has gone down every year in recent times which is a tribute to the dedicated members on the department.

Medical related calls were the highest number of calls followed by fires. We had a total estimated dollar loss from fires of \$1,453,000. That number added up fast because the first fire of the year was \$1,200,000 (a house fire on Elk Lake).

We built a new public safety building and moved in Jan 19, 2014.

The Department added four new members. One of the new members will be responding out of the Wyanett Sub Station. That brings our total that respond out of Wyanett to five. We purchased a new to us Engine from Roseville Fire. The engine gives us capability to fight large or small fuel or flammable liquid fires and will replace the 1977 engine that we had.

After being requested by Spencer Brook Township, as of Jan 1, 2014, we now cover ½ of the township, bringing our total coverage to 175 Square miles and approximately 18,000 people.

The Department received grants and donations from Relocation, DNR, Fire Act, AgStar, Mid Minnesota Mutual Insurance, John Hulett Family, and others.

Dobson said in his previous job, he dealt with 4 or 5 fire departments and Princeton was always outstanding. Roxbury said he has a great group of people and staff and Council have been very supportive.

Roxbury said he would like to figure out how to pull out the non emergency calls to show a more accurate call times, as a mutual aid call or lift assist type call can greatly skew the average call times.

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 \$107,950.84 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 69379 TO 69445 FOR A TOTAL OF \$759,523.96. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:40pm. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor