

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
NOVEMBER 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, Victoria Hallin, Dick Dobson, and Jules Zimmer. Others present: Administrator Mark Karnowski, Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer Mike Nielson, Attorney Damien Toven.

**AGENDA ADDITIONS/DELETIONS**

**CONSIDERATION OF MINUTES**

- A. Continued Study Session Meeting Minutes of November 12, 2015
- B. Regular Meeting Minutes of November 12, 2015

WALKER MOVED TO APPROVE THE CONTINUED STUDY SESSION MEETING MINUTES OF NOVEMBER 12, 2015 AND THE REGULAR MEETING MINUTES OF NOVEMBER 12, 2015. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

- A. Permits and Licenses
- B. Personnel
- C. Donations/Designations

**OPEN FORUM**

**PUBLIC HEARINGS**

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

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

- A. Liquor Store Food Shelf collection report

Campbell reported that the Liquor Store collected \$185 in cash and 25 pounds of food for the local Food Shelf.

**ORDINANCES AND RESOLUTIONS**

- A. Resolution 15-69 – Assessment Policy Amendment

Karnowski stated as the Council has discussed the City's assessment policy needed some modification in terms of allowing for an assessment deferment. It is not a blanket deferment, an applicant would need to provide proof of hardship.

Hallin questioned how the deferment would be handled if the property was transferred to a new owner. Karnowski said the fee owner is the person receiving the assessment and if a person sold or transferred the property, the Council may cancel that deferment at that time.

HALLIN MOVED TO APPROVE RESOLUTION 15-69 AMENDING THE ASSESSMENT POLICY TO INCLUDE A DEFERMENT OPTION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 15-72 – Approving the TAP Grant

Foss reported that Resolution 15-72 is to show support for the Transportation Alternatives Grant Application Program Fund for the construction of a pedestrian bridge to connect Riverside Park to Riebe Park.

Hallin asked for clarification that it is a 20-80 Grant. Foss responded that was correct

HALLIN MOVED TO APPROVE RESOLUTION 15-72 SUPPORTING THE GRANT APPLICATION MADE TO THE TRANSPORTATION ALTERNATIVES PROGRAM FUND FOR THE CONSTRUCTION OF A PEDESTRIAN BRIDGE TO CONNECT RIVERSIDE PARK TO RIEBE PARK. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 15-73 Certifying Past Due Utility Bills to the County

Karnowski advised this is the standard Resolution that is certified to the County once a year to collect Past Due Utility Bills.

DOBSON MOVED TO APPROVE RESOLUTION 15-73 CERTIFYING THE PAST DUE UTILITY BILLS TO THE COUNTY. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Ordinance 727 amending Kennels – FIRST READING

Foss reported that the Planning Commission has reviewed the proposed Ordinance amendment in regard to kennels. Kennels are defined as any property, except veterinary clinics and doggie daycares, where more than three dogs or three cats over the age of eight months are owned, boarded, trained or offered for sale.

Kennels are not an allowed use in R-1, R-2 or R-3. The keeping of more than three animals is prohibited in these districts.

B-1 – Interim Use permit, for a Pet Store selling cats or dogs under eight months of age with overnight boarding, or Pet Grooming with no overnight boarding.

B-2 and B-3 Conditional Use Permit for a Veterinary Clinic with overnight boarding. And Interim Uses are kennels, pet grooming with no overnight boarding, pet store selling cats and dogs under eight months of age with overnight boarding and doggie daycare with no overnight boarding.

Kennel conditions are defined in Section 10 of the amendment. These will be listed under performance standards in the zoning ordinance as Letter K and all subsequent sections will be re-alphabetized.

Hallin asked what happens if a family currently has more than 3 dogs and cats. Foss replied they would fall into a legal conforming situation, but any new pet owners would need to meet the requirement of under 3 pets.

Walker asked for clarification that 3 pets have been allowed in the current ordinance. Foss replied that was correct.

WALKER MOVED TO INTRODUCE ORDINANCE 727 AMENDING VARIOUS SECTIONS OF THE PRINCETON CODE OF ORDINANCES AND THE PRINCETON ZONING ORDINANCE TO COVER KENNELS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **UNFINISHED BUSINESS**

A. 7<sup>th</sup> Ave Water and Sewer Extension Project Pay Voucher #1

Karnowski advised that this is Pay voucher #1 for the 7<sup>th</sup> Ave Sewer and Water Extension Project.

HALLIN MOVED TO APPROVE THE PAY VOUCHER #1 FOR THE 7<sup>TH</sup> AVE SEWER AND WATER EXTENSION PROJECT FOR \$164,733.61. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Northland Drive Pay Voucher #1

Karnowski reported that this request came in today and has been reviewed by the engineer. Walker asked if there was any retainage. Nielson said they have a 2 year bond in place, but the job is complete.

HALLIN MOVED TO APPROVE THE PAY VOUCHER #1 FOR THE NORTHLAND DRIVE PROJECT FOR \$112,651.12. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **NEW BUSINESS**

A. December Meeting Dates

Karnowski reported that the Council's normal meeting would fall on December 24<sup>th</sup>. He asked if the Council would like to move that to Tuesday, December 22<sup>nd</sup>.

ZIMMER MOVED TO RESCHEDULE THE DECEMBER 24<sup>TH</sup> COUNCIL MEETING TO TUESDAY DECEMBER 22. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Princeton Township Road Maintenance Agreement

Karnowski advised that Princeton Township has approved the road maintenance agreement. Gerold has reviewed it as well. It covers several roads that we share maintenance on.

DOBSON MOVED TO APPROVE PRINCETON TOWNSHIP ROAD MAINTENANCE AGREEMENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**MISCELLANEOUS**

Hallin reported that the Princeton Teen Center shattered another record last month with 1048 teen visits. Everyone has really made a positive difference with the teens in the community. She added that the Teen Center is having a "Togetherness" meal on Wednesday the 25<sup>th</sup> that everyone is invited to attend.

**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 \$116,426.15 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72800 TO 72856 FOR A TOTAL OF \$422,552.87. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:23PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins  
City Clerk

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Paul Whitcomb, Mayor