

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JUNE 17, 2014 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. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Police Investigator Todd Frederick, Community Development Director Carie Fuhrman, Public Works Director Bob Gerold, Clerk Shawna Jenkins and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of May 22, 2014
- B. Study Session Meeting Minutes of June 5, 2014

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 22, 2014 AND STUDY SESSION MINUTES OF JUNE 5, 2014. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
 - 1. Fireworks display for Fairgrounds
 - 2. Transient Merchant License for Kenneth Velier to sell peaches
 - 3. Gambling permit for Princeton Jaycees
- B. **Personnel**
- C. **Donations / Designations**

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. PUC minutes of February 26, March 26 and April 21, 2014
- B. PAVC minutes of May 21 and June 9, 2014
- C. EDA minutes of May 15, 2014
- D. Planning Commission minutes of May 19, 2014
 - Verbal report of Planning Commission meeting of June 16 – Carie Fuhrman

Fuhrman reported that the Planning commission met last night. They approved a setback variance, a medical office expansion and a Caribou coffee that will be going in by Shopko and McDonalds

- E. Park Board minutes of May 19, 2014
- F. 4R Board minutes of May 28, 2014
- G. Airport Board minutes of June 2, 2014
- H. Fire Advisory Board minutes of June 3, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Debbie Hoeff Recognition

Karnowski reported that Chief Payne has notified staff that Debbie Hoeff is getting much deserved recognition by the Bureau of Criminal Apprehension and the State Department of Public Safety for the work she's been doing for the Princeton PD.

John Mykkanen from BCA has informed Chief Payne that Hoeff will be featured in a "TAC Corner" article that will appear in the 2014 Summer Edition of the MNJIS Connection Newsletter scheduled to be released June 2, 2014. She has received thanks for the great job she has done helping Princeton with NCIC and MNJIS audit policy and that her commitment to service is appreciated.

Being selected as an example of an employee whose exemplary work is being recognized statewide is certainly an honor.

Staff thought the Council would like to know about the recognition.

ORDINANCES AND RESOLUTIONS

A. Ordinance 708, Pet Store Licensing

Karnowski reported that the Pet Store Licensing ordinance has been modified as directed.

The provision to prohibit the location of a Pet Store sharing a building that is also used for human residential use is located under 395.06, B, 4:

1. **Proximity to Residential Uses.** No license shall be granted if any portion of the building is also used for residential purposes.

The provision requiring that the licensed store maintain vaccination records for each animal kept in the pet store is found under 395.07,

- L. **Infectious Diseases.** All animals subject to distemper and infectious hepatitis acquired by the pet store owner or operator must have been inoculated prior to delivery at the pet store by a veterinarian licensed to practice in the state of Minnesota. Nonhuman primates must have a yearly tuberculin test. The licensee shall maintain a written vaccination record for every animal kept within the pet store.

If the Council deems that the revisions provide the requested additional protections, then a motion to adopt ordinance 708 requiring the licensure of Pet Stores operating within the City of Princeton would be in order.

HALLIN MOVED TO APPROVE ORDINANCE 708, REQUIRING THE LICENSURE OF PET STORES OPERATING WITHIN THE CITY LIMITS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Dangerous Dog Hearing request

Karnowski reported that the City has received a letter from Attorney Samuel R. Coleman requesting a hearing before the City Council regarding the police department's seizure of two dogs owned by Mr. Michael Gould.

Staff understands the hearing is being requested pursuant to city ordinance 500.11 In order to meet the required 3 week timeframe for setting a hearing, staff is recommending that the hearing be set for a time before your regular meeting on June 26th (at 6:30). Attorney Toven has spoken to Mr. Gould and they're okay with the proposed time and date. If the Council agrees with that recommendation, a motion to set the hearing as recommended would be in order.

(G) Procedure. The Animal Control Officer, after having determined that an animal is dangerous, may proceed in the following manner. The Animal Control Officer shall cause one owner of the animal to be notified in writing or in person that the animal is dangerous and may order the animal seized or make orders as deemed proper. This owner shall be notified as to dates, times, places and parties bitten and shall be given 14 days to appeal this order by requesting a hearing before the City Council for a review of this determination.

(1) If no appeal is filed, the orders issued will stand or the Animal Control Officer may order the animal destroyed.

(2) If an owner requests a hearing for determination as to the dangerous nature of the animal, the hearing shall be held before the City Council, which shall set a date for hearing not more than three weeks after demand for the hearing. The records of the Animal Control or City Administrator's office shall be admissible for consideration by the Animal Control Officer without further foundation. After considering all evidence pertaining to the temperament of the animal, the City Council shall make an order as it deems proper. The City Council may order that the Animal Control Officer take the animal into custody for destruction, if the animal is not currently in custody. If the animal is ordered into custody for destruction, the owner shall immediately make the animal available to the Animal Control Officer.

(3) No person shall harbor an animal after it has been found by to be dangerous and ordered into custody for destruction.

Payne has said they have had several dangerous dogs in the city over the years. There are stringent requirements that come in to play, and most owners choose to euthanize the dog. This owner is very emotionally attached to the dog and is willing to do what he can to keep the dog.

Hallin asked if the person bit required stitches. Payne said he does not believe so. He stated one was on a bicycle, another person was bit on the pant leg, and a PUC worker was bitten as well.

WALKER MOVED TO SET A HEARING FOR JUNE 26TH AT 6:30PM REGARDING A DOG SEIZURE. DOBSON SECONDED THE MOTION.

Walker asked if the council would make a final decision at this hearing, or can the owner appeal it elsewhere. Toven responded that they could appeal the decision with the District Court.

Hallin asked if the animal is currently in impound. Payne said both dogs are currently in impound and have been there for about 2 weeks. The vet clinic has stated they have not been very easily to deal with.

THE MOTION CARRIED UNANIMOUSLY

C. Resolution 14-24, accepting donations for Downtown Flowers

HALLIN MOVED TO APPROVE RESOLUTION 14-24, ACCEPTING DONATIONS FOR DOWNTOWN FLOWERS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Airport CIP Projects

a. Consideration of contract for Airport Master Plan

Karnowski reported that as discussed at a previous meeting, the city will be undertaking development of an Airport Master Plan.

Because the cost of the professional services (engineering, etc.) to do the Master Plan exceeds \$100,000, the FAA requires that the city hire a qualified person (or firm) to do an Independent Fee Estimate. The cost for such a service is, typically, about \$1,000.

The purpose of the IFE is to assist the city in its efforts to negotiate a fair price for the engineering necessary for the Airport Master Plan.

The cost for hiring someone to do the IFE is an eligible grant expense.

He said he has reviewed a list of four qualified candidates that can do this work (two suggested by SEH) and am suggesting that the Council retain Lois Kramer to do the work

1. Keith Fellbaum – (independent): opted to not submit a quote
2. Lois Kramer – (Kramer Aerotek): \$1,250
3. Tricia Fantinato (TKDA): \$1,500-\$2,000.
4. Ron Roetzel (Bolton & Menk): \$2,000

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

He added that it is proposed to redo the taxiway this year as well.

DOBSON MOVED TO AWARD THE CONTRACT FOR THE AIRPORT MASTER PLAN TO LOIS KRAMER FROM KRAMER AEROTEK FOR \$1,250. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 14-23, Biomatrix Tax abatement job correction

Fuhrman reported this is just a correction to resolution to 14-16 in the number of jobs the employer currently has.

DOBSON MOVED TO APPROVE RESOLUTION 14-23. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Public Safety Building Pay Estimate #10

Karnowski reported that pay estimate #10 is for \$31,661.85.

DOBSON MOVED TO APPROVE RESOLUTION 14-23. HALLIN SECONDED THE MOTION.

Walker asked what was left to do. Karnowski responded that there is the last lift of asphalt and some additional punch list items. One concern is some erosion issues on the west side of the parking lot with all the rain we have had. However, he said he is optimistic that the situation can be resolved.

THE MOTION CARRIED UNANIMOUSLY.

D. Small Cities Development Program Grant Contract Consideration

Fuhrman reported that the City has been chosen again for the Small Cities Development Program through DEED. The program goals include the rehabilitation of eight (8) owner-occupied housing units and six (6) commercial buildings in the form of 0% interest loans, which turns into a grant.

Staff is requesting a motion by the City Council approving the Contract Agreement with Lakes and Pines Community Action Council for their administration of the program, as well as a motion approving the Grant Contract with the State of Minnesota.

HALLIN MOVED TO APPROVE THE CONTRACT AGREEMENT WITH LAKES AND PINES COMMUNITY ACTION COUNCIL. ZIMMER SECONDED THE MOTION.

Zimmer asked if this was the residential and downtown commercial improvements grant project. Fuhrman confirmed that, and said there have been 8 homes and 6 commercial buildings that are signed up.

THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO APPROVE THE GRANT CONTRACT WITH THE STATE OF MINNESOTA. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Public Safety building Lobby Cabinetry CIP request

Karnowski reported that in 2014 the Police and Fire Department requested a Capital Improvement for display cabinets in the lobby of the Princeton Police and Fire building. The City Council approved the request for a total of \$4,500.00. The selected / bid estimate was from Samuelson Custom Cabinetry for a total of \$4,033.00. It should be noted that a second bid was received in the processes which was higher. Also to be noted, Samuelson Custom Cabinetry is on site at this time building cabinets for the Princeton Fire Department day room.

Samuelson will provide color 3-D shop drawings of the project for approval before work begins.

ZIMMER MOVED TO THE REQUEST TO HIRE SAMUELSON CUSTOM CABINETRY FOR THE PUBLIC SAFETY BUILDING LOBBY CABINETS FOR \$4,033.00. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. Hepatitis B Vaccination Policy

Karnowski reported that it was brought to our attention that, while the city offers Hepatitis B vaccinations to our employees who may be exposed to blood borne pathogens, we don't currently have a policy relating to that practice. To remedy that situation, the policy outlined below and the attached employee form is submitted to the Council for consideration and adoption.

Hepatitis B Vaccine Policy

I. Scope

This policy applies to the City of Princeton employees identified as having a high risk of occupational exposure to blood borne pathogens and other potentially infectious materials.

II. Purpose

To make available the Hepatitis B Vaccination for City of Princeton employees who have the potential for occupational exposure. The following are identified as high-risk areas and/or groups:

1. The Wastewater Treatment Plant and all related facilities
2. The City of Princeton Police Department
3. The City of Princeton Fire Department
3. The Public Works Department Staff

III. Policy

1. The Hepatitis B Vaccine shall be made available to those who have the potential for exposure after receiving appropriate training.
2. Identified employees accepting/declining the vaccination must sign a consent/declination statement.
3. The City of Princeton will provide the vaccination at no cost to employees identified as having potential for occupational exposure.
4. All medical and training records will be maintained.

HALLIN MOVED TO APPROVE THE HEPATITIS B VACCINATION POLICY. DOBSON 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 \$297,432.44 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70098 TO 70200 FOR A TOTAL OF \$305,737.75. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:26 pm. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor