

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL HELD ON
JUNE 5, 2014 4:30 P.M.**

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, Community Development Director Carie Fuhrman, Clerk Shawna Jenkins, Police Sergeant Joe Backlund, Police Investigator Todd Frederick, Liquor Store Manager Nancy Campbell, Attorney Dick Schiefer, Engineer Mike Nielson and Public works Director Bob Gerold.

Pet Store Licensing

Karnowski reported that it has been suggested by several parties that the city should adopt an ordinance requiring that pet stores be licensed by the city. At a recent Council meeting, the Council asked that staff research what other cities have done and come back with a proposal for Council consideration.

The Council was provided two examples of pet store licensing ordinances. The first, from the city of Shakopee, doesn't appear to have some of the provisions Princeton may want to assure that pet stores are operated humanely. The second example (from the city of Fargo) is very extensive but would require a significant amount of ongoing oversight on the part of the city.

The proposed language for a Princeton ordinance is attached and is a combination of some of the better features from both ordinance examples.

If the Council is okay with the proposed language, it could be introduced as a 'first reading' at your study session. If not, staff can make the requested modifications and bring the revised version back to the Council at your June 17th meeting (moved from June 12th).

Dobson asked if there are any state laws or regulations in regard to Pet Stores. Tina Struck from Paws Up 4 You said she has done a lot of research and she has not found anything in the state laws.

Hallin said she would like some additional language in the Princeton Ordinance that speaks to operators and agents washing their hands before and after handling each infectious or contagious animal. Dobson asked if it could be required that they wear gloves as well.

Zimmer questioned why other cities do not seem to have ordinances that regulate pet stores. Karnowski responded that in his experience, many ordinances are drafted when there is an issue that needs to be addressed. Therefore, if a municipality has not had any issues with pet stores, they may have not needed to draft one.

Walker questioned what type of disinfectants are being used in these types of facilities and would they affect the Waste Water Treatment Plant. Struck said there are many all natural products that will kill animal diseases that will not harm the environment or the water supply. She said her store uses 3 of them. Gerold responded that if there was a very large number of all natural products being dumped it may slow the plant down a little, but would probably not otherwise affect it.

Struck said in the research she has done, it appears ventilation is key. Having a pet store below or near residential apartments can present a problem. She also did some research on the amount of space animal wise that is recommended, and basically you measure the animal from the tip of nose to tip of tail, and add a foot on each side. That provides a good idea of the square footage needed for the amount and type of animals. Also, there are a lot of products that can't be crossed over from species to species, so that is something operators should be aware of as well.

Karnowski said the space recommendations are wonderful, but he can't see staff going in and measuring each animal to make sure they are in compliance with that. He added he tried to create an ordinance to do what it needs to do, but be enforceable as well.

Zimmer stated he thinks this pro-active approach is a good one.

Walker asked if there is any specific group that provides recommendations for these types of businesses. Struck responded that in all her research, she could not find a specific group that would be a good resource for businesses like this.

Fuhrman added that in speaking with Struck, her biggest concerns were the ventilation, medical records on each animal and keeping the businesses from being adjacent to residential. She stated there is a section in this draft ordinance about some spaces not being suitable, but it does not prohibit them from being adjacent to residential.

Staff will add the requirement about hand washing, that it not be housed in the same building as residential and that medical records be kept on each animal.

DOBSON MOVED TO INTRODUCE THE PET STORE ORDINANCE WITH THE CHANGES AS DISCUSSED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Feral Cat Issue

Karnowski reported that in the past month or so City Staff has taken a several calls from property owners concerned about an apparent growing number of wild (feral) cats in a couple of residential areas in the city. One area is in the trailer park on the north end of the city and the other, and more troublesome location, is near the river in the 4th Street South area of the city.

The callers are requesting that the city take care of the problem. The callers cite that the cats are taking up residence in their garage(s) and elsewhere on their property. They also have concerns about the possibility of the cats having rabies.

According to Title 5 of the city ordinances (see except below), it's not only dogs but cats that are supposed to be licensed and are prohibited from running at large:

500.02 Dogs and Cats.

- (A) ***Running at large prohibited.*** *It shall be unlawful for the dog or cat of any person who owns, harbors or keeps a dog or cat to run at large.....*
- (B) ***License required.*** *All dogs or cats over the age of six months kept, harbored or maintained by their owners in the city shall be licensed and registered with the city.... No license shall be granted for a dog or cat that has not been vaccinated against distemper and rabies, as evidenced by a certificate by a veterinarian qualified to practice in the state in which the dog or cat is vaccinated.*

In the past, the city has provided live traps to folks who are concerned about the feral cat problem and the captured cats are then taken to a the Princeton Vet Clinic where they are

held for the required 5 days to give a cat owner a chance to reclaim their cat. If the cat is not claimed and it's a domestic cat, the Vet Clinic is usually able to adopt the cat out to either a private party or an animal shelter. They indicate that they are usually able to adopt out the domesticated cats but the feral cats are usually so wild that they're unadoptable.

The Vet Clinic also advised that another concern about feral cats is that bites from a cat often get infected. So a small child that sees a 'kitty' and tries to pet it can be bitten and then need additional medical attention.

Currently the Vets Clinic charges the city a flat impound fee of \$60 per animal. If they subsequently need to euthanize the animal, there is no additional fee.

The current system appears adequate, but the city has since been contacted by another party who is suggesting that the city, instead, institute a "Trap/Neuter/Release" (TNR) program. The intent of that program is to trap the cat(s), have it neutered by the vet and then release them back into the wild.

In checking with the Vet Clinic, the charge for neutering a cat plus the cost of a rabies shot would be almost \$120 per cat. But that still wouldn't address the potential cat bite issues or the other issue which is the number of songbirds that outside cats kill or address the city's prohibition of cats running at large.

Unless directed otherwise, staff's intent would be to continue dealing with stray cats has we have in the past. He asked has how the Council wished to proceed.

Hallin suggested the police pick up a few more live traps so there are some available for people to use if they so choose.

Backlund stated they have used a company to trap them in the past. Karnowski said if some of the residents are willing to help, we can utilize them. Whitcomb added that if someone was hired to come in, there could be an issue with someone's pet being caught as they would not be familiar with the local pets like the residents may be.

Walker stated he caught a stray in a live trap once and the vet clinic would not take it.

Whitcomb said he agrees with the police department purchasing a few more traps. Backlund added that the police department is required to post all animal impounds and those are posted at the station.

WHITCOMB MOVED TO APPROVE THE POLICE DEPARTMENTS PURCHASE OF A FEW MORE LIVE TRAPS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER SUGGESTED A FRIENDLY AMENDMENT TO HAVE THE POLICE KEEP 5 WORKING TRAPS AT ALL TIMES, SO IF ONE WERE TO BREAK THEY CAN PURCHASE ANOTHER ONE TO REPLACE IT. WHITCOMB AND HALLIN ACCEPTED THE AMENDMENT

Funding City Match for Fed Trail Grant

Fuhrman reported that the City's is Transportation Alternatives Program (TAP) application

for the Princeton Trail Connection project was selected for funding. Our project was awarded \$509,691 in federal funds for fiscal year 2018, which is from July 1, 2017 to June 30, 2018.

At least approximately \$287,000 will be local responsibility – this does not include attorney fees or acquisition costs. (Engineering, attorney fees, and easement acquisitions were not eligible under this grant program). The breakdown is as follows:

20% Match Required: \$127,422.85
Engineering: \$159,278.57
Attorney Fees: ?
Easement Acquisition: ?
TOTAL: \$286,701.42

Staff would recommend pursuing other grant programs to help cover the local costs:

- o Local Trail Grant Program
- o Regional Trail Grant Program
- o Federal Recreational Trail Program
- o Trail Legacy Grant Program
- o Otto Bremer Foundation
- o Other Programs

Another option that some cities are pursuing as an alternative source of funding is franchise fees. *Minnesota Cities* recently included an article regarding Franchise Fees from two communities' input.

Park dedication funds was asked about at a previous Council meeting; however, the Park Board does wish to utilize these funds for other projects. (The Park Board has already dedicated \$25,000 of the park dedication funds for the grant match for the south trail (water treatment plant down to 313th Avenue) to be paved this summer).

At this time, staff is bringing this information forward for discussion. Staff would recommend that we begin pursuing the grant options as they come up (especially to get the engineering started); the park dedication and franchise fee options are just reminders of what some other options are.

Dobson stated that the Park Board has done a very prudent job over the years by replacing equipment and they have some long range plans. Therefore, he would not be in favor of utilizing the Park Dedication fees. Hallin agreed and added that she is a little nervous about a franchise fee on electric.

Karnowski said when they started talking about a franchise fee a month ago, he has brought it up at a few meetings and he has heard all negative responses. He spoke about an instance they were used and the city's residents were in support of it, but he is not hearing support from those in Princeton.

Whitcomb asked about satellite's and if they can do a franchise fee with them, as is done with the cable since those are considered a luxury item and not a necessity.

Walker said the only additional franchise fee he would be interested in would be in regard to garbage trucks. He feels 5 different garbage trucks going down the same alley is negatively

affecting the roads and the City should collect fees to cover those additional road repair and maintenance expenses.

Karnowski said an electric franchise fee would be paid by all properties, and not just those paying property tax. For the average residential property, it would only be about \$1.50 a month, but it could be thousands each month for some industrial properties that rely in large machines in their businesses.

Nielson said the Trail project could start in July 2017, but it must under contract in June 2018. In Federal Funding programs such as there, there are some additional studies and engineering that needs to be done. A couple other issues is getting the trail under Highway 169, which will take some work.

Zimmer commented that the Council could start levying some funds for it next year if we need to. Walker suggested we create a CIP for sidewalks and trails so we also have funds available for future repairs and trails. Zimmer agreed and said this is a great way improve the city.

Karnowski said staff can add a line item in the 2015 in the CIP budget, and each are foot-noted where funding will be utilized. The good news is when you have a half a million dollar grant for trails, it appears that other organizations are more likely to approve other grant requests. Fuhrman hopes we can get a few grants to minimize the funds needed to be levied for the City's portion.

Fairview's proposed Trail

Fuhrman reported that Fairview Northland is planning to construct a walking path through their campus for employees, patients, and the general public to utilize. This is partly in response to the Community Health Assessment that they undertook that identified one of the main health needs in the Princeton community was affordable exercise options.

Fairview received a grant to construct their walking path, which they are planning to build at 8.5 feet wide. A portion of their trail will be adjacent to Northland Drive. Since finding out we were awarded the federal Transportation Alternatives Program (TAP) funding, the City is requesting that Fairview construct this portion to federal/state standards so it can be part of the City's trail system (10 feet wide with clearance requirements).

The costs to build the portion of their trail along Northland Drive to federal/state standards is \$18,000. Fairview Northland plans to start construction in the next few weeks so it can be available for users yet this summer.

Staff is requesting the City Council consider paying for half of the costs to construct the portion along Northland Drive (\$9,000), so it can be a part of the larger trail system. In speaking with Fairview staff, I did request that the Fairview Board then consider contributing towards the larger City trail match, or at least the rest of the portion in front of Fairview, when it comes time for the City to construct the larger trail. Fairview staff agreed that they see the larger trail as a community asset; they have been very willing to work with city staff throughout this process.

Hallin asked for clarification on what the city's cost would be on that section. Carie responded that the overall cost is \$18,000, so if the City picked up half it would be the \$9,000.

HALLIN MOVED TO APPROVE THE CITY PAYING THE \$9,000 TO WIDEN THAT SECTION OF THE FAIRVIEW TRAIL TO MEET THE FEDERAL AND STATE STANDARDS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Princeton Health and Fitness additional handicap parking space request

Karnowski reported that Princeton Health and Fitness is requesting an additional handicap parking space be added in front of their building. Hallin said there is an additional space available for another handicap space. Walker asked if there was anything involved besides paint and a blue handicap sign. Gerold replied that there was not.

HALLIN MOVED TO APPROVE THE ADDITION OF ANOTHER HANDICAP PARKING SPACE IN FRONT OF PRINCETON HEALTH AND FITNESS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Airport Items

Contract Approval for Taxiway Rehab Project: Karnowski reported the Council may recall, the Airport's Capital Improvement Plan (CIP) designates two projects to be undertaken in 2014. The first is the Taxiway Rehab Project. That project involves tearing up and replacing the asphalt taxiways between the hangars in the older section of the airport. The proposed contract is the standard contract language the FAA requires. The FAA will be funding 90% of the total cost (including engineering) for this project. The good news is that MnDOT has also agreed to fund 5% of the total cost...so the city's share will be the remaining 5%. The total estimated cost of the project is \$180,000. So the city's share of the project will be about \$9,000.

WALKER MOVED TO APPROVE THE CONTRACT WITH SEH FOR THE TAXIWAY REHAB PROJECT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Contract Approval for Airport AGIS consultant: Karnowski reported that the second CIP project for 2014 is doing a master plan for the airport. This is a comprehensive look at the current facilities at the airport and an outline of what changes and/or improvements the city would like to see at the airport over the next 20 years or so. It will include a re-make of the Airport Layout Plan (ALP). The first step in doing the Master Plan is to hire a consulting firm to do the Airport Geographic Information Systems (AGIS) work. The city did a Request For Qualifications (RFQ) and received three proposals. At this past Monday's Airport Board meeting, the members reviewed the proposals and recommended that AGIS work be done by Martinez Geospatial out of Eagan, Minnesota. The airport engineers agreed that Martinez is probably the firm best suited to do the work for the city.

If the Council concurs with that recommendation, a motion to approve the hiring of Martinez Geospatial to do the AGIS work in the Airport Master Plan would be in order.

WALKER MOVED TO APPROVE THE HIRING MARTINEZ GEOSPATIAL TO DO THE AGIS WORK IN THE AIRPORT MASTER PLAN. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

City Facebook Page – Business recognition

Fuhrman reported that the City Council recently adopted a policy regarding comments on the City's Facebook page.

As the Council knows, the City's Facebook page is relatively new, and so far, the only specific business recognition that has been done is when the City has been involved in business subsidy projects; otherwise, it has basically limited to government information or general business support topics.

As a small gesture to be more welcoming to new businesses, staff is proposing to allow for a "Welcome to Princeton" message on the City's Facebook page when a new business opens in the city limits proper, or greater Princeton community.

Side note: The City's website currently has a local business directory, and it is updated approximately quarterly. This is limited to only businesses in the city limits as staff time is limited to keeping this updated and could be viewed as a "perk" of being located in city limits.

The Facebook message would be quite simple – likely just a welcome message along with the business location. It would not allow for advertising any specials, sales, etc.

A further option that was discussed briefly by staff was the potential for congratulating businesses on any expansions – whether it be an expansion in services or goods offered, or an actual physical expansion. Another option would be recognition of a business relocation. Parameters on this should be established if this option is preferred.

Hallin and Dobson said they like the idea of welcoming the new businesses and mentioning the expansions of others. Karnowski suggested some sort of guidelines be put together to help determine what to post and what not to. Walker felt it would also be a good idea to add their businesses websites if they are highlighted on the City's page.

Recommended 2013 Funds Transfer

Jackson reported that after final adjustments and wrap up for the audit for 2013, it is apparent that through judicious budget and expenditure control that the General Fund will end up with a significant balance of revenues over expenditures. This results both from more revenues and less expenditures than expected. Staff is proposing that \$200,000 be transferred from the General Fund in 2013 into the Capital Improvement Program Fund (CIP). The primary logic for this transfer is that during the severe economic situation over the past few years, there was a reduction in the levy for the CIP to help reduce the overall tax levy. This transfer would also allow access to funds (upon future Council action) for some of the trail grant initial expenditures if needed.

HALLIN MOTIONED TO APPROVE \$200,000 TO BE TRANSFERRED INTO THE CIP, USING \$9,000 OF IT TO GO TO THE PORTION OF FAIRVIEWS TRAIL THAT NEEDS TO BE WIDENED TO MEET FEDERAL AND STATE STANDARDS. JULES SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 5:45 pm. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor