

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JULY 25, 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, Jules Zimmer, Dick Dobson and Thom Walker. Staff present, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Public Works Director Bob Gerold and City Clerk Shawna Jenkins. Absent was Council Member Victoria Hallin, Administrator Mark Karnowski, Police Chief Brian Payne and Liquor Store Manager Nancy Campbell

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of July 11, 2013

DOBSON MOVED TO APPROVE THE REGULAR CITY COUNCIL MINUTES OF JUNLY 11, 2013. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Public Works – Chris Klinghagen Step 4 Increase effective 8-9-13
 - 2. Reinstate Council and EDA Stipend for Victoria Hallin effective 8-4-13
- C. **Donations / Designations**
 - 1. Resolution 13-29 authorization to execute MNDOT grant agreement for Airport Maintenance & Operation

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Minutes of June 20, 2013
- B. Park Board Minutes of July 22, 2013

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Wine and Spirits Grant Request for Kinship Youth Mentoring of Princeton

Jennie Bromberg from Kinship Youth Mentoring is requesting a donation of a \$1,250 to provide a safe and quality mentoring relationship in the community and to assist in their Reading Buddies program. Their greatest strength is the longevity of their matches. If a child's family is stable and doesn't move out of town, a match usually lasts 5 or 6 years. Every year

the match is together, the child gains confidence and more drive to be successful. She has one that is 23yrs old that still meets with his mentor every couple of months. She is here asking for financial assistance this year. She hopes the Council would consider \$1500 and they would be very appreciative if they could get in the budget each year. She is the only employee and she is part time. Most of the hours put into the program are volunteer hours.

Walker said as someone that is involved with the program, he feels it is very valuable and would like to support it. Zimmer said he also feels it is a great program and would like to support it as well.

Whitcomb said he believes in the past they have kept it to what they have donated previously, which was \$680 in September 2011 and \$850 in December 2009.

WALKER MOVED TO APPROVE THE GRANT REQUEST AND DONATE \$1000 TO KINDSHIP YOUTH MENTORING OF PRINCETON. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 13-30 Supporting TH 10 Hwy 169 Corridor Improvements

DOBSON MOVED TO APPROVE RESOLUTION 13-30 SUPPORTING THE JOINT EFFORT TO SECURE FUNDING FOR TH10/TH169 CORRIDOR IMPROVEMENTS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Shooting Range Ordinance #698 – Second Reading

Fuhrman reported that after an inquiry from an individual regarding the potential operation of an indoor shooting range and gun shop, the Planning Commission considered allowing indoor shooting ranges in city limits. A “shooting range” is currently not addressed in the Zoning Ordinance, which means an Ordinance amendment is needed in order to allow such use. A retail gun shop would fall under a general retail use within the Ordinance.

Although the individual is no longer interested in opening such operation, the Planning Commission wanted to continue with the amendment to the Zoning Ordinance to allow for the use.

After in-depth discussions regarding appropriate locations for a shooting range, research on other communities and their ordinance regulations, as well as comments from the City Attorney, the Planning Commission is recommending to allow indoor shooting ranges as a conditional use permit in the B-3, MN-1, and MN-2 Zoning Districts, and not in the B-1 and B-2 Zoning Districts. The Planning Commission is also recommending that the hours of operation would be reviewed at each specific request.

The Planning Commission has held a public hearing and recommended approval of the attached Ordinance for your review. Staff is requesting that the City Council make a motion to approve Ordinance #698.

DOBSON MOVED TO APPROVE ORDINANCE #698 ADDING A DEFINITION OF INDOOR SHOOTING RANGE AND ALLOW INDOOR SHOOTING RANGES AS A CONDITONAL USE

PERMIT IN THE B-3, MN-1 AND MN-2 ZONING DISTRICTS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 699 allowing Kennels in the B-2 District – First Reading

Fuhrman reported that Christine Stuck has submitted an application to amend the Princeton Zoning Ordinance text to allow a new use in the B-2 Neighborhood Business Zoning District: specifically, dog daycare from (weekdays only; not overnight), grooming, training, and retail pet supply (but no animal sales).

The R-1, R-2, and R-3 Zoning Districts allow “Kennels for not more than three domestic animals” as a permitted use. “More than three (3) domestic animals” are allowed via a conditional use permit in the R-1, R-2, and R-3 Districts. No performance standards are listed in any of the zoning districts for kennel facilities.

The B-2 District currently allows “veterinary clinics and pet grooming, with no outdoor boarding” via a CUP, while the B-3 District allows “veterinary clinic with no outside boarding facilities” as a permitted use.

The B-3 District allows “veterinary clinic with outside boarding facilities” via a CUP, provided a number of conditions are met, including specific setbacks to adjacent property lines, screening, clean conditions, adequate fencing, and mitigation of noise.

It is clear the intention has been to only allow kennels in Residential Districts, specifically with a conditional use permit. Kennels are currently not listed as an allowed use in the Commercial Districts. The closest related use – outdoor boarding facilities in conjunction with a vet clinic – are allowed via a conditional use permit, but only in the B-3 District.

The purpose of the B-2 Neighborhood Business District is to *provide for the establishment of highly limited scale neighborhood commercial centers and uses in existing commercial nodes that offer basic, convenience-type goods and services to the immediately surrounding areas in which they are located.* Allowing the proposed use in the B-2 District would require careful consideration.

Referencing the Zoning Map, the B-2 District is generally located along Rum River Drive with two concentrations north of the roundabout, and then south of downtown to Highway 169. Residential areas surround the B-2 District generally to the west and east. The B-2 Zoning District is located in three land use designations on the Future Land Map: Neighborhood Commercial, Downtown, and Highway Commercial.

Staff is recommending the Planning Commission discuss at a later date the potential for changes to other areas of the Ordinance that address kennels or outdoor boarding facilities.

Under the current Zoning Ordinance definition, the request would fall under “kennel.” By definition, a “kennel” is “any place where more than three domestic animals over eight months of age are owned, boarded, bred, trained, or offered for sale, but not including veterinary clinics.”

The Planning Commission held a public hearing and drafted language to allow Kennels, with specific conditions, as a conditional use permit in the B-2 Neighborhood District.

The following is the proposed Ordinance language:

9. B-2 Neighborhood Commercial District

D. Conditional Uses

* *Kennels, provided that*

- (a) *No overnight boarding allowed.*
- (b) *Animals allowed outside only under direct supervision.*
- (c) *A maximum number of animals allowed at the facility, as determined by the Planning Commission.*
- (d) *Noise shall be mitigated so as to not create a public nuisance for adjoining properties.*
- (e) *Indoor and outdoor facilities are to be kept in a clean, dry, and sanitary condition. Waste shall be picked up immediately and disposed of in a sealed container.*
- (f) *Adequate storage and refrigeration shall be provided to protect food supplies against contamination and deterioration.*
- (g) *Indoor facilities shall be adequately ventilated and have ample light and heat.*
- (h) *Adequate screening shall be provided, as determined by the Planning Commission.*
- (i) *Hours of operation shall be reviewed and approved by the Planning Commission.*

The Planning Commission held a public hearing and is recommending approval of the attached Ordinance 699, which allows kennels as a conditional use permit in the B-2 Neighborhood District. If the City Council is in favor of the recommendation, a motion introducing the first reading of the Ordinance would be in order.

Dobson commented that the Planning Commission received a lot of input from the public at the public hearing and Paws Up 4 You had a lot of letters of reference from their Zimmerman location.

DOBSON MOVED TO INTRODUCE ORDINANCE #699 AMENDING CHAPTER V (ZONING DISTRICTS) OF THE ZONING ORDINANCE IN ORDER TO ALLOW KENNELS AS A CONDITIONAL USE PERMIT IN THE B-2 NEIGHBORHOOD COMMERCIAL ZONING DISTRICT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Resolution 13-31 approving the land acquisition and public use of tax forfeited land

Fuhrman stated that as the Council directed at the last meeting, a Resolution has been written to acquire the land that the storm water pond is on.

WALKER MOVED TO APPROVE RESOLUTION 13-31 APPROVING THE ACQUISITION AND PUBLIC USE OF TAX FORFEITED LAND, PID 24-790-0340. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

A. Blue Bus funding

The City has received a Council Action Request and petition from a group of Princeton Residents that would like the city to provide funding for new tires for the "Blue Bus" that transports city residents to and from the senior dining site at the old Princeton High School Building. The request was submitted by Martha Nelson who lives in the Princeton Apartments and is a customer at the Senior Dining Center.

The Senior Dining program is operated by the Catholic Charities Senior Dining Site and the local person in charge is Bridget Johnson.

Karnowski had stated when Ms. Nelson called city hall last week to request the funding, he suggested that the request should come from Bridget Johnson. He subsequently called Bridget and talked about Ms. Nelson's phone call. Bridget advised that she was aware that the Blue Bus needs replacement tires and she is planning on doing some "private fundraising" to pay for the tires. She noted that, given the age of the bus, she's going to be looking for used tires rather than new.

Bridget went on to say that the organization was grateful that the city provides the gas and also supplies the necessary insurance coverage on the Blue Bus. She said that she feels the city is doing more than they need to.

Bridget was informed that in the future, if the organization wants the city's financial assistance regarding the bus that she can certainly request that aid. She said she would remember that for future reference.

B. Public Safety Building Change Orders

Jackson reported that the city has been advised of 4 proposed change orders:

Proposed Change Order #1 (Adds \$6,049.00)

- Add 20 battery back-up emergency lights
- Change exit signs to emergency/exit combination signs
- Add 10 drop cord receptacles in the FD garage
- Add phone/TV outlets at 9 locations in the building
- Revise 8 exterior lights to dual lamp fixtures with remote emergency battery packs

Most of this change was due to the decision to hold off on the emergency generator, which required changes to the emergency/exit lights (battery power). The drop cord receptacles and phone/data outlet were requested by the City. This change came up too late in the bidding process to issue an Addendum without affecting the bid date. The electrical engineer reviewed and approved this pricing.

Proposed Change Order #2 – (Deducts \$1,700.00)

- Revise the specification for the occupancy sensors to include Leviton model ods15.

This change was a voluntary alternate proposed by the electrical contractor to save the city some money. The engineer has reviewed this change and pricing and has approved it.

The total cost of these items together is \$4,349 which is proposed to be taken from contingency funds.

Proposed Change Order #3 – (Adds \$239.00)

- Add two Bollards to protect the electrical transformer

Because of the tightness of the lot space, it's been suggested that we add two more bollards to protect the site's electrical transformer. While the proposed bollards were not in the original bid specs, it appears to be a reasonable adjustment.

Proposed Change Order #4 – (Adds \$2,650.00)

- Add two Bollards to protect the electrical transformer

Bring the 6" water main from a location 5' outside the building into the building. This added cost is due to a conflict in who was to complete this work between the scope of work spec section and the plumbing specification.

If the Council agrees that all three changes are reasonable, then a motion to authorize the three change orders would be in order. Be advised that the cost of all the change orders will be deducted from the contingency fund...so they will not add to the overall cost of the project.

WALKER MOVED TO APPROVE THE SAFE 3 CHANGE ORDERS AS FOLLOWS:

Proposed Change Order #1 (Adds \$6,049.00)

- Add 20 battery back-up emergency lights
- Change exit signs to emergency/exit combination signs
- Add 10 drop cord receptacles in the FD garage
- Add phone/TV outlets at 9 locations in the building
- Revise 8 exterior lights to dual lamp fixtures with remote emergency battery packs

Proposed Change Order #2 – (Deducts \$1,700.00) Revise the specification for the occupancy sensors to include Leviton model ods15

Proposed Change Order #3 – (Adds \$239.00) Add two Bollards to protect the electrical transformer

Proposed Change Order #4 – (Adds \$2,650.00) Add two Bollards to protect the electrical transformer

DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Proposed Used Fire Truck Purchase

Chief Roxbury reported that he has been made aware that the City of Roseville is selling (by closed bid) a 1991 fire truck that has Class B foam pumping capabilities with a built-in foam educator system and a tank that holds 275 gallons of foam mixture (which translates into the ability to about pump 82,000 gallons of Class B foam).

The rationale for pursuing this particular truck is, with United States Distilled Products being located in our industrial park, there is the potential – however slight – of our department having to deal with an alcohol based fire. That type of fire requires the use of foam. While the department currently has the capacity to use Class A foam (primarily for structure fires) in firefighting, our capabilities in that arena are not what may be needed should there be a major fire at USDP. Class B foam is used for flammable liquids and also suppresses vapors. With Princeton being at the intersection of TH169 and TH95 and the amount of truck traffic that goes through our city, the addition of this vehicle would also give us some level of comfort should there be a mishap on either of those two major highways.

The truck was part of Roseville's fleet primarily because of the tank farms located in their city west of I-35W near W. Co. Rd. C.

The Roseville truck has about 40,000 miles (and 2745 hours) on it with a commercial cab with a tandem rear axle and a 3406-B Caterpillar Engine with automatic transmission.

There is seating for five personnel in the cab, three seats in the back, and a driver and officer seat. Four of the five seats have a mounted bracket in the seat for SCBA storage.

It is not only a Foam truck, but is of a caliber that it can easily replace the PFRD's 1977 Engine #1 which is a Type I engine (pumper). If the city's bid is successful, the plan would be to sell the 1977 engine.

The vehicle has passed all annual pump testing, the most recent was in 2012. It has heat and air conditioning along with a full warning light and siren package. A new Whelen LED Lightbar was installed in 2007. The apparatus includes a 120V power inverter providing power to two scene lights as well as several outlets on the apparatus body. In addition it has headsets for integrated communication within the cab and PTT through radio within the headsets as well.

Because the process being used by Roseville is a sealed bid process, Chief Roxbury is requesting permission to submit a bid on behalf of the city. The funds for the proposed purchase would come from the truck and equipment fund. Obviously it's not in the city's best interest to advertise the amount of the bid being proposed, but Chief Roxbury acknowledges that it would be less than the amount currently in that fund.

The City of Roseville will receive sealed bids at Roseville City Hall until 4:00 p.m. on July 31, 2013. So permission to submit a bid would have to be approved by the City Council at the July 25th meeting.

Dobson asked if class B foam could be used to address a leak of anhydrous ammonia. Roxbury said he did not think so, but he will check into that.

Walker asked what the driver's license requirements were for driving a fire truck. Roxbury said at this current time, there is no additional state requirement above a standard driver's license.

Zimmer asked if it has this is the standard procedure in this type of situation. Dobson said when it comes to a sealed bid, this is the standard procedure.

ZIMMER MOVED TO APPROVE THE SUBMISSION OF A BID FOR THE 1991 FIRE TRUCK FROM THE CITY OF ROSEVILLE, AS LONG AS IT DOES NOT EXCEED THE AMOUNT IN

THE TRUCK FUND. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Dobson reported that the Masonic Lodge here in Princeton would like to invite the Council and everyone to attend their event on August 4th at 1:30pm.

BILL LIST – \$258,071.03

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$148,412.89 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 68335 TO 68422 FOR A TOTAL OF \$258,071.03. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:26PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor