

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 14, 2014 5:30 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, Police Sergeant Joe Backlund, Officer Arnie Soden, Officer Nicole Josephs, Officer Matt Mullins, Officer Ryan VanDenHeuvel, Officer Jason Cedarberg, Officer Alex Dehn, Liquor Store manager Nancy, Community Development Director Carie Fuhrman, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Attorney Dick Schiefer.

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of July 24, 2014
- B. Study Session Minutes of August 7, 2014

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 24, 2014 AND THE STUDY SESSION MINUTES OF AUGUST 7, 2014. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
 - 1. 3.2 malt liquor license for Christ Our Light Church on September 21, 2014
 - 2. Princeton Speedway Vending, Inc for Intoxicating Liquor License request for Concert and Princeton Hockey Arena on September 19, 2014
- B. **Personnel**
 - 1. Administration – Shawna Jenkins Step 4 Increase to \$22.84 effective 8-20-14
 - 2. Police
 - a. Alex Dehn Step 7 Increase to \$27.48 effective 9-9-14
 - b. Arnie Soden Step 6 Increase to \$26.69 effective 9-9-14
- C. **Donations / Designations**

HALLIN 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. Park Board Minutes of July 28, 2014
- B. Airport Board Minutes of August 4, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Tim Siercks/Princeton Speedway request for later time on September 19th and 20th

Tim Siercks said the Friday race is much harder to start earlier than 7pm, but they can begin the Saturday race earlier if needed. Zimmer said he believes that the conversation in the

past was to possibly limit the entries for that night, so they don't go late as they did last year. Siercks responded that they don't know how many to expect for that weekend, but they have currently been getting done at 9:45 or 10pm, so they may even get done at 11pm that night with the larger amount of entries.

Whitcomb asked if it would be possible for Siercks to notify the neighbors of the later end time if the Council were to approve the request. Hallin suggested putting something in the paper. Whitcomb asked for clarification that they would close at midnight. Siercks responded that they would stop the show at midnight if they were not done.

Zimmer commented that there were a lot of very angry people last year when it went so late. Whitcomb added he believes most of the anger was because they were not prepared and it went much later than midnight. Walker said he is uncomfortable with this request, as the traffic exiting the speedway is as big of an issue as the races. Zimmer stated that he understands it is only an hour more, but he does not think it will set well with the neighbors.

Hallin said maybe it would be acceptable to go later on Friday if needed, but not Saturday. Karnowski asked how Siercks would handle the races if the council did not approve the later time. Siercks said they would make it known to everyone that the races would be continued the next day, but with the Chili fest being held there as well, they can only start so much earlier in the day. Payne asked if some of the cars are quieter than others. Siercks replied that there are 3 classes that are a bit quieter and they could be moved to the end of the night.

Zimmer asked if they did approve the later time, would the drivers would be leaving after the races ended. Siercks responded that most will be camping at the fairgrounds.

Walker stated the schedule was determined this spring and asked why that won't work now. Zimmer said this is a tough one, as the races bring business to the city, but when it gets to be 11pm it's time to tone it down.

Hallin said she understands that this is a big event that draws people from a long ways away. She is not opposed of a later time for just one night, as long as the people are informed. Walker said he doesn't think it would make a difference if they knew ahead of time, people will likely still be angry.

Dobson commended Siercks for doing a great job this year, but when it went so late last year, there were a lot of calls and complaints. He has a hard time supporting this after the schedule and times were addressed with the Planning Commission. If it just affected a 5 block radius, it may not be as bad, but depending on the wind, there is no telling where the sound will carry.

Whitcomb asked Siercks if we can split the difference and agree to 11:30. Siercks Agreed.

WHITCOMB MOVED TO APPROVE THE REQUEST FOR AN 11:30PM END TIME ON SEPTEMBER 19TH. HALLIN SECONDED THE MOTION.

Walker said he would like it to be last resort, and asked if they can try to end at 11pm.

Vote 3:2, ZIMMER AND WALKER OPPOSED, THE MOTION CARRIED

ORDINANCES AND RESOLUTIONS

A. Ordinance 709 – Sign Amendments – FIRST READING

Fuhrman reported that additional “clean-up” of the Sign Ordinance is needed.

The Ordinance proposes the following:

1. Multi-Tenant Building Wall Signs:
 - Allows each tenant up to 3 wall signs.
 - Requires a comprehensive sign plan only for NEW multi-tenant buildings.
2. Wall, projecting, under-canopy, and fascia/soffit Signs:
 - No substantial changes; only formatting changes.
3. Billboards, Pylon, Monument, Multi-Tenant, and Video Display Signs:
 - Clarifies that replacement of existing billboards, pylon, monument, multi-tenant pylon, and video display signs only requires staff review.
4. Monument Signs:
 - Clarifies that only one sign is allowed per property and is required to be on the property of the organization being advertised.
 - Updates the allowed sign areas and heights in the various districts for more consistency.
 - Adds sign requirements for the MOR District.
5. Existing Signs:
 - Removes language entirely.
 - Note: Section 10 of the existing Sign Ordinance spells out the provisions for requiring the removal of signs that are erected or maintained in violation of the Ordinance.
6. Non-Conforming Signs:
 - Updates the language to match the State Statute language in regards to non-conformities.

The Planning Commission held a public hearing in July and is recommending approval of this Ordinance. Staff is requesting that the City Council make a motion to introduce the first reading of the attached Ordinance #709.

HALLIN MOVED TO INTRODUCE ORDINANCE 709 AMENDING THE SIGN ORDINANCE.
DOBSON SECONDED THE MOTION.

Dobson thanked the Planning Commission and Fuhrman for all the work they have done on the sign ordinance. Signage is not fun and while you don't want to restrict businesses too much, you also need to keep the city looking nice.

THE MOTION CARRIED UNANIMOUSLY

B. Resolution 14-27 – Biomatrix Lot Combination

Fuhrman reported that S&B LLC is requesting a lot combination in order to combine Parcels A and B into one lot (as indicated on the attached Survey). The property is located in the southeast corner of 16th Ave South and 10th St South in the Princeton Industrial Park.

Back in 2007, the former owners split the property (Lot 1, Block 3, Princeton Industrial Park) into two parcels (Parcel A at 1.08 acres and Parcel B at 1.32 acres). Parcel B is home to BioMatrix International (1002 16th Ave South). BioMatrix now owns both parcels, and in order to plan for future expansion, they are requesting to combine the two parcels.

Staff recommends approval of the proposed lot combination as it meets both subdivision and zoning regulations, subject to the conditions that the property owner provides Certificates of Ownership and Encumbrances and pays for the costs of recording the Resolution. Attached are Resolution 14-27, approving the lot combination, and a Development Agreement, spelling out those conditions.

HALLIN MOVED TO APPROVE RESOLUTION 14-27 APPROVING A LOT COMBINATION OF TWO PARCELS (AND THUS REVERSING A LOT SPLIT OF LOT 1, BLOCK 3, PRINCETON INDUSTRIAL PARK, INTO TWO PARCELS). WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPROVE THE DEVELOPMERS AGREEMENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 710 – Tobacco Ordinance Amendment – FIRST READING

Karnowski reported that Attorney Schieffer is recommending the Tobacco Ordinance Amendment which adds the new electronic cigarettes.

HALLIN MOVED TO INTRODUCE ORDINANCE 710 AMENDING THE TOBACCO ORDINANCE TO INCLUDE ELECTRONIC. SECONDED THE MOTION.

Schieffer said the City's tobacco Ordinance follows the state code. This amendment is adding the e-cigarettes so we can regulate them in our ordinance.

THE MOTION CARRIED UNANIMOUSLY

D. Resolution 14-28 – Princeton Youth Hockey Assoc. Gambling premise permit – Neighbors Bar and Grill

Karnowski reported that the Princeton Youth Hockey Association is requesting a premise permit for Neighbors Bar and Grill.

DOBSON MOVED TO APPROVE RESOLUTION 14-28 FOR THE PRINCETON YOUTH HOCKEY ASSOCIATION TO HAVE A PREMISE GAMBLING PERMIT LOCATED AT NEIGHBORS BAR AND GRILL. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Police Chief Interviews

Karnowski reported that late Friday afternoon the interview panel composed of Mayor Whitcomb, Councilman Zimmer, School Superintendent Julia Espy, LMC Public Safety Project Coordinator Rob Boe and Administrator Karnowski conducted the interviews with the three applicants for the Police Chief position.

The applicants were: Sergeant Joe Backlund, Investigator Todd Frederick and Police Officer Ryan VanDenHeuvel.

At the end of the interviews, the consensus was that we had three excellent candidates.

The interview panel's ensuing discussion resulted in the group unanimously agreeing to recommend to the full City Council that Todd Frederick should be appointed to replace Police Chief Payne when Payne retires at the end of September.

Because of Inspector Frederick's tenure with the police department, staff is suggesting that his initial salary be at the 'Step 1' level (\$64,798) and, upon successful completion of the mandatory 6 month probation period, that his salary go to the 'Step 2' level (currently \$67,033).

If the full Council concurs with that recommendation, then a motion to appoint Todd Frederick to the position of the City of Princeton's Police Chief effective 12:01 AM on October 1, 2014 at the Step 1 beginning salary of \$64,798 with an increase after successful completion of the mandatory 6-month probation period to the Step 2 salary level would be in order.

Authorize staff to advertise for a replacement investigator, and a police officer vacancy assuming one of the current officers was hired as the investigator.

Whitcomb said it was a tough decision and the interviews were very well. Zimmer agreed and stated all 3 were all excellent candidates and they all interviewed very well.

Walker asked for clarification that there was an outside law enforcement official involved in the interview process. Karnowski replied that they did have a law enforcement official from the League of MN Cities on the interview panel that did not know the officers. Superintendent of schools Julie Espe was on the panel as well.

HALLIN MOVED TO APPOINT TODD FREDERICK TO THE POSITION OF CITY OF PRINCETON'S POLICE CHIEF EFFECTIVE 12:01AM ON OCTOBER 1, 2014 AT THE STEP 1 BEGINNING SALARY OF \$64,798 WITH AN INCREASE AFTER SUCCESSFUL COMPLETION OF THE MANDATORY 6-MONTH PROBATION PERIOD TO THE STEP 2 SALARY LEVEL. WALKER SECONDED THE MOTION.

Hallin thanked the interview panel and stated that it would have been a difficult position to be in. She also thanked the wonderful officers that are on the Princeton Police Force.

THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO ADVERTISE INTERNALLY FOR AN INVESTIGATOR AND EXTERNALLY FOR A POLICE OFFICER. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. PFRD Shared Services support letter

Karnowski said Roxbury is requesting a letter of support for shared services. He has several departments that are interested in participating. The letter of support would be for the grant application

WALKER MOVED STAFF TO DRAFT A LETTER OF SUPPORT FOR SHARED SERVICES.
DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Second Quarter 2014 Update

Jackson updated the council on the second quarter of 2014. The total year to date revenue is only at 16.8% of budget since the property tax and state aid were not deposited and recorded until July. In terms of revenue compared to budget, most of the items other than taxes and intergovernmental revenue are within reason. The higher percentage for charges for services results mainly from timing issues regarding receipt of fire contract payments.

The year to date expenditures are just over 45%, which is below the expected 50% of budget. However, expenditures still exceed revenues by \$1,067,000. Some of the areas that are significantly over the expected range in terms of expenditures from actual budget are accessing, street cleaning and mosquito control. This is somewhat expected since these areas have high concentrations of expenditures in just a few months instead of being spread out over an entire year. The large overage in government information systems is due to the server malfunction and replacement that was unbudgeted. The budget will need to be revised for this and the depot center and storm sewers, which have a large percentage of budget variance, but a minor dollar impact. Library and general government buildings are higher than expected due to increased repairs, maintenance and supplies. This may balance out over the year.

The Sewer fund revenue percentage is almost exactly right on the expected percent of budget amount. Even with some remaining expenses for the WWTP expansion, revenues are slightly greater than expenditures. The sewer fund operating transactions are significantly under the expected amount, but this is due largely to the timing of interest payments on the debt. Revenues are actually more than expenditures by over \$332,000.

The Liquor sales are slightly under the expected budget level, but this is with nearly all the largest volume months remaining. The revenue amount is significantly higher than the 2012 and 2013 same period sales amounts. Expenditures are slightly less than budget expectations. Since the computer sales program and computer equipment were the only capital expenditures made, which are a relatively a small amount. The small amount of net revenue over expenditures is mostly due to the large amount of transfers for the debt service on the public safety building. These transfers will use most of the net income generated over the next several years.

MISCELLANEOUS

Zimmer reported that he has agreed to do some soccer coaching there are there are some meeting conflicts. He has worked out one, and will continue to try to work more so he won't miss many meetings.

Hallin invited everyone to Central MN Co-op for the Outdoor Community Night. Several students from the teen center will be there as they participated in painting the mural.

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 \$73,611.78 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70434 TO 70511 FOR A TOTAL OF \$366,073.01. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 6:12PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor