

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON AUGUST 8, 2015 4:30 P.M.**

Mayor Paul Whitcomb called the meeting to order. Council members present were, Thom Walker, Dick Dobson, and Jules Zimmer. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Clerk Shawna Jenkins, Police Chief Todd Frederick, Engineer Mike Nielson, Finance Director Steve Jackson, Community Development Director Jolene Foss and Attorney Damien Toven. Absent was Victoria Hallin.

School District Annexation Request

Karnowski advised that the city has received a petition from the School District requesting that four parcels located north and east of the Middle School be annexed into the city.

The School District wishes to develop some of the land into ball fields and feels that having all the School District property under the jurisdiction of one political entity will aid in their ability to implement and maintain Emergency Response Plans and provide cohesive structure for all potential accidents and/or crimes that will be uniform on all District property.

They feel having all District property located in one political jurisdiction will also allow for minimal confusion in what jurisdiction is responsible for any proceedings in an investigation.

They note that the city's public safety department has been working closely with the District and has knowledge of the administration, staff and other critical information. Annexation will also make it easier to use current District infrastructure which will allow for a more cohesive and pleasant use of the land for both the District and the neighboring residents.

State law requires that a public hearing on the proposed annexation be held no sooner than 30 days after the township and the adjacent property owners have been given written notice by certified mail.

Annexation would be by ordinance, which has been drafted along with a few other relevant documents.

If the Council wishes to agree to the School District's request for annexation, then a motion to accept the petition and set the requisite public hearing for 7 PM, Thursday, September 10 and send notices (via certified mail) to Princeton Township and the owner(s) of all property abutting or within the proposed annexation area would be in order.

Nielson asked if the north boundary goes to the center of the road. Karnowski replied that his understanding, as with most annexations is that the property goes to the center line. Nielson added that he wanted to confirm that the City would be receiving half of the roadway.

Karnowski said the annexation would not add to the City's population or tax base, it is just to accommodate what the district is requesting. When they were looking at locating the ball fields at the north end of the property, the Township was going to require them to pave the roads. The cost to pave those roads was very high, so they decided to go with this option.

Whitcomb asked if the fields will be watered. Officer and School District Board Member Minks stated the school has a well that they would be accessing to water these fields.

DOBSON MOVED TO ACCEPT THE ANNEXATION REQUEST AND TO HOLD THE PUBLIC HEARING AT THE SOONEST MEETING AFTER THE 30 DAYS FROM MAILING. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Yard Waste Discussion

Karnowski reported that Gerold has met with Sylva and they have provided the following proposal:

1. Sylva will provide a portion of land along Airport Road, it is approximately 1/3 acre.
2. Area will be blocked off so that public cannot get into Sylva's production yard. Sylva will provide concrete blocks.
3. Collection site will be moved to the NW corner of Sylva property.
4. The city needs to provide a gate and some gravel for the entrance/
5. Products are to be separated into 2 classes, (1) woody material such as brush and stem wood, (2) grass and leaves.
6. Sylva will grind the products as needed. The woody material Sylva will keep, the leaf/grass material will be the city's product to haul off site.
7. Sylva is to receive \$5,000 per year for the use of the site and for grinding material. Up to 10 hours of machine time is included.
8. The city will be responsible for when the site is open.
9. No garbage or other deleterious materials are to be dropped at the site.
10. Sylva can provide loading and hauling of the city's material for a cost yet to be determined.

Gerold added that he has since discussed the proposal more with Doose. Gerold said they are looking at reconfiguring his yard and Doose did agree to reduce the fee to \$3,500 per year. Public Works has a gate from another site they can use at Sylva to keep costs down as much as possible.

Some questions that staff and the Council need to determine are the hours of operation, times of the year to have it open and fees. They will likely need to hire someone to man that facility. They have also found that non city residents would like to use the facility as well. Therefore, he questioned if there should be a lower fee for residents that can show a utility bill to prove city residence. In addition to the yearly fee to Sylva, there will also be costs incurred in trucking and manpower as well.

Karnowski commented that staff can ask around to find out what the going rate is. His personal opinion is that the user pays and hopefully we can offset the expenses. He suggested a minimum of \$5 so it is not an unreasonable cost for the residents. Walker added that in the past, it was \$5 for a truck load and a few dollars for a trunk full. Zimmer asked about a lesser fee per bag, for those just bringing 1 or 2 bags. Karnowski said he threw the \$5 minimum out there so the dollar figures and having change would be easier.

Walker added that he believes a pickup load is about a yard. He questioned how much commercial haulers bring. Gerold responded that was correct about a pickup load being a yard. He added that some of the commercial haulers he has seen come in with 20 yard dumpsters. Karnowski stated that the cities he has worked for in the past do not accept commercial haulers. Zimmer agreed and stated that this is to provide a service to the City residents.

Whitcomb asked if we will have a contract in place with Sylva this time. Gerold said they will have something written up.

DOBSON MOVED TO AUTHORIZE STAFF TO PROCEED WITH THE CONCEPT AND COME BACK TO THE COUNCIL WITH RECOMMENDED FEES AND HOURS OF OPERATION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Rezoning Request

Foss reported that the Planning Commission has held a public hearing and approved the rezoning of the Lakes of Heritage Village from R-2 Residential to MN-1 Industrial.

Dobson thinks if we approve this rezoning it may help with funding for the Round-A-Bout at 21st Avenue.

WALKER MOVED TO INTRODUCE ORDINANCE 720 REZONING THE LAKES OF HERITAGE VILLAGE. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Eldon Johnson Resignation from the Planning Commission

Karnowski reported that Eldon Johnson has submitted his resignation from the Planning Commission, stating a difference in opinion.

DOBSON MOVED TO ACCEPT ELDON JOHNSON'S RESIGNATION FROM THE PLANNING COMMISSION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Whitcomb said he is sorry to see a difference in opinion and that Johnson is leaving the Planning Commission.

Kennel Moratorium

Karnowski said this came up because of Animal rescue foster homes. When you buy a house in the city, you have expectations what is going to go on in the neighborhood. The number of cats and dogs in any particular house should be limited. Staff thought maybe 5 was a good number, but that can be discussed further. He asked the Council if they were next door to an animal foster home, what number of animals they would be comfortable with. Staff is not asking for anything to be adopted at this point, but some direction from the council.

Dobson agreed that some allowance should be given to foster homes, but there should be some guidelines on those that have more animals than is normally allowed. He suggested possibly requiring the yards to be fenced.

Foss asked Chief Frederick what he would feel is an adequate number. Frederick replied that in Coon Rapids for example, they only allow one dog. The city lots are small and there are a few current issues with people who have more than 3. Some of those residents are claiming they are fostering for a rescue. Foss added that she understands some foster pets do not get adopted, so they end up staying.

Walker stated they have adopted 2 dogs now, and both places the dogs were being fostered there was just the one foster in addition to one dog owned by the family. He does not feel the number allowed needs to be increased from 3.

Whitcomb agreed and said 3 dogs is plenty for the small lots that we have in the city. Zimmer questioned what other cities allow for pets. Karnowski replied that according to the Administrator / Clerk's List Serve the numbers are all over the board. Dobson and Walker agreed and said they would like the ordinance to stay the same at 3 pets.

2016 Budget

Jackson advised that he is just looking for some initial feedback from the Council on the 2016 budget. He will be working with the department heads in the next month or so. He asked if there was an increase they want to see, or a program instituted or shelved. Zimmer and Whitcomb replied that they would like to see a road and sidewalk fund started. Jackson said they can try to work that in when looking at the CIP funds. Depending on how that is approached, we would want to start levying to fund some of that.

Walker asked what type of inflation number is estimated. Jackson said right now, things are going in a lot of different directions. Fuel is going down, medical for the city has been favorable, but trending for medical insurance shows astronomical increases. A lot of other items are staying down. If he had to guess, he would estimate it at about 2-3%.

Karnowski questioned if some funds should start to be put aside for Riverside Park. Whitcomb responded that he agreed it would be wise to start budgeting some funds for that. Walker agreed.

Dobson added that the PAVC has changed their goal from just an amphitheater, to getting some donations for other updates to the park as well.

Walker said he would like to see a top line number as a 1% increase. It would also be nice to see the tax to market value go down slightly.

Karnowski stated that there is a few weeks for the Council to get some ideas together and let staff know.

Walker commented that the Library has a new Librarian, so they should be contacted so they can be part of the budgeting process.

Dobson reported on the "Nite to Unite" that was recently held at 2 locations in the City. He said it was a great idea to hold them at parks. While participating in this event, he would like to see a budget item for these types of events. Possibly some coloring books, little badges and other items that can be handed out by the Fire and Police Departments.

Walker suggested it as a community promotion fund, said it could be used in almost all departments.

DOBSON MOVED TO ADJOURN THE MEETING AT 5:15PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor