

**CITY OF PRINCETON
Planning Commission
Agenda
September 15, 2014
7:00 P.M., City Hall**

- 1. Call to Order**
- 2. Approval of Minutes of Regular Meeting on August 18, 2014 – Tab A**
- 3. Agenda Additions/Deletions**
- 4. Public Hearing: None**
- 5. Old Business: None**
- 6. New Business:**
 - A. Family Pathways Pylon Sign – Tab B**
 - B. Zoning Ordinance General Update Discussion – Tab C**
- 7. Communication and Reports:**
 - A. Verbal Report**
 - 1) Fence Ordinance Update (City Council Action)**
 - 2) Small Cities Development Program Update (Lakes & Pines)**
 - 3) Regional Housing Study Update**
 - 4) MN Design Team Visit – Invitation to Participate**
 - 5) Community Development Director Position Update**
 - B. City Council Minutes for August, 2014 – Tab D**
- 8. Adjournment**

MEETING PROTOCOL

1. The chair of any board or commission has the same rights as the other board or commission members in that he/she can both make and second motions.
2. The chair of any board or commission also has the right to vote on all motions that come before the body. Historically, if there's a roll call vote (as opposed to the standard voice vote) the chair sometimes opts to vote last.
3. Generally, a board or commission member should vote on all issues before the group unless they have a disqualifying personal interest in the issue. In cases where the member has a conflict of interest, the member should:
 - A. Advise the board of their intent to abstain and state the conflict before the vote is taken.
 - B. If the member has a true disqualifying personal interest they should take the liberty of seating him/herself in the audience for the duration of the discussion (from where the member can comment on the proposal) until the vote is recorded.
4. On a voice vote, if a member does not vote 'aye' or 'nay', then the member is considered to have voted with the prevailing side. In other words, on a 5 person board, if only 2 members vote 'aye' and the others don't say 'aye' or 'nay', then the vote should be recorded as passing unanimously.
5. If the chair, or one of the member, is not sure of the outcome after a voice vote is taken the chair or member can request a roll call vote whereby the chair asks each member to indicate their preference and the final tally is taken from the results of that polling.
6. It is incumbent on all board and commission members to exhibit professionalism and maintain the respectful decorum required of a assemblage representing the public. Members (as well as the public) should raise their hand and be recognized by the chair before commenting on the issue before the body. Members should also refrain from engaging in member to member debate. The public discussion of issues should not deteriorate into an argument between members. Comments of members and of the public should be directed to the Chair, not to individual board or commission members or other members of the public. The members should also treat their fellow board/commission members and staff with respect.

**THE REGULAR MEETING OF THE PLANNING COMMISSON BOARD HELD ON AUGUST 18, 2014,
AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 7:00 P.M., by Jack Edmonds. Members present were Jeff Reynolds, Eldon Johnson, Mitzi Mellott, and Jim Kusler (Princeton Twsp. Rep). Staff present were Carie Fuhrman (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent was Chad Heitschmidt.

APPROVAL OF MINUTES OF REGULAR MEETING ON JULY 28, 2014

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF JULY 28, 2014.
UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS: None

PUBLIC HEARING:

A. Fence Ordinance Amendment

Community Development Director Memo:

Background: Two months ago, the Planning Commission discussed changes to the City's fence regulations.

Analysis: The attached Ordinance, for the most part, proposes several housekeeping changes to the fence regulations and cleans up some of the existing language to make it clearer. A few specifics to point out:

- 1) For boundary lines fences, it clarifies that a fence may be located on a property line if one of three conditions exist:
 - (1) property owner has a current Certificate of Survey; OR
 - (2) property identification irons have been located; OR
 - (3) the neighboring property owner agrees in writing.

- 2) It clarifies that a fence within the triangular visibility area on a corner lot cannot exceed 3 feet in height.

- 3) It allows more than just a chain link fence to be utilized in the front yard of a Commercial or Industrial lot, as long as at least 75% of the fence is open for passage of air and light and provides for traffic visibility. It allows the fence to be up to 8 (eight) feet in height.

- 4) It removes the Interior Yard Fence subsection as the three provisions are either already stated or already allowed via a previous subsection.

Conclusion: Following the public hearing, staff would recommend the Planning Commission recommend approval of the proposed changes to the City Council, subject to the City Attorney review. It would then go to the City Council for two readings.

Edmonds asked if the drawings staff provided in the draft will be included in the Ordinance.

Fuhrman said those will be available only as a handout for those inquiring about a fence. This revised Ordinance is short compared to some communities. It is simplified to make it easier to read and use.

Edmonds opened public hearing. There were no residents present to address this item.

JOHNSON MOVED, SECOND BY REYNOLDS, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

JOHNSON MOVED, SECOND BY REYNOLDS, TO FORWARD FOR RECOMMENDATION TO THE CITY COUNCIL, AN ORDINANCE AMENDING SECTION I (FENCES) OF CHAPTER VI (PERFORMANCE STANDARDS) OF TITLE 11 (ZONING) OF THE PRINCETON CODE OF ORDINANCES BY AMENDING THE FENCE REGULATIONS WITHIN THE CITY OF PRINCETON. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS: None

COMMUNICATION AND REPORTS:

A. Verbal Report

1) Request to discuss sign replacements

Fuhrman had a request from someone in regards to our Sign Ordinance. The inquiry was to replace a current sign face with a sticker type signage. They argued that the permit could be more than what it would cost to put the sticker on it. A possible solution would be lowering the fee for a sign that is keeping the frame and just changing out the face. For a wall sign or a free standing sign the fee is \$50. Would the Planning Commission be supportive of lowering the fee for a signage change out.

Johnson said if they are using the same frame the signage permit could be lower. He said if the size is not changed he could see the price reduced. They would still need to have a sketch of the signage so we know the size is the same.

Reynolds asked what the time would involve with the staff reviewing the sign.

Fuhrman said it is easier to review a sign that is having the face change out then review a new sign.

Edmonds commented that if staff is here working it should not be an issue for them to review a sign so he does not see a problem with reducing the fee for a change out sign.

Fuhrman said there are statutory limits to what a permit fee is per the City Attorney.

Johnson said for a sign that is just having a change out where they are keeping the framing, the fee could be \$25 plus the State Surcharge.

Fuhrman said next time the fee schedule is updated, she will have the change on it.

2) Update on the Sign Ordinance Changes (City Council)

Fuhrman informed the Planning Commission Board that the first reading of the Sign Ordinance amendment had gone to the City Council and they will have the second reading at their next meeting. Once the Sign Ordinance amendment is approved, the Zoning Ordinance revisions will be printed and we will handout updated copies to the Planning Commission Board.

3) MN Design Team Visit

Fuhrman handed out the results from a survey that had been taken for the upcoming MN Design Team visit. One of the questions was, "What would you like Princeton to look like in 20 years?" The most common answer was to keep the small town feel. The Planning Commission can review the results of the survey and maybe have their own input of what they would like to see. Fuhrman also gave the Planning Commission Board a flyer of the September 26th –27th MN Design Team visit and encouraged the Planning Commission to participate.

Fuhrman wanted to update the Planning Commission Board that the City Council approved the Speedway to stay open till 11:30 P.M. on September 19, 2014 for a special event. If they plan to stay later next year for this event again, Fuhrman will have them come back to the Planning Commission to review their Conditional Use Permit.

One other update is the Planning Commission should take a drive along Rum River Drive North and see the Bergstrom house at 908 9th Avenue North and the old gas station at 903 9th Avenue North, should be demolished. The City purchased the two sites and demoed them with NSP funds. This project took a bit of time to get to this point, but the neighbors will be happy with the final outcome.

Edmonds asked if asbestos was in the house.

Fuhrman said yes, there was not contamination in the soil, but soil vapors so that will have to be reviewed while the removal is being done. No tanks in the ground. Moving in the right direction. Will be nice to have it removed.

B. City Council Minutes for July, 2014

The Planning Commission Board had no comments.

JOHNSON MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:26 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant

MEMORANDUM

TAB B



TO: Planning Commission Board
FROM: Carie Fuhrman, Comm. Dev. Director
SUBJECT: **Family Pathways Pylon Sign**
DATE: September 15, 2014

BACKGROUND

Troy Rheaume, on behalf of Family Pathways Thrift Stores, is requesting review of a proposed digital pylon sign at 605 Rum River Drive South. This site is legally described as Lots 1, 2, and 3, Holiday Village Addition. The property is zoned B-2 Neighborhood Business District.

Pylon Sign: The pylon sign will be placed in the grass area of the front of the building facing Rum River Drive. A detailed site plan indicating the exact location of the sign has not been submitted – the applicant is aware the sign must be located inside the property lines. In addition, the sign cannot extend over public sidewalks or streets.

The Zoning Ordinance allows pylon signs with a maximum sign area of 75 square feet and height of 20 feet. The applicant has proposed two different sign sizes and both would be within the 75 square feet sign area. The applicant indicated that the sign height would be under the 20 foot maximum height requirement. In addition, ten feet of clearance is required between grade levels and the bottom of the sign.

The sign will contain an LED electronic message center as part of the sign face. This type of sign is not allowed within 125 feet of any existing residence (including single family homes, townhomes, multi-family residential buildings, apartments, etc.) according to the recently-adopted Ordinance. There are single family homes and an apartment building directly across Rum River Drive. It would be the applicant's responsibility to prove that the sign would meet this setback requirement. This information would be required on the site plan.

The brightness standards of the Sign Ordinance shall be required to be met as a condition of approval. In addition, flashing signs are prohibited. As well, in the event of a malfunction, the sign shall be designed to freeze the display, and the owner shall discontinue the display immediately upon malfunction, or upon notice from the City.

CONCLUSION/RECOMMENDATION

Staff would recommend approval of the proposed pylon sign, subject to the following conditions:

1. The sign is required to be located inside the property lines.
2. The sign cannot extend over public sidewalks or streets.
3. It is the applicant's responsibility to prove that the sign meets the 125 foot setback requirement from residences.
4. The sign shall meet the size (75 square feet) and height (20 feet) requirements.
5. Ten feet of clearance is required between grade levels and the bottom of the sign.
6. A detailed site plan shall be submitted prior to Building Permit issuance.
7. A Building Permit must be applied for and approved prior to sign placement.
8. The sign must not exceed a maximum illumination of 5,000 nits (candelas per square meter) during the daylight hours, and a maximum illumination of 500 nits between dusk to dawn, as measured from the sign's face at maximum brightness:
 - a. The sign owner shall be required to provide an accurate field method of ensuring that maximum light levels are not exceeded if requested by City officials.
 - b. The sign owner shall sign a license agreement supplemental to the building permit agreeing to operation of a sign in conformance with these regulations. Violation of

these regulations shall result in forfeiture of the license, and the City shall be authorized to arrange disconnection of electrical service to the facility.

- c. Signs shall have an automatic dimmer control or other mechanism to automatically adjust its nit level based on ambient light conditions.
9. Flashing signs are prohibited.
10. In the event of a malfunction, the sign shall be designed to freeze the display, and the owner shall discontinue the display immediately upon malfunction, or upon notice from the City.

Encl: Site Plan
Sign Drawings

Email: Troy Rheume



**SUPER
GRAPHICS**

320.252.7680

RHLSuperGraphics.com

- ◆ # Faces/Sides: **DOUBLE**
- ◆ Size
 - Display: **25.2" X 100.7"**
 - ID Face: **46"h x 94"w + Border & Frame**
- ◆ Matrix: **40 X 160 PIXELS**
- ◆ Pitch(Resolution): **16MM**
- ◆ REAL(1R1G1B)
- ◆ Software: **LED STUDIO**
- ◆ Controller: **EMBEDDED PROCESSOR**
- ◆ Connection: **WIFI**
- ◆ Light/Temp. Probe: **INCLUDED**
- ◆ Warranty
 - LED Components: **5 YEAR**
 - Controller: **1 YEAR**
 - Labor: **1 YEAR**
- ◆ Installation
 - Materials: **NEW POLE INCLUDED**
 - Excavation: **BASE W/ CONCRETE INCLUDED**
 - Electric/Power Connection: **NOT INCLUDED**
 - Permit: **NOT INCLUDED**
- ◆ Price: **\$21,950**
- ◆ Notes:



ID FACE SIGN =
46" h x 94" w

25.2"

100.7"

**FAMILY
PATHWAYS**

Leading Strategies & Solutions for Personal & Family

SALE

Financing Available (Taxes Not Included)



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 - ID Face: **34"h x 94"w + Border & Frame**
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 - Controller: **1 YEAR**
 - Labor: **1 YEAR**
- ◆ **Installation**
 - Materials: **NEW POLE INCLUDED**
 - Excavation: **BASE W/ CONCRETE INCLUDED**
 - Electric/Power Connection: **NOT INCLUDED**
 - Permit: **NOT INCLUDED**
- ◆ **Price: \$29,875**
- ◆ **Notes:**



ID FACE SIGN =
34"h x 94"w

50.4"

100.7"

**FAMILY
PATHWAYS**
The Most Convenient Locations For People At All Ages

SALE

Financing Available (Taxes Not Included)

MEMORANDUM



TO: Planning Commission
FROM: Carie Fuhrman, Community Development Director
SUBJECT: **General Zoning Ordinance Updates (DISCUSSION)**
DATE: September 12, 2014

Staff has been accumulating a list of updates needed to the Zoning Ordinance. Most are general updates that are needed due to industry and general construction changes, as well as responses to local needs. The changes are generally in relation to landscaping, swimming pool fencing requirements, and traffic visibility.

Staff will provide the specific suggested changes at the Planning Commission meeting on Monday. This is for discussion only at this point.

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, and Public Works Director Bob Gerold.

Princeton Ambassadors

Karen and Sylvia Michaels spoke about the Princeton Ambassadors Program. Karen said she is the Treasurer, Lori Gram is the Secretary, Sylvia Michels the Scheduler, Sara Heizem the Senior Advisor and Jasmine Carr the Jr Ambassador Program Head.

Their Mission Statement is: The Princeton Ambassador Program is a local, nonprofit organization and scholarship program committed to the personal growth and development of young women in the community. The Princeton Ambassador Program provides the community and surrounding area with positive role models and young professions who are motivated and determined to make a difference in the world around them.

Candidate applications are due April 1st and the process begins in May. There is a \$700 scholarship given to each ambassador, but it is not given until the year is completed as well as their first year of college. The checks are also written to the school and not to the ambassador. They attend a lot of local events, volunteer and participate in fundraising for the Ambassador program as well as others. They make many appearances over the year. Last year, they attended 66 events and traveled over 1700 miles.

They have tried to set a budget and stick to it. This year, their budget is \$8100, and have already received 5600. They did have to spend \$1700 on the new tarp to protect their float.

They are looking at hosting a Conference in February, and will provide more information when that is set up.

Sylvia said at their last coronation, they had people from 30 communities. It is an extensive network and it brings people out to communities they normally would not visit. There have not been any conferences like they would like to hold, so they would like to be the first.

Raising the number of candidates each year is their number one goal. Even the candidates that don't win have said they still had a great experience and would recommend it to others.

Dobson said it's been a good program. He said a few years ago when he was involved with the VFW, they sponsored a girl that became an Ambassador.

Sponsorship provides advertisement and Ambassador Attendance at events. The value for the sponsors is as tremendous as it is for the girls.

Vendor Licensing

Karnowski reported the city has had some issues with trying to follow ordinances for vendor licensing. A few years ago, we had talked with the Chamber in trying to find a solution for chamber events. He said with the Chamber charging a few as well as the cities, many vendors were not wanting to attend the events. He wanted council thoughts so we can amend the ordinance. He had a fairly long conversation with the City Attorney and his understanding of the ordinance is to protect the citizens from people that the City may not want going door to door. If you do a background check, you can find some of that out. For instance, all the vendors at the County Fair, we don't require them to have a permit. We don't require them to have permits at the Expo either. He said we have always used the thought of licensing people that are only on public property, and not on private property. His thought is to not

license those that are at a set location through an event. But, they have not thought it through entirely. They invited Bob Michels as the Chamber president to get the Chamber thoughts. He would like to get it done and organized so the City, Chamber, Police and residents are happy. If that is reasonable, they can start tinkering with the ordinance.

Whitcomb said most Chamber vendors are likely the same year to year. Michels said they have had 2 drop out and 2 new over the last few years. The craft vendors are much more difficult to determine as they change yearly. He feels comfortable that with the supervision that these vendors have, they usually become aware of any issues and they would simply not be invited back the next year.

Karnowski said vendor licensing is pretty standard according to the League of Minnesota's Clerk and Administrators List Serve. We are striving to provide the necessary protection to the residents by running background checks on vendors. Walker asked for clarification that we would determine which events would fall under Chamber management or City. Zimmer said there could be provision that any new vendors would be required to have a police background check. Michels said in the case of new vendors, they require references from previous communities where the vendor has operated.

Dobson said he thinks if a vendor will be at a fixed location for a Chamber event, they should not need to go through the City as well. Zimmer asked what organizations beside the Chamber put on events in the City. Michels said the Block Party is separate, and the Princeton Youth Hockey Association sometimes holds events as well.

Karnowski said it is good for the City and the Chamber to work together. Hallin questioned if the organization holding an event could simply provide a list to the City. Karnowski said in talking to Attorney Schieffer, it would be better if the City was not involved at all. Walker said it seems reasonable, but questioned what would happen if another group came in and held a terrible event. Michels said if that were to happen, it would likely not continue as that event would not get any vendors to come to next year.

Karnowski said staff will make some changes to the ordinance and bring it back to the Council.

Airport Courtesy Car

Karnowski reported that City staff has been advised that the current airport courtesy car is on its last legs.

The vehicle used as the airport courtesy car was donated to Princeton chapter of the Experimental Aircraft Association by Jerry Rinehart back in 2009 and the EAA then donated it to the city.

Gas for the vehicle is paid for by the folks who visit our airport and use the car. Troy Minske (Rum River Automotive) has been providing the maintenance for the vehicle at no cost to the city for the past 3 years. He indicated he's invested about \$1,000 in it since he started maintaining it. Minske also advises that he plans on continuing to provide pro bono maintenance on the courtesy car as his contribution to the airport.

One option, if the Council wants the airport to continue to have a courtesy car, would be the police department squad car that was recently replaced via our CIP program. In the past, the city has sold those vehicles at auction and received income in the \$4,000-\$5,000 neighborhood. So converting the squad to courtesy car use would result in the city

losing that amount of revenue plus the additional annual cost for adding that vehicle to our insurance.

He said he thinks it is fair to say that the Courtesy Car is a popular feature for our airport and encourages visitors to fly into Princeton and then borrow the car to go shopping. In the five years it's been available, we've only had an issue with it once when a local learned about its availability and 'borrowed' it for a few days for his personal use.

How does the Council wish to proceed? If the Council wants to use the squad car being retired as the new courtesy car, then a motion to that effect would be in order.

Dobson said he likes the idea of the courtesy car at the airport. It has been used a fair amount and while he doesn't know what people used it for, he assumes they are spending money in town or doing some sort of business here, which benefits the community.

Hallin said if we have the vehicle, might as well use it. Jackson said he feels it is a good use for the retired squad.

HALLIN MOVED TO APPROVE USING THE RETIRED SQUAD CAR AS THE NEW AIRPORT COURTESY CAR. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Streambank Stabilization project

1. Maintenance Agreement

Karnowski reported that the City is trying to wrap up the phosphorus reduction projects. The property owner for project #3 is requesting that an agreement be in place outlining the responsibilities of both the city and the property owner. The agreement was drafted by the City Attorney and appears to meet that need. It is before the Council for consideration.

HALLIN MOVED TO APPROVE THE STREAMBANK STABILIZATION AGREEMENT FOR PROJECT #3. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

2. Bids

Karnowski reported that a motion to direct the City Engineer to go out for bids is recommended.

HALLIN MOVED TO APPROVE THE ENGINEER TO GO OUT FOR BIDS ON STREAMBANK STABILIZATION AGREEMENT PROJECT #3. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Closure of 6th Ave South Parking lot

Karnowski reported that the Art Co-op is requesting the partial closing of the parking lot on August 14 for the Pre-Design Team Visit and the entire parking lot on September 26th for their Back to the 50's Drive in Night event.

Whitcomb asked who parks in that lot. Backlund responded that it appears to mostly be residents that live in the apartments and some employees from K Bob. He suggested informing Apartment Property managers of the dates that the parking lot will be closed, so they can notify the residents.

ZIMMER MOVED TO APPROVE PARTIAL CLOSING OF THE PARKING LOT ON AUGUST 14 FROM APPROXIMATELY 4 TO 9PM AND THE ENTIRE PARKING LOT ON SEPTEMBER 26 FROM 8PM TO APPROXIMATELY 11PM, AND IF THERE IS A RAIN OUT, THE ALTERNATE DATES OF 27TH OR 28TH. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Amendment of GMII Job Description

Karnowski reported that a few years ago the City Council agreed to modify the General Maintenance Worker II Job Description by requiring employees have a Class D Wastewater License by the end of their 2nd year of employment. With the opening of the new plant, the job responsibilities have evolved and staff is requesting that the Class D license requirement be replaced with Class S (collection system) only requirement. The recommended Class is Class SC License (Service license serving a population of 1,500 to 15,000). It is also more cost effective to the city, which will bring down the training budget.

HALLIN MOVED TO AMEND THE GMII JOB DESCRIPTION TO REQUIRE THE CLASS SC LICENSE, INSTEAD OF THE CURRENT CLASS D REQUIREMENT. WALKER SECONDED THE MOTION.

Dobson asked if those that do have the license, would have to cover that cost difference with any continuing education classes. Gerold said Koehler and himself found quite a few opportunities for employees to get their hours in for the license requirements at minimal cost to the city.

THE MOTION CARRIED UNANIMOUSLY

Preliminary Budget

Finance Director Jackson said he is starting the 2015 budget process and is requesting feedback from the Council to determine if there are any major changes, new programs or projects the Council would like to see reflected in the preliminary budget.

The LGA for 2015 has been released and we are expecting approximately \$20,000 - \$25,000 more next year. However, Flight Service Lease with the FAA will likely change, so the City will have less income there. They may find another leaser, but they do not know yet.

Karnowski reported that in his negotiations with the FAA, they may want to lease a quarter of the building and they want to pay accordingly. The agreement states that the City can lease it out to others, but it has to be airport related. He said the lease expires October 2015. Fuhrman asked if the requirement it be airport related could be changed. Karnowski replied that there are options, but it is a lengthy process. It would be very difficult with the security requirements the FAA has. He said he will continue to work with the FAA and he hopes to reach an amicable agreement.

Karnowski reported that there have been comments from the public that they cannot hear well in the meetings and some meetings should be recorded. He feels we should look at a sound system and microphones. He is not sure what it will cost, but it is something we need to look at and should be considered when looking at the 2015 budget.

Walker said we have the possible bill for the trail, and asked how we would pay for that if we don't get enough grant money. He said he would like to see something in CIP to start build-

ing a fund for replacing streets and sidewalks. Whitcomb also suggesting increasing the budget slightly for the Civic Center, as it should be opening soon and the City should be seeing higher utilities for the site.

Whitcomb said he also feels a donation to the Ambassadors program would be nice, even though that won't be seen in the budget as it would be a grant from the Liquor Store. Hallin mentioned the Historical Society, and Walker added that we are already doing a lot of for them with the Assessment payments.

Karnowski said since Walker brought up the trail, he mentioned a program called "Design Build" which is a good tool to look at for some projects. He said the engineering on the bike path has been considerably expensive and this may be an option for some projects. Walker added that he wouldn't think there would be a lot of engineering required when a bike path is being installed over an old railroad track.

Walker mentioned the Industrial Park Study that is needed. Fuhrman said she has the RFP's together and currently has \$20,000 budgeted for it, but she feels it may cost more than we were expecting. Walker said he would like to get it done at all once if we can, so we may need to look at that in the budgeting process as well.

Public Works Painting

Karnowski reported that the city has received two bids for painting both the interior and exterior of the Public Works building. Franssen Decorating of Milaca's bid is \$36,820 and Steinbrecher Painting of Princeton is \$12,338. Staff recommends awarding the bid to Steinbrecher Painting.

DOBSON MOVED TO AWARD THE PAINTING OF THE PUBLIC WORKS BUILDING TO STEINBRECHER PAINTING FOR \$12,338. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

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

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor

**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 Schieffer.

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 ads 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 Office 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

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 28, 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, Engineer Mike Nielson, and Attorneys Dick Schieffer and Damien Toven.

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of August 14, 2014

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 14, 2014. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Liquor- approval to hire Amy Wells effective 8-26-14
- C. **Donations / Designations**

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Board Meeting Minutes of July 10, 2014
- B. Planning Commission Meeting Minutes of July 28, 2014
- C. Planning Commission Meeting Minutes of August 18, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Sherburne County Snowmobile Trail Permit

Karnowski reported that there is a small section of property that Sherburne County needs a permit for their snowmobile trail.

Josh Schneider with Sherburne County stated that the DNR chooses a few clubs each year to review and make sure proper permits are in place. They were chosen this year, so they need the City to approve the permit for a small section of land near Rum River Drive South and Highway 169. Mystic Riders was required to do the same several years ago when their club was chosen.

HALLIN MOVED TO APPROVE THE REQUEST FOR SHERBURNE COUNTY SNOWMOBILE TRAIL PERMIT. DOBSON SECONDED THE MOTION.

Walker asked if this is basically a permit renewal. Schneider responded that was correct and this trail has been used for many years. This section is basically to allow the snowmobiles to get to the gas station.

THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

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 - 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 adopt Ordinance #709.

HALLIN MOVED TO ADOPT ORDINANCE 709 AMENDING THE SIGN ORDINANCE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 710 – Tobacco Ordinance Amendment – FINAL READING

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

DOBSON MOVED TO ADOPT ORDINANCE 710 AMENDING THE TOBACCO ORDINANCE TO INCLUDE ELECTRONIC CIGARETTES. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 711 - Fence ordinance – FIRST READING

Fuhrman reported that staff and the Planning Commission have been working on changes to the fence regulations to help refine the process and make things easier to understand for property owners, which includes cleaning up some of the Ordinance language, updating existing forms, as well as creating new handouts.

This Ordinance Amendment, for the most part, proposes several housekeeping changes to the fence regulations and cleans up some of the existing language to make it clearer. A few specifics to point out:

- 1) For boundary line fences adjoining another property, it clarifies that a fence may be located on a property line if one of three conditions exist:
 - (1) property owner has a current Certificate of Survey, OR
 - (2) property identification irons have been located; OR
 - (3) the neighboring property owner agrees in writing.

If any of the above conditions cannot be met, the boundary line fence must be at least two feet from the reasonably-identified property line

- 2) It clarifies that a fence within the triangular visibility area on a corner lot cannot exceed 3 feet in height.
- 3) It allows more than just a chain link fence to be utilized in the front yard of a Commercial or Industrial lot, as long as at least 75% of the fence is open for passage of air and light and provides for traffic visibility. It allows the fence to be up to 8 (eight) feet in height, consistent with other Commercial and Industrial fences.
- 4) It removes the Interior Yard Fence subsection as the three provisions are either already stated or already allowed via a previous subsection.

The Planning Commission held the required public hearing at their August meeting and recommends approval of Ordinance 711. Staff is requesting that the City Council make a motion to introduce the first reading of Ordinance 711.

Hallin had a question about a difference in 6.9C and 6.9D. Fuhrman said it was amended to make it the same as the side and rear provisions.

Walker asked if a natural fence like a shrub row would fall under this Ordinance. Fuhrman replied that something like that would not be considered a fence, but would fall under screening. Walker questioned if they would also be required to meet the clear view area.

Fuhrman responded that there was a section in the fence ordinance that spoke about shrubs and the clear view area. That will need to be moved to another area of the code, such as performance standards.

HALLIN MOVED TO INTRODUCE ORDINANCE 711 AMENDING THE FENCE ORDINANCE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

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 \$115,567.42 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70514 TO 70585 FOR A TOTAL OF \$236,667.63. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:12 PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor