

**CITY OF PRINCETON
Planning Commission
Agenda
October 20, 2014
7:00 P.M., City Hall**

- 1. Call to Order**
- 2. Approval of Minutes of Regular Meeting on September 15, 2014 - Tab A**
- 3. Agenda Additions/Deletions**
- 4. Public Hearing:**
 - A. #14-06 Conditional Use Permit for 602 8th Street North - Tab B**
 - B. Amendment to Chapter VI – Performance Standards of Title 11 (Zoning) – Tab C**
- 5. Old Business: None**
- 6. New Business: None**
- 7. Communication and Reports:**
 - A. Verbal Report**
 - 1) Updated Performance Standards for Zoning Ordinance - Handout**
 - B. City Council Minutes for September, 2014 - Tab D**
- 8. Adjournment**

**THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON SEPTEMBER 15, 2014, AT
7:16 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 7:15 P.M., by Jack Edmonds. Members present were Jeff Reynolds, Eldon Johnson, and Jim Kusler (Princeton Twsp. Rep.). Staff present were Carie Fuhrman (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent were Mitzi Mellott and Chad Heitschmidt.

APPROVAL OF MINUTES OF REGULAR MEETING ON AUGUST 18, 2014

REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF AUGUST 18, 2014. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS:

Edmonds would like to add to the agenda under Old Business where he has a couple questions on the Sign Ordinance.

PUBLIC HEARING: None

OLD BUSINESS:

A. Sign Ordinance Discussion:

Edmonds said he got a call from someone regarding if a Building Permit application needs to be taken out for a sign. He was not sure and asked Fuhrman.

Fuhrman said yes. The Building Inspector signs off on them.

Edmonds said the caller intends to put a window sign in and when he was talking with the person, he was unsure of the procedure.

Fuhrman said when he gets those questions, to have the person contact City Hall, and we would be happy to answer them.

NEW BUSINESS:

A. Family Pathways Pylon Sign

Community Development Director Memo:

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.

***** End of staff memo *****

Edmonds asked Fuhrman if we do have the wording in the Ordinance in regards to a license agreement supplemental.

Fuhrman said yes it is in the Ordinance. It is located under Chapter VII-Signs, Page 20, Brightness Section 4b-2.

Edmonds asked Troy Rheume if he had any issues with the conditions.

Troy Rheume said he read the conditions and how do you measure brightness. Cities are writing the rules, but how do you measure them. Nighttime is the most concerning. 5,000 nits is hard to read during the daytime. Rheume said he did the Neighbors sign. You can turn the signs off at night and that helps the longevity of the sign. He recommends the orange yellow color at night. He said if people complain it is the best to turn the sign down. Has there been any issues with the Neighbor's sign.

Fuhrman said there were a few complaints and she has asked them to turn it down. The red lettering was the most objectionable.

Wendy Rheume said when the business is closed the sign should be shut off and that is helpful.

Troy Rheume said go to a black screen is what you can do to shut it off.

Edmonds said across the street from Family Pathways has a lot of trees so it might not bother them as much.

Troy Rheume said he drove down Rum River Drive and noticed ACE Hardware has a red letter electronic sign.

Edmonds asked what if the conditions for the nit numbers had to be changed.

Fuhrman said that would require a variance to be changed.

Johnson said if he needs to set the light higher because of the street light, just make sure it is okay with the neighbors.

Reynolds asked on day light hours what would he like to have it set at.

Troy Rheume said 8,000 nits. Some states have the capability of 10,000 nits. Nits reading changes with white background and black text.

Edmonds questioned how you set conditions on the lighting.

Johnson said it is common sense. They understand day and night brightness.

Troy Rheume said the Board seems receptive to listen to sign technology. The Ordinance seemed fair except for the nit value.

Fuhrman said she believes with this technology the City **does** not have the funds to buy the nits tool and that is the reason the Ordinance reads the owner of the sign has to be responsible to provide an accurate field method of ensuring the light levels.

Troy Rheume said it can be brought down to a very low quality. He spoke of another sign he installed with majority of it having a white background and red letters. It is very bright and he does not agree with that because you cannot read it. Static cabinet sign is the best.

Wendy Rheume said to educate consumers is to tell them the white takes full power for the background use. If they had the black background with white lettering it would show so much better.

Troy Rheume said if this sign is facing north and south it would be best.

Edmonds said as more digital signs are in use, we probably will define it better in the Ordinance.

Reynolds asked if they know which of the two signs examples they would like to use.

Troy Rheume said yes, he believes so. He will now bring the proposed signage to Family Pathways and see if they would like to place one on their site.

EDMONDS MOVED, SECOND BY REYNOLDS, TO APPROVE THE FAMILY PATHWAYS PYLON SIGN LOCATED AT 605 RUM RIVER DRIVE SOUTH WITH 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.

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.

UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

B. Zoning Ordinance General Update Discussion

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, traffic visibility, and R-1, R-2, and R-3 front yard setback standards. Fuhrman said she has been making a list of items that need to be changed in the Ordinance and wanted the Planning Commission to review the changes she put together and have it on October's Planning Commission meeting.

Fuhrman said in Section One, Landscaping requirements for single-family, two-family dwellings, twinhomes, and townhomes the wording has been changed slightly. The landscape requirements for the Business Districts she has added HC-1, Health Care District. She also added to the wording for landscaping in the Industrial Districts to have the landscaping along

the front of the building. It was fifty percent of the exterior footprint of the building needed to be landscaped and that is excessive so she can see that going down.

In Section Two, Swimming Pools requirements has changed where no pool shall be located beneath any overhead utility line or over any underground utility line of any type. Fuhrman said the above ground are more popular. The current Ordinance reads that no pool shall be located within 18 feet from any underground or overhead utility line. The Building Inspector said he believes that wording was in there for those that use the long handle cleaning tool so if the pool was not directly under a power line that it should be okay. There is a change in the setback requirements where swimming pools shall meet accessory structure setback regulations. The current code requires a six foot fence and surrounding communities require a four foot fence. Fuhrman said she changed the wording to a structure or safety fence at least four feet in height, but not greater than eight feet in height, shall enclose the pool to inhibit children from gaining uncontrolled access. There is wording added to address the safety issues such as gates and the latching of them. Wording has been added that an automatic pool cover could be an alternative to a fence. For an above ground pool the pool wall may count as the safeguard if it meets the height requirements as stated in the Ordinance and the removable ladder is installed and removed when not in use.

Jim Kusler informed Fuhrman that the wording needs to be corrected from automotive pool cover to automatic pool cover.

Fuhrman thanked him for pointing out the correction. She continued on to Section Three, Traffic Visibility the wordage has changed to read that no fence, wall, hedge, screen, sign, structure, vegetation, planting, snow pile, or other obstruction shall be higher than three (3) feet above grade on any corner lot within the triangular area formed by the intersecting street right-of-way lines and a straight line joining the two street lines at points which are thirty feet distance from the point of intersection, measured along or within twenty feet distant from the point of intersection. Fuhrman had a graphic for an example.

In Section Four, Five and Six, Yard Requirements changes are in R-1, R-2, and R-3 Districts addresses the front yard setback. Wording has been added that if 50% or more of the then existing dwellings having frontages on the same side street or road for three blocks have an average front yard setback different from that specified herein, then all buildings thereafter erected, altered, or moved may conform to that average front yard depth as a minimum. She explained that if you are wanting to put a house up or an addition, 50% of the dwelling can meet the average setback. The Ordinance currently reads that on the street or road it has to meet the predominant front yard setback which would be the majority of the setbacks in that block. She believes the wording should be changed from predominant to average. She also added three blocks to the wording. She has not had the City Attorney review the changes yet. This would just help administer the Ordinance.

Kusler said the intention is to maintain the natural look of the neighborhood.

Fuhrman said yes, that is what it was written for. Some of our right-of-ways are so wide like 80 feet. She understands why this Ordinance was written because of the different widths in right-of-ways.

Edmonds said it is nice to be a little flexible in that area of the required front yard setback.

Fuhrman said it mostly is staff to make the determination. She suggest this Ordinance amendment comes back next month to the Planning Commission for a Public Hearing.

Reynolds asked on the three foot height for the triangle of visibility if a snow pile is the land owner's responsibility.

Fuhrman said yes it is. If it is the City plowing who made the snow pile, then it is not the property owner's responsibility.

Johnson said to take the snow word out of there. If there was an accident it should not be the home owner's responsibility if the City plowed the snow that high.

Edmonds questioned if the pool area has an underground power line. He has so many underground lines by his house that you cannot dig underground if there are utilities there.

Fuhrman said fences could be over utility easements and if utility work is needed to be done, it is at the owner's expense to remove the fence.

Kusler said even an above ground pool needs to have the ground underneath it dug down 12 – 14 inches so the water does not press so much on the walls of the pool.

Fuhrman will suggest to Mark Karnowski to have this Ordinance amendment brought back for further discussion.

Johnson and Edmonds agreed that they would like to have a public hearing on the Ordinance amendment at the October meeting.

Fuhrman will get it ready for staff to have it on the October Planning Commission agenda for a public hearing.

COMMUNICATION AND REPORTS:

A. Verbal Report

1) Fence Ordinance Updates (City Council Action)

Fuhrman said the City Council passed the first reading of the Fence Ordinance amendment, but there was not enough Council members to pass it for the second reading so it will be on the next Council meeting.

2) Small Cities Development Program Update (Lakes & Pines)

Fuhrman said Dana from Lakes and Pines, who is administrating the Small Cities Development Program is back after maternity leave and will keep the City posted on the program. The Policy & Procedure manual was approved by the City Council. This program pertains to the homeowners and businesses that have applied to the program for improvements of their property.

3) Regional Housing Study Update

Fuhrman said they are providing a draft on Wednesday and she will be able to review it then. When the results are completed, she will have it shared with the Planning Commission Board.

4) MN Design Team Visit – Invitation to Participate

Fuhrman informed the Planning Commission Board that the MN Design Team’s visit is September 26th and 27th. On Friday will be the informational meeting with a “Community Potluck and Town Meeting” and Saturday night at the High School Performing Arts Center is the final reveal of the MN Design Team ideas. Fuhrman encourages the Planning Commission Board to attend. She would like a lot of input from people.

The turnout from the outdoor theatre night was very good. In order to keep people engaged in this process, they need to see small changes. She encourages the Downtown Committee to prioritize the changes from the MN Design Team. None of the projects are on a budget list because we do not know what they are. She invited the townships to join the visit also. Fuhrman would like to see a lot of input.

5) Community Development Director Position Update

Fuhrman said this will be her last meeting. She has enjoyed working with them on all the changes in the last year on the Zoning Ordinance. She has brought the changes to them slowly and they have done a good job making the changes. Mark Karnowski will cover the next meeting if no one is hired. She will be here till September 27th, 2014.

Edmonds told Fuhrman that she worked hard on getting things setup and he hopes that others will pick up the slack.

Fuhrman said it will be up to the City, Planning Commission, and EDA Board to help make the changes move forward in the future.

Edmonds said he served with three directors and Fuhrman has done by far the best job. Hopefully some of the applicants have history with us already and can fill the job.

Johnson said he appreciates Fuhrman’s work and her knowledge and abilities.



DRAFT

B. City Council Minutes for August, 2014

The Planning Commission Board had no comments.

REYNOLDS MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:19 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant

MEMORANDUM

TAB B



TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: **Conditional Use Permit for a Detached Garage Over 800 Square Feet**
DATE: October 20, 2014

BACKGROUND

Ashley Guimont has submitted a conditional use permit application to construct a detached garage in excess of 800 square feet. The property is located at 602 8th Street North and is described as Lot 1, Block 53, Original Townsite Addition. The property is zoned R-2, Residential.

ANALYSIS

The subject parcel is located on a corner lot north of 8th Street North and west of 6th Avenue North. The property contains a single family home on the east end of the property and a detach garage in the central rear of the property.

The property owner is proposing to add a 504 square foot (30ft x 36ft) addition to the back of the existing 576 square foot (24ft x 24ft) detached garage, bringing the total square footage to 1,080 square feet. The addition shall match the existing building and roof line. A garage door will be installed in the addition facing 8th Street North. The north wall of the current garage will be removed and extended to accommodate for extra storage. The west wall of the current garage has a window that will be replaced by a doorway to access the addition from the inside of the garage.

The accessory building addition will be 5 feet from the rear property line, which meets the required 5 foot minimum rear yard setback. The side yard will be a 49.4 foot setback, which is more than the required 5 feet minimum setback.

Conditional Use Permit: An accessory building that exceeds 800 square feet requires a conditional use permit.

General CUP Review Standards

Subsection 3.B. of Chapter IV outlines the standards for review of a Conditional Use Permit:

1. *The proposed use does not violate the health, safety, or general welfare of Princeton residents.*

Comment: No characteristics of the proposed use appear that they may violate the health, safety, or general welfare of the Princeton residents.

2. *The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.*

Comment: There should be no issues in regards to erosion, runoff, water pollution, and sedimentation.

MEMORANDUM

TAB C

TO: Planning Commission
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: **General Zoning Ordinance Updates**
DATE: October 7th, 2014

BACKGROUND

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.

The Planning Commission Board reviewed the changes at their September 15, 2014 meeting and advised staff to have this as a public hearing for the October 20, 2014 meeting. The parking regulations has been removed and will be discussed in October by the City Council. The City Attorney has reviewed the Ordinance Amendment and had no changes.

ANALYSIS

The recommended changes are in the attached draft Ordinance for the Planning Commission's review.

CONCLUSION/RECOMMENDATION

After the public hearing is held, staff would recommend the Planning Commission recommend approval to the City Council of Ordinance #713. Staff would then bring the Ordinance to the next City Council meeting for its first reading.

Encl: Ordinance #713 amending the General Zoning Ordinance

CITY OF PRINCETON, MN

ORDINANCE # ___

**AN ORDINANCE AMENDING CHAPTERS VI (PERFORMANCE STANDARDS),
CHAPTER V (ZONING DISTRICTS) OF TITLE 11 (ZONING) OF THE PRINCETON
CITY CODE OF ORDINANCES REVISING LANDSCAPING, SWIMMING POOLS,
TRAFFIC VISIBILITY, R-1, R-2, AND R-3 FRONT YARD SETBACK STANDARDS.**

SECTION ONE. Subsection L (Landscaping) of Section 2 (Standards) of Chapter VI (Performance Standards) of Title 11 (Zoning) of the Princeton City Code of Ordinances is amended as follows (underline indicates additions; ~~strike through~~ indicates deletions):

3. Landscaping requirements in specific to Single-Family Detached Dwellings Residential Districts; Two-Family Dwellings; Twinhomes; and Townhomes:
 - c. ~~Each 1 and 2 family residential dwelling unit lot shall contain trees totaling at least 8 inches in diameter at installation with a minimum of 2 trees located in the front of the home yard. Each tree must meet minimum size requirements as indicated in section 9 below. The Zoning Administrator may authorize the placement of some of the required trees within the side or rear yard if, due to the shape of the lot, there are unique circumstances.~~
4. Landscape requirements specific to Business Districts:
 - d. MOR Medical Office Residential and HC-1, Health Care District
6. Landscape requirements specific to Multiple Family Dwellings, Condominiums, and Other Uses in Residential Districts not aforementioned (including, but not limited to: churches, schools, public buildings, nursing homes, commercial licensed daycare facility, recreation facilities) (townhome and stacked dwelling units:
7. Landscaping shall provide for an appropriate mix of plantings around a minimum of fifty (50) percent of the exterior footprint of all buildings, except for buildings in the Industrial Districts, which shall provide for an appropriate mix of plantings along the front building wall elevation. Landscaping shall improve the appearance of the structure and break up large unadorned building elevations.
9. Species:
 - d. ~~Landscaping with Native Species: The use of native species may be permitted to meet the required plantings or ground cover requirements in the landscape plan as approved by the City Council during the plan review process.~~
 - d.e. Species of trees and plantings selected for any site shall follow the City's list of prohibited and acceptable trees and plantings available at City Hall.

SECTION TWO. Subsection R (Swimming Pools) of Section 2 (Standards) of Chapter VI (Performance Standards) of Title 11 (Zoning) of the Princeton City Code of Ordinances is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

2. Application for Building Permit. ~~Application for a building permit shall be made to the Building Official upon forms provided by the Building Official. A fee set by the council shall be submitted with the application to cover the costs of administration and expenses. The application for the permit shall include, without limitation, the following information:~~
 - a. Complete plans and specifications for the construction of the pool and accessory features;
 - b. A site plan showing the size and location of the proposed pool and surrounding features (ex: patio, deck, landscaping), setback to property lines, location of all structures on the lot, including the house, garage, fences, trees, overhead or underground wiring, utility easements, and other significant improvements or natural features.
 - c. The proposed location of pool equipment, including pumps, filters, electrical power source (if applicable), flushing and drainage outlets, and other operations features;
 - d. Location and specifications of protective fencing
3. ~~Construction Setback~~ Location Requirements. Private swimming pools shall be constructed so as to avoid hazard or damage to the occupants of the subject property or the occupants of adjacent property and shall meet the following minimum requirements
 - a. Utility Lines Setback. ~~No pool shall be located within 18 feet (measured horizontally) from any underground or overhead utility line of any kind. No pool shall be located beneath any overhead utility line or over any underground utility line of any type.~~
 - b. Easements. No pool shall be located within any public or private utility easement, ingress, or egress easement, drainage way, marsh, or other location in which it will represent a threat to the natural environment.
 - c. Setbacks Accessory Structures. ~~Swimming pools are accessory structures in all residential districts under the Princeton Zoning Ordinance and must~~ shall meet appropriate accessory structure setback regulations.
 - d. Electrical. All electrical installations shall comply with current building, electrical, and other applicable state and local codes.
4. Walls and/or Fence Required. ~~A wall or fence at least 6' in height, so as to inhibit climbing, shall completely enclose the pool. All openings or points of entry into the pool area shall be equipped with gates or doors. All gates and doors shall have a latch which shall be so constructed and so placed as to be inaccessible to~~

~~small children. All gates and doors shall be latched when the pool is not in use. Any opening between the bottom of the fence and the ground level and within the body of the fence itself shall not exceed 3 inches. The wall of any pool constructed above ground level, regardless of the height thereof, shall not qualify as a safety fence.~~

a. A structure or safety fence at least four (4) feet in height, but not greater than eight (8) feet in height, shall enclose the pool to inhibit children from gaining uncontrolled access.

- 1) As an alternative to a safety fence, an automatic pool cover may be utilized if it meets the standards of F1346-91 (reapproved 1996) of the American Society of Testing and Materials (ASTM), as such standards may be modified, superseded or replaced by ASTM.
- 2) For above-ground pools, the pool wall may count as the safeguard if it meets the height requirements as stated above, and a removable ladder is installed and removed when not in use.

b. All openings or points of entry into the pool area shall be equipped with gates or doors. All access gates or doors shall contain self-closing and self-latching hardware in accordance with the Building Code placed at a sufficient height so as to be inaccessible to small children. All gates and doors shall be latched when the pool is not in use. Spacing between the bottom of the access gate and the ground shall not exceed three (3) inches.

c. If a property has a fence in the backyard that meets the height requirements as stated above, then an additional fence shall not be required around the pool. Such fence shall be required to have a self-latching mechanism on the interior side of the fence.

5. Miscellaneous Requirements

d. Ladder. Removable ladders shall be removed from the pool when not in use to prevent uncontrolled access.

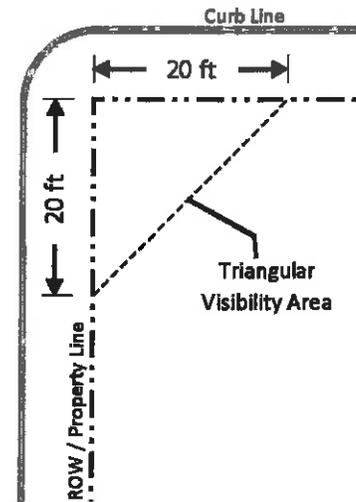
~~6. Application. The provisions of this section, as well as any other MN State Building Code requirement, shall apply to pools constructed after the date of passage of this section.~~

SECTION THREE. Subsection S (Traffic Visibility) of Section 2 (Standards) of Chapter VI (Performance Standards) of Title 11 (Zoning) of the Princeton City Code of Ordinances is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

S. Traffic Visibility

~~No fences, structures, or plantings creating a visual obstruction shall be permitted within the required front yard setback on a corner lot and shall conform with the standards required within the specific districts outlined within this ordinance.~~

No fence, wall, hedge, screen, sign, structure, vegetation, planting, or other obstruction shall be higher than three (3) feet above grade on any corner lot within the triangular area formed by the intersecting street right-of-way lines and a straight line joining the two (2) street lines at points which are thirty (30) feet distance from the point of intersection, measured along or within twenty (20) feet distant from the point of intersection. See graphic.



SECTION FOUR. Subsection E (Yard Requirements For R-1 District) of Section 4 (R-1 Residential) of Chapter V (Zoning Districts) of Title 11 (Zoning) of the Princeton City Code of Ordinances is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

- ² If, at the time ~~this ordinance becomes effective~~ of an application affecting the front yard setback, 50% or more of the then existing dwellings having frontages on the same side street or road for three (3) blocks have a predominant an average front yard setback different from that specified herein, then all buildings thereafter erected, altered, or moved may conform to that ~~predominant~~ average front yard depth as a minimum.

SECTION FIVE. Subsection E (Yard Requirements For R-2 District) of Section 5 (R-2 Residential) of Chapter V (Zoning Districts) of Title 11 (Zoning) of the Princeton City Code of Ordinances is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

- ² If, at the time ~~this ordinance becomes effective~~ of an application affecting the front yard setback, 50% or more of the then existing dwellings having frontages on the same side street or road for three (3) blocks have a predominant an average front yard setback different from that specified herein, then all buildings thereafter erected, altered, or moved may conform to that ~~predominant~~ average front yard depth as a minimum.

SECTION SIX. Subsection D (Yard Requirements For R-3 District) of Section 6 (R-3 Multi-Family Residential) of Chapter V (Zoning Districts) of Title 11 (Zoning) of the Princeton City Code of Ordinances is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

2

If, at the time ~~this ordinance becomes effective~~ of an application affecting the front yard setback, 50% or more of the then existing dwellings having frontages on the same side street or road for three (3) blocks have a predominant an average front yard setback different from that specified herein, then all buildings thereafter erected, altered, or moved may conform to that predominant average front yard depth as a minimum.

EFFECTIVE DATE. This ordinance shall take effect upon its summary publication in the City's official newspaper. Said publication shall read as follows:

Ordinance #___ amends Subsection L (Landscaping), Subsection R (Swimming Pools), and Subsection S (Traffic Visibility) of Section 2 (Standards) of Chapter VI (Performance Standards) and Subsection E (Yard Requirements for R-1 District) of Section 4 (R-1 Residential), Subsection E (Yard Requirements for R-2 District) of Section 5 (R-2 Residential), and Subsection D (Yard Requirements for R-3 District) of Section 6 (R-3 Multi-Family Residential) of Chapter V (Zoning Districts) of Title 11 (Zoning) of the Princeton Code of Ordinances revising landscaping, swimming pool, traffic visibility, the R-1, R-2, and R-3 front yard setback standards. A copy of the full ordinance is available for review at City Hall.

ADOPTED by the City Council of the City of Princeton this ___ day of _____, 2014.

Paul Whitcomb, Mayor

ATTEST:

Shawna Jenkins, City Clerk

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

TAB D

Mayor Paul Whitcomb called the meeting to order. Council members present were, Thom Walker, Dick Dobson, and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Carie Fuhrman, Clerk Shawna Jenkins, Police Chief Brian Payne, Police Investigator Todd Frederick, Engineer Mike Nielson, Nancy Campbell, and Public Works Director Bob Gerold. Absent was Jules Zimmer.

2015 Insurance Renewal Update – Jim Burroughs

Burroughs reported that they finally got the renewal pricing. The pricing that is quoted at this point does not include the appraisals that are currently being done by the League. The City is currently rated as low as we can go in regard to claims.

Karnowski added that the League is also modifying and changing the rating factors, so we see more changes. However, the cost is down slightly again this year as it was last year.

Jackson asked if we had the Excess Liability coverage last year. Burroughs replied that the City did have that coverage, and it is an additional \$855.

Hallin asked why there appears to be 2 coverages on the lift stations. Burroughs said one is building coverage and other is for the contents.

HALLIN MOVED TO APPROVE THE INSURANCE RENEWAL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Jackson added that the agency did a great job informing the City of Rollie's retirement and transitioning over to Jim Burroughs.

13th Ave Water Looping – Continued Discussion

Nielson reported that he believes this has been in the works for 5 or 6 years. He has 2 pressure flow maps for review. Currently at the end, there is only 600 gallons per minute fire flow, and directly below where Arcadian would be is only 700 gallons per minute.

When it was first discussed the plan was to run it up First, down 13th and loop around on 10th. Since that time, talk has been to continue it down West Branch and connecting, but the PUC stated that was more than their funds would allow at this time.

Staff and Mayor Whitcomb met with the PUC this afternoon, and looked at 3 surfacing options for the roadway, including cutting down the middle and patching, a one inch overlay, and the last was to reclaim and resurface.

Option 1 is for the road to be cut and patched. That will cost approximately \$211,000, with the water main improvements \$210,000.

Option 2 would be a one inch overlay, which would add \$56,000

Option 3 would be to Reclaim and Resurface, with 3" new surface. That would cost an additional \$110,000.

West Branch will have similar numbers, but because we don't know what is going to be done with 13th and Highway 95, we probably don't want to repave it if it may be torn up at some point.

Unofficially, the compromise with PUC was for them to do the West Branch portion and connect to 10th. It will probably get them to 2500 gallons per minute.

West Branch can be estimated at about \$700,000 with half being water main and half street cost. We are proposing the street improvements were to be assessed if the council went with option D (reclaim and resurface). The policy says we can assess up to 100%, but past practice has been to assess about 50%.

Karnowski stated that West Branch is not the best of streets. When we had the public hearing, people were concerned if it were to be hooked in to Highway 95 would it greatly increase traffic. He questioned if we were to improve 13th, would it help keep people off West Branch.

Nielson said if the City didn't want to participate, PUC would likely patch the street and we would still have a poor quality street. If we share the project, we can get a better end result.

Walker asked how many properties would be assessed. Nielson said there are some multi-family homes, so we could use a residential unit, population equivalent, or a square footage calculation.

The normal procedure would be for the Council to authorize the feasibility study. If we can decide on which Option, we could put together an assessment list, then order the public hearing. Anticipated construction would be in the spring.

Walker asked if putting in a 12 inch line would cause a problem in the old lines. Nielson responded it is a possibility, but shouldn't be a major concern. Walker asked if they would reconnect the apartment to the West Branch line. Nielson said that will be his suggestion, so they would have a much shorter service line. Right now, some of them have 300-400 feet of line to get to the main. Once the connection changed, it would only be about 50 feet. We could make the connection fee part of the assessment, which would probably be the cleanest way to get it all done.

Karnowski said they are looking for Council to approve a feasibility study to go from 13th around 10th and down to Hytech.

HALLIN MOVED TO APPROVE A FEASIBILITY STUDY FOR A WATERLINE TO GO FROM 13TH, AROUND 10TH AND DOWN TO HYTECH AUTOMOTIVE. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Karnowski said the PUC may still agree to pick up a portion of this if the City is going to assist in the project. Nielson said they were originally go to 10th as they thought they could afford that. Hallin said this needs to happen for safety purposes and to get the Arcadian Site developable.

Walker agreed and said if the Arcadian Site is ever going to be done, this project needs to be done. He asked if the City will bond for this, or pay for it out of capital improvements. Jackson said it is the \$200,000 - \$400,000 range so we can likely use CIP funds.

Civic Center Update

Gerold reported that the electrical is done in the sunroom and great room. The Electricians are continuing in the kitchen and anticipate completion in another day or day and a half. The sunroom and great room ceiling has all been insulated and sheet rocked. Steinbrecher will be staining the wood for the ceiling, and the carpenter should begin working on that in the next couple weeks. The kitchen equipment is in and A to Z is holding it for us until we are ready. We hope to be looking at flooring next week.

We do not have a time line for completion as of yet, as much of the labor we are getting is donated so it's harder to work around schedules. We are going to put a patio door set up for the sunroom so when not in use, it could be closed off and the heat can be turned down in that area.

2015 Budget Discussion

Jackson reported that there are some adjustments using inflationary increases for supplies, step increases for the employees eligible, mandatory PERA increases next year, and estimate wage increases

The Public Safety Building will see a fairly large increase, but what we are budgeting for is just an estimate at this time.

We are not in a position where we need to increase our fund balance, so we could use \$100,000 from the reserve, so that would lower the levy required.

Walker asked if there are any properties that we are collecting on this year, that we were not last year. Jackson said they had been discussing that and there are some large properties that will now be on the tax rolls. He added that the tax capacity listed on this preliminary will change, as we do not get those numbers from the county for a while yet.

Whitcomb stated he would like to use the \$100,000 from the reserves. Hallin and Dobson agreed. Jackson said he and Karnowski talked and they think it would be a good idea as well. Karnowski commented that we had always kept a higher fund balance than what is recommended, as there was always fear that the LGA would disappear.

Walker asked if that \$100,000 would be put back in reserves. Jackson said if the year goes well and the departments are fiscally responsible, we may not need to use that \$100,000.

Jackson said he will have a Resolution at the next meeting for the Council to approve the preliminary levy.

Central MN Co-op – Art by Amy Cunningham Invoice Approval

Jackson reported that this is an invoice that came in for the art mural, and the funds will come out of the grant that we are administering for the Art Co-op.

WALKER MOVED TO APPROVE THE ART BY AMY CUNNINGHAM INVOICE FOR \$5000 FOR THE CENTRAL MN ART CO-OP MURAL DESIGN AND PRODUCTION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Community Development Director

Karnowski reported that he has received Carie Fuhrman's resignation letter and that her last day will be Friday September 26th. However, she will be here to participate in the design team visit. She is scheduled to begin working for Vadnais Heights on Monday, September 29th. Fuhrman stated that this was a very difficult decision for her, but she feel this opportunity is a very good one for her.

Dobson said he hates to lose her and that she has been a real asset to the community.

HALLIN MOVED TO ACCEPT CARIE FUHRMAN'S RESIGNATION AND TO AUTHORIZE STAFF TO ADVERTISE FOR CANDIDATES FOR THE POSITION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

MOVED TO ADJOURN THE MEETING AT 5:45 pm. 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 SEPTEMBER 11, 2014 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Acting Mayor Vicki Hallin called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker and Dick Dobson. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Police Investigator Todd Frederick, Liquor Store manager Nancy Campbell, Public Works Director Bob Gerold, Clerk Shawna Jenkins and Attorney's Dick Schieffer and Damien Toven. Absent was Mayor Paul Whitcomb, Council Member Jules Zimmer and Community Development Director Carie Fuhrman

AGENDA ADDITIONS/DELETIONS

Karnowski removed Ordinance 711 from the Agenda, as that requires a 4/5 vote and there are only 3 in attendance.

CONSIDERATION OF MINUTES

- A. Study Session Minutes of September 4, 2014

WALKER MOVED TO APPROVE THE STUDY SESSION MINUTES OF SEPTEMBER 4, 2014. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Finance – Karen Hodge Step 5 Increase to \$23.78 effective 9-27-14
- C. **Donations / Designations**

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Minutes of August 21, 2014
- B. Fire Board Minutes of September 2, 2014
- C. PAVC Board Minutes of September 8, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

- A. Resolution 14-29 – Supporting Legacy Grant App for Riverside / Riebe Parks

Karnowski said Fuhrman apologizes for not being here this evening, but her grandmother passed away and the funeral was this afternoon. He reported that the City has been working with the Park Board and Princeton Area Visionary Committee over the past few years to obtain funding for improvements to Riverside and Riebe Parks. The initial grant applications concentrated on obtaining funding for the amphitheatre alone. Based on comments received from grant

reviewers, feedback received from the public, staff/Park Board discussions, and discussions with the PAVC, the project has morphed into improvements to Riverside and Riebe Parks in general, and not including the amphitheatre project at this time.

DNR staff has agreed that Riverside Park is indeed a regional park and offers regional significance (one of the criteria for the grant): 2012 campground registration records indicated visitors from all over Minnesota, as well as Arizona, Colorado, Rhode Island, Illinois Washington, Missouri, Oklahoma, and Canada. In addition, the nearest public campground along the Rum River to the north is in Mille Lacs Kathio State Park, approximately 62 river miles away, and there are no public campgrounds along the Rum River to the south and east of Riverside Park (according to the *Rum River State Water Trail Guide*). Staff views Riverside and Riebe Parks as one regional park due to their close proximity to one another, especially once the pedestrian bridge is constructed. We truly have a rare gem in Princeton.

If approved for submittal, the following improvements are proposed with this grant application:

Facility	Description	Location	Estimated Cost	Expected Completion Date
Riverside Park Restroom Upgrades	Demolish existing restrooms; Add fill to elevate above floodplain; Construct new restrooms with showers and handicap accessibility; Architect Review	Riverside	\$65,000	Summer 2015
	Installation of guard rail behind retaining wall for adjacent commercial business	Riverside	\$1,950	
	Update sanitary sewer (new pump, lift station, electricity updates)	Riverside	\$13,000	
	Retaining Wall behind restroom to prevent further erosion of bank	Riverside	\$10,000	
Riebe Park General Upgrades	Vault Toilet	Riebe	\$5,000	
	Pave Parking Area	Riebe	\$25,000	
	Picnic Shelter	Riebe	\$25,000	
Campground Updates	Utility Updates (electricity & storm sewer)	Riverside	\$15,000	Summer 2015
	Add bituminous to enlarge campsites	Riverside	\$5,000	
Miscellaneous	Replace existing campground grills, new garbage receptacles, new fire pits, benches, and picnic tables	Riverside & Riebe	\$16,650	Summer 2015
Picnic Shelter	Re-roof and electricity/lighting updates	Riverside	\$7,700	Summer 2015
Pedestrian Bridge	Pedestrian (walking & biking) bridge and abutments connecting Riverside and Riebe Parks -- design and installed	Riverside & Riebe	\$315,000	Spring/Summer 2016
	Structural Engineer Design	Riverside & Riebe	\$50,000	Summer 2015
Trail	Bituminous trail approximately 1,750 lineal feet	Riverside & Riebe	\$50,000	Spring 2016
Landscaping	Native re-vegetation at bridge entrances	Riverside & Riebe	\$30,000	Summer 2016
Signs	2 new Riverside Park signs near streets; replace existing sign in Riverside Park; and 2 interpretive signs in Riverside & 2 in Riebe Park	Riverside & Riebe	\$10,000	Summer 2016
Licensed Survey	Hire licensed surveyor to survey both parks	Riverside & Riebe	\$5,000	Summer 2015
Subtotal			\$649,300	

	10% increase		\$64,930	
	Total		\$714,230	

The existing canoe/boat launch is difficult to access - this may be added to the improvement list as well, but staff is first reaching out to the DNR to see about other funding sources as a possibility.

There is no match required, but additional consideration in the selection process is given to applicants that provide a non-state cash match. *Match equal to 10-25% of total cost will receive low consideration. Match greater than 25% of total cost will receive high consideration.* (\$178,557.50 would be 25% of the total costs). The request at this time is for the City Council to consider utilizing a portion or all of the \$90,000 set aside as a match for this grant application for the improvements to Riverside and Riebe Parks.

In an effort to continue improving the park and trail facilities offered in the Princeton community, the Park Board has recommended approval of the submittal of the 2014 Park Legacy grant for improvements to Riverside and Riebe Parks.

The 2014 Park Legacy Grant application is due September 26, 2014. If the City Council is in favor, a motion approving Resolution 14-29 to authorize staff to submit for the 2014 Legacy Grant would be in order. If they should choose, a motion to utilize a portion or all of the \$90,000 set aside as a match would also be in order.

DOBSON MOVED TO APPROVE RESOLUTION 14-29 AUTHORIZING STAFF TO SUBMIT FOR THE 2014 LEGACY GRANT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

WALKER MOVED TO APPLY THE \$90,000 SET ASIDE FOR A MATCH FOR THIS GRANT. HALLIN SECONDED. MOTION CARRIED UNANIMOUSLY

~~B. Ordinance 711—Amending Fences—FINAL READING~~

C. Resolution 14-30 – Approving the Preliminary Levy

Jackson reported that as discussed at the last meeting, they will be using \$100,000 to keep the levy down slightly this year. This is to adopt the preliminary general fund budget for 2015 and proposed levy. It will be a 2.03% increase. This is establishing a ceiling, we can always make alterations to decrease the budget when the final levy is approved in December.

MOVED TO APPROVE RESOLUTION 14-30 CERTIFYING A TOTAL PRELIMINARY TAX LEVY AND DESIGNATING PUBLIC INPUT MEETING. SECONDED THE MOTION.

Karnowski said they are trying to create budgets that reduce the levy, but this does generate an increase numerically. However, we do not know what the valuation of the properties are at this point. Also, Walmart and USDP are coming on for full taxes in 2015 and staff is confident that we still may end up with a tax decrease for the city. We will know before the final levy is adopted, so adjustments can be made if requested.

THE MOTION CARRIED UNANIMOUSLY.

D. Ordinance 712 – Amending Transient Merchant / Vendor Licensing – FIRST READING

Karnowski reported that at the August Study Session the Council discussed amending the city's Vendor Licensing Ordinance to try and get away from having vendors paying a fee to both the Chamber and the City.

The language in the ordinance is what's called a 'strike everything' amendment in that the proposed language totally replaces the current language.

As noted in the "Purpose" section of the proposed language, the purpose is to not regulate sales at craft shows, flea markets, farmer's market, trade shows, fairs or similar events sponsored by a bone fide civic group, club or organization being held on non-public property. But similar events (like the Block Party) being held on public municipal property must have the prior permission of the City Council. The attached language is pretty much the same as the Vendor Licensing Ordinance used by the city of Red Wing.

The City Attorney has reviewed the proposed language and suggested a revision which was added as suggested.

DOBSON MOVED TO INTRODUCE ORDINANCE 712 AMENDING THE TRANSIENT MERCHANT AND VENDOR LICENSING ORDINANCE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. SCDP Policies and Procedures Manual Approval

Karnowski reported that the Small Cities Development Program is requesting that the City Council adopt the Policies and Procedures Manual as it is required for the grant.

WALKER MOVED TO APPROVE THE SMALL CITIES DEVELOPMENT PROGRAM POLICIES AND PROCEDURES MANUAL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Results of the Outdoor Community Night

Karnowski said Fuhrman compiled a list from the discussions at the Outdoor Community Night last month. They include what the residents like about the City, What they would like to see, and what they envision the City will look like in 20 years.

Hallin said it was an excellent event and it was a great experience for the community. She said she is very proud of the youth that participated in the committees.

C. Final Streambank stabilization Erosion project bid

Karnowski reported this afternoon the city opened up the bids submitted by five (5) different contractors to do the final streambank erosion control project that is being done in conjunc-

tion with the city's efforts to reduce the amount of phosphorus that gets discharged into the Rum River.

Those bids were as follows:

Aspen Construction:	\$378,438.56
Cobalt Contracting:	\$603,112.50
Minnesota Native Landscape:	\$329,490.00
Morgan Construction:	\$364,680.00
New Look Contracting	\$441,272.50

The engineer's estimate was right around \$400,000, so Minnesota Native Landscape's bid, being about 20% under the engineer's estimate is a good bid.

Staff still needs to double check the low bid to make sure there were no mathematical errors and then have USDA review and approve awarding the bid.

Therefore, staff is recommending the Council adopt a motion to pass the appropriate resolution awarding the job to Minnesota Native Landscapes for the bid price of \$329,490.00 (contingent on the engineer's review and the USDA's approval).

Two streambank projects have been completed so far, and this is the last of the projects. Hallin asked if we have stayed in the budget on them. Karnowski responded that we are within the budget. Also, the loan funds are required to be spent first, then the grant funds.

Walker asked is there is phosphorus monitoring before and after the project. Karnowski replied that there was, and there is a calculation to determine how much phosphorus would come from so many feet of land.

Hallin said she can't believe that there is such a large difference. Karnowski replied that some of it can be companies that bid high in the thoughts that they could sub contract it out and still make some money.

DOBSON MOTIONED TO AWARD THE BID TO MINNESOTA NATIVE LANDSCAPES FOR THE BID PRICE OF \$329,490.00, CONTINGENT ON THE ENGINEERS REVIEW AND APPROVAL, AND THE USDA'S APPROVAL. WALKER SECONDED THE MOTION.

Walker asked if they submitted any change orders on the last 2 projects. Karnowski and Jackson replied that if they recall correctly, there was one but it was to slightly lower the cost.

THE CARRIED UNANIMOUSLY

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 \$78,152.04 AND THE ITEMS

LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70588 TO 70709 FOR A TOTAL OF \$375,002.17. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

MOVED TO ADJOURN THE MEETING AT 7:29 PM. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor