

**CITY OF PRINCETON
Planning Commission
Agenda
February 23rd, 2015
7:00 P.M., City Hall**

- 1. Call to Order**
- 2. Approval of Minutes of Regular Meeting on January 26th, 2015 - Tab A**
- 3. Agenda Additions/Deletions**
- 4. Public Hearing:**
 - A. #15-03 Conditional Use Permit to allow an accessory building that exceeds 1,000 square feet in R-3 Zoning District - Tab B**
 - B. #15-04 Variance to allow an accessory building to be more than the maximum height of 15 feet in the R-3 Zoning District – Tab C**
- 5. Old Business: None**
- 6. New Business:**
 - A. B-1 Central Business District Amendment – Tab D**
- 7. Communication and Reports:**
 - A. Verbal Report**
 - B. City Council Minutes for February, 2015 - Tab E**
- 8. Adjournment**



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TAB A

THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON JANUARY 26, 2015, 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, and Chad Heitschmidt. Staff present were Jolene Foss (Comm. Dev. Director), Mary Lou DeWitt (Comm. Dev. Assistant), and Charles Rickart (WSB Traffic Engineering).

Absent was Eldon Johnson.

OATH OF OFFICE:

Jack Edmonds took the Oath of Office.

ELECTION OF OFFICERS:

HEITSCHMIDT NOMINATED JACK EDMONDS FOR PLANNING COMMISSION CHAIR. HEITSCHMIDT MOVED, REYNOLDS SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR JACK EDMONDS FOR PLANNING COMMISSION CHAIR, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

EDMONDS NOMINATED CHAD HEITSCHMIDT FOR PLANNING COMMISSION VICE CHAIR. EDMONDS MOVED, REYNOLDS SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR CHAD HEITSCHMIDT FOR PLANNING COMMISSION VICE CHAIR, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

EDMONDS NOMINATED JEFF REYNOLDS FOR PLANNING COMMISSION SECRETARY. EDMONDS MOVED, HEITSCHMIDT SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR JEFF REYNOLDS FOR PLANNING COMMISSION SECRETARY, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES OF REGULAR MEETING ON DECEMBER 15, 2014

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF DECEMBER 15, 2014. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS: NONE

PUBLIC HEARING:

A. #15-01 Conditional Use Permit at 307 13th Avenue North
City Administrator wrote the following memo:

Before the Commission is a zoning request to issue a Conditional Use Permit to allow a residential property owner to have more than 3 dogs at their resident. An issue is a contradiction in the city ordinances relating to kennel licensing in the city.

Specifically, the contradiction is that the city ordinances in that Section 500.60, Paragraph (B) of the city code clearly states that kennels are not allowed within Princeton:

Kennel as a nuisance. *Because the keeping of three or more dogs or cats on the same premises is subject to great abuse, causing discomfort to persons in the area by way of smell, noise, hazard and general aesthetic depreciation, the keeping of three or more dogs or cats on the premises is hereby declared to be a nuisance, and no person shall keep or maintain a kennel within the city.*

So our ordinances say ‘three or more’ is a kennel but our zoning ordinance defines a kennel as:

Kennel – *Any place where more than three domestic animals over eight months of age are owned, boarded, bred, trained or offered for sale, but not including veterinary clinics, and then goes on to allow kennels in:*

- 1. The B-2 Neighborhood district as a Conditional Use so long as there is no overnight boarding (1.e. “Paws Up for U”), and*
- 2. The B-3 General Business District as an Interim Use when part of a Veterinary Clinic.*

The two ‘commercial’ uses appear to make sense, but the Ordinance goes on to allow kennels in:

- 3. The R-1 Zone as a Conditional Use, and*
- 4. The R-2 Zone as a Conditional Use, and*
- 5. The R-3 Zone as a Conditional Use.*

I checked with both the City Attorney and with the Chief Counsel at the League of Minnesota Cities (LMC). Based on those discussions, it’s suggested that the Planning Commission hold the hearing as scheduled and make sure any testimony (including discussion by the Commission) is entered into the record. The Planning Commission should then recommend that the City Council adopt an interim ordinance putting a moratorium on the issuance of any kennel permits which will give the city time to further research the issue and return with a recommendation for how the ordinances should be adjusted.

In the meantime, the current application will be held in abeyance until a decision on ordinance amendments is made. The recommended time for the moratorium is six (6) months.

A copy of the recommended interim ordinance is attached for your review and consideration.

*******End of Staff Memo*******



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Lois Foster, applicant wrote the following memo:

Greetings Planning Commission

*I am applying for a Kennel License/Conditional Use
I have been a resident of Princeton since July 2009
My back yard is completely fenced*

*I currently have 3 resident dogs & 1 old cat
Penny 8 year old 20 pound Shitzu
Boo 10 year old 10 pound Shitzu/Bischon
Princess 2 year old 6 pound Chihuahua Mix
Xena 15 year old 15 pound Yellow Tabby
All have been spayed/neutered*

*I am in the process of adopting Sandy
Approximately 7 years old – Chihuahua/Pomeranian Mix about 8 pounds*

*When the dogs are let outside they are not out long – I do call them in when barking is heard –
Dogs do bark- They are not running in the neighborhood- They are all well fed & cared for*

*In addition to my resident dogs, I foster dogs for Ruff Start Rescue of Princeton – The most dogs
I have at one time are 9 (4 of my own & 5 fosters) – They stay with me until they are adopted –
There is no certain time frame for how long the foster dogs will be with me – I prefer the little
old ladies – The same applies here as above – They are not outside long & brought in
immediately when barking ensues*

*Please grant my application – You would make this little old lady very happy
Thank you for your consideration*

Lois Foster of Princeton January 6, 2015

*****End of Memo*****

Foss asked Lois Foster, applicant if she would step up front so she could address some questions. Foss said she had called Foster and told her the City Administrators recommended to hold the public hearing as scheduled and the Planning Commission should recommend that the City Council adopt an interim ordinance putting a moratorium on the issuance of any kennel permits which will give the city time to further research the issue. Foss said she told Foster that the foster dogs she has she should try to adopt out and not take in any additional dogs.

Edmonds said the conflict is kennels are not allowed and nothing addresses foster pets.

Heitschmidt asked Foster if she has foster dogs now.

Lois Foster said yes she has four foster dogs. She has small kennels in the house with their doors open so the dogs can go in and out of them. She only takes in little dogs. She monitors the dogs when they are outside in the fenced area. She would like to adopt one more. She had dogs when she moved here and two had died and she had gotten more. She would like to continue to foster. She believes this is really important and would like to continue it. How would she help the rescue if she cannot do the foster care.

Edmonds said she cannot have anymore dogs taken into her house at this time. The Ordinance will need to be reviewed and amended.

Foss told Foster that she cannot take in anymore dogs. Some of the items the Ordinance amendment will have to address is how we track the foster animals, license them, and even if one gets lost. We recognize that there are areas that have not been addressed.

Edmonds opened the public hearing.

Diane Krueger, said she lives in Milaca and works with the Ruff Start Rescue Program. Ruff Start Rescue currently has 200 foster homes throughout the State. This is a large organization and all dogs that are fostered are checked over by the veterinarian and have been spayed or neutered. They are also micro chipped. The dogs go through a program where they are safe to go into a home. The small dogs are adopted quicker.

Foss asked what the time limit is for a home to have a foster dog.

Krueger said there is no time limit of having a foster dog in your home. It is hard when you bond with the dog, but the foster person has training and know that the dog will be given to a good home. Most of the dogs have lived where they have not had attention so they bond with the foster person.

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Foss informed the Planning Commission Board that she did receive an email from Michele McPherson from the Mille Lacs County Ag Society that if the Conditional Use Permit is granted a condition she would suggest would be ensuring proper control and containment of the animals be imposed to avoid animals running loose on the Fairgrounds.

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO RECOMMEND TO THE CITY COUNCIL THAT THEY ADOPT AN INTERIM ORDINANCE PUTTING A MORATORIUM ON THE ISSUANCE OF ANY KENNEL PERMITS WHICH WILL GIVE THE CITY TIME TO FURTHER RESEARCH THE ISSUE AND RETURN WITH A RECOMMENDATION FOR HOW THE ORDINANCES SHOULD BE AMENDED. THIS



DRAFT

Planning Commission

January 26, 2015

Page 5 of 13

APPLICATION WILL BE HELD UNTIL A DECISION ON ORDINANCE AMENDMENTS IS MADE. THE RECOMMENDED TIME FOR THE MORATORIUM IS SIX (6) MONTHS. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

B. #15-02 Conditional Use Permit for new Princeton Public K-2 School

Community Director wrote the following memo:

BACKGROUND

Princeton Public Schools Independent School District 477 has submitted an application for a Conditional Use Permit in order to construct a new 102,000 square foot educational building, an expansion to an existing parking lot, a new bus lot that will hold up to 34 busses, as well as provide event parking, a new playground, concrete walks, a loading dock, outdoor classroom, and new athletic fields. The property described as CITY OF PRINCETON, NW OF NE, EX PART TAKEN FOR CO RD & EX E 150 FT OF W 586.05 FT OF N 100 FT, Section 28, Township 36, Range 26, PID #24-028-1300

ANALYSIS

This facility will be located north of the existing North Elementary School at the intersection of 12th Street North and 7th Avenue North. The new building will consist of 11 classrooms and an additional flex room for all grades which will provide learning space for up to 766 students.

ZONING DISTRICT: *The location is zoned R-1.*

The following uses are permitted subject to the issuance of a Conditional Use Permit: School and educational buildings.

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: *City Engineer has addressed issues relating to stormwater runoff. (See attachment)*

3. Adequate parking and loading is provided in compliance with the Ordinance.

Comment: *Adequate parking and loading design is in compliance with the ordinance.*

4. Possible traffic generation and access problems have been addressed.

Comment: *The potential traffic impacts and improvements needed have been addresses in the traffic study.*

5. The purposed use can be accommodated with existing public services and will not overburden the city's service capacity.

Comment: *All issues regarding city services have been addressed by the City Engineer. (See attachment)*

6. *The proposed use conforms to the City's Comprehensive Plan and is comparable with present and future land uses of the area.*

Comment: *Growth and expansion, including the development of new educational facilities is in alignment with the City's Comprehensive Plan and shows compatibility within the neighborhood.*

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

Mandy Backstrom, (Anderson-Johnson Associates, Inc) wrote a brief narrative for the Princeton Primary School:

This projects primary goal is to provide a new school building for K-2 students in the Princeton School District. The new building will consist of 11 classrooms and an additional flex room for all grades which will provide learning space for up to 766 students. Include in the project is a new 102,000 square foot building, an expansion to an existing parking lot, a new bus lot that will hold up to 34 busses as well as provide event parking, a new playground, concrete walks, loading dock, outdoor classroom, and new athletic fields.

*****End of applicant narrative*****

Edmonds opened the public hearing.

John Trunk, 1209 ½ 7th Avenue North, asked if there is going to be City sewer and water connected along 7th Avenue North.

Edmonds said those questions will be answered at the Site Plan Review.

Foss said there will be City sewer and water, but is not sure the direction it will go.

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

REYNOLDS MOVED, SECOND BY HEITSCHMIDT, TO APPROVE THE CONDITIONAL USE PERMIT FOR THE NEW PRINCETON K-2 PRINCETON PUBLIC SCHOOL THAT WILL BE 102,000 SQUARE FOOT BUILDING IN AN R-1 RESIDENTIAL DISTRICT. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:

1. Does the proposed use violate the health, safety or general welfare of the Princeton residents? No.



DRAFT

Planning Commission

January 26, 2015

Page 7 of 13

2. Has the proposed use been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation (if applicable)? Yes.
 3. Is adequate parking and loading provided in compliance with the Ordinance? Yes.
 4. Have possible traffic generation and access problems been addressed? Yes.
 5. Can the proposed use be accommodated with existing public services and not overburden the City's service capacity? Yes.
 6. Does the proposed use conform to the City's Comprehensive Plan and is compatible with present and future land uses of the area? Yes.
- Are there conditions that could be attached to the granting of a permit that would mitigate any potential the adverse impact? No.

OLD BUSINESS: None

NEW BUISNESS:

A. Site Plan Review for Princeton Public K-2 School

Memo from Community Development Director:

BACKGROUND

Princeton Public Schools Independent School District 477 has submitted an application for a site plan review in order to construct a new 102,000 square foot educational building, an expansion to an existing parking lot, a new bus lot that will hold up to 34 busses, as well as provided event parking, a new playground, concrete walks, a loading dock, outdoor classroom, and new athletic fields. This facility will be located north of the existing North Elementary School at the intersection of 12th Street North and 7th Avenue North.

The property is zoned R-1 Residential, and an application for a Conditional Use Permit has been received.

ANALYSIS

The property is located directly to the north of the North Elementary, East of 7th Avenue North. The property is legally described as CITY OF PRINCETON, NW OF NE, EX PART TAKEN FOR CO RD & EX E 150 FT OF W 586.05 FT OF N 100 FT, Section 28, Township 36, Range 26, PID #24-028-1300

Building Materials: The project consists of building a new pre-cast structural concrete and brick. The building that is approximately 102,000 square feet in size.

Landscaping: A landscaping plan has been provided and additional considerations will be included in the Developer's Agreement.

Signage: No signage is proposed at this time. The builder is aware that if any freestanding signage is proposed, review by the Planning Commission is required, and signs require a building permit.

Parking: Parking is proposed along the east and west side of the building. The west parking lot includes 158 stalls. The east parking lot includes 35 stalls. The bus parking lot includes 34 bus stalls, 135 event only car stalls. There are 6 accessible parking stalls provided.

Drainage: The applicants have prepared a Grading and Drainage Plan. The City Engineer has reviewed the plan and has requested additional information, which the applicant is working on. Approval of the site plan review shall be subject to the conditions from the City Engineer.

Fire Inspector: The Fire Inspector has reviewed the plans and is requesting additional items that need to be addressed by the architect. (See attachment)

CONCLUSION/RECOMMENDATION

Staff is recommending approval of the site plan review of the Princeton Primary School, subject to the following conditions:

1. Additional items submitted by the Fire Marshall must be addressed;
2. Signage shall require a permit prior to installation. New freestanding signage requires Planning Commission review;
3. The City Engineer's conditions and recommendations shall be followed;
4. A Developer's Agreement shall be put in place;
5. An updated site plan shall be submitted; and
6. A building permit shall be submitted and approved by the City's Building Official prior to commencement of construction.

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

City Engineer with WSB wrote the following memo:
Memo dated: January 16, 2015

We have completed a review of the preliminary site plan for the above referenced site prepared by Wold Architexts and Engineers received by the City and signed January 6, 2015. The site involves the addition of a primary school along with relocating ball fields. This letter is not intended to be our final comments on the submittal, but identifies concerns that we have noted that will need to be addressed either as part of this submittal or with the final site/design plans as noted.

General Plan Comments

- Existing conditions are somewhat difficult to read on the plan. Existing contour labels need to be sized to be legible.
- Check the scale on the plan sheets, some plan sheets do not appear to be at the scale that is labeled.



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- Plans should be constructed according to City Detail Plates.
- Provide a pavement design for bituminous sections, and call out where heavy duty vs. light duty bituminous will be located.
- Site plan should include more information regarding parking stall/handicap stall requirements along with striping to verify an adequate drive isle is being provided.

Sanitary Sewer

- The sanitary sewer should be located within public right-of-way to be able to serve the school and the residents on the west side of the street and to allow year round access to manholes for maintenance. The exact location within the ROW can be discussed.
- Is there a reason that the spacing of the manholes are generally at 200-ft? The minimum spacing for manholes is 400-ft, it seems there are way more manholes than are necessary.
- Add note to plan to put a ball in the most downstream pipe where the connection is made to existing sanitary sewer to prevent any flow/debris into the existing system until all sanitary sewer is installed and approved.

Watermain

- The PUC does not allow private watermain's. The proposed watermain should be located within the public ROW. The exact location can be determined with input from the PUC.
- Label the valves that will need to be closed while connecting to existing watermain. Any residents/businesses affected by the water shut down will need to be notified according to the City's policy.
- 12"x12" wet taps are available and should be considered for the connection to existing watermain.
- How will the connection to existing watermain happen on the east side of the existing building? It is drawn as if it is going to connect at a skew; label existing watermain and identify how the connection will be made.
- All watermain restraints will need to be constructed according to the City's standards.
- Will 12-inch watermain need to be braced while connection is made? Depending on the soils, enough watermain may be exposed and may need to be braced to avoid it from falling in the trench.
- The notes say all watermain is to be ductile iron, yet the labels call it out to be PVC.
- The fire department will need to do a final review of the hydrant spacing.
- Will a separate fire service be required to the building?

Stormwater

- Provide a rational sheet for verification of pipe sizing.
- It is unclear as to what the labels are for "TD" and "BD" and "SB"? Are these roof drains?

- It is unclear as to whether or not there is curb and gutter being installed. If not, it appears as if the catch basins are located right at the edge of bituminous. This is not ideal.
- Show the entire existing pond the site is draining to along with labeling EOF's, normal and high water level. Show and label existing outlet from pond as well.
- Include a narrative in the stormwater plan that discusses existing conditions, the plan to manage stormwater, and verification that the City's stormwater management requirements as well as the requirement of the general stormwater permit are being met. Include in the narrative what is required for infiltration requirements. A map should be included identifying existing and proposed drainage areas, as well as calling out the amount of new and existing impervious surface.
- Provide a typical section for the infiltration basin which includes a mix of sand and organics to assist with vegetation. Label EOF for infiltration basin.
- Is SD-1 an FES? Is it submerged?

Erosion Control

- Project will need to obtain an NPDES Permit.
- The SWPPP included in the plan sheets provided appears to be incomplete.
- Plan does not call out any type of restoration methods. How will site be restored?
- Will a vegetation plan be submitted? Or a landscape plan?

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

Loren Kohlen, Fire Marshal (Metro West Inspection Services, Inc.) memo:

RE: New Primary Elementary School
City of Princeton

In reviewing the proposed site plan for the elementary school, the plans must show the following:

- 1) Where is the approved fire sprinkler valve room? Signage is required for such a room: Sec. 510.
- 2) Where are the utilities, gas, electric?
- 3) Show where no-parking is to be allowed.
- 4) Handicapped parking is not shown; must be closer to the main entries.
- 5) Provide fire access and hydrant between the existing school and new school: Sec. 503.1.1.
- 6) Both buildings must be fire sprinklered.
- 7) Fire apparatus roads must be marked and built to a 9 ton standard: Sec. 503.2.3.



DRAFT

Planning Commission

January 26, 2015

Page 11 of 13

8) The Fire Dept. connection to the fire sprinkler system must be on the street side (front) of the building, but visible from the street, and have a light and alarm above it: Sec. 912.1.

These items must be addressed by the architect. Should not hold up the C.U.P.

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

Ryan Hoffman (School Representative, ICS Consulting) was present to address questions. As of today he has a response to Civil Engineers clarifications. There will be a resubmittal from Civil Engineer for review. We have it covered for each item. There are minor changes needed. The sewer and water and traffic were the big ones and are working on it and they are close to agreeing on it. There is no solution on those for tonight. There is a separate parent and bus drop off site. This should help ease the traffic flow on 12th Street North.

Edmonds asked on the sewer extension.

Hoffman said sewer and water would run on the schools property parallel on 7th Avenue North down to 12th Street North, but now it is being discussed doing it in the middle of the road. The civil plans will show the sewer and water connecting to a future connection.

Charles Rickart (WSB Traffic Engineering), said he has been working with Ryan Hoffman and can talk on sewer and water plans. The sewer and water will be in the public right-of-way. Future connections to people on the west side of 7th Avenue North. How we phase it is what they are working on now.

Connie Wangen (Public Utilities Manager) said water will be put in the street so available for residents.

Rickart said there will be two construction seasons to work through this and get it done.

Reynolds asked if the bus drop off concerns were taken care of.

Richart said the initial study with the Police and Public Works concerns were raised. The primary issue is the drop off in the existing drop off area on 12th Street North to North Elementary and onto 7th Avenue North. They are looking at closing the public access on 12th Street North and opening an access on 7th Avenue North and stack through the parking lot and will have a connection to the other school from there. The access off of 12th Street North will be one driveway for buses only.

Edmonds asked private vehicle drop off will it be allowed to eliminate stacking.

Hoffman said each route will have a bypass to stacking.

Richart said the goal is to have all stacking in the parking lot if there is any on the street it would be on 7th Avenue North.

Jim Roxbury (Princeton Fire Chief) said Loren Kohnen went over the fire concerns. How the roads come in and come out there are a few concerns on the original traffic study and they are addressing them now. He would want to see it in writing for how this is going to be addressed.

Edmonds commented it will be a work in progress.

Heitschmidt said there is a lot of stuff that is not answered and iron out.

Foss said staff recommends approving the Site Plan with the condition that all missing pieces be addressed.

Reynolds said the conditions are addressed.

Heitschmidt said the concerns from the City Engineer and Fire Marshall were written in their memo's that they have not seen the answers to their concerns.

Foss looked over the papers of Hoffman's and said they look to be addressed.

Heitschmidt asked Richart if there is anything in the conditions that stand out.

Richart said the applicant is working with City Engineers and other City staff on the traffic plan to make sure all are comfortable with it. All are working for the same goal.

Jay Roxbury, 1211 7th Avenue North, has concerns on the vehicle stacking on 7th Avenue North. You are not adding lanes and it will be a nightmare there at 3:00 P.M. when the schools get out.

Edmonds said he drove school bus for eight years until this year. He believes they are trying to minimize traffic issues. 15 minutes each morning will be an issue.

Jay Roxbury said year's back the county was thinking of turn lanes and possibly lower the speed limit would help.

Richart said the county could do that. He will talk to them about it.

Hoffman said they are trying to eliminate some of the issues. The bypass in the parking lot should allow for a lot of traffic in the parking lot so that will help take off the street.

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE THE SITE PLAN REVIEW OF THE PRINCETON K-2 PRIMARY SCHOOL SUBJECT TO THE FOLLOWING CONDITIONS:

- 1. ADDITIONAL ITEMS SUBMITTED BY THE FIRE MARSHALL MUST BE ADDRESSED.**
- 2. SIGNAGE SHALL REQUIRE A PERMIT PRIOR TO INSTALLATION. NEW FREE STANDING SIGNAGE REQUIRES PLANNING COMMISSION REVIEW.**
- 3. THE CITY ENGINEER'S CONDITIONS AND RECOMMENDATIONS SHALL BE FOLLOWED.**



DRAFT

Planning Commission

January 26, 2015

Page 13 of 13

- 4. A DEVELOPER'S AGREEMENT SHALL BE PUT IN PLACE.
- 5. AN UPDATED SITE PLAN SHALL BE SUBMITTED.
- 6. A BUILDING PERMIT SHALL BE SUBMITTED AND APPROVED BY THE CITY'S BUILDING OFFICIAL PRIOR TO COMMENCEMENT OF CONSTRUCTION.

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

B. B-1 Central Business District Amendment

Foss wrote the following memo:

B-1 Central Business District currently states that churches or places of worship and education facilities are an allowed use with an Interim Use Permit.

Members of the Planning Commission have requested this Zoning Ordinance be analyzed and possibly amended to disallow this usage

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

Edmonds said he does not want to get too involved in this tonight since one of the Planning Commission members is absent. It can be discussed next month.

Foss said she does not have anything put together for this. She will put together other cities zoning regulations on churches and education facilities in a B-1 District and how they deal with it.

Edmonds wants staff to see if churches have always been in the B-1 District or if that was added and when it was added.

COMMUNICATION AND REPORTS:

A. Verbal Report

Foss does not have anything to report.

B. City Council Minutes for December, 2014

The Planning Commission Board had no comments.

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:00 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant

MEMORANDUM

TAB B



TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: **Public Utilities Commission**
**Conditional Use Permit for construction of an
Accessory Building over 1000 square feet**
DATE: February 23rd, 2015

BACKGROUND

The PUC is requesting a Conditional Use Permit to construct an accessory building which would be replacing an existing storage shed.

ANALYSIS

The subject parcel is located at 907 1st Street, Princeton. The legal description is Sec 33 Twp 36 Range 26 Lot-6 Blk-4, Carter's 2nd Addition. This is located just south of the main office along 10th Avenue South.

The request is to build an accessory building, 50'x32', with footings and a cement floor to be used for cold storage. The PUC will be tearing down an old lean-to, a metal shed with rotting walls and an existing building approx. the same size as the proposed building.

The location is zoned R-3.

Conditional Use Permit:

Accessory building which exceeds 1000 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: It appears the proposed use will have no negative impacts in regards to erosion, runoff, water pollution and sedimentation.

3. *Adequate parking and loading is provided in compliance with the Ordinance.*

Comment: Adequate parking and loading design is in compliance with the ordinance.

4. *Possible traffic generation and access problems have been addressed.*

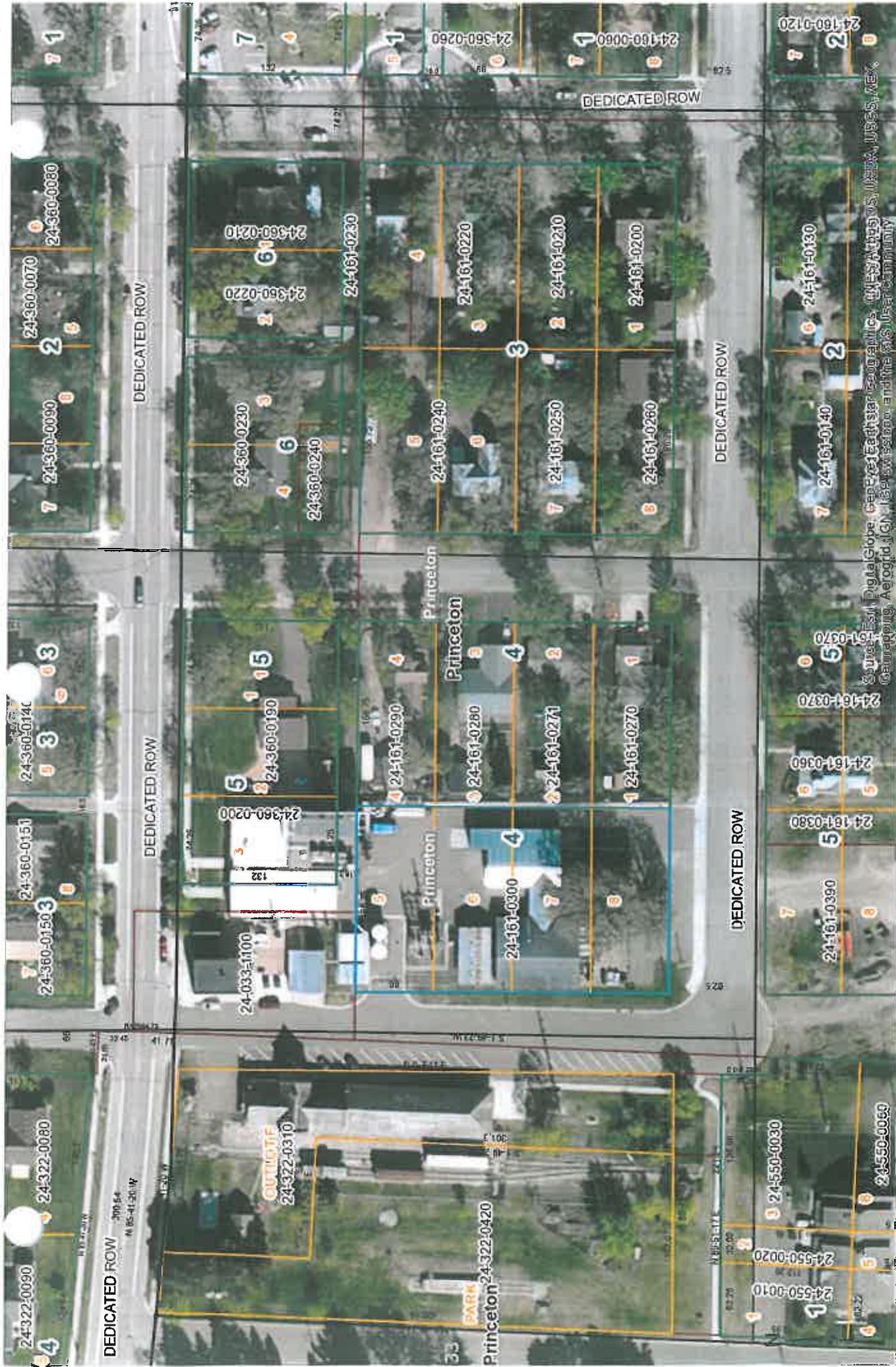
Comment: The proposed use appears to have no negative impact on traffic generation or accessibility.

5. *The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.*

Comment: The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.

6. *The proposed use conforms to the City's Comprehensive Plan and is comparable with present and future land uses of the area.*

Comment: The proposed use conforms to the City's Comprehensive Plan and is comparable with present and future land uses of the area.



Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNR Aero, IGN, USDA, USDA, USGS, AeroGRID, IGN, Esri, Mapbox, and the GIS User Community

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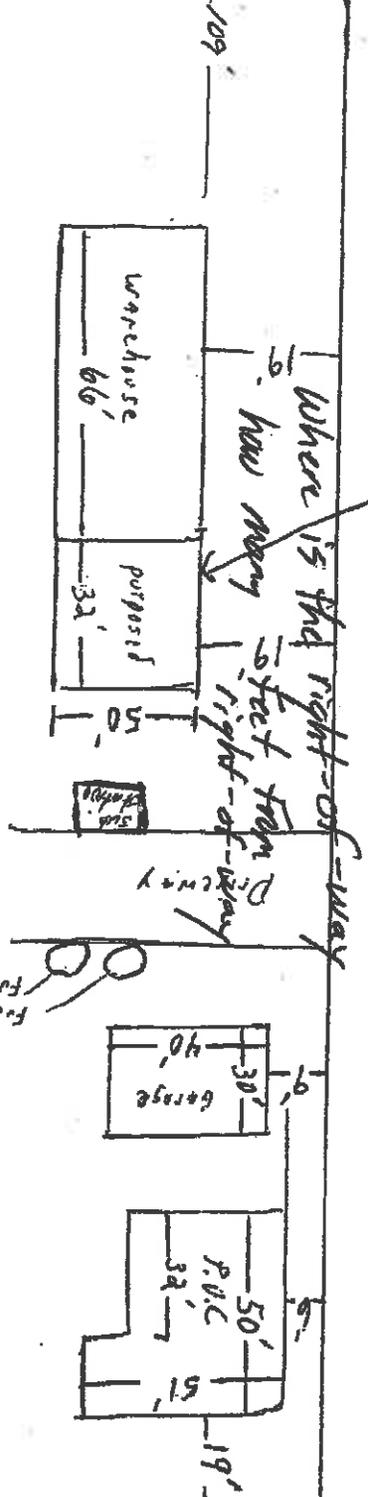
PUC- CUP & Variance

Date: 2/5/2015

TAB B SY

2nd St. So.

12' FROM R.R.W.
10' Ave So.



109

warehouse
66'

porch
33'

Dixie

Dixie

fuel tank

garage
30'
40'

P.O.C.
50'
51'

1st.

Princeton Public Utilities

All Utilities



MEMORANDUM

TAB C



TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: **Public Utilities Commission Variance for Accessory Building over the Maximum Height.**

DATE: February 23rd, 2015

BACKGROUND

The PUC is requesting a Variance to construct an accessory building at a height of 18 feet which would be replacing an existing storage shed.

ANALYSIS

The subject parcel is located at 907 1st Street, Princeton. The legal description is Sec 33 Twp 36 Range 26 Lot-6 Blk-4, Carter's 2nd Addition. This is located just south of the main office along 10th Avenue South.

The request is to build an accessory building, 50'x32', with footings and a cement floor to be used for cold storage. **The building would be built to a height of 18 feet.** The PUC will be tearing down an old lean-to, a metal shed with rotting walls and an existing building approx. the same size as the proposed building.

The location is zoned R-3.

Variance:

Accessory building which exceeds 15 feet in height within an R-3 Zone requires a Variance.

GENERAL VARIANCE REVIEW STANDARDS

Subsection 3.B of Chapter IV outlines the standards for review of a Variance:

1. *Is the variance in harmony with the general purposes and intent of the zoning ordinance?*

Comment: The variance is in harmony with the general purposes and intent of the zoning ordinance.

2. *Is the variance consistent with the Comprehensive Plan?*

Comment: It appears the variance will remain consistent with the Comprehensive Plan.

3. *Does the property owner propose to use the property in a reasonable manner not permitted by the zoning ordinance?*

Comment: The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.

4. *Are there circumstances unique to this property not created by the landowner?*

Comment: There are no circumstances unique to this property not created by the landowner.

5. *Will the issuance of the variance maintain the essential character of the locality?*

Comment: The issuance of the variance will continue to maintain the essential character of the locality.

6. *Does the alleged practical difficulty involve more than economic considerations?*

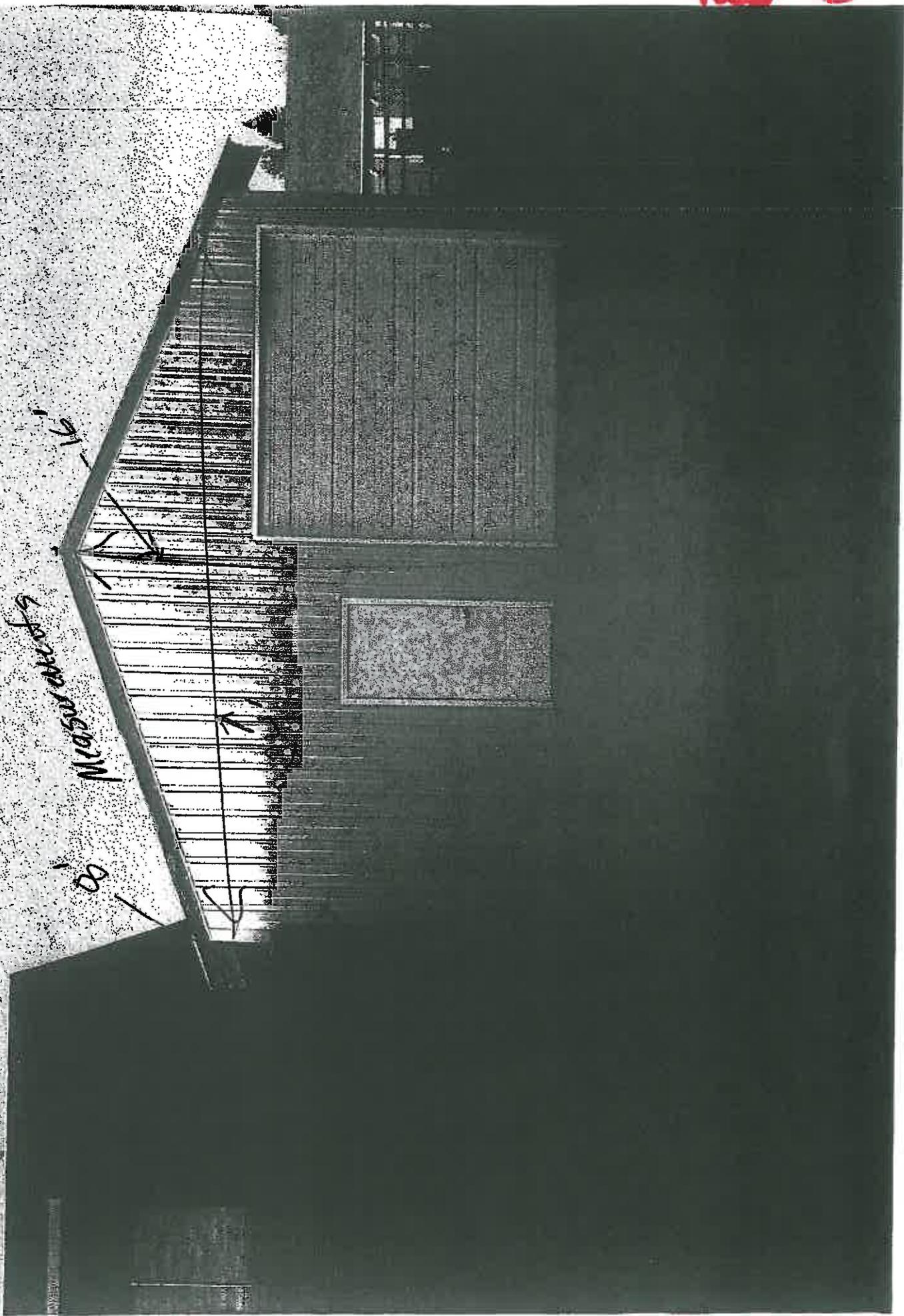
Comment: Yes, the Public Utility Commission vehicles require an increased height allowance for entrance into the building.

Existing Building to be removed

Masonry elements

16'

20'



18'
to peak

TRUSSES @ 24" oc.

~~ARCHITECTURAL MTG~~
~~ROOFING MATERIAL~~

~~2x4 ROOF PURL~~

METAL SD

13'6"

~~DOUBLE 4"~~
~~HORIZONTAL~~
~~1/2" ASTM~~
~~2x12 STUC~~

6" CONC FLOOR W/ GYE MESH

~~15 COURSE G~~

~~6 COURSE F~~

2" RIGID INSULATION

- 1
- 2
- 3
- 4
- 5
- 6
- 7

24" x 12"

TYPICAL WALL SECTION

MEMORANDUM

TAB D



TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: B-1 Central Business District Amendment
DATE: February 23rd, 2015

B-1 Central Business District currently states that churches or places of worship and educational facilities are an allowed use with an Interim Use Permit.

Members of the Planning Commission have requested this Zoning Ordinance be analyzed and possibly amended to disallow this usage.

League of Minnesota Cities- Zoning Guide January 2015

Establishing permitted and conditional uses Sample Permitted and Conditional Uses. See LMC information memo, Land Use Conditional Use Permits. In drafting a zoning ordinance, cities often struggle to decide what their permitted and conditional uses should be for each zoning district. For each district created by the zoning ordinance, the ordinance typically provides a list of the permitted and conditional uses. Appropriate uses will change from district to district. Uses designated as "permitted" will be automatically allowed with no need for further application or review (related to zoning) by the city. Therefore, the list of permitted uses should only contain uses about which the city has no reservations. Conditional uses are also a form of authorized permitted use, provided that the applicant can meet the conditions specified in the ordinance.

Uses specified as conditional are uses which are generally favorable and desired, but may also pose potential hazards that need to be mitigated (for example a gas station on a corner in a residential neighborhood). As a result of these potential hazards, council review is necessary. It is important to stress that conditional uses, like permitted uses, must be allowed if the applicant can prove that the application meets all of the conditions and requirements of the city's ordinance and will not be detrimental to the health, safety and welfare of the public. As a result, the list of conditional uses should only contain uses that the city is certain should be allowed once appropriate conditions are met.

City Staff does not have the B-1 Zoning history, and is not certain where to find that information. Research has revealed that most cities do allow churches and schools to function within a B-1 zone with a conditional use permit.

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JANUARY 8, 2015 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, Victoria Hallin and Jules Zimmer. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineer Mike Nielson and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of December 23, 2014

DOBSON MOVED TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 23, 2014. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Liquor Store – Lori Akers Step Increase from \$12.91 to \$13.97 hr, effective 12-18-14
- C. **Donations / Designations**
 - 1. Resolution 15-02 accepting Donation from John and Carol Hulett

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

OPEN FORUM

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

- A. Resolution 15-01 – Annual Council Designations

Karnowski reported that as the Council does every year, we need to adopt the rules of procedures, designate the official depositories, collateral authority and the official newspaper.

DOBSON MOVED TO APPROVE RESOLUTION 15-01 APPROVING THE ANNUAL COUNCIL DESIGNATIONS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Resolution 15-03 – Rum River Drive Bump Outs

Karnowski reported that the Mille Lacs County Engineer (Bruce Cochran) is approaching the County Board regarding the possible addition of bump-outs to the sidewalks at three of the intersections on Rum River Drive.

The Minnesota Design Team (MDT) suggested that bump-outs may be a reasonable modification to the city's streetscape to improve pedestrian safety.

Since there were no traffic engineers involved in the MDT recommendations, city staff is in the process of gathering information from other cities that have installed bump-outs to see if they've noticed any enhancement in pedestrian safety. Once staff has collected that information, we'll be bringing it to the Council.

Nevertheless, if the city can get state funding to add some bump-outs, it's probably worth pursuing. Mr. Cochran is approaching the County Board with a proposal for funding. The funding request includes a requirement that, if installed, the city agrees to maintain the new sidewalk areas.

So a resolution agreeing to that provision would need to be approved by the Council.

WALKER MOVED TO APPROVE THE RESOLUTION 15-03 FOR RUM RIVER DRIVE ENHANCEMENTS AND AGREEING TO MAINTAIN FACILITY BY THE CITY OF PRINCETON. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Housing Study

Foss reported that Staff recommends a motion to approve the \$125 expense for the completion of an Executive Summary for the Regional Housing Study that was recently completed by Maxfield Research, Inc. Because of the large geographic area of the region and the number of jurisdictions (155) and participating entities (17), the study encompasses over 400 pages.

The summary document, approximately 10 pages in length, will highlight key findings from each section from the report, including: demographics, employment, housing characteristics, market findings from all housing sectors, and housing demand through 2025. The document will summarize housing findings in a concise format with a combination of text, graphs and maps. It will be completed in memorandum format in an electronic PDF.

It has also been requested that they include a couple of paragraphs about Baldwin Township with a brief summary of key statistics and refer the reader to the full 425 page report for more detailed information on Baldwin Township.

This document will be an asset for the City regarding any prospective developers, or their bank loan officers. It is believed that not many would be interested in reading 425 pages in order to discern the housing needs for Mille Lacs County, or the City of Princeton submarket. This executive summary will be much more palatable for developers and Bank Presidents/Loan Officers to read and use.

This is a more affordable route than spending \$35,000 - \$40,000 to get our own housing study done.

Staff recommends a motion to approve the \$125 expense for a Regional Study Executive Summary as an addendum to our Regional Housing Study.

HALLIN MOVED TO APPROVE THE REGIONAL EXECUTIVE SUMMARY OF THE HOUSING STUDY FOR \$125. ZIMMER SECONDED THE MOTION.

Dobson asked if the full and summary reports would be kept at city hall. Foss replied that they would be kept here and be available for developers to review and have copies made. A portion on Baldwin Township will also be available. Karnowski said in his experience many developers want to see a housing study before building in a community.

THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Bremer Bank Request

Karnowski reported that the city has been advised that Bremer Bank has foreclosed on the Cartwright property located in the North Mall. The Sheriff's Sale was held on November 6th so the bank is now in the 6 month redemption period during which the bank is unable to sell, lease or rent the property.

To minimize their mortgage loss, Bremer is working to get control of the property so they can market it immediately rather than wait for the redemption period to end on May 6th.

Several years ago, the city provided about \$16,000 in loan funds to Cartwright (via Lakes and Pines and there is still about \$16,000 outstanding on that loan. Karnowski advised that it's fair to say that the city cannot expect to recover any of those funds. Accordingly, to expedite the property sale prospects, Bremer is requesting that the city sign a 'satisfaction of mortgage' for the outstanding loan.

Karnowski advised the Council that he is currently trying to negotiate with Bremer to see if, in exchange for the city's agreement to sign a satisfaction of mortgage, if Bremer would reimburse the city some of the eventually property sales proceeds and that it's possible that may happen. Nevertheless, Karnowski said he does not see any benefit to the city, or the health of the North Mall, to withhold signing the satisfaction of mortgage and, if the Council agrees, a motion to agree to provide Bremer with the requested satisfaction of mortgage would be in order.

Zimmer asked how Lakes and Pines is involved in the process. Karnowski replied that the City receives the Grant, but Lakes and Pines reviews the applications and determines who receives the funds. The people at Lakes and Pines have the training and experience to determine who qualifies.

Dobson questioned if we were to get the \$16,000 back, could the City use that to help another business or would it need to be returned. Jackson replied that most of these grant dollars were used to redevelop the area. So, it would first go to the city to cover any costs and after that, it is supposed to be available for other businesses.

Walker asked about a recent issue in which a grant was not handled correctly and the funds needed to be returned. Whitcomb said that was for the old dump. Walker asked if this could come back down the road like that one did, and then we would be required to return the funds. Jackson responded that he does not believe so, as the grant was to be used for businesses and there was a risk at some being default.

Dobson asked if Jackson knew what the dollar amount is that would have to go to debt service to cover costs the city had. He also said he wondered if there was city money spent on

this exact property. Jackson said it was a 40 year loan, so it extends to 2022. Karnowski added that the total loan on this property was about \$22,000.

Karnowski stated that the Bank will probably not get all of their funds back, so it is likely the city will not see anything.

Walker said he doesn't like that we are considering this, when there are other businesses that also have these loans.

Dobson added that he also does not like that we are looking at this. Just last year, Bremer asked for an extension on the water and sewer on a foreclosed property, which the council approved. Bremer stated that they were going to pay the SAC and WAC fees as soon as the property became theirs and they did not. He does not like the fact that Bremer didn't follow through on that property and are now asking the City for a satisfaction of mortgage.

Hallin said if this is the first satisfaction of mortgage request, she expects we may see more.

Walker stated we can ask for some compensation if we agree to approve this.

Hallin would like to get the City Attorney's input on this. Walker said he sees both sides, but doesn't know if it will make a difference. If there is a redemption period, they can't sell it before then anyway. Karnowski responded that if the City will provide the satisfaction or mortgage, the Bank would contact the owner to see if they will sign a quit claim deed and they would not need to wait for the 6 month redemption period. If the city does not do approve the satisfaction of mortgage, getting the quit claim deed would not speed the process up. He believes the bank has someone interested in buying the property.

Dobson agrees with Hallin that there could be more of these requests in the future. He questioned if the Council would be setting a precedence by forgiving the loan. Karnowski said it is in foreclosure, so the City probably is not going to get any of that money back anyway. Dobson asked how the residents would see feel if the Council approved this.

WALKER MOVED TO TABLE THE SATISFACTION OF MORTGAGE FOR BREMER BANK UNTIL THE NEXT MEETING AND TO HAVE THE ATTORNEY'S REVIEW. HALLIN SECOND-ED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. 2015 Council Liaison Appointments

Karnowski reported that as is always done in January, the Council determines who will be the liaisons for several boards and commissions.

Board/Commission

Current Appointment

Planning Commission	Jules Zimmer
Park Board	Thom Walker
Airport Advisory Board	Dick Dobson
Public Utilities Commission	Thom Walker & Victoria Hallin
Economic Development Commission	Paul Whitcomb
Fire Advisory Board	Victoria Hallin
Housing & Redevelopment Authority	Dick Dobson
Tree Board	Victoria Hallin
Cable Commission	

Mille Lacs Co. Historical Society
Library (P.A.L.S.)
ECRDC Board
Chamber of Commerce

Jules Zimmer
Jules Zimmer
Thom Walker
Victoria Hallin

Once the Council agrees on the liaison appointments, a motion to make those appointments would be in order.

The Council also needs to elect the Acting Mayor for 2015. A motion to make that Appointment would be in order as well.

ZIMMER MOVED TO APPOINT THE COUNCIL MEMBERS TO THE FOLLOWING COMMISSIONS:

<u>Board/Commission</u>	<u>Appointment</u>
Planning Commission	
Park Board	Jules Zimmer
Airport Advisory Board	Thom Walker
Public Utilities Commission	Dick Dobson
Economic Development Commission	Thom Walker & Victoria Hallin
Fire Advisory Board	Paul Whitcomb
Housing & Redevelopment Authority	Victoria Hallin
Tree Board	Dick Dobson
Cable Commission	Victoria Hallin
Mille Lacs Co. Historical Society	Jules Zimmer
Library (P.A.L.S.)	Jules Zimmer
ECRDC Board	Thom Walker
Chamber of Commerce	Victoria Hallin

HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOTIONED TO APPOINT VICTORIA HALLIN AS ACTING MAYOR FOR 2015.
ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Smoking in City Vehicles

Karnowski reported that Minnesota State law prohibits anyone from smoking in a commercial vehicle if there is more than one person present.

City management has received complaints regarding the smell of vehicles after a smoker has used that vehicle and has requested that the city prohibit smoking in any city vehicle.

Aside from the lingering smell, there are other reasons for prohibiting smoking in city vehicles. Those include, but are not limited to:

1. **Safety** – if an ash falls off the end of a cigarette, it can fall into the driver's lap and cause the driver to become distracted, which could cause an accident.
2. **Distraction** – The act of lighting and smoking a cigarette can be a distraction to the driver's ability to concentrate on driving.

3. **Damage to City Property** – If a burning cigarette or ash from a burning cigarette lands on a vehicle's seat or floor, it can burn a hole in the fabric and negatively impact the appearance and re-sale value of the vehicle.
4. **Promotion of Healthy Living** – The city wants to encourage employees to lead a healthier lifestyle. Smoking is not good for one's health and smoking while driving can also be a distraction.

Staff is requesting that the Council adopt an amendment to the personnel policy that prohibits smoking a cigarette while seated in any city vehicle.

If the Council concurs, a motion to that effect would be in order.

Hallin said she agrees with this policy.

HALLIN MOVED TO APPROVE THE AMENDMENT TO THE PERSONNEL POLICY TO PROHIBIT SMOKING IN CITY OWNED VEHICLES, INCLUDING E CIGARETTES. WALKER SECONDED THE MOTION. VOTE 4:1 DOBSON OPPOSED, THE MOTION CARRIED

D. Rum River Drive and 15th Street intersection improvement

Karnowski stated that as the Council is aware of, Mille Lacs County is planning to resurface Rum River Drive this summer. As part of that project, they're planning on cleaning up the Rum River Drive/15th Street intersection.

They have provided a drawing of the proposed changes to the intersection. No Council action is required as there will be no financial contribution by the city for that project.

DOBSON MOVED TO SUPPORT THE RECOMMENDED CHANGES TO THE RUM RIVER DRIVE AND 15TH STREET INTERSECTION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Zimmer asked how that cross intersection piece became a road. Gerold said he thinks someone starting crossing there, then someone added fill and then gravel.

E. Solar Proposal

Karnowski reported that with the opening of the new WWTP and the decommissioning of the WWTP Ponds, staff has been trying to find ways to use the old pond site that would benefit the city.

One of the ideas we've explored with the PUC is entering into an agreement with a firm to build a solar array that would then be hooked up to the Southern Minnesota Municipal Power Agency (SMMPA) system (of which the Princeton PUC is a member).

SMMPA is in the process of advertising for proposals (RFPs) to build such a system somewhere within their network area.

Staff has met with the City Engineer, a representative from SMMPA, the PUC and a firm that would actually build the project (Solarstone Partners, LLC).

In order for that firm to submit an RFP, they have to have 'control' over the property. Accordingly, they are asking the city to enter into an agreement that would give them the necessary status so they can submit a proposal by the submittal date of February 6.

If the firm is actually, then, awarded the project, then the city would enter into a complete agreement with the city, SMMPA and the PUC.

In the meantime, staff is asking the city to authorize city staff and the city engineer to structure an appropriate land control agreement with the firm to allow them to submit a proposal for the property.

If the Council agrees with that concept, a motion to authorize city staff and the city engineer to negotiate a land control agreement (lease) would be in order

Dobson asked if we approved this, would we have to leave that open ended not knowing what company would be awarded the project. Karnowski replied that we would be signing a lease with Solarstone Partners LLC. As he understands it, each company is trying to find a location to make their proposal. There are likely other companies talking to communities about other sites. Dobson said he wouldn't want to give this company a leg up. Karnowski replied that as far as he knows, this is the only company that has expressed an interest in our site.

WALKER MOVED TO AUTHORIZE CITY STAFF AND THE CITY ENGINEER TO NEGOTIATE A LAND CONTROL AGREEMENT WITH SOLARSTONE OR ANY OTHER COMPANY THAT MAY BE INTERESTED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. Civic Center Rental Agreement Discussion

Karnowski said he put together a rental agreement to be used for the Civic Center. He asked the Council for any suggestions or changes.

Whitcomb said he feels the deposit could be higher. Dobson added that another similar local rental facility has a damage deposit and a cleaning deposit, which is required at the time of rental.

Dobson on that contract, there is a place for the person to initial next to each rule, so it shows each one was read.

Hallin said she thinks \$500 is a little high for a Friday or Saturday. Karnowski said he just put numbers in there for place holders. He added that there have been some major improvements and it looks really nice. His thought was to start a little lower, and then we can increase them a bit in the future.

Karnowski stated that the City's operating expense will be increasing, as it will be heated year round and it will be used much more, but it will be a learning experience for a little while. Hallin said she doesn't want to scare people off with high rates, as we want to get people in the site and really show it off.

Walker said Hallin has a point. Whitcomb agreed and said we want it used so let's reduce the rates a bit and get people fired up about it.

Hallin would like to see the state and city liquor laws attached as they are referred to in the contract.

Zimmer asked when it would be checked after an event is over. Karnowski replied that in City's he has worked out prior, if an event is going to have alcohol, they are required to have a police officer so they would be there when the event was over. Gerold has an individual that is willing to check before they go in, and once the event is over they will walk through and report back on the condition of the facility.

Hallin she would like to also ban the use of all glitter, as you just can't get rid of it no matter how much vacuuming and cleaning you do.

Walker said he feels \$50 an hour is adequate for cleaning. Gerold said he was going to talk to our cleaning company and find out what they charge.

Dobson said if someone rented it Friday night and didn't clean it, would it get cleaned prior to the Saturday renters. Gerold said he planned on having the custodial service that is used in the City Buildings come in and clean it if that was the case.

MISCELLANEOUS

Dobson asked Staff if they could take a look at the MN Flag in the Council Chambers and fix it.

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 \$100,129.30 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 71228 TO 71293 FOR A TOTAL OF \$831,261.28. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:53 PM. 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
JANUARY 22, 2015 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, Victoria Hallin and Jules Zimmer. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineer Holly Wilson and Attorney Damien Toven. Absent was Community Development Director Jolene Foss

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of January 8, 2015

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 8, 2015. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

1. Gambling License for Mille Lacs Ch. 59 Ducks Unlimited – Raffle April 9, 2015

B. Personnel

1. Fire Department – Accept resignation of Michelle Murray effective 1-9-15

C. Donations / Designations

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

OPEN FORUM

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. EDA Minutes of December 18, 2014
B. Airport Minutes of January 5, 2015
C. PUC Minutes of October 22, 2014
D. PUC Minutes of November 19, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

- ~~A. Bremer Bank Request – Tabled from 1-8-15~~

Bremer Bank withdrew their request.

- B. Stream Bank Stabilization – Phase II
1. Change Order # 2 for \$10,425.00
2. Pay Request #2 for \$114,774.25

Holly Wilson stated that Change order 2 includes compensation for winter working conditions due to the early onset of snow and unusually cold temperatures in the early part of winter.

This contract could not be started earlier in the year due to the difficulty in getting the needed easement from Ms. Abbney.

Minnesota Landscapes, Inc. is requesting additional compensation in the amount of \$20,575 due to the difficulty working in snow, cold and with the ice in the river. Because of the ice in the River, the floating silt curtain which is normally required for erosion control was not able to be used. It was therefore eliminated with Change Order #1 in the deduction of \$10,150. The net increase to the project with Change Order #1 is \$10,425.00

WALKER MOVED TO APPROVE CHANGE ORDER #2 FOR \$20,575. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPROVE PAY REQUEST #2 FOR \$114,774.25. WALKER SECONDED THE MOTION.

Hallin asked if we are still within the budget. Wilson said these are being paid for by grant funds. Karnowski said these have not been approved by USDA as of yet, but they will likely be approved. Walker asked if the project is completed. Wilson said she believes it is, but they will review it in the spring. Dobson asked if they were finished by December 22 when this was dated, or will we be receiving another pay request. Gerold said he was out there that day and they were finishing up.

THE MOTION CARRIED UNANIMOUSLY

C. Approve Public Information meeting on January 28th, 5-7pm

Holly Wilson reported that they are requesting approval from the Council to hold an informational hearing on the proposed West Branch Water loop and Road project. She said they would like to get the public's input before the council accepts the feasibility study and calls for the public hearing.

DOBSON MOVED TO APPROVE THE INFORMATIONAL HEARING TO BE HELD WEDNESDAY JANUARY 28TH FROM 5-7PM AT CITY HALL IN THE COUNCIL CHAMBERS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. East Central Cable Commission Joint Powers Agreement.

Hallin reported that the City needs to sign the amended joint powers agreement with East Central Cable Commission. The original agreement was created in 1981. The Board recently got together and made some minor changes to clean up the agreement. An Attorney has reviewed the agreement.

Hallin added that at the first meeting when council liaisons were determined, we did not ap-

point a backup for the Cable Commission so that needs to be done. They currently meet just 2 – 3 times a year. Dobson asked how much notice an alternate would get if she was not able to attend. Hallin said she normally knows of the meetings many months in advance. The only time it would be short notice is if there was an emergency of some sort that prevented her from attending.

ZIMMER MOVED TO APPROVE THE JOINT POWERS AGREEMENT WITH EAST CENTRAL CABLE COMMISSION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Dobson agreed to be the alternate for the Cable Commission.

B. 2015 Council Priorities

Karnowski reported that the Council members have rated various projects for 2015 in terms of importance.

Zimmer said he is impressed with how uniform the council is on all of these. Hallin agreed that they are pretty consistent across the board.

C. PFRD Annual Report

Karnowski stated the yearend report files for the Princeton Fire and Rescue Department have been completed.

The Union Eagle requests copies of this information for an article and Chief Roxbury has always made it his practice to get a copy of the report to the Council Members before he releases them to the local newspaper.

The PFRD responded to 256 calls in 2014, 102 of which occurred within the city of Princeton. The Department averaged 15 firefighters reporting to each call. A little over half of our calls (53%) were responding to medical conditions.

The part of the report that Chief Roxbury is most proud of is the department's average response time.

That is the time from when we are paged to the time we have people at the event. Even though we are now covering more people and have more calls, our average response times have gone down every year for the last 7 years.

For 2014, it was 6 minutes and 41 seconds as compared to 2008 when it was 10 minutes and 11 seconds in 2008 and was 7 minutes and 15 seconds in 2013.

The PFRD hopes the Council feels the PFRD is providing good service to both the citizens of Princeton as well as the areas of the surrounding townships we serve. The PFRD thanks the City Council for the support the Council and staff has afforded the PFRD over the years.

Roxbury said in regard to response times, our system does not differentiate between mutual aid and assist calls. Most of those calls are in another jurisdiction, hence the longer re-

sponse time. Dobson said Princeton has always had a really response times from when the call is received and when the first truck rolls.

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 \$125,463.89 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 71297 TO 71362 FOR A TOTAL OF \$177,960.38. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:22 PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor