



**THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON JUNE 15, 2015, AT 7:00 P.M.,  
AT THE CITY HALL COUNCIL CHAMBERS**

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The meeting was called to order at 7:00 P.M., by Jack Edmonds. Members present were Jeff Reynolds, Eldon Johnson, Chad Heitschmidt, and Jim Kusler (Princeton Twsp. Representative). Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

**APPROVAL OF MINUTES OF REGULAR MEETING ON MAY 18, 2015**

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF MAY 18, 2015. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS/DELETIONS:**

DeWitt added to the Agenda under New Business:

- Item D: Mini Storage – Jared Hansen
- Item E: Spire Bank – Possible Pylon Sign

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO APPROVE THE AGENDA ADDITIONS TO NEW BUSINESS: ITEM D: MINI STORAGE – JARED HANSEN AND ITEM E: SPIRE BANK – POSSIBLE PYLON SIGN. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

**A. Ordinance Amendment for B-2 Conditional Use**

Community Development Director Memo:

City Staff is requesting the consideration of an Ordinance Amendment to the B-2 Neighborhood Commercial District.

Zoning Ordinance #538 has no language contained therein that relates to or describes in any way the provision for the sale of or repair of motorcycles, snowmobiles or other recreational vehicles such as 4-wheelers, wave-runners etc.

Staff has looked at other cities and has found language related to this use and has requested that the City Attorney draft language that could be added to the B-2 Zoning Ordinance as a Conditional Use within that zone.

Provided is draft language for your consideration. If the Planning Commission is in favor of adding this provision to the Zoning Ordinance a public hearing would be in order. The amendment would then be brought to the City Council.

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

Foss said Wayne Nelson, owner of Hy-Tech Automotive has purchased the property site at 211 Rum River Drive North. He would like to use this site for sale and repair of motorcycles, snowmobiles, 4-wheelers and wave-runners.

Heitschmidt asked if automobile and recreational sales are allowed now.

Foss said no. There is a definition amendment also with this that will clarify what it is. The property will have to be zoned B-2.

Reynolds said for ATV's there are three different classes in Minnesota. He recommends to drop the word "class" from the Ordinance in the definitions. Just have it read retail sales of ATVs.

Heitschmidt said automobile and recreational sales can have the same conditions with the reduction of the minimum lot area. Lessen the amount of acreage.

Foss said that would work were it would have the same conditions just remove the acreage.

Heitschmidt asked if there is a need for how many allowed.

Johnson said that is tricky.

Heitschmidt agreed. We have to make sure they are not crammed in there. No parking on landscape areas.

Foss said maybe two items of each recreational vehicle allowed on the site.

Johnson said to keep them off the sidewalks. It is nice to see and encourage this, but we have to manage what is going to happen in this location.

Edmonds agreed.

Foss will make some changes and bring it back to the Planning Commission next month.

#### **B. Ordinance Amendment for Boundary Line Adjustments and Lot Combinations**

Community Development Director Memo:

Upon careful review of the City's Subdivision and Zoning Ordinances, it does not appear as though our City has any provisions authorizing lot combinations and boundary line adjustments.

City Staff is requesting the consideration of an Ordinance Amendment to the Zoning Ordinance that will reflect the benefits of having provisions within our ordinance allowing boundary line adjustments and lot combinations.



**DRAFT**

Provided is draft language for your consideration. If the Planning Commission is in favor of adding this provision to the Zoning Ordinance a public hearing would be in order. The amendment would then be brought to the City Council.

The Planning Commission just received tonight the Ordinance Amendments to review and wanted more time to look them over. They will review the amendments and this will be back on the July 20, 2015 Planning Commission meeting.

**C. Caribou Coffee/Einstein Bros Bagels**

Community Development Assistant Memo:

Caribou Coffee and Einstein Bros Bagels has a tentative opening for September, 2015. Now that Einstein Bros Bagels will be going in place of Bruegger's Bagels, the signage will be updated with the new co-branded store.

The sign permits were obtained by Caribou Coffee/Bruegger's Bagels in November, 2014. Lynn Paulson, Princeton Building Inspector okayed the permit applications that were taken out in November can still be used. We will require that they send us updated site plans of the sign locations and also a photo of the signage and size of the signs.

There is one new sign that Einstein Bros Bagels would like to place on the building wall. A photo of the signage is attached for your review. Please note that the center of the signage that represents the bagel hole would spin. Our Sign Ordinance does not refer to movable signage and staff is wondering if the sign meets the Ordinance regulations for the type of sign if that would meet the guidelines. The applicant is very flexible with the sign size and placement of the sign. Staff is asking the Planning Commission's direction on this.

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

DeWitt said the movable sign is a possibility that the applicant is looking into. They did not want to continue to pursue it if the City of Princeton would not allow this type of signage.

Heitschmidt said projecting signs are not allowed to be illuminated. That does not mean it cannot have power, it just cannot have internal lighting. It also cannot be larger than what is required.

The Planning Commission Board agreed that this type of sign would be allowed. No illumination. It would need to meet the projecting signs requirements.

HEITSCHMIDT MOVED, SECOND BY JOHNSON, TO APPROVE THE PROPOSED MOVEABLE PROJECTING SIGN FOR CARIBOU COFFEE/EINSTEIN BROS BAGELS, AS LONG AS THE SIGNAGE MEETS THE PROJECTING SIGN ORDINANCE AND/OR THE COMBINATION OF WALL AND PROJECTING SIGNAGE. THEY WOULD NEED TO TAKE OUT A NEW SIGN PERMIT FOR THIS SIGN. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

DeWitt will relay the information to the applicant.

**D. Mini Storage – Jared Hansen**

DeWitt informed the Planning Commission Board that she had received an email from Jared Hansen requesting a couple changes he would like to make to the mini-storage units he will be building. One of the changes is to reduce the pavement from 28 feet to 17-20 feet around all the buildings. DeWitt said she talked to Loren Kohen, City of Princeton Fire Marshall & Building Official and he does not want the 28 foot pavement reduced around the buildings. They need that for the fire truck access.

DeWitt also contacted Mike Nielson, City Engineer and he wrote the following memo:  
June 15 2015

The site plan for the above referenced storage facility was reviewed and approved with 28-foot wide-drive aisles around the buildings. The applicant has requested to reduce these drive aisles to 18'.

It is my recommendation to deny this request based on the required width for fire apparatus and general driving requirements. The minimum roadway width for two direction travel is 24-feet. Assuming that cars will be parked along the building to unload and load storage items I cannot recommend reducing the width below 28-feet.

\*\*\*\*\*End of City Engineer Memo\*\*\*\*\*

Jared Hansen was present and said that he would like to reduce the pavement around the buildings to 20 feet. He will have flat ground around his site so a fire truck would be able to turn around if need be. There is another side that would be used for parking also. He looked at other mini-storage facilities in Princeton and he believes they have less than 20 feet. Hansen said he thinks a street is 27 feet. The property sides would be 50 feet and on the plans 28 feet of that would be paved. He would like to reduce that. He would plow to the south of the site and if emergency vehicles were to come in, he would have the grass area level where they could drive on that. Between the buildings would be 30 feet.

Heitschmidt said in the Industrial Park it is less feet for a road for an emergency vehicle to reach the back of the building. He believes Erdmann's addition was 17 feet for the road for an emergency vehicle.

Edmonds said it would be different than in the Industrial Park. He asked Hansen where he came up with the 28 feet.

Hansen said he is not sure. He said the reason he is looking at reducing the asphalt area is how high the bids were for it.

Johnson said what about using gravel.



Hansen said he would do gravel.

Edmonds said he could see the gravel alongside the asphalt.

Foss said she supports the City Engineer and Building Official/Fire Marshall recommendation of leaving the plans as is.

DeWitt said the City Engineer and Building Official/Fire Marshall were adamant that the plans stay as reviewed. The City of Princeton Fire Chief supported their recommendations also.

Hansen said he would like to do 20 feet of asphalt and eight feet of gravel or recycled asphalt.

DeWitt said the reason for the 28 foot paved area is for the emergency vehicles to get around the site. She asked Hansen if he would keep the grass area plowed in the winter for the emergency vehicles to have enough area to get around the building site.

Hansen said he will if he needs too.

Kusler said he thinks less impervious surface would be better.

Johnson said Loren Kohen can talk to the Planning Commission if he is not happy with changes they may make.

Hansen said the apron will be two feet under the overhang.

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO APPROVE THE CHANGE OF REDUCING THE 28 FEET OF ASPHALT AROUND THE MINI-STORAGE BUILDINGS TO 20 FEET OF ASPHALT AND EDGING OF EIGHT FEET OF CRUSHED CONCRETE, CLASS FIVE GRAVEL, OR RECYCLED ASPHALT. THE EDGING PRODUCT NEEDS TO LOOK THE BEST SO THE PRODUCT USED HAS TO BE A GOOD. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

### **Mini-Storage Signage**

DeWitt said Hansen also questioned the use of a portable billboard to use as signage. DeWitt emailed Hansen the Sign Ordinance and relayed that in the Sign Ordinance a portable sign is a temporary sign and that can only be used for 14 days.

The Planning Commission agreed that Hansen would have to review the Sign Ordinance and go with a sign that can be used in that Zoning District and within the regulations.

Hansen understood.

DeWitt told him to contact her on questions of signage. He will need a Building Permit for

signage and to not order the sign until what he would like to get is reviewed first. The Sign Companies are very helpful with putting together a site plan of where the sign would be placed, a diagram of what the sign would look like, and the size of the signage.

Hansen said because of the amount of doors on his buildings, a wall sign would be difficult.

DeWitt said a free standing sign is more of what he will be looking at so it can be seen. She told Hansen to feel free to contact her on sign questions or email her on what he is looking at so she can review it to make sure it follows the Sign Ordinance.

#### **E. Spire Bank – Possible Pylon Sign**

DeWitt said Leroy Signs submitted a Building Permit for a pylon sign at Spire Bank located at 501 Second Street South. She had contacted Leroy Signs and told them they would need to submit a site plan showing where the property pins are and the placement of the sign. They had reviewed the Sign Ordinance on our website. DeWitt said she had given them the property dimensions of the site to help them locate the property pins.

DeWitt said she has not heard back from Leroy Signs, but wanted to bring this to the Planning Commission for their thoughts on the signage. A copy of the proposed signage was given to the Planning Commission Board. In the B-1 Zoning District the maximum sign area for a pylon sign cannot be larger than 75 square feet and the maximum sign height is 20 feet and must meet ten feet of clearance between the grade levels and the bottom of the sign. The proposed sign does meet these qualifications.

Leroy Signs understands that the signage cannot extend over public sidewalks or streets. The one issue that the applicant may not be able to meet is the sign cannot be attached to any building or structure and must be a minimum of 15 feet from any surrounding buildings or structures.

Edmonds commented that they would have to prove hardship for a variance.

The Planning Commission discussed that they are okay with the illuminated pylon sign as long as it meets the Sign Ordinance for the B-1 District and that the signage does not extend over the public sidewalks or streets, the signage cannot be attached to any building or structure and must be a minimum of 15 feet from any surrounding buildings or structures. That would mean it would have to be 15 feet from the overhang. The property pins need to be located on a survey showing the property lines.

### **COMMUNICATION AND REPORTS:**

#### **A. Verbal Report**

Edmonds asked if the Planning Commission Bylaws explains when a Board member steps down from a vote.



DeWitt informed Edmonds that she has a laminated meeting protocol on the Council desk in front of him that he can review. It explains conflict of interest.

JOHNSON MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:20 P.M.

ATTEST:

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Jack Edmonds, Chairperson

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Mary Lou DeWitt, Comm. Dev. Assistant

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## MEMORANDUM

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TAB B



TO: Planning Commission  
FROM: Jolene Foss, Community Development Director  
SUBJECT: **Rezoning from R-2 Residential to MN-1 Industrial for Heritage Village Site**  
DATE: July 20<sup>th</sup>, 2015

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City Staff has initiated a change of boundary from R-2 Residential to MN-1 Industrial for the 4 parcels located on the western edge of the Princeton City Limits.

Rezoning from R-2, Residential District, to MN-1, Industrial for the following four property sites described as:

\*PID #24-031-0010, CITY OF PRINCETON - SE OF NE & PART OF SW OF NE BEG AT SE COR, W ON S LINE 1054.05 FT, N'LY 331.22 FT, NE'LY 827.30 FT, E'LY 509.74 FT TO E LINE, S 967.27 FT TO PT OF BEG, SEE 10/8/03 SURVEY,

Section 31, Township 36, Range 26, MILLE LACS COUNTY, 59.99 ACRES

\*PID # 24-031-0020, CITY OF PRINCETON - NW OF NE LYING E'LY OF W 57.76 FT; & SW OF NE, EX PART BEG AT SE COR, W ON S LINE 1054.05 FT, N'LY 331.22 FT, NE'LY 827.30 FT, E'LY 509.74 FT TO E LINE, S 967.27 FT TO PT OF BEG, SEE 10/8/03 SURVEY, Section 31, Township 36,

Range 26, MILLE LACS COUNTY, 60.00 ACRES

\*PID # 24-031-0030, W 57.76 FT OF NW OF NE; E 603.46 FT OF NW OF NW & NE OF NW EX S 16 RDS (264 FT) OF W 20 RDS (330 FT) & EX A TR DESC AS BEG AT A PT 540 FT E OF NW COR OF NE OF NW THEN W 540 FT, S 525 FT, E 364.33 FT, NE'LY 236.42 FT, N 315.9 FT TO PT OF BEG SEE 10/28/04 SURVEY, Section 31, Township 36, Range 26, MILLE LACS COUNTY, 54 ACRES

\*PID # 24-031-0050, THAT PART OF NW OF NW LYING W'LY OF E 603.46 FT SEE SKETCH FILED 5/3/04, Section 31, Township 36, Range 26, MILLE LACS COUNTY, 23.29 ACRES

This property is owned by James Boo and James Saxon. The rezoning of this property is the final step in the Shovel ready Certification process through the State of Minnesota's Department of Employment and Economic Development.

It is the recommendation of staff to approve the rezoning request, and upon approval, this request will go to the City Council for final approval.

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## MEMORANDUM

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TAB C



TO: Planning Commission Board  
FROM: Mary Lou DeWitt  
SUBJECT: **Lot Split at 707 10<sup>th</sup> Street North**  
DATE: July 15, 2015

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### **BACKGROUND**

Shawn Williams (AJW Contracting Inc.) has recently purchased the property site at 707 10<sup>th</sup> Street North. The legal description of this site is: Original Townsite, Block 60, Lot 7 & 8.

### **ZONING**

This site is located in R-2 Residential Zoning. The Zoning Ordinance states for a permitted use in the R-2 District;

- \* Two-family dwellings
- \* Conversion of single-family structures to a two-family unit when each unit contains 800 square feet of floor area or more
- \* Twinhome
- \* Accessory buildings not exceeding 800 square feet related to the above principal use.

The twin home yard requirements for R-2 District;

- \* Lot area minimum square feet is 6,000
- \* Lot width minimum feet is 40
- \* Maximum lot coverage is 30%
- \* Front yard minimum setback (living area) & (front porch) is 20 feet
- \* Side yard minimum setback (living area) & (garage) is 10 feet
- \* Street side yard minimum setback is 20 feet
- \* Rear yard minimum setback is 30 feet
- \* Rear yard minimum alley setback is 30 feet
- \* Maximum height 30 feet

### **PROPOSAL**

There is currently a home on the site that will be torn down and the applicant would like to replace it with a twin home. The legal description for the lot split would be separating Lot 7 & 8 and putting them on their own property identification number. The twin home would be built on the common line of the two lots per building code, with a fire wall between them.

The existing property is 19,600 square feet. With the Lot Split, Lot 7 would be 9,800 square feet and Lot 8 would be 9,600 square feet. This does meet the lot size requirement for a twin home in the R-2 Zoning District. The 800 square feet of floor area or more, and also the setbacks would have to meet the Zoning Ordinance when the building permit is submitted.

The property currently has two dirt driveways; one off of 8<sup>th</sup> Avenue North and the other off of 10<sup>th</sup> Street North. There is two sets of twin homes across the street where the access to the driveway would be off of 8<sup>th</sup> Avenue North. The applicant would like to have the access to for the twin homes off of 8<sup>th</sup> Avenue North. DeWitt spoke to Bruce Cochran (Mille Lacs County Engineer) for his opinion of the access of this proposed twin home. Cochran thought the access would be best off of 8<sup>th</sup> Avenue North. This is not a county road. DeWitt also spoke with Mike Nielson, City Engineer and he said he did not have any issues with the lot split if there are no zoning issues.

### **CONCLUSION/RECOMMENDATION**

The proposed Lot Split appears to meet the standards for the Zoning Ordinance. Staff would recommend approval of the Lot Split at 707 10<sup>th</sup> Street North, subject to the following conditions (as listed in the Ordinance):

#### *Permitted Uses*

*In the R-2 Residential District, no building or land shall be used or divided and no building shall be erected, unless otherwise provided herein, except for one or more of the following as well as similar uses:*

- \* *Any use permitted in R-1 District;*
- \* *Two-family dwellings;*
- \* *Conversion of single-family structures to a two-family unit when each unit contains 800 square feet of floor area or more;*
- \* *Twinhome;*
- \* *Accessory buildings not exceeding 800 square feet related to the above principal use.*

#### **Conditions of Approval:**

1. The applicant must follow the permitted uses and regulations of the R-2 Zoning Ordinance;
2. A building permit for the demo of the current home must be approved by the Building Inspector and the necessary Notification of Intent to Perform a Demolition be submitted to MN Pollution Control Agency;
3. A building permit must be applied for and approved to construct the proposed twin home.

Encl: (2) Photographs of property  
Survey of Property  
Site Plan

Cc: Shawn Williams (AJW Contracting Inc.)



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## MEMORANDUM

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TAB D



TO: Princeton Planning Commission  
FROM: Jolene Foss, Community Development Director  
SUBJECT: **Conditional Use Permit for Princeton High School Addition and Renovation**  
DATE: July 20<sup>th</sup>, 2015

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### BACKGROUND

The Princeton Independent School District #477 has applied for a conditional use permit for the property address at 805 8TH AVE S. PRINCETON MN 55371

PID # 24-033-0010 CITY OF PRINCETON W 1/2 OF SE OF SW EX 1/2 A IN NE COR & COM 40 RDS E OF NW COR OF SE OF SW, S 825 FT E 264 FT, N 825 FT, W TO BEG, EX N 55 OF E 185 FT LYING S OF LOT 1 BLK 7 CHULA VISTA 33 36 26 24.27

PID # 24-033-0030 CITY OF PRINCETON S 490.25 FT OF W 481 FT OF E 1/2 OF SE OF SW, EX N 94 FT OF E 217 FT 33 36 26 4.93

### ANALYSIS

The request is for two separate additions in order to construct a gymnasium and additional classrooms.

**Comprehensive Plan.** The Future Land Use Plan designates this property as Public & Semi-Public. The Comprehensive Plan states that *the City should support the enhancement or expansion of [public and semi-public uses, including governmental facilities, churches, and schools]. Care should be given to ensure that adequate integration with surrounding land uses occurs.*

**Zoning.** The current zoning for this property is R-3. Schools and educational facilities are allowable uses with a Conditional Use Permit in R-3.

### 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:** It does not appear that the proposed use will violate the health, safety or general welfare of 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:** Potential erosion, runoff, water pollution and sedimentation issues have been addressed in the site plan and reviewed by the City Engineer.

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

**Comment:** No changes to the parking or loading are proposed with the CUP.

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

**Comment:** No changes to the traffic generation or access are proposed with the CUP.

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 municipal sewer and water.

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

**Comment:** The Comprehensive Plan states that the City should support the enhancement or expansion of [public and semi-public uses, including governmental facilities, churches, and schools.]

### **Recommendation**

It is City Staff's recommendation to approve the Conditional Use Permit for the addition and renovation of the Princeton High School with the following conditions:

1.

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## MEMORANDUM

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TAB E



TO: Princeton Planning Commission  
FROM: Jolene Foss, Community Development Director  
SUBJECT: **Site Plan Review for Princeton High School School**  
DATE: July 20<sup>th</sup>, 2015

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### BACKGROUND

Princeton Public Schools Independent School District 477 has submitted an application for a site plan review in order to construct an addition and expansion to the Princeton High School building. The property is zoned R-1 Residential, and an application for a Conditional Use Permit has been received.

**ANALYSIS.** The property address is 805 8TH AVE S. PRINCETON MN 55371  
PID # 24-033-0010CITY OF PRINCETON W 1/2 OF SE OF SW EX 1/2 A IN NE COR & COM 40 RDS E OF NW COR OF SE OF SW, S 825 FT E 264 FT, N 825 FT, W TO BEG, EX N 55 OF E 185 FT LYING S OF LOT 1 BLK 7 CHULA VISTA 33 36 26 24.27

PID # 24-033-0030 CITY OF PRINCETON S 490.25 FT OF W 481 FT OF E 1/2 OF SE OF SW, EX N 94 FT OF E 217 FT 33 36 26 4.93

### SITE PLAN REVIEW

The expansion and addition will consist of two buildings. One of which is 20,000 square feet and one of which is 6,000 square feet.

**Building Materials.** The project consists of building materials that are in compliance with state and local ordinances.

**Landscaping.** A landscaping plan has been provided and meets landscaping requirements.

**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.** No changes are to be made to the current parking configuration.

**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. The provision of a Fire Road may be required.

### CONCLUSION/RECOMMENDATION

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

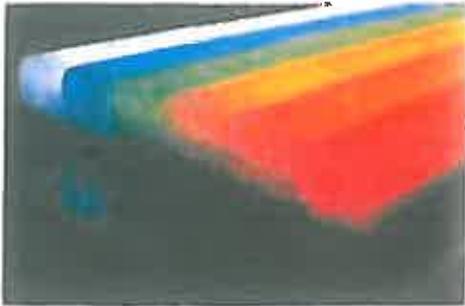
1. Additional items submitted by the Fire Marshal must be addressed;
2. The City Engineer's conditions and recommendations shall be followed;
3. A Developer's Agreement shall be put in place;

4. An updated site plan shall be submitted; and
5. A building permit shall be submitted and approved by the City's Building Official prior to commencement of construction.

TAB F



# LEDStripe - Large profile LED tubing

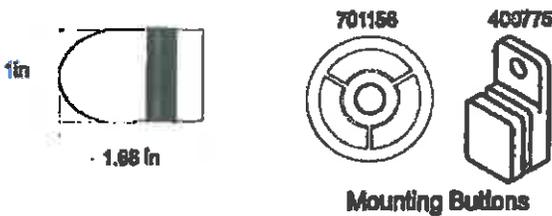


← This one

- Daytime color when non-illuminated
- High impact acrylic: UV stable, hydrocarbon insensitive, non-fading
- Can be factory bent to minimum 12 inch radius
- Can be cut in the field
- Conforms to UL 48 standard, CE certified and ETL listed

## SPECIFICATIONS:

Power per foot	1.5W (except 1 ft at 3 W) on average
Operating temperature	-40° C to +70° C
Colors	Warm: Red, orange, amber Cool: Green, blue, white Misc: Lemon yellow - amber daytime color and pastels (not shown)
Power supply	SloanLED 24 VDC Power Supply



Mounting Buttons

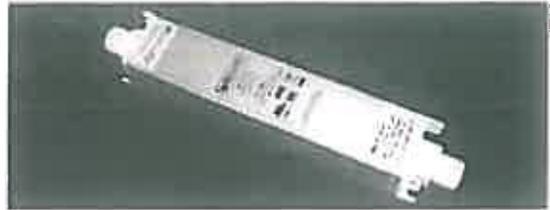
### Corner and Joint Covers



Outside Corner - 701382-X  
Inside Corner - 701383-X  
Step Corner - 701384-X  
Joint Cover\* - 701381-X

Item Description	Part #	Approx. Cut Increments	Actual Length
1 ft Tube	701189-color-1	1in	12.88 in
2 ft Tube	701189-color-2	3in	24.88 in
4 ft Tube	701189-color-4	3in	48.88 in
6 ft Tube	701189-color-6	3in	73.38 in
8 ft Tube	701189-color-8	3in	97.38 in
10 ft Tube	701189-color-10	3in	121.38 in

# LEDStripe 24 VDC Power Supply - IP68 Rated



- IP68 Rated (Ingress Protection 68)
- Auto-resetting
- Simple secondary hookups - no minimum load, no load balancing and no dip switches
- Modular compact design
- CE and UL recognized for dry, damp and wet locations
- Backward compatible with legacy SloanLED LEDStripe

Item Descrip.	Part # Number	Max Input Current	Power Output (#Legs)	Overall Dimensions
24 VDC	701088-24C	2.0A	24 V	7.825 in x 1.73 in x 1.19 in

## Power Supply Capacity for All Colors

Item Description	Power Output	Maximum Feet
LEDStripe 24 VDC	100 W (2 legs) DC	60
Power Used per Foot in Watts		1.5

Footages expressed are total (maximum 30 ft per leg). Power Output is based on Power Supply loading of two parallel 30 ft legs. Actual Power draw may depend on loading configuration.

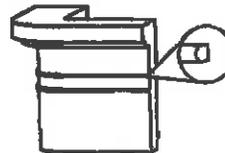


Illustrated above are two parallel 30 ft legs of LEDStripe.

## Bends LEDStripe and ColorLINE

- Radial or flat bend
- Factory bend:
  - LEDStripe 12 in minimum radius
  - ColorLINE 9.75 in minimum radius

### Radial Bend



In field radial bend:  
LEDStripe 14 ft minimum  
ColorLINE 19 ft minimum

### Flat Bend



In field flat bend:  
LEDStripe 19 ft minimum  
ColorLINE 6 ft minimum

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**MEMORANDUM**

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**TAB G**

**TO:** Planning Commission  
**FROM:** Jolene Foss, Community Development Director  
**SUBJECT:** Ordinance Amendment for B-1 Conditional Use  
**DATE:** July 20<sup>th</sup>, 2015

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City Staff is requesting the consideration of an Ordinance Amendment to the B-1 Central Business District.

Zoning Ordinance #538 has no language contained therein that relates to or describes in any way the provision for the sale of or repair of motorcycles, snowmobiles or other recreational vehicles such as 4-wheelers, wave-runners etc.

Staff has looked at other cities and has found language related to this use and has requested that the City Attorney draft up language that could be added to the B-1 Zoning Ordinance as a Conditional Use within that zone.

Upon review, additional language regarding parking and outdoor storage has been added to the amendment.

Please look over draft language for your consideration. If the Planning Commission is in favor of adding this provision to the Zoning Ordinance a public hearing would be in order. The amendment would then be brought to the City Council.

CITY OF PRINCETON,  
MINNESOTA ORDINANCE NO.

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AN ORDINANCE AMENDING PROVISION C (CONDITIONAL USES) SECTION 8 (B-1 CENTRAL BUSINESS DISTRICT) CHAPTER V (ZONING DISTRICTS) OF THE CITY OF PRINCETON'S ZONING ORDINANCE BY ADDING A CONDITIONAL USE FOR ATV/SNOWMOBILE/MOTORCYCLE SALES AND SERVICE

SECTION 1: Provision C (Conditional Uses) Section 8 (B-1 Central Business District) Chapter V (Zoning District) of the City of Princeton's Zoning Ordinance is hereby amended to add the following definition:

ATV/Snowmobile/Motorcycle Sales and Service provided that

- (a) The parking area for the outside sales and storage area, whether for new or the expansion of an existing facility, shall be hard surfaced by the date determined by the Planning Commission after consideration of the size and scope of the project, and the effect of the cold weather season on paving construction materials, but in no event more than 10 months after final city approval. Parking areas shall be maintained to control dust, erosion, and drainage before and after hard surfacing. No parking or display of ATVs/Snowmobiles/Motorcycles shall occur on landscaped areas. Customer parking shall be clearly marked. The number of spaces required for customer parking shall be determined by the Planning Commission on a project case by case basis.
- (b) Interior concrete or asphalt curbs shall be constructed within the property to separate driving and parking surfaces from landscaped areas.
- (c) All areas of the property not devoted to building, parking or storage areas shall be landscaped.
- (d) Outdoor storage of ATVs/Snowmobiles/Motorcycles shall be limited to the business hours of operation. Overnight storage is not permitted. All outdoor storage of ATVs/Snowmobiles/Motorcycles shall only be upon the paved portion of the property and within any setback requirements of the City of Princeton Zoning Ordinance.

SECTION 2: The remaining sections of Provision C (Conditional Uses) Section 8 (B-1 Central Business District) Chapter V (Zoning Districts) of the City of Princeton's Zoning Ordinance remain in full force and effect.

SECTION 3: 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 Provision C (Conditional Uses) Section 8 (B-1 Central Business District) Chapter V (Zoning Districts) of the City of Princeton's Zoning Ordinance by adding a conditional use for ATV/Snowmobile/Motorcycle Sales and Service.

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 \_\_\_\_\_ 2015.

\_\_\_\_\_  
Paul Whitcomb, Mayor

ATTEST:

\_\_\_\_\_  
Mark Karnowski, City Administrator

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**MEMORANDUM**

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**Tab H**

TO: Planning Commission  
FROM: Jolene Foss, Community Development Director  
SUBJECT: **Ordinance Amendment for addition of  
Boundary Line Adjustments and Lot  
Combinations**  
DATE: July 20<sup>th</sup>, 2015

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Upon careful review of the City's Subdivision and Zoning Ordinances, it does not appear as though our City has any provisions authorizing lot combinations and boundary line adjustments.

City Staff is requesting the consideration of an Ordinance Amendment to the Zoning Ordinance that will reflect the benefits of having provisions within our ordinance allowing boundary line adjustments and lot combinations.

Provided is draft language for your consideration. If the Planning Commission is in favor of adding this provision to the Zoning Ordinance a public hearing would be in order. The amendment would then be brought to the City Council.

CITY OF PRINCETON,  
MINNESOTA ORDINANCE NO.

AN ORDINANCE AMENDING THE CITY OF PRINCETON'S SUBDIVISION  
ORDINANCE BY ADDING CHAPTER XVIII ALLOWING FOR ADMINISTRATIVE  
SIMPLE LOT SUBDIVISIONS, SIMPLE LOT CONSOLIDATIONS AND BOUNDARY  
LINE ADJUSTMENT

SECTION 1: The City of Princeton's Subdivision Ordinance is hereby amended to read as follows:

CHAPTER XVIII:

ADMINISTRATIVE SIMPLE LOT SUBDIVISIONS/SIMPLE LOT  
CONSOLIDATIONS/BOUNDARY LINE ADJUSTMENTS

(A) *Purpose.* This section is established to provide for administrative approval of simple lot subdivisions, simple lot consolidations and boundary line adjustments, that meet specified criteria and for the waiver of standard platting requirements specified elsewhere in the City of Princeton's Subdivision Ordinance. It is intended largely to facilitate the further division of previously platted lots, the combination of previously platted lots into fewer lots, or for the adjustment of a lot line by relocation of a common boundary.

(B) *Definitions.*

- a. Simple Lot Subdivision. The division of one platted lot of record into two lots, each of which complies with all zoning and subdivision requirements of the City of Princeton.
- b. Simple Lot Consolidation. The consolidation of multiple platted lots of record into one lot, which complies with all zoning and subdivision requirements of the City of Princeton.
- c. Boundary Line Adjustment. The division of one or more lots of record for the purpose of combining a portion or portions thereof with other lots of record, without creating additional lots and provided that all resultant lots comply with all zoning and subdivision requirements of the City of Princeton.

(C) *Application for administrative simple lot subdivision/simple lot consolidation / boundary line adjustment.* Any person having a legal or equitable interest in a property may file an application for administrative simple lot subdivision/simple lot consolidation/boundary line adjustment. Any such application shall be filed with the Zoning Administrator on an approved form and shall be accompanied by an accurate boundary survey and legal description of all parent parcels prior to any simple lot subdivision/simple lot

consolidation/boundary line adjustment, as well as a survey and legal description identifying the resulting parcels after any simple lot subdivision/simple lot consolidation/boundary line adjustment, as well as any other such exhibits or documents and deemed appropriate by the Zoning Administrator. Said surveys must clearly identify all rights of way boundaries as well as any and all utilities in existence on any affected properties.

(D) *Review of administrative simple lot subdivision / simple lot consolidation / boundary line adjustment.* The Zoning Administrator shall review all applications for an administrative simple lot subdivision/simple lot consolidation/boundary line adjustment to determine compliance with the standards identified in this section and all other pertinent requirements of the City of Princeton. Upon written approval of the request, the applicant shall be responsible for any and all expenses for the preparation of all documentation required and to complete the recording of the same with the appropriate Count Recorder's office. Should the request be denied, the Zoning Administrator shall notify the applicant, in writing, of the reasons for the denial. Any appeal of city staff's decision shall be made to the Planning Commission in accordance with the procedures specified in the City of Princeton's Subdivision Ordinance.

(E) *Findings required for approval.* In order for the Zoning Administrator to grant approval for a proposed administrative simple lot subdivision/simple lot consolidation/boundary line adjustment, each of the provisions shown below must be met.

- (1) A simple lot subdivision of land will not result in more than two lots. A simple lot consolidation will result in only one lot. A boundary line adjustment will result in no new lots being created.
- (2) All necessary utility and drainage easements are provided for.
- (3) All lots to be created by the simple lot subdivision/simple lot consolidation/boundary line adjustment conform to lot area and width requirements established for the zoning district in which the property is located.
- (4) The simple lot subdivision/simple lot consolidation/boundary line adjustment does not require dedication of public right-of-way for the purpose of gaining access to the property.
- (5) The property has not been divided through the provisions of this section within the previous five years.
- (6) The simple lot subdivision/simple lot consolidation/boundary line adjustment meets all design standards as specified elsewhere in the City of Princeton's Zoning and Subdivision Ordinances.

(E) *Conditions of approval.* The City may impose the conditions on any proposed administrative simple lot subdivision/simple lot consolidation/boundary line adjustment that are deemed reasonable and necessary to protect the public interest and to ensure compliance

with the provisions of this chapter including, but not limited to, the following:

(1) The applicant shall provide required utility and drainage easements for all newly created lots and be responsible for the cost of filing and recording written easements with the County Recorder's office; and

(2) The applicant shall pay parkland dedication fees for each lot created beyond the original number of lots existing prior to the simple lot subdivision/simple lot consolidation/boundary line adjustment, except when the fees have been applied to the property as part of a previous simple lot subdivision/simple lot consolidation/boundary line adjustment.

SECTION 2: The remaining sections of the City of Princeton's Subdivision Ordinance remain in full force and effect.

SECTION 3: 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 the City of Princeton's Subdivision Ordinance by adding Chapter XVIII allowing for administrative simple lot subdivisions, simple lot consolidations and boundary line adjustments.

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 \_\_\_\_\_ 2015.

\_\_\_\_\_  
Paul Whitcomb, Mayor

ATTEST:

\_\_\_\_\_  
Mark Karnowski, City Administrator

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

**Joel Strottrup Proclamation**

Karnowski advised that Joel Strottrup is retiring from the Princeton Union Eagle. Strottrup has been writing about the City since 1977. He has been recognized by his colleagues as an exceptional newspaperman and has been honored by winning numerous awards by the Minnesota Newspaper Association.

The Council proclaims Friday, June 12, 2015 as Joel Strottrup Day.

**Christmas Decorations Discussion – Karen Michels (PACC)**

Karnowski advised that the Princeton Area Chamber of Commerce’s Executive Director, Karen Michels, has asked for some time to discuss the need to replace the city’s aging Christmas Decorations that adorn the streetlights during the holiday season.

Apparently the PUC has agreed to donate \$2,500 annually to help fund a program to replace the decorations over a period of years.

Steve Jackson has advised that there is currently is \$20,000 in the Community Beautification Committee (CBC) fund to pay for both flowers and decorations like this. Jackson further advises that the CBC is consulted before money from that fund is expended. The three most active members of the CBC are Ann Bien, Maureen Gould and Sam Reynolds.

Jackson had noted that he would be hesitant to spend too much of that balance because some of that fund was used last year for the prairie grass/flower change downtown. He said he recalled there was discussion of doing more of that once it was determined that people liked it.

Jackson stated that the City has been transferring \$2,500 from the Liquor store each year to keep that source of funding available.

Jackson suggested, if the Council wants to increase the \$2,500 annual transfer to cover a contribution for the Christmas decorations or designate a portion or all of it for a period of years to restore the decorations that might be a reasonable approach.

Another option would be to match the PUC and also challenge the Chamber Members to participate.

Karen Michels spoke about the decorations that are in poor condition and some appeared to have even caught on fire at some point. There are currently approximately 25 that need to be immediately replaced. Temple Display has several of the same decorations that the City currently use, but in LED. The plan is to first replace the 25, then each year change out as many as funds allow. Eventually they would like to add more, such as on 21<sup>st</sup> Ave.

The Chamber is setting aside \$1500 per year for the next 5 years, and the PUC is budgeting \$2500 per year.

WALKER MOVED TO APPROVE \$2500 FROM THE COMMUNITY BEAUTIFICATION COMMITTEE FUND YEARLY FOR THE NEXT 5 YEARS TO REPLACE THE HOLIDAY DECORATIONS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **Co-location discussion with School District**

Karnowski reported that the Princeton School and the city have been discussing the possibility of the District's purchase of the old Police Department building as part of their efforts to provide the necessary space for their proposed Early Childhood Education program.

District Superintendent Julia Espy and he have been talking informally about the District's space needs and how the old Police Department may fit in.

As part of those conversations, he said they talked about the possibility of moving the School District Administration staff into the City Hall building to clear some space in the main building for other space needs.

He added that he thinks the size building we have is a little oversized for the 6 full-time city employees and building inspector. Sadly the existing floor plan does not take full advantage of the space.

The School District received a state grant for their Early Childhood initiative. A portion of that grant may be able to be used to move walls around at City Hall to accommodate the District Administration Staff if it freed up space in their current building.

They would like to get the City Council's feedback on the general concept. If the Council is open to the concept, a more detailed discussion will, obviously, follow.

Ryan Hoffman (the District's consultant) has provided an initial sketch of a remodeling option. The initial issues he said has is that the City would lose office space for our building inspector, Karen's office space was reduced and there appears to be a lack of handy storage (some storage can be in the basement, but some records need to be more readily accessible).

There was a lot of discussion about possible options and some minor changes to the preliminary sketch that was brought to the meeting.

Karnowski stated that the City would need to determine what a fair rental fee would be according to the market to be fiscally responsible with the resident's tax money. Also, the City's Auditors would need to see an appropriate amount in accordance to what space is usually leased for.

Walker said he likes the idea, but feels the Council needs to talk to City Staff about how they feel about this plan.

Karnowski said they will discuss it at the next staff meeting.

Karnowski, Walker and Mayor Whitcomb will meet with the School District on Thursday, June 18<sup>th</sup> at 4pm to further discuss the option.

### **Discussion with Dove, Fretland, et al Legal Services**

Karnowski reported that the city received 7 proposals for attorney services in response to our RFP.

Those responding, their office location(s) and whether their application was for Civil, Criminal or both were: (in alphabetical order):

- A. Dove, Fretland & Van Valkenburg, Princeton and St. Louis Park MN (the city's current attorney firm) – both Civil and Criminal
- B. Flaherty & Hood, St. Paul MN (the CGMC's law firm) – Civil only
- C. Jan Jude Law, Milaca MN (former Mille Lacs County Attorney) – both Civil and Criminal
- D. Kennedy & Graven, Mpls. MN – Civil only
- E. Kirchoff Law, Foley MN – Civil only
- F. Ratwick, Roszak & Maloney, Mpls. MN – Civil only
- G. Rupp, Anderson, Squires & Waldspurger, Mpls. MN – Civil only

Karnowski stated, he, Mayor Whitcomb and Police Chief Frederick combed through the applications and found that hiring one firm for civil and a separate firm for criminal would be the most expensive way to go. While cost is not the overriding factor, it's obviously very important.

There were only two firms that offered both civil and criminal services. Of the two, the proposal from Dove, Fretland, et al not only was the least expensive but also appeared to provide the most wide ranging service and experience.

The city's current criminal attorney, Damien Toven, has represented the city for the past 9 years.

On the civil side, the firm is offering the services of Kelli Bourgeois, who has only been practicing law for about 1½ years but has almost 17 years of experience in municipal government working for both the City of Becker and the City of Columbia Heights. Ms. Bourgeois municipal experience is in the areas of Human Resources, Community Development and City Planning.

Dove, Fretland's proposal is to continue to provide the services covered by our current retainer for the same price as they have since 2008 (\$1,600/mo. For Civil and \$3,300/mo for criminal). They propose to increase their fee for work outside the retainer agreement by \$5/hr. (from \$135/hr. to \$140/hr.).

Because the civil attorney they propose we use has significantly less experience than Dick Schieffer, he said he proposed that we have a 'trial period' of 3 months where we would be charged only 80% of the civil retainer. If, after those 90 days, the city is content with the firm's service, the civil retainer fee would go to \$1,600/mo.

Accordingly, the recommendation from those who reviewed all the proposals is to enter into a contact with Dove, Fretland, et al. But, obviously, it's up to the Council.

Kelly Bourgeois introduced herself and spoke about her law and municipal experience. She currently works for another city during the day, so she stated she would be available via email throughout the day, and she can return phone calls during her break times. She will

also be able to attend meetings if necessary, but Damian Toven would likely continue to attend most of the meetings as he has been.

WALKER MOVED TO AWARD THE BID TO DOVE, FRET LAND FOR CRIMINAL AND CIVIC TO BE BILLED AT 80% FOR 3 MONTHS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Civic Center Open House**

Karnowski reported that Mayor Whitcomb has suggested that the city organize a joint open house for the remodeled Civic Center along with the American Legion.

He said he contacted Commander Jerry Whitcomb and the date agreed upon for that event was Saturday, August 15<sup>th</sup>.

If the Council is okay with that date, staff suggests it would be helpful to have one or two Council members to help work out the details.

Hallin and Whitcomb will help work out the details on a Civic Center Open house.

HALLIN MOVED TO ADJOURN THE MEETING AT 6:35PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins  
City Clerk

ATTEST:

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Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JUNE 16, 2015 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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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, Attorney Damien Toven, and Engineers Mike Nielson and Holly Wilson

**AGENDA ADDITIONS/DELETIONS**

None

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of May 28, 2015
- B. Study Session Meeting Minutes of June 1, 2015

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 28, 2015 AND THE STUDY SESSION MINUTES OF JUNE 4 2015. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

- A. **Permits and Licenses**
  - 1. Fun Time Show Circus permit for June 22
  - 2. Rocci Berrini – Ace Solid Waste Solicitors permit – 5 days
  - 3. Daniel Oelfke – Ace Solid Waste Solicitors permit - Annual
- C. **Donations/Designations**
  - 1. Resolution 15-27 – Accepting Civic Center Donations

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

**OPEN FORUM**

**PUBLIC HEARING – WEST BRANCH PROJECT**

Nielson went over a description of the entire project. It will provide water service, fire flow protection, a looped system for reliability, eliminate long runs, provide service to currently un-serviced parcels and improve the roadway and drainage.

The Street and storm water improvements total \$519,461.15, with Public Improvement bonds at \$247,002.28, the Water Fund covering \$61,113.22 and Assessments being \$211,345.65

Sanitary Sewer improvements total \$226,635.27, with Public Improvement bonds at \$84,559.71 and Assessments at \$142,075.56.

Watermain extension totals \$450,747.96, with the Water Fund covering \$270,448.78 and the balance of \$180,299.18 being assessed.

Nielson said the bids came in a bit lower than they anticipated, so that savings will be passed along to the residents being assessed.

Walker asked about the interest rate, and if the bond is selling for 5%, or is it somewhat less. Jackson said the city usually builds in somewhere between 1 and 1.5% to cover bond fees, and other costs. Nielson said they are estimating the bond will sell at 3.5%, so the interest passed on to the resident would be 5%.

Hallin asked for clarification on substantial completion in October and then the Final in the spring. Neilson responded that it would be seeded prior to winter, but they don't like to final anything until spring because of seeding and any possible erosion issues.

The Public Hearing was opened at 7:17pm

Chuck Young, 708 North 3<sup>rd</sup> street said his property along with 706 and 710 are serviced off of 3<sup>rd</sup> Street. Neilson said if that is the case, water and sewer would be removed from the assessment. He will look into these properties.

Judy Daml, 803 West Branch Street is curious about the deferral option for Seniors. Neilson replied that a State Statute allows for a deferment for Seniors, Agricultural status, total disability or active military. The payments would be deferred until such time that the property is sold. Daml asked if the City has also considered the additional cost for residents to hookup. The bid she received was about \$6,500. Nielson responded that the service would be ran to within 5 feet of her front door, however the council may approve those costs be added to the assessment as well.

Richard Anderson stated that him and his brother own parcel # 10 along West Branch and asked what benefit there is to their property. Nielson said with water and sewer available to the property, those lots could possibly be developed. Anderson questioned that as he has contacted the DNR and told that lot could not be built on. Roger Anderson added that the arena is in a flood plain. Nielson said that area is going to be looked at and the storm sewer may be changed slightly. Anderson asked if the contractors or City staff would be coming on to their property. Nielson said he believes there is an easement on that property which would allow them to if needed.

Jim Hennesy, 702 West Branch Street said he has a storm sewer in his driveway, and he has never figured out where it drains to. He asked if that will be looked at. Nielson responded that it will be reviewed and possibly changed if needed.

Hennesy asked how far into the yard would the lines be. Nielson replied that they are bringing it to the curb stop. The properties with existing connections would be abandoned. Hennesy asked if they could run the lines closer. Nielson added that their intention is to run the new lines as close as possible to their previous connections.

Anne Bredeson 901 West Branch stated she has her own septic, with the water line coming off 3<sup>rd</sup> and running through her back yard. She questioned if the old line is going to be capped off. Nielson said yes, they would like to get rid of those long runs, so her property will be connected to West Branch, creating a much shorter run.

Hallin asked if those long runs that will be abandoned and if any easements there would be removed. Nielson said easements were probably not done when the lines were put in. Hallin said she had someone ask her if they could build a shed in their backyard once those lines are capped off and abandoned. Nielson said they could.

Hennessy asked what type of time frame they expecting for them to be without water and sewer. Nielson said the project scope states that they must provide temporary water if a property is to be without water for more than 8 hours. Sewer will be available at all times.

DOBSON MOVED TO CLOSE THE PUBLIC HEARING AT 7:33PM. HALLING SECONDED THE MOTION.

WALKER MOVED TO APPROVE RESOLUTION 15-30 ACCEPTING THE FINAL ASSESSMENT ROLL, WITH EXCEPTION TO THE REDUCTION OF \$1,499 IN WATER TO PID 24-201-0310 AND REVIEWING WATER AND SEWER ASSESSMENT FOR PID 24-201-0330, 24-201-0340 AND 24-201-0350. HALLIN SECONDED THE MOTION. THE MOTION CARRIED.

### **REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. EDA Special Meeting of Minutes of May 21, 2015
- B. Park Board Minutes of May 26, 2015
- C. Airport Board Minutes of June 1, 2015

### **PETITIONS, REQUESTS, AND COMMUNICATIONS**

#### A. Christ Our Light Sidewalk Chalk Event

Foss reported that Christ Our Light is requesting Council approval to close a section of the sidewalk in front of the church where the event will be taking place. Frederick said he spoke with Gerold and they will section off the shoulder in that area so people can walk there around the art.

DOBSON MOVED TO APPROVE CHRIST OUR LIGHT MARK CLOSE OFF A SECTION OF THE SIDEWALK IN FRONT OF THE CHURCH FOR THE EVENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED.

#### B. Council Action Request for One-way Alley

Karnowski advised that Ron Gensler at 1311 Shady Lane is requesting the alley from First Street South behind K-Bob to be designated as One-way. Gensler stated that access to the Food Shelf and municipal parking, as well as freight loading and unloading would be much safer. Because of blind access from 1<sup>st</sup> Street, Autos and trucks traveling north through the alley have little or no choice but to force any vehicle attempting to enter via First street to back out causing a dangerous situation to vehicles and pedestrians.

Karnowski said he is not sure if Gensler has talked with the property owners. Dobson said he agrees there is potential for accidents, but also would like to see how the property owners would feel about the alley being one-way.

Whitcomb added that Public Works and the Police Department may have some concerns if it were one-way as well. Gerold responded that with the way the parking lot is striped, it would need to be reconfigured if the alley was changed to one-way. He also stated that most service doors are off the passenger side of trailers, but that would be a question for the businesses and delivery drivers.

Zimmer asked Chief Frederick if he knows of any incidents. Frederick said they have had a few near misses and a few pedestrian/bike accidents. He can think of at least 2 off the top of his head. He added that it is busier when the Ice Cream shop is open in the summer

Zimmer suggested some signage warning people of the blind spot and to beware of auto and pedestrian traffic. Whitcomb asked if the mirrors used in stores would work. Gerold said that would be an option, but the City would need to get permission from property owners to put one on their building if it was in an area we would not put a post in. Zimmer and Hallin liked that idea as well.

Dobson asked Gensler about the alley behind Taco Johns that he had also mentioned. Gensler said he sees issues with both alley's, but it is more dangerous with the one north as you cannot see onto First Ave. Dobson said he appreciated him bringing this to the Council's attention.

Walker said there is an issue with safety, as some people seem to pull right out without stopping. Gensler added that with the Ice Cream shop and Food Shelf, the small cubby area off the alley is being used heavily for deliveries and creates another blind spot.

Frederick stated that there may be some additional education that can be done, and of course enforcement may help as well.

Walker commented that he would like to see some signage and a mirror to start with. Zimmer agreed.

Whitcomb said we can look into the options and hopefully we can come up with a workable solution.

## **ORDINANCES AND RESOLUTIONS**

### **A. Resolution 15-26 – Approving the It Starts Here Loan**

Foss reported that Faith Goenner was the winner of the second round of the It Starts Here Program. The EDA and City Staff have reviewed the application and recommended approval of the forgivable loan.

**HALLIN MOVED TO APPROVE RESOLUTION 15-26 APPROVING A FORGIVABLE LOAN TO FAITH GOENNER, IN THE AMOUNT OF \$10,000 WITH AN INTEREST RATE OF 2.5% THROUGH THE IT STARTS HERE PROGRAM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

### **B. Resolution 15-28 – calling for hearing to consent to the sale of Fairview bonds**

Karnowski reported Fairview is proposing that the city of Minneapolis issue, on behalf of Fairview, revenue bonds in an amount not to exceed \$135,000,000 under the Minnesota Municipal Industrial Development Act.

The proceeds of those Bonds will be used to finance various Fairview projects in health care facilities, located not only in Princeton, but Minneapolis, Edina, Red Wing, Burnsville, Hib-

bing, Chisago City and Wyoming.

In 2002, Minneapolis, with the approval of Princeton, issued bonds on behalf of Fairview to refund revenue bonds issued by the City of Princeton in 1991 to finance the original acquisition of land and construction of Fairview Northland Medical Center.

Then, in 2005, the City again consented to the issuance by Minneapolis of revenue bonds to finance improvements to Northland, at which time Minneapolis then issued bonds as part of a larger bond issue on behalf of Fairview. By including the bonds to finance the construction of improvements to Northland as part of a larger issue of bonds by Minneapolis, Fairview was able to achieve some economies of scale and reduce issuance expenses.

It's a fairly common practice to have one city issue bonds for facilities in another city (with the consent of such other city) in the case of large health care institutions such as Fairview which have facilities located in different municipalities.

Resolution 15-28 approves financing that will refinance both the 2002 and 2005 bonds. Minneapolis will issue the Bonds, not Princeton. But under the IRS Code, such issuance requires the approval of the Princeton City Council. Prior to giving such approval a public hearing on the proposed financing is required to be held by the Princeton City Council.

Fairview has agreed to pay all expenses with respect to issuance of the Bonds. Further, the issuance of the Bonds will in no way impact the City's bond ratings or count against the City's bonding limits (including bank qualified limits).

In order to satisfy the IRS requirements and consent to the issuance of the Bonds, the first step is to pass a resolution calling for a public hearing on the issuance of the bonds. Fairview will then publish a notice of public hearing in the Union Eagle on June 25th. The public hearing will then be held on July 9th. At the conclusion of the public hearing, the City Council will adopt a resolution consenting to the issuance by Minneapolis of the Bonds.

Following adoption of such resolution no further action would be required to be taken by the City.

Dobson asked for clarification that it does not affect us in any way. Walker said that was correct, we have done this for Elim Home as well.

**DOBSON MOVED TO APPROVE RESOLUTION 15-28 CALLING FOR A PUBLIC HEARING ON AN ISSUE OF REVENUE BONDS BY CITY OF MINNEAPOLIS ON BEHALF OF FAIRVIEW HEALTH SERVICES. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**C. Resolution 15-29 Authorizing staff to request a Quote from InControl**

Karnowski reported that the City is going to be replacing the Main Lift Station. Resolution 15-29 authorizes city staff to obtain a quotation from InControl for SCADA Control Panel and System Integration. There is some issues with USDA grant funds, and they will reimburse us if we get a quote and do it ourselves. The company was the major contributor when we did the plant upgrade and they have been very instrumental with keeping the plant running and working with Chris Klinghagen.

HALLIN MOVED TO APPROVE RESOLUTION 15-29 AUTHORIZING CITY STAFF TO OBTAIN A QUOTATION FROM INCONTROL FOR SCADA CONTROL PANEL AND SYSTEM INTEGRATION MAIN SANITARY LIFT STATION REHABILITATION. ZIMMER SECONDED THE MOTION.

Walker asked for clarification on why staff is requesting this resolution. Nielson replied that we wanted to just name them as the contractor due to them being the company that handles the rest of the plant. However, USDA does not allow that and we have to go out for a quote. For example, staff cannot ask for an exact pump, as they don't like proprietary type things. There are other people that can do the work, but they are familiar with the system already and it is ideal to have the same contractor so everything is tied together. Nielson added that USDA has said that this method was okay. Walker asked for clarification that USDA will approve the cost prior to the installation. Nielson responded that they would.

THE MOTION CARRIED UNANIMOUSLY

D. Ordinance 719 – Airport Standards – FINAL READING

Karnowski advised that MnDOT has suggested having Airport standards in place. The ordinance basically covers FBO (fixed base operators) in some airports. Princeton does not currently have those and do not have any that do agricultural spraying. However, MnDOT suggesting having something in the code in case that were to occur. There has been no changes to the standards since the first reading.

HALLIN MOVED TO APPROVE ORDINANCE 719 ADDING MINIMUM AIRPORT STANDARDS TO CHAPTER 6, SECTION BB OF THE PRINCETON CITY ZONING ORDINANCE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**UNFINISHED BUSINESS**

A. Great Northern Trail – Final Invoice from West Branch Construction

Karnowski reported that in March, the City Council awarded a design/build contact to a joint venture composed of WSB Engineering and West Branch Construction for a cost not to exceed \$179,500.

As part of that agreement, the city fronted \$125,000 upon signing of the contract with the balance to be paid upon completion.

The contract anticipated a final clean-up and inspection of the project to occur on June 29<sup>th</sup>. Staff is pleased to advise that the project came in on budget and will be completed by the end of the month with the erection of the appropriate signage.

Staff recommends that the Council approve the final payment of \$ 54,500 to West Branch Construction, which will be tendered upon receipt from the City Engineer that the project, including signage, has been completed pursuant to the contract.

Further, as staff wraps up the funding for the project (the DNR Grant; the Bremer Grant and the balance in City Funding), we recommend the Council adopt a second motion authorizing the Mayor and staff to sign any other requisite documentation required to lock up those out-

side funding sources.

He added that he thinks the 'Design/Build' approach was the right process for this project and that the finished product will be a benefit for the larger Princeton Community.

Dobson asked if there is any retainage on the project. Karnowski replied that there was not on this project for 2 reasons. One is because it was done using the Design Build process and the other because it is a local contractor that knows their reputation is on the line if the work was not satisfactory or they did not follow through.

HALLIN MOVED TO APPROVE THE PAYMENT OF THE FINAL INVOICE FOR \$54,500 TO WEST BRANCH CONSTRUCTION FOR THE GREAT NORTHERN TRAIL CONTINGENT ON IT BEING COMPLETE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO AUTHORIZE THE MAYOR AND STAFF TO SIGN ANY OTHER REQUISIT DOCUMENTATION REQUIRED TO LOCK UP THOSE OUTSIDE FUNDING SOURCES OF THE GREAT NORTHERN TRAIL. ZIMMER SECONDED THE MOTION.

Zimmer asked if the trail will continue into town. Foss responded that next year it will likely extend into the city if they receive the TAP Grant they will apply for again.

THE MOTION CARRIED UNANIMOUSLY

## **NEW BUSINESS**

### **A. Underground Storage Tanks**

Foss advised that the property at 809-903 9<sup>th</sup> Ave North, which was acquired with HUD/NSP funding still has storage tanks underground.

Demolition occurred at this site in September of 2014, but the orphaned tanks could not be removed at that time because there was not a MPCA licensed Tank Removal Contractor onsite.

After an intense RFP process, 3 bids were received. West Central Environmental Consultants had the most financially reasonable bid and they have former experience with this site.

Staff is asking for a motion to approve, pending EDA approval, West Central Environmental Consultants as the lead organization in the removal of the remaining underground tanks.

WALKER MOVED TO APPROVE WEST CENTRAL ENVIRONMENT CONSULTANTS AS THE LEAD ORGANIZATION TO REMOVE THE REMAINING UNDERGROUND TANKS AT 809 – 903 9<sup>TH</sup> AVE N, PENDING EDA APPROVAL. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## **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 \$72,882.87 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE

CHECKS 71938 TO 72019 FOR A TOTAL OF \$247,863.17. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:00PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins  
City Clerk

ATTEST:

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Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JUNE 25, 2015 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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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, Fire Chief Jim Roxbury, Liquor Store Manager Nancy Campbell, Clerk Shawna Jenkins, Attorney Damien Toven, and Engineer Mike Nielson.

**AGENDA ADDITIONS/DELETIONS**

None

**CONSIDERATION OF MINUTES**

- A. Regular Meeting Minutes of June 16, 2015

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 16, 2015. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**CONSENT AGENDA**

**A. Permits and Licenses**

1. American Legion Gambling permit – Bingo at Mille Lacs County Fair

**C. Donations/Designations**

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

**OPEN FORUM**

**PRESENTATION – 2014 Audit**

Steve Wischmann from KDV went over the City's 2014 audit. He said in summary, it was a very stable year for all the funds, good reserves, good cash flow and the city is doing a very nice job.

Hallin asked about the pension fund deficit that Wischmann mentioned and if it is shown in this audit. Wischmann replied that the pension deficit will show up next year.

Whitcomb opened the public hearing at 7:28pm

DOBSON MOVED TO CLOSE THE PUBLIC HEARING AT 7:28PM WITH NO COMMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO ACCEPT THE AUDIT AS PRESENTED. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**REPORTS OF OFFICERS, BOARDS, AND COMMITTEES**

- A. Fire Advisory Minutes of June 2, 2015  
B. Park Board Minutes of June 22, 2015

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

A. New Life Church 5k route request

Karnowski reported that Jaime Grant from New Life Church is going to hold a 5k run and is looking for approval on the route they have selected. The route has been reviewed and approved by Police Chief Frederick.

ZIMMER MOVED TO APPROVE NEW LIFE CHURCH'S 5k ROUTE AS SUBMITTED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED.

**ORDINANCES AND RESOLUTIONS**

A. Resolution 15-31 – Contract for West Branch Project

Karnowski said Resolution 15-31 is to award the West Branch Street, roadway and utility improvement project to the low bidder of Douglas Kerr Underground, LLC of Mora. Also, it has been determined that work identified in Alternate Bid No. 1 can be accomplished with an increase in bid items provided for in the Base Bid as noted in Change Order No. 1 in the amount of \$42,168.43

HALLIN MOVED TO APPROVE RESOLUTION 15-31. ZIMMER SECONDED THE MOTION.

Whitcomb asked what the change order was for already. Nielson responded that it addresses the replacement of the existing sanitary sewer and new service lines to each residence. Doing it now will save money.

THE MOTION CARRIED UNANIMOUSLY

B. Resolution 15-32 – Bond Reimbursement

Jackson reported Resolution 15-32 satisfies an IRS requirement for the bonding that the City will be doing for the West Branch Project.

HALLIN MOVED TO APPROVE RESOLUTION 15-32, ESTABLISHING PROCEDURES RELATING TO COMPLIANCE WITH REIMBURSEMENT BOND REGULATIONS UNDER THE INTERNAL REVENUE CODE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS**

A. Otto Bremer Grant Acceptance

Foss advised that she is asking for Council approval to close out the contract for the Great Northern Trail so she can complete the necessary paperwork for the Otto Bremer Grant.

HALLIN MOVED TO ACCEPT THE OTTO BREMER GRANT AND CLOSE OUT THE CONTRACT FOR THE GREAT NORTHERN TRAIL. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**B. Streambank Pay Voucher #3 and Final**

Karnowski said the final payment for the last of the Streambank projects is completed. It was to address the requirements of the MPCA for the phosphorus reduction. Pay voucher #3 is the final one and the City Engineer recommends approval.

Karnowski added that the MPCA was out about 10 days ago to inspect the site to see everything was done and holding correctly. They were very pleased with the work.

HALLIN MOVED TO APPROVE PAY VOUCHER #3. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**C. Feasibility Study for 7<sup>th</sup> Ave**

Karnowski reported that a feasibility study needs to be done for the new school being built. Staff is asking for a resolution approving a feasibility study to be approved.

Hallin asked if the study will be paid for by the city. Karnowski responded that the Engineering fees will be rolled into the project. However, there are a few properties on the west side, so staff is working on an equitable way to assess the fees to those homeowners.

WALKER MOVED TO APPROVE RESOLUTION 15-33 AUTHORIZING A FEASIBILITY STUDY FOR 7<sup>TH</sup> AVE. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

**A. Cancel July Study Session**

Karnowski advised that staff's suggestion was to possibly cancel the meeting. However, after the meeting this afternoon with the School District, staff would like to discuss co-locating the School District management staff at City Hall. There have been a few meetings and they are at a place in the discussion that they would like to get the rest of the Council involved. They have preliminary sketch, and it would include at this point in time, selling the old police station to the district.

**B. Northland Drive Bituminous**

Nielson advised that Northland Drive is in poor condition and deteriorating. While the road is 24 years old, he stated the extensive hospital construction traffic did not help. In doing some core samples, it appears the damage is limited within the top 2 inches. He is suggesting the top be re-milled. The road will require more than just a seal coat, and property owners will likely be assessed so a feasibility study will need to be done. He added it is along the entire road, with some areas being worse. Hallin agreed that the Hospital construction traffic was likely very damaging.

WALKER MOVED TO APPROVE RESOLUTION 15-34 AUTHORIZING A FEASIBILITY STUDY BE DONE FOR NORTHLAND DRIVE. DOBSON SECONDED THE MOTION.

Dobson added that this was discussed at the Public Utility Commission meeting and while they have had some issues there, they will address them as they occur instead of replacing the lines.

THE MOTION CARRIED UNANIMOUSLY

### C. Flushable Wipes Litigation

Karnowski reported that the City of Wyoming has filed a class action complaint against several manufacturers regarding those firms' practices associated with the design, testing, manufacturing, marketing, distribution, and/or sale of *allegedly* flushable bathroom wipes.

The law firm representing Wyoming (Flaherty & Hood) has asked if the city of Princeton would like to also file a complaint on the matter. This is a 'contingency' matter and there will be no cost to the city to participate whether the suit is successful or not.

The city has had damage to some of our lift station pumps and we've had backups that did damage to residential properties because of the 'flushable' wipes. That's the reason the law firm wants the city involved... so it shows evidence of the problem.

#### Background:

As key participants in the flushable wipes market, the firms have had access to a plethora of information about the harm their wipes cause to municipal wastewater systems.

The subject products include all wipe products designed, distributed, marketed and advertised by the firms as suitable or able to be flushed down a toilet without causing harm to plumbing, sewer, and/or septic systems.

The complaint alleges the firms know, and have known, of the harm they cause to sewer systems and waste treatment facilities and yet continue to manufacture and promote them as flushable.

Contrary to the Defendants' representations, these flushable wipes do not degrade after flushing. Rather, the flushable wipes remain intact long enough to pass through private wastewater drain pipes into the municipal sewer line causing clogs and other issues for municipal and county sewer systems and wastewater treatment plants, resulting in thousands, if not millions, of dollars in damages.

Despite numerous complaints from state and local sewer authorities both in United States, and internationally, Defendants have not removed the false claims regarding the flushability of these wipes.

He asked if the Council would like to add the city of Princeton to the original complaint.

Hallin said we have a nice new plant and she is in favor of the city being added to the original complaint.

Walker asked if the purpose of the litigation was to stop advertising them this way, or change the product. Karnowski said he understands that the litigation is about public education, and hopefully they will take the "flushable" off the product.

HALLIN MOVED TO MOVE FORWARD TO ADDING THE CITY TO THE LITIGATION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**D. Public Works Plow Truck CIP Purchase**

Gerold reported that this request is to replace a 1979 truck the City purchased as new. This replacement is in the CIP and he has negotiated the price down a bit. Staff has inspected and driven the truck. It will take a little bit of work in the shop, but it will work well for what is needed.

WALKER MOVED TO APPROVE THE PURCHASE OF THE 2000 STERLING LT9513 FOR \$35,095.00 AND DISPOSITION THE 1979 FORD. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**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 \$122,395.01 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72022 TO 72071 FOR A TOTAL OF \$142,395.74. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**ADJOURNMENT**

There being no further business.

DOBSON MOVED TO ADJOURN THE MEETING AT 8:00PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins  
City Clerk

ATTEST:

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Paul Whitcomb, Mayor