



CITY OF PRINCETON
COUNCIL MEETING
Agenda
October 13, 2016
7:00 p.m., City Hall

1. **Call to Order - Pledge of Allegiance**
2. **Roll Call - Agenda Additions/Deletions**
3. **Consideration of City Council Meeting Minutes of:**
 - A. Regular Meeting Minutes of September 22, 2016 – **Tab A**
4. **Consent Agenda**
 - A. **Permits and Licenses**
 - B. **Personnel**
 1. Jolene Foss Step 3 Increase to \$64,022 effective 10-23-16
 2. Cole Wubben – 1 year probation period completion – **Tab B**
 - C. **Donations/Designations**
 1. Resolution 16-52 Coborn's donation to Police Department – **Tab C**
5. **Open Forum**
6. **Public Hearings**
 - A.
7. **Reports of Officers, Boards, and Committees**
 - A. EDA Board meeting of September 15, 2016 – **Tab D**
 - B. Planning Commission meeting of September 19, 2016 - **Tab E**
 - C. Park Board meeting of September 26, 2016 – **Tab F**
8. **Petitions, Requests and Communications**
 - A.
9. **Ordinances and Resolutions**
 - A. Resolution 16-53 Certification of Past Due Sewer & Water Billing – **Tab G**
10. **Unfinished Business**
 - A. Main Lift Station Pay Vouchers #2 (never received) and Pay Voucher #4 – **Tab H**
 - B. Resolution 16-54 selling the former Fire Station to the School District – **Tab I**
11. **New Business**
 - A.
12. **Miscellaneous**
13. **Bill List – To be distributed at the meeting**
14. **Adjournment**

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

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
SEPTEMBER 22, 2016 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Dick Dobson, Jules Zimmer and Victoria Hallin. Others present:, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineers Andy Brotzler and Mike Nielson, and Attorney Kelli Bourgeois. Absent was Administrator Mark Karnowski and Finance Director Steve Jackson

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of September 8, 2016

DOBSON MOVED TO APPROVE THE REGULAR MEETING MINUTES OF SEPTEMBER 8, 2016. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Police Chief Todd Frederick Step Increase to \$73,515 year effective 10-1-16
 - 2. Liquor Store Employee Mike Gatewood Step Increase to \$12.46 effective 9-12-16
 - 3. Liquor Store Employee Tyler Bialuka Step Increase to \$12.46 effective 8-17-16
 - 4. Police Officer Cole Wubben Step Increase to \$23.85 effective 9-24-16
- C. **Donations/Designations**
 - 1. Resolution 16-45 accept donations to the Police Department

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

OPEN FORUM

PUBLIC HEARINGS

- A. Northland Drive Improvement Assessment Hearing

Nielson reported that this is the public hearing for the Improvements made on Northland Drive. Notices were sent to all property owners that will be assessed and in the newspaper.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:07PM

DOBSON MOVED TO CLOSE THE PUBLIC HEARING AT 7:07PM WITH NO COMMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- 1. Resolution 16-46 – adopting Special Assessment

WALKER MOVED TO APPROVE RESOLUTION 16-46 ADOPTING THE SPECIAL ASSESSMENT FOR THE NORTHLAND DRIVE IMPROVEMENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. 8th Ave Drainage Improvement Assessment Hearing

Nielson advised that this is the public hearing for the 8th Avenue drainage improvement that several residents petitioned for. Letters were sent to the property owners to be assessed and advertised in the paper.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:11PM

DOBSON MOVED TO CLOSE THE PUBLIC HEARING AT 7:11PM WITH NO COMMENTS.
HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

1. Resolution 16-47 – adopting Special Assessment

HALLIN MOVED TO APPROVE RESOLUTION 16-47 ADOPTING THE SPECIAL ASSESSMENT FOR THE 8TH AVENUE DRAINAGE PROJECT THAT WAS PETITIONED FOR BY THE RESIDENTS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Meeting of August 18, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Resolution 16-50 – Interim Use Permit for Motion Wellness

Foss advised that Dr. Keith Billstein has submitted an application for an Interim Use Permit to allow the operation of a small animal chiropractic office in the B-1 Central Business Zoning District.

The property site is located at 103 South Rum River Drive on the property described as Damon's Addition, E 61.99 FT on N & E 62.24 FT on S of N 63.36 FT on E & 62.9 FT on W of Lot 6, Block 3, (Building address 101 Rum River Drive South), PID #24-041-0220, City of Princeton, Mille Lacs County, Section 33, Township 36, Range 26. The location is zoned B-1 Central Business District.

It is the intent of the B-1 Central Business District to create an area which will serve as the focal point of community interest and as a focal point of commercial, financial, office, entertainment, and governmental activity.

Dog Daycare, Training, and Grooming Facility with no overnight boarding are allowed uses with an Interim Use Permit. At this time, there are no zoning regulations regarding animal chiropractic offices addressed in Zoning Ordinance #538.

Interim Use Permit Review Standards/Findings of Fact. When reviewing application for an interim use, the City shall base its judgment on the following factors and any other factors it may deem appropriate for the specific property. The interim use may be granted if:

1. The proposed use is an interim use listed in the district in which the application is being made;
2. The date or event that will terminate the use can be identified with certainty and continued;
3. The interim use does not result in adverse effects on the public health, safety and welfare nor does it create additional pollution potential for ground and surface waters;
4. Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.

The user agrees to any and all conditions that the city deems appropriate for permission of the use. The conditions may include but are not limited to:

1. A performance bond for the entire period of the interim use sufficient to cover any future costs the city may incur to enforce the provisions of the interim use permit;
2. Hours of operation, parking restrictions, lighting restrictions, screening, landscaping, fencing, signing restrictions, noise restrictions and the like.

Any interim use may be terminated by a change in this chapter or violations of any of the conditions imposed after the original or subsequent hearings held by the city. Any interim use permit issued by the city automatically expires upon the termination date noted in the permit or upon change of the ownership of the property, whichever comes first.

Based on the findings that the proposed Interim Use appears to meet the review standards and provisions as listed in the Zoning Ordinance, **the Planning Commission recommends that the City Council approve the proposed Interim Use Permit for an animal chiropractic clinic in a B-1 Central Business Zoning District.**

This recommendation is contingent upon these

Conditions of Approval:

1. The Interim use permit would terminate if the applicant Keith Billstein decides to discontinue leasing and/or sell the site in the future.
2. The signage permit needs to be picked up at City Hall
3. A Building permit will need to be reviewed and approved by the city of Princeton Building Inspector prior to renovations of the site.
4. Outdoor facilities are to be kept in a clean, dry, sanitary condition. Waste shall be picked up immediately and disposed of in a sealed container. Should there be an issue with this, the interim use permit will be reviewed and appropriate action taken.

Dobson asked for clarification that there would be no need for overnight boarding. Billstein confirmed that there would not be overnight boarding. He added that the animals are brought in and only there for 15-30 minutes.

DOBSON MOVED TO APPROVE RESOLUTION 16-50 APPROVING AN INTERIM USE PERMIT FOR DR. KEITH BILLSTEIN WITH THE FOLLOWING CONDITIONS:

1. THE INTERIM USE PERMIT WOULD TERMINATE IF THE APPLICANT KEITH BILLSTEIN DECIDES TO DISCONTINUE LEASING AND/OR SELL THE SITE IN THE FUTURE.
2. THE SIGNAGE PERMIT NEEDS TO BE PICKED UP AT CITY HALL.

3. A BUILDING PERMIT WILL NEED TO BE REVIEWED AND APPROVED BY THE CITY OF PRINCETON BUILDING INSPECTOR PRIOR TO RENOVATIONS OF THE SITE.
 4. OUTDOOR FACILITIES ARE TO BE KEPT IN A CLEAN, DRY, SANITARY CONDITION. WASTE SHALL BE PICKED UP IMMEDIATELY AND DISPOSED OF IN A SEALED CONTAINER. SHOULD THERE BE AN ISSUE WITH THIS, THE INTERIM USE PERMIT WILL BE REVIEWED AND APPROPRIATE ACTION WILL BE TAKEN.
- HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Resolution 16-44, yearly agreement with the state to access computers.

Frederick advised that this is a yearly agreement that allows the Police Department to access the State computers.

MOVED TO APPROVE RESOLUTION 16-44 APPROVING THE AGREEMENT WITH THE STATE OF MN. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

- A. Main Sanitary Lift Station Pay Voucher #3

Jenkins advised that staff has received Pay Voucher #3 for the Main Sanitary Lift Station project. The project is on schedule and about 75% finished

HALLIN MOVED TO APPROVE PAY VOUCHER #3 FOR THE MAIN STREET LIFT STATION IN THE AMOUNT OF \$224,669.70. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B 7th Ave Water and Sewer

1. Resolution 16-48 – declaring cost and ordering preparation of assessments
2. Resolution 16-49 – Calling for an assessment hearing

Brotzler reported that this is the project that was done to extend water and sewer to the properties along 7th Ave N across from the schools.

There is a change to from the preliminary assessment roll in that there is additional service that was added.

Hallin asked adding the additional service would lower the per property cost. Brotzler responded that because the offset that the PUC put in was split between 9 properties instead of 8, the cost per property will go up a couple hundred dollars.

HALLIN MOVED TO APPROVE RESOLUTION 16-48 DECLARING THE COST AND ORDERING THE PREPARATION OF ASSESSMENTS FOR THE 7TH AVE WATER AND SEWER PROJECT. WHITCOMB SECONDED THE MOTION.

Walker said he would like to see some clear updated assessment rolls as the originals were a bit confusing.

THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO APPROVE RESOLUTION 16-49 CALLING FOR AN ASSESSMENT HEARING FOR THE 7TH AVE WATER AND SEWER PROJECT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. TH95 & County Road 157
1. Roundabout Right of way acquisition appraisals

Brotzler advised that the right of way needs for the above project have been identified. Appraisals to purchase temporary and permanent easements and to pay for damages have been prepared and reviewed. It was initially anticipated that easements would need to be acquired from each of the owners of property of the four corners of the intersection, however it was later determined that acquisition in the northeast quadrant could be avoided by modifying the project design.

Following are a list of the owners of the three parcels from which easements are needed along with the acreage and appraised value of the various easements and the cost to cure damages to the properties:

PARCEL 1 – SW quadrant TH95/21st Avenue – Robert W Soule Trust – Robert and Madelyn Soule, trustees
Permanent easement of .0258 acres \$800
Temporary easement – .1788 acres for 1.5 year period \$650
Subtotal \$1,450

PARCEL 2 – SE Quadrant of TH95/21st Avenue – Anthony J and Cheryl L Hofman
Temporary easement of .02169 acres for 1.5 years \$375
Subtotal \$375

PARCEL 4 – NW quadrant of TH95/21st Avenue – Jeanette Oakes
Permanent easement of .015 acres \$675
Temporary easement of .2348 acres for 1.5 years \$1,275
Cost to cure damage to trees and shrubs \$13,850
Subtotal \$15,800

GRAND TOTAL \$17,625

It is requested that Council consider adopting a motion to authorize the presentation of offers to the three property owners in the amount set forth above. The Council was provided with Summaries of the appraisals on each property.

Walker asked if the property owners have signed off on these as if yet. Brotzler said they have not signed off on them, but they are aware of the easements and process. If the Council approves these amounts, the offers will be presented to them. There is usually some negotiation and once those amounts are determined, it will come back to the council for approval.

DOBSON MOVED TO APPROVE AND PRESENT THE OFFERS ON THE PROPERTY ACQUISITIONS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

2. Proposed Scope & fee for Phase II & Feasibility Report – Resolution 16-51

Brotzler advised that the original authorized scope for the TH 95 and CR 157 Roundabout included the completion of a Phase I Environmental Site Assessment for the project. It is customary to perform a Phase I Environmental Site Assessment on the adjacent properties to understand if contamination is expected during construction and if further investigation is required. During the scoping for the design of the project, WSB conferred with MnDOT to verify that this would be required. They indicated it would be required, and the budget for these tasks was included in the original design scope.

The Phase I included plan level research on historical data of the adjacent properties to identify documented leaks on the properties. A Phase II is only required when the results of the Phase I show a likelihood for contamination that may need to be addressed during construction. The other part that is difficult to determine with a Phase II is just how much investigation will need to occur. In this case, the gas station in the southeast quadrant of the project includes an active leak site. As it is not known whether Phase II is required or not and what the extent of a Phase II assessment may be until the Phase I assessment is complete, the original scope did not include a

Phase II assessment.

The results of the Phase I Environmental Site Assessment have been shared with MnDOT and they have indicated a Phase II Environmental Site Assessment is required to be performed. The Phase I Environmental Site Assessment is available for your review upon request. Performing a Phase II Environmental Site Assessment will provide additional information that will reduce some risk of potential project cost increases during construction in the event that contaminated materials are encountered during construction. Where the Phase I Environmental Site Assessment is a desktop analysis of available information, a Phase II Environmental Site Assessment includes field investigation to better identify and evaluate the potential existent and extent of contaminated material. The availability of this information ahead of construction will facilitate a more competitive bid on the handling of any contaminated material, and will reduce the risk of delays to the contractor during construction. Following is a description of the proposed scope of work for the

LIMITED PHASE II ESA SCOPE OF WORK

A Limited Phase II ESA will be completed to investigate subsurface conditions and determine if past historical uses at the adjacent property has resulted in soil and/or groundwater impacts. Soil boring placement will be determined predominantly based on RECs documented in the Project Corridor Limited Phase I ESA completed by WSB.

Soil Borings

The investigation activities will include the following:

- Complete a public and a private utility locate.
- Advance up to three mechanical push-probe borings to a depth of 20 feet below ground surface (bgs) along the Project Corridor to assess soil conditions downgradient of the gas station/leak site.
- Advance one boring to a depth of 30 feet bgs at/near the temporary easement at the southeast corner of the intersection to assess subsurface soil and groundwater conditions.
- Screen soils using a photoionization detector (PID) with a 10.6 eV lamp.
- Record general soil classifications/observations on a field log.
- Seal borings per Minnesota Department of Health (MDH) requirements.

Note: In the event that soil or groundwater impacts are identified at the one of the southern borings, one to two additional/alternate borings will be advanced at the median and/or north side of TH 95 to identify the lateral extent of impacts at the Project Corridor.

Sampling

WSB will collect soil and groundwater samples during the investigation based on MPCA guidance. The sampling activities will include collection of up to six soil samples and one groundwater sample for chemical analysis by a MDH certified laboratory. The proposed analytical sampling includes:

Soil

- 6 – Diesel range organics (DRO) using the Wisconsin Method with silica gel cleanup
- 6 – Gasoline range organics (GRO) using the Wisconsin Method
- 6 – Petroleum volatile organic compounds (PVOCs) using the Wisconsin Method
- 6 – Lead using EPA method 6010/7471A

Groundwater

- 1 – DRO using the Wisconsin Method with silica gel cleanup
- 1 – GRO using the Wisconsin Method
- 1 – Volatile organic compounds (VOCs) using the EPA Method 8260
- 1 – Lead using EPA method 6010/7471A

Limited Phase II ESA Reporting

WSB will summarize the results of the Limited Phase II ESA in a final report. At a minimum, the report will include the following:

- Scope of work
- Sample location map
- Sample methods and procedures
- Results tables and laboratory analytical reports
- Investigation results
- Conclusions and recommendations

Assumptions

The following items are assumed for this scope of work:

- The City will assist with obtaining Property access (if required).
- Lane closures and/or traffic control will not be required.
- Subsurface obstructions will not inhibit boring advancement. TH 95 and CR 157 Roundabout September 22, 2016 Page 3
- Groundwater flow at the Property is anticipated to be northward towards the West Branch Rum River and depth to groundwater is estimated to be approximately 25 feet bgs.
- Samples will be submitted for laboratory analysis with standard 10-day turnaround time.
- The scope includes advancing four mechanical soil borings ranging in depth from 20-30 feet bgs, with two additional (contingency) borings to a depth of 20 feet bgs.
- The client will provide one review/comment of environmental reports.

The cost to perform the above described Limited Phase II ESA with three borings to 20 feet bgs and one boring to 40 feet bgs is not to exceed **\$6,873**. If contamination is observed at any of these borings, two additional borings to 20 feet bgs will be completed at a cost of an additional **\$300**. WSB will contract with a drilling contractor and laboratory to perform the borings and analytical testing. If additional work is required beyond the scope outlined above, WSB

will receive authorization from the City prior to completing any extra work. Upon authorization, the work can be performed as early as September 23, 2016.

AUTHORIZE PREPARATION OF FEASIBILITY REPORT

The TH 95 and CR 157 Roundabout project is proposed to be funded from a combination of Federal, State, and Local funding sources. For the City's local share it is proposed that a portion of the local share be assessed to the surrounding benefitting property owners. As such, the preparation of a feasibility report and administration of the 429 Process is necessary. Attached for City Council consideration is a resolution to authorize the preparation of a feasibility report for the TH 95 and CR 157 Roundabout project. The estimated fee for the preparation of the feasibility report **\$5,143** which will include the following activities:

- Prepare report text summarizing the existing conditions, proposed improvements, required permitting, and environmental documentation requirements
- Engineer's opinion of probable cost.
- Preliminary assessment roll.
- One property owner meeting prior to the assessment hearing.
- Prepare a presentation and handout materials for the assessment hearing
- Facilitate the assessment hearing.

SUMMARY

It is requested that Council consider the following actions:

- **Motion to authorize the preparation of the Limited Phase II Environmental Assessment; and**
- **Motion to adopt a resolution authorizing the Preparation of a Feasibility Report for the TH 95 and CR 157 Roundabout project.**

WALKER MOVED TO APPROVE RESOLUTION 16-51 AUTHORIZING THE PREPATATON OF A FEASIBILITY REPORT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO AUTHORIZE A LIMITED PHASE II ENVIRONMENTAL ASSESSMENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Lights on Afterschool Proclamation

Jenkins advised that Councilor Hallin asked the Council to again consider recognizing October 20th as Lights on Afterschool, which promote the importance of quality afterschool programs in the lives of children, families and communities.

DOBSON MOVED TO RECOGNIZE OCTOBER 20TH AS LIGHTS ON AFTERSCHOOL. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. MN Manufacturer's Week

Foss reported that October 2nd through the 8th is Minnesota's Manufacturing week which is a dynamic segment of Minnesota's economy, and an integral part of Minnesota's economic development strategy. Her and the Chamber is working on an event to recognize the cities manufacturers

WALKER MOVED TO RECOGNIZE OCTOBER 2ND THROUGH OCTOBER 8TH AS MINNESOTA MANUFACTURING WEEK. 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 \$115,291.48 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 74297 TO 74339 FOR A TOTAL OF \$387,792.52. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

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

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor

Tab B



Princeton Police Department

Memorandum

To: Princeton City Council

From: Chief Todd Frederick

Date: 10-04-16

Regarding: Officer Cole Wubben – 1 year probation period

Officer Cole Wubben as of 09-26-2016 has successfully completed his 1 year probational period with the City of Princeton Police Department.

Sgt. R. VanDenheuvel of the police department supervised the probation period as well as the field training program. Upon completion of Officer Wubben's 1 year, Sgt. VanDenheuvel and I met with Officer Wubben and discussed his progression as an officer over the last year as well as goals in the next two to five years with the department.

A handwritten signature in blue ink, appearing to read "Todd Frederick", is written over a large, stylized blue "X" mark.

Chief Todd Frederick
Princeton Police Department

Tab C

RESOLUTION #16-52

A RESOLUTION ACCEPTING \$25.00 IN DONATIONS FROM COBORN'S FOR PARTICIPATING IN COBORNS KIDS DAY

WHEREAS, an Princeton Coborn's has donated a \$25 gift card to the Police Department;

WHEREAS, Princeton Police Department will use the donation for kitchen supplies;

WHEREAS, the City Council of the City of Princeton agrees that said contributions would be of benefit to the citizens of Princeton,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Princeton, Minnesota hereby acknowledges and agrees to accept said donation from Princeton Coborn's, who have donated on behalf of the citizens of Princeton.

BE IT FURTHER RESOLVED that the City Council of the City of Princeton designates said donation to be used for Kitchen supplies at the Police Department.

ADOPTED this 13th day of October, 2016.

ATTEST:

Paul Whitcomb, Mayor

Shawna Jenkins
City Clerk



Princeton Police Department

Memorandum

To: Princeton City Council

Date: 10-03-2016

From: Chief Todd Frederick

Regarding: Coborn's Gift Card Donation

On 9/27/2016 the Princeton Police Department received a gift card for 25.00 dollars from the Princeton Coborn's. This gift card is a donation from Coborn's for participating in their Coborn's Kids Day. The donation will be used for kitchen supplies at the police department. The donation is greatly appreciated by the department.

A handwritten signature in blue ink, appearing to read "Todd Frederick", is written over a white background.

Chief Todd Frederick
Princeton Police Department



**THE MEETING OF THE EDA BOARD HELD ON SEPTEMBER 15, 2016, AT 6:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 6:10 P.M., by Thom Walker. Members present were Charles Snustead, Troy Minske, and Victoria Hallin. Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent was Genny Reynolds and Sharon Sandberg.

AGENDA ADDITIONS / DELETIONS:

Foss added to New Business, Item B, MN Department of Employment and Economic Development.

HALLIN MOVED, SECOND BY WALKER, TO ADD TO THE AGENDA UNDER NEW BUSINESS, ITEM B, MN DEPARTMENT OF EMPLOYMENT AND ECONOMIC. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES FROM REGULAR MEETING ON AUGUST 18, 2016

HALLIN MOVED, SECOND BY WALKER, TO APPROVE THE MINUTES OF AUGUST 18, 2016. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED / OLD BUSINESS:

A. Youth Apprenticeship Program

Foss said she spoke with Julia Espe and Espe said the School District is interested in this program and is having someone from there look into it more and setup a meeting.

Snustead asked what type of apprenticeship it would be for.

Foss said probably health care or manufacturing. Central MN Manufactures Association will be involved.

B. Ascend Aviation

Community Development Director Memo:

Jason Erickson, Ascend Aviation, met with City Staff and Airport Engineer to discuss the needs that they have for expansion.

It looks like they would like to build a 100 x 100 square foot hangar for the hands on instruction. This would be located on the Airport property. They also are interested in leasing space at the Flight Service Station Building for classroom instruction.

They told us that they are looking to offer a 1 year Aircraft Maintenance Technician (AMT) School licensure which would be the only one in a five state region.

The program would provide instruction for 30-50 students at a time. The program would attain accreditation after 2 years.

There was a lot of interest on their part and City Staff is eager to work with them to help move this project along.

Jason did have a concern regarding housing for the students. I am reaching out to our local builders and planning to meet with them and discuss more closely options for provision of housing.

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

Foss said this information was not to be let out. Jason Erickson called her after the packets went out and asked her not to share this information. So Foss is asking those present to not mention this outside the meeting either. He is now looking at building a 120 x 120 square foot hangar. Water in the building would be needed in case of a fire. He might have to build two small hangers instead of a large one.

Snustead asked if he will be under the direction of any other facility.

Minske said he would be on his own.

Snustead said it has to be under a University or MNSCU.

Foss said she will ask. Housing is a concern. There is not enough housing in town. She will reach out to Winkelman and Howard to see if they are interested in building an apartment. Erickson said he has not spoken to Maple Lake in regards to leaving their facility.

NEW BUSINESS:

A. Jordan Zeller – East Central Regional Development Commission

Jordan Zeller introduced himself. He said East Central Regional Development Commission (ECRDC) was founded in 1973. It serves Chisago, Isanti, Kanabec, Mille Lacs & Pine Counties. The Commission is composed of one City, Township, County & Public interest from each County, plus two School Board representatives and Tribal plus cities over 10,000 in population. The departments include transportation, Community Development and Economic Development.



DRAFT

Zeller said he does the Economic Program. He can bring Federal EDA grants to the public. They have brought in 8.9 million for grants. He has worked for several projects in Princeton, but none of them were used. He understands the Industrial Park is in Sherburne County and that is not a problem. The grants can be used for infrastructure, like roads and such. This would have to benefit more than one property owner. There is a lead up time of six months to a year. Some engineering cost can be used.

They also have the ECRDC Revolving Loan Fund. These loans are used to create or retain permanent, private sector full-time jobs in the region. Eligible costs to use the loan funds would be acquisition and improvements of land, buildings, plant, and equipment. It can be used for new construction or renovation of existing facilities, demolition and site preparation, and machinery purpose. Cost that would not be eligible would be professional fees, acquisition or improvements of real property for subsequent leasing. The participation criteria is where the traditional financing opportunities have been exhausted, leverage new investment by a local lender, borrower's equity contribution of at least 10% of the total project costs, and the goal is to create or save one full time job for every \$10,000 in Loan Fund dollars. The average loan is 3-5 years and the maximum loan is no more than 49% of the costs of a project that does include local bank participation.

Zeller said they have \$100,000 in cash. They did partner with the City of Princeton for a loan that was approximately \$125,000 and that loan went bad. So the lending limit is \$60,000 now. They do GAP financing. Interest rates will be close to market 5.5%. They have the dollars to lend. Brian Anderson at Princeton Bremer Bank is on their loan board. If there is a project trying to get financing, give him a call and see if they can help. The bank does need buy-in on the loan.

Foss told Zeller that we have a small Revolving Loan Fund. We have had a couple that have defaulted and one of the EDA Board members had brought up that we may want to have more experienced people looking at our loan packages that are being requested.

Zeller said he would be happy to help with a better loan procedure.

Walker said a checklist would be good. Walker mentioned that we are in need of apartments in the city and wondered if on a loan application if they included a form that there is a guaranteed leases wanted from employers in the area needed for their workers, if that would help with a loan process.

Zeller said there is a lot of different type of loans.

Foss said we were turned down for a low housing loan, we did not have enough points on the application.

Zeller said there is a market place site to get developers to come in and build. He will give more information to Foss on that.

The EDA Board thanked Zeller for the information he presented.

B. MN Department of Employment and Economic Development

MN Department of Employment and Economic Development sent an email to Foss asking if the EDA Board would support the North Central Economic Development Association (NCEDA) an affiliate organization of Region Five Development Commission proposal submitted to DEED for the MN Emerging Entrepreneur Program (MEEP). NCEDA/Region Five is applying for this program on behalf of the 10 counties served by Region 5 and 7E. These include Cass, Crow Wing, Morrison, Todd, Wadena, Pine, Kanabec, Mille Lacs, Chisago and Isanti Counties.

NCEDA provides vital technical and financial support as a key economic development partner to help promote entrepreneurialism. Technical and financial assistance for start-ups, new product development, including value added agriculture, and expansion is important to the economic vitality of our region. Many of these new and emerging businesses start on a very small scale and grow as opportunities present themselves. NCEDA supports micro-lending as a tool that levels the playing field and allows entrepreneurs to develop their ideas. Entrepreneurs who may not otherwise qualify for funding or technical assistance, such as those owned by minorities, low-income persons, women, veterans, and the disabled.

SNUSTEAD MOVED, SECOND BY HALLIN, TO HAVE STAFF SUBMIT A LETTER OF SUPPORT FOR NORTH CENTRAL ECONOMIC DEVELOPMENT ASSOCIATION'S PROPOSAL SUBMITTED TO DEED FOR THE MN EMERGING ENTREPRENEUR PROGRAM. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

MISCELLANEOUS:

A. EDA Balance Sheet

There was no Balance Sheet provided.

B. Verbal Report

Foss said there is a Lakes and Pines 52nd annual meeting on October 3rd and if anyone from the EDA Board would like to attend they can.

Hallin said she will attend.

Central MN Manufactures meeting will be held on September 22nd in Albany, if anyone from the EDA Board would like to attend.



DRAFT

C. City Council and Planning Commission Minutes for August, 2016

The EDA Board had no comments.

MINSKE MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. THE MEETING ADJOURNED AT 6:40 P.M.

ATTEST:

Thom Walker, President

Mary Lou DeWitt, Comm. Dev. Assistant



**THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON SEPTEMBER 19, 2016
AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 7:00 P.M., by Jeff Reynolds. Members present were Faith Goenner, Jules Zimmer, and John Roxbury Jr. (Princeton Township Representative). Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL OF MINUTES OF REGULAR MEETING ON AUGUST 15, 2016

ZIMMER MOVED, SECOND BY GOENNER, TO APPROVE THE MINUTES OF AUGUST 15, 2016. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

There were no additions or deletions.

PUBLIC HEARING:

A. #16-08 Interim Use Permit for Animal Chiropractic at 103 Rum River Drive South

Community Development Director Memo:

BACKGROUND

Dr. Keith Billstein has submitted an application for an Interim Use Permit to allow the operation of a small animal chiropractic office in the B-1 Central Business Zoning District.

ANALYSIS

The property site is located at 103 South Rum River Drive on the property described as Damons Addition, E 61.99 FT on N & E 62.24 FT of S of N 63.36 FT on E & 62.9 FT on W of Lot 6, Block 3, (Building address 101 Rum River Drive South), PID #24-041-0220, City of Princeton, Mille Lacs County, Section 33, Township 36, Range 26. The location is zoned B-1 Central Business District.

It is the intent of the B-1 Central Business District to create an area which will serve as the focal point of community interest and as a focal point of commercial, financial, office, entertainment, and governmental activity.

Dog Daycare, Training, and Grooming Facility with no overnight boarding are allowed uses with an Interim Use Permit. At this time, there are no zoning regulations regarding animal chiropractic offices addressed in Zoning Ordinance #538.

Interim Use permit Review Standards/Findings of Fact. When reviewing application for an interim use, the City shall base its judgement on the following factors and any other factors it may deem appropriate for the specific property. The interim use may be granted if:

1. The proposed use is an interim use listed in the district in which the application is being made;

2. The date or event that will terminate the use can be identified with certainty and continued;
3. The interim use does not result in adverse effects on the public health, safety and welfare nor does it create additional pollution potential for ground and surface waters;
4. Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.

The user agrees to any and all conditions that the city deems appropriate for permission of the use. The conditions may include but are not limited to:

1. A performance bond for the entire period of the interim use sufficient to cover any future costs the city may incur to enforce the provisions of the interim use permit;
2. Hours of operation, parking restrictions, lighting restrictions, screening, landscaping, fencing, signing restrictions, noise restrictions and the like.

Any interim use may be terminated by a change in this chapter or violations of any of the conditions imposed after the original or subsequent hearings held by the city. Any interim use permit issued by the city automatically expires upon the termination date noted in the permit or upon change of the ownership of the property, whichever comes first.

CONCLUSION/RECOMMENDATION

Based on the findings that the proposed Interim Use appears to meet the review standards and provisions as listed in the Zoning Ordinance, the **Planning Commission recommend that the City Council approve the proposed Interim Use Permit for an animal chiropractic clinic in a B-1 Central Business Zoning District.**

This recommendation is contingent upon these:

Conditions of Approval:

1. The Interim Use Permit terminate when and if Keith Billstein decides to discontinue leasing and/or sell the site in the future. Upon the sale of the land the Interim Use Permit terminates at the sale.
2. Provision of Fire Inspection and signage plans.
3. Building Permit will be required for extensive build out.

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



DRAFT

Keith Billstein, Applicant wrote the following memo:

Narrative Description of proposed interim use for 103 South Rum River Drive, Princeton, MN 55371

Motion Wellness Animal Chiropractic is a professional licensed service that provides Chiropractic care for Animals. I am the owner, Dr. Keith Billstein, I am a licensed Minnesota chiropractor with 33 years of experience treating people. I am also a Nationally Certified Animal Chiropractor. I was certified at Parker University in Dallas, Texas and I am also nationally certified by the American Veterinary Chiropractic Association (AVCA) since 2013. I hold an active MN license in both human and animal chiropractic. I reside with my wife, Mary on a 20-acre hobby farm in Princeton Minnesota as well. The 103 South Rum River Drive location will be used for treatment of small animals only.

For a doctor of chiropractic-animal chiropractor to initially see an animal, the owner must have their veterinarian sign a referral form before chiropractic services can be performed, this is required by state law. In an animal chiropractic facility, the owners have scheduled appointments for their pets. The pet owners bring in their small animals, usually dogs on a leash or in a crate. Examination and treatment of an animal typically takes between 15 and 30 minutes. When treatment is completed, they leave the facility. No animals are boarded or kept overnight.

If an owner has a dog that needs to go to the bathroom before bringing into the animal chiropractic facility, there are several small areas in the back of the building to go. In my present location in Anoka, I find that dogs don't have to go to the bathroom before being seen because owners have taken care of that before their appointment. I find my clientele to be very responsible with their animals. On a rare occasion where a dog will have to go to the bathroom they will be asked to go around the back of the building. Should you feel it necessary, I will provide a waste container outside the building with plastic bags and disinfectant wipes just inside the entrance.

If you have any additional questions regarding this type of business, I would be happy to answer your questions. Thank you for your attention in this matter.

Sincerely, Keith M. Billstein, DC CAC

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

Keith Billstein, applicant introduced himself to the Planning Commission. Billstein said he has been in practice for thirty-three years. He does work on large animals and would go to the customer's residence. At the proposed site he would work on small animals only. He would only be in this area for three days a week. The pet owners must have their veterinarian sign a referral form before chiropractic services can be performed, this is required by state law. Then they will make an appointment with him. The procedure takes about fifteen minutes to a half hour. If the animal needs to go to the bathroom, the owner can take them outside to the back

of the building or there is an archway on the side of the building. He could do a container facility with baggies and hand wipes. He would have that inside the building. The owner would clean up after the pet.

Zimmer said he has never heard of this practice before. Has he worked with our veterinarians in Princeton.

Billstein said yes, maybe once with each. He does not have a great rapport with them, but they know him.

Goenner asked if he was thinking of a time frame for how long he will be there. Five years or longer.

Billstein said he has to wait and see how well it does. He hopes very well.

Reynolds said he had a chiropractic treatment done on one of his horses and that worked very well.

Foss asked if he is purchasing or leasing the building site.

Billstein said he is leasing. He does treatment on horses also and he would go to the customer's home.

Reynolds opened the public hearing. There was no one present that had any questions or comments.

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

GOENNER MOVED, SECOND BY ZIMMER, TO APPROVE ITEM #16-08 INTERIM USE PERMIT FOR ANIMAL CHIROPRACTIC AT 103 RUM RIVER DRIVE SOUTH WITH THE FOLLOWING CONDITIONS:

1. THE INTERIM USE PERMIT WOULD TERMINATE IF THE APPLICANT KEITH BILLSTEIN DECIDES TO DISCONTINUE LEASING AND/OR SELL THE SITE IN THE FUTURE.
2. THE SIGNAGE PERMIT NEEDS TO BE PICKED UP AT CITY HALL.
3. A BUILDING PERMIT WILL NEED TO BE REVIEWED AND APPROVED BY THE CITY OF PRINCETON BUILDING INSPECTOR PRIOR TO RENOVATIONS OF THE SITE.
4. OUTDOOR FACILITIES ARE TO BE KEPT IN A CLEAN, DRY, SANITARY CONDITION. WASTE SHALL BE PICKED UP IMMEDIATELY AND DISPOSED OF IN A SEALED CONTAINER. SHOULD THERE BE AN ISSUE WITH THIS, THE INTERIM USE PERMIT WILL BE REVIEWED AND APPROPRIATE ACTION WILL BE TAKEN.



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

Goenner commented to the applicant that she hopes they are conscious to help the clients clean up after their pets if they do need to let the animal go to the bathroom in back of the building.

The Planning Commission Board reviewed the Findings of Fact:

1. Is the proposed use an interim use listed in the district in which the application is being made? Yes.
2. Is the date or event that will terminate the use can be identified with certainty and continued? Yes.
3. The interim use does not result in adverse effects on the public health, safety and welfare nor does it create additional pollution potential for ground and surface waters?
4. Would permission of the use not impose additional costs on the public if it is necessary for the public to take the property in the future? Yes.

OLD BUSINESS: None

NEW BUSINESS:

A. Temporary Dwelling Legislation Becomes Law

Community Development Director Memo:

The City of Princeton City Council has chosen to opt out of the Temporary Dwelling Permit Legislation recently passed as they have determined that this type of expedited land use permitting for temporary dwellings may not be well-suited to the community. They have requested the Planning Commission evaluate the reasonability of this program for our community.

Many communities have communicated that property owners in their jurisdiction have adequate access to a permit for this type of use through existing local land use controls and permitting authority. The law would require the city to issue permits to qualified applicants as of Sept. 1, 2016. A permit can be denied for appropriate cause. The law lists the information required and the requirements that may be considered in that decision. The final act has the following key components:

- Creates a new type of permit referred to as a temporary dwelling permit that has a six month duration, with an option to extend the permit for six months.
- Requires that the permit be for a property where the caregiver or relative resides.
- Allows modular and manufactured housing (instead of just recreational vehicles) to use this permit process as long as the unit meets all of the listed criteria.
- Lists the criteria for the structure and the information required in the permit application.

- Addresses sewer safety issues with required backflow valves and advance verification of septic service contracts.
- Requires the inclusion of site maps showing where the unit will be placed and notification of adjacent neighbors prior to application.
- Requires applications to specify the individual authorized to live in the unit.
- Applies the permit approval process found Minnesota Statutes, Section 15.99, but allows the local government unit only 15 days to make a decision on granting the permit (no extension). It waives the public hearing requirement and allows the clock to be restarted if an application is deemed incomplete, as long as the applicant is notified of how the application is incomplete within five days. A 30-day decision is allowed if the regular council meeting occurs only once a month.
- Requires unit placement to meet existing stormwater, shoreland, setback, and easement requirements. A permit exempts the units only from accessory unit ordinances and recreational vehicle parking and storage ordinances.
- Sets a default permit fee level that may be replaced by a local ordinance.
- Allows cities to pass an ordinance opting out of using this new permitting system.

The Legislative Ruling for Temporary Family Health Care Dwellings was provided for the Planning Commission's Review.

The City of Princeton does not address this type of dwelling in Zoning Ordinance #538. The Mille Lacs County Land Use Director, Michele McPherson spoke to the Princeton Union about why Mille Lacs County opted out. The article is included for the Planning Commission to review.

It is staff's recommendation to remain in an opted – out position on this temporary dwelling permit issue due to the size of most city lots and the complexities involved in the public keeping of medical records.

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

Foss spoke that the Police Chief is in favor of remaining in the opt-out position. He is dealing with a few issues now that is like this so he would prefer the Planning Commission does not want this in the City Ordinance.

Goenner said the City took the opt-out position to meet the deadline. She prefers a public hearing where people can speak on this and give their opinion. She does support the-opt out position.

Zimmer agrees, he supports the opt-out position.



ZIMMER MOVED, SECOND BY GOENNER, TO REMAIN IN AN OPTED-OUT POSITION ON THE TEMPORARY DWELLING PERMIT ISSUE DO TO THE SIZE OF MOST CITY LOTS AND THE COMPLEXITIES INVOLVED IN THE PUBLIC KEEPING OF MEDICAL RECORDS. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

B. Ordinance Amendment addressing the Flag Lots in Residential Dev.

Community Development Director Memo:

Definition:

Flag Lot: An interior lot located generally to the rear of another lot, but with a narrow portion of the lot extending to the public street.

Considerations:

- The practice of subdividing land into flag lots has in some cases resulted in the use of flag lots to avoid construction of public streets;
- This practice can be more difficult to enforce zoning and other safety regulations;
- Development on flag lots is appropriate in certain circumstances and a total ban on this type of development may not be an appropriate solution;
- The resulting development could be poorly configured when served by a common driveway that is not built to withstand use by multiple homeowners;
- There are cases where an existing structure(s) and its required side yard cannot be accommodated, then the width shall not be less than twenty four (24) feet in width;
- There can be an issue of a house front primarily facing a neighbor's rear yard as most homeowners seek privacy for the rear yard.

Possible course of action:

- Configure an acceptable lot width to depth ratio;
- Prohibit flag lots;
- Allow flag lots when there are conditions that prevent meeting the lot width requirement such as existing structures, preserve a natural feature or avoid a natural feature that may cause problems in the future (steep slopes, wetlands, water courses).

Possible Ordinance Amendment:

	One Family	Accessory Buildings ³	Other Buildings ⁴
A. Lot area minimum square feet	12,500 sq. ft.		
B. Lot width minimum feet	80 feet ^{1,5}		
C. Maximum lot coverage	30%	0	
D. Front yard minimum setback	30 feet ²	---	
E. Side yard minimum setback	10 feet	5 feet	
F. Street side yard minimum setback	20 feet	20 feet	
G. Rear yard minimum/alley setback	30 feet	5 feet	
H. Maximum height	30 feet	15 feet	

- ¹ Lot width shall be taken at building setback line.
- ² If, at the time of an application affecting the front yard setback, 50% or more of the then existing dwellings having frontages on the same side street or road for three (3) blocks have an average front yard setback different from that specified herein, then all buildings thereafter erected, altered, or moved may conform to that average front yard depth as a minimum.
- ³ No accessory structures shall be allowed prior to the construction of the principal structure. No more than one principal building may be located on one lot in a residential district.
- ⁴ See Conditional Use conditions Chapter 4.
- ⁵ Lot width could be determined by Planning Commission when there are conditions that prevent meeting the lot width requirement such as existing structures, preservation of a natural feature or to avoid a natural feature that may cause problems in the future (steep slopes, wetlands, water courses).

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

Zimmer believes that flag lots are an unusual situation. Some situations they are okay to have.

Foss said the City Attorney suggested a width to depth ratio. That would make it more challenging because most lots would not meet that. She is not in favor of doing a width to depth ratio.

Goenner is not wanting to go through what we did go through at the last Planning Commission meeting with the flag lot. Is it where we need them. She does not think it is a good idea to have them.

Reynolds said that one case with this type of lot was a wide driveway. Have a minimum for a driveway would be helpful.

Foss put in 24 feet for a minimum square foot driveway.

Zimmer questioned if by approving the other flag lot does it make a precedent.



Foss said yes.

Roxbury said the Planning Commission has to have the lot size dimensions set-up so it is not dragged through court system if being denied.

Reynolds told Foss to draft something that is more defined.

Goenner said she understands the value for the City to have another property added, but we need to have something in writing with the guidelines.

Reynolds said we need rules set so they have to meet the guidelines.

Goenner would like Foss to look at what other cities do.

Roxbury said Princeton Township does not permit flag lots. Mille Lacs County does their own zoning.

Foss will put together what surrounding communities have in regards to flag lots.

COMMUNICATION AND REPORTS:

A. Verbal Report

There was no verbal report.

B. City Council Minutes for August, 2016

The Planning Commission Board had no comments.

ZIMMER MOVED, SECOND BY GOENNER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:37 P.M.

ATTEST:

Jeff Reynolds, Chair

Mary Lou DeWitt, Comm. Dev. Assistant

Minutes of Regular Meeting
Princeton Parks & Recreation Board
Held on September 26, 2016, in the chambers of city hall.

Chairperson Todd Frederick called the meeting to order at 6:00. Members present were Bob Beattie, Blake Broding, Todd Frederick, Jill Papesh, Chris Pruett, Scott Suhsen and Carla Vita. Also in attendance was Bob Gerold.

Minutes for July 25, 2016, Meeting

Vita made a motion to approve the minutes for the July 25th, 2016 meeting. Pruett seconded the motion. Motion passed. The minutes for the August 22nd meeting did not need approval as it was not an official meeting due to lack of quorum.

REPORTS BY STAFF

Splash Park: Leeann Hartigan joined us for her report on the splash park. Numbers were down and there was a consensus that it was at least in part due to the weather we had this past summer. There were 11 shut down days due to weather and that could have been a total of 18 as there were seven marginal days. Parties were down, mostly due to weather, 16 cancellations. Parties are \$65, \$120 or \$150 depending on party size. There were some issues with cancellations for other than weather with no prior arrangements made; with no deposit at the time of reservation this is more likely. If a party starts and is canceled before an hour is up, the party is allowed to reschedule at no charge; if over an hour then there is no reimbursement or reschedule.

The splash park had a booth at the block party and a few coupons were turned in from that. Also some coupons were given out at an event in Milaca and some of those were turned in at the splash park as well. Milaca has put in their own splash pad and it is no charge but it is also not supervised and the fence is tight up against the pad with no seating area for adults but still, there could have been some attendance lost to that.

There was further discussion about reservation deposits for parties and other ways to promote the splash park use such as deals for the baseball and softball organizations. Frederick asked about open evenings and Hartigan said that Tuesday evenings are already open; Suhsen asked if that conflicted with music in the park on Tuesdays. It does but Wednesdays are good for scheduling parties and other nights aren't so popular. Hartigan reminded the board there area already punch passes that are a deal.

Hartigan and Gerold are going to work on addressing the issue of cancellations for parties. Pruett added at the end of the discussion how great the splash park employees are. Hartigan mentioned that towards the end of the season there were issues with wasps and hornets in the park.

Mark Park: Frederick mentioned that the park is getting used heavily to the point that it is showing wear and tear. The school district is using it a lot and he doesn't see that changing much even after their new athletic fields are completed and operational. There is concern that we aren't charging enough to cover additional maintenance costs needed to keep things in better shape. There have been issues with the lights turning off at random times for no apparent reason and the portable toilets have been getting over used at times due to the heavy use of the park. As result, Frederick and Gerold have had complaints about the state of the park at times. The general consensus is that we need to raise the fees for the park use (ball fields) to compensate for the increased costs of maintaining the fields under such heavy use. Also adding at least one additional portable toilet is in order for the high use times. When the concession building is opened up, and the bathrooms are opened in that building, then the toilet situation isn't as big of an issue.

When the original fee schedule was put in place, what other communities are charging was looked at for comparison. Suhsen summarized that we need a summary of the fees currently being charged and a list of the additional costs to maintain the fields. We can discuss increasing fees accordingly at the October meeting. Gerold cautioned that any rate changes need to be proposed before the end of the calendar year. Suhsen said that smaller incremental increases on a regular basis would be more acceptable than less common large increases. Vita mentioned that charging the users instead of the city was the more fair approach since this is community use, not city use.

Mark Park (continued):

Broding asked about the overflow parking lot and its access and egress drives. Gerold is planning on doing a primary seal coat on the surfaces with striping for better definition. After the primary seal coat, normal seal coats can be used. Pruett offered that better signage could help with getting people to use the overflow lot as well.

Papesh mentioned that she had gotten a request to enlarge the concrete pad for the basketball court to improve the play. It is a potential future project to address the issue; for now Gerold recommended that Civic Center park had a better court already.

Riverside Park: We briefly reviewed park suggestions (unsolicited) from a class. There was concern that most of the amenities suggested are in one or more parks already. Gerold mentioned that the class that provided the input is only within walking distance of Riverside Park with little chance of being bused to any of the other parks. He also pointed out that asset duplication becomes prohibitively costly. A couple of the suggestions were mentioned as not fitting in the Riverside Park purposes which include the campground. Gerold reported that the camp hosts just pulled out for the year but they worked out well according to him and a couple others. They are interested in coming back next year too.

The issue of a dump station was raised as Marathon gas station, the only dump station location in town has expressed frustration with the dump station they have. Gerold is looking into an automatic dump station that is operated with a credit card. He is looking at this as an alternative for Marathon that would address a lot of the issues they have. The station has a setup fee and a maintenance fee; it would keep the business in private hands while addressing the need for a pump station for our campground.

Papesh left at 6:50.

Rainbow Park: Broding and Gerold are trying to coordinate a picnic shelter with work and funding at least in part by the Lions. Gerold suggested that a barbecue grill with hood and vent above might be a nice feature. Broding is going to look more into the costs, what the Lions have for a budget for the project (and when it might have to be spent) and get together with Gerold on the project and where the structure would be located.

Reibe Park: The park is getting used.

Pioneer Park and Riverview Terrace Nature Park: Gerold reported that they are going to be working on prickly ash and buck thorn now that they are easily recognizable in the woods. Broding added that Riverview is wet.

Civic Center Park: Nothing to report.

MISCELLANEOUS

Upcoming meeting schedule: There was some discussion as to whether we needed to meet in the next few months. There was consensus that we need to address the fee issue at Mark Park next month (October) and at that time we will discuss the need for November and January meetings. General consensus was that we didn't need a December meeting which comes close to the holidays.

Trapping in the Parks: Broding asked if it was legal to trap in the city parks. Frederick said that except on an individual's personal property it is illegal.

PAVC update: Suhsen had nothing to update for PAVC.

Adjournment There being no further discussion, Vita made a motion to adjourn. Suhsen seconded the motion. Meeting adjourned at 7:09.

Respectfully submitted - Scott Suhsen / Secretary

Next Meeting: Next meeting is October 24, 2016.

Tab G

RESOLUTION #16-53

A RESOLUTION CERTIFYING PAST-DUE UTILITY BILLING TO THE MILLE LACS COUNTY AUDITOR AND THE SHERBURNE COUNTY AUDITOR FOR COLLECTION WITH THE 2017 PROPERTY TAXES

WHEREAS, the City of Princeton is responsible for providing city sewer and the Princeton Public Utilities Commission is responsible for providing city water, municipal electricity and service to properties located within the corporate limits of the city, and

WHEREAS, the Princeton Public Utilities Commission (PUC) has duly established a fee schedule for the provision of said services, and

WHEREAS, the Princeton Public Utilities Commission (PUC) is a duly established arm of the City of Princeton, and

WHEREAS, the PUC has also established a procedure for the collection of past due fees for the provision of the above described services, and

WHEREAS, those procedures include a provision whereby the PUC can have past-due billing amounts certified for collection with the property taxes for customers who, in a timely manner, fail to pay for the utility services received; and

WHEREAS, the PUC has determined that the sole criteria for determining which accounts shall be certified as delinquent and thereby certified for collection is properties for which the final payment for sewer, water, and electrical service was not made.

WHEREAS, the PUC has provided a list of customers whose accounts meet that criteria and are thereby delinquent to the Princeton City Council for certification to the appropriate County Auditor for collection with the 2017 property taxes

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Princeton, Minnesota, does certify for collection by the appropriate County Auditor the delinquent accounts that meet the criteria for past-due accounts. Further, that said amounts shall be collected with the 2017 property taxes levied against said parcels.

ADOPTED this 13th day of October, 2016.

Paul Whitcomb, Mayor

ATTEST:

Shawna Jenkins, City Clerk

PAST DUE UTILITY ACCOUNTS
TO BE COLLECTED WITH 2017 PROPERTY TAXES

<u>Parcel ID</u>	<u>Amount</u>
24-041-0440	\$904.42
24-041-0620	\$1,581.97
24-201-0590	\$326.04
24-923-0130	\$751.33
24-760-0110	\$718.62
24-680-0290	\$937.76
24-680-0150	\$536.44
24-684-0520	\$111.41
24-033-0640	\$1,132.08
24-033-0460	\$268.70
GRAND TOTAL	\$5,565.80



Building a legacy -- *your* legacy.

Tab H

4140 Thielman Lane
Suite 204
St. Cloud, MN 56301
Tel: 320-252-4900
Fax: 320-252-3100

July 28, 2016

Mr. Mark Karnowski
City of Princeton
705 2nd Street North
Princeton, MN 55371

Re: Pay Voucher No. 2
Main Sanitary Lift Station Rehabilitation
WSB Project No. 1480-710

Dear Mr. Karnowski:

Please find enclosed Construction Pay Voucher No. 2 (four copies) for the above-referenced project in the amount of \$18,572.50. The quantities completed to date have been reviewed and agreed upon by the contractor, and we hereby recommend that the City of Princeton approve Construction Pay Voucher No. 2 for Eagle Construction Company, Inc. Once approved, please return all copies to our office so that we may send to Rural Development for processing.

If you have any questions regarding the above, please do not hesitate to contact me at 763-270-3460.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink that reads "George R Bender".

George R. Bender, PE
Project Manager

Enclosures

cc: Randall Radziej, Eagle Construction Company, Inc.
Tom Roushar, WSB & Associates, Inc.
Andy Brotzler, WSB & Associates, Inc.

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MN 1780 Guide 28
(Rev. 12/04)

United States Department of Agriculture
Rural Development
Rural Utilities Services

Contract No.:
Project No. 1480-710
Partial Payment Estimate No.:
2

PARTIAL PAYMENT ESTIMATE

Page: 1 of 2

Owner:
City of Princeton

Contractor:
Eagle Construction
Co., Inc.

Period of Estimate:
From: 06/23/2016
To: 07/22/2016

CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
No.	Agency Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract	515,000.00
				2. Change Orders	
				3. Revised Contract (1 + 2).....	515,000.00
				4. Work Completed*.....	124,574.15
				5. Stored Materials*.....	
				6. Subtotal (4 + 5).....	124,574.15
				7. Ineligible Work*.....	
				8. Adjusted Subtotal (6 - 7).....	124,574.15
				9. Retainage*.....	6,228.71
				10. Previous Payments.....	99,772.94
				11. Amount Due (8 - 9 - 10).....	18,572.50
TOTALS					
NET CHANGE:				* Detailed breakdown attached	

Contract Time

Original Substantial Completion Date: <u>12/31/16</u>	Percent Contract Time Expired: _____ %	Contractor Is (Circle One): <input checked="" type="radio"/> On Schedule <input type="radio"/> Ahead of Schedule <input type="radio"/> Behind Schedule
Revised: <u> / / </u>	Percent of Work Completed: _____ %	
Original Final Completion Date: <u>05/31/17</u>	Percent of Contract Paid: <u>24</u> %	
Revised: <u> / / </u>		If behind schedule, has Contractor been advised of liquidated damages clauses as outlined in the Contract? _____ Amount: _____

If the project is behind schedule, has the Contractor been informed and are measures being taken to return to schedule (describe)?

CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work which previous payment estimates were issued and payments received from the Owner, and that current payments shown herein are now due.

Contractor: Eagle Construction Co., Inc
By: Randall J. Badziej Date: 07/22/2016

Approved By Owner:

Owner:
By: [Signature] Date: 7/27/16

ARCHITECT OR ENGINEER'S CERTIFICATION: The undersigned certifies that to the best of their knowledge and belief and to the extent of their assigned Contract responsibilities, the quantities shown in this estimate are correct and that the work has been performed in accordance with the Contract Documents.

A/E: WSB & Associates, Inc.
By: George R Bender Date: 07/28/2016

ACCEPTED BY AGENCY: The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the Contract Documents.

By: _____ Date: / /
Title: _____

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT,

containing Contractor's signed Certification, is attached.

In tabulations below, amounts are stated to the nearest dollar.

Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 2

APPLICATION DATE: 7/22/2016

PERIOD TO: 7/22/2026

ARCHITECT'S PROJECT NO.: 1480-710

ITEM NO.	DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		E THIS PERIOD	F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	% (G/C)	H BALANCE TO FINISH (C-G)	I RETAINAGE (IF VARIABLE RATE) 5%
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD						
1	GENERAL REQUIREMENTS	35,033.00	17,516.50	3,503.30			21,019.80	60%	14,013.20	1,050.99
2	SITE WORK	38,125.00	28,593.75	1,906.25			30,500.00	80%	7,625.00	1,525.00
3	CONCRETE	22,771.00	11,385.50	0.00			11,385.50	50%	11,385.50	569.28
4	MASONRY	22,089.00	20,984.55	0.00			20,984.55	95%	1,104.45	1,049.23
5	METALS	6,038.00	3,019.00	0.00			3,019.00	50%	3,019.00	150.95
6	CARPENTRY	17,789.00	0.00	889.45			889.45	5%	16,899.55	44.47
7	THERMAL AND MOISTURE	33,189.00	8,297.25	0.00			8,297.25	25%	24,891.75	414.86
8	DOORS AND WINDOWS	8,950.00	0.00	447.50			447.50	5%	8,502.50	22.38
9	FINISHES	4,989.00	0.00	0.00			0.00	0%	4,989.00	0.00
10	SPECIALTIES	1,075.00	0.00	0.00			0.00	0%	1,075.00	0.00
11	EQUIPMENT	144,878.00	7,243.90	7,243.90			14,487.80	10%	130,390.20	724.39
12	SPECIAL CONSTRUCTION	114,278.00	5,713.90	0.00			5,713.90	5%	108,564.10	285.70
13	MECHANICAL	20,400.00	0.00	1,020.00			1,020.00	5%	19,380.00	51.00
14	ELECTRICAL	45,396.00	2,269.80	4,539.60			6,809.40	15%	38,586.60	340.47
15										
16										
17										
18										
		515,000.00	105,024.15	19,550.00	0.00	0.00	124,574.15	24%	390,425.85	6,228.71

AIA DOCUMENT G703 • CONTINUATION SHEET FOR G702 • 1992 EDITION • AIA® • 1992 • THE AMERICAN INSTITUTE OF ARCHITECTS, 1735 NEW YORK

AVENUE, N.W., WASHINGTON, D.C. 20006-5292 • WARNING: Unlicensed photocopying violates U.S. copyright laws and will subject the violator to legal prosecution.

G703.1992



Building a legacy – your legacy.

4140 Thielman Lane
Suite 204
St. Cloud, MN 56301
Tel: 320-252-4900
Fax: 320-252-3100

September 30, 2016

Mr. Mark Karnowski
City of Princeton
705 2nd Street North
Princeton, MN 55371

Re: Pay Voucher No. 4
Main Sanitary Lift Station Rehabilitation
WSB Project No. 1480-710

Dear Mr. Karnowski:

Please find enclosed Construction Pay Voucher No. 4 (four copies) for the above-referenced project in the amount of \$17,415.45. The quantities completed to date have been reviewed and agreed upon by the Contractor, and we hereby recommend that the City of Princeton approve Construction Pay Voucher No. 4 for Eagle Construction Company, Inc. Once approved, please return all copies to our office so that we may send to Rural Development for processing.

If you have any questions regarding the above, please do not hesitate to contact me at 763-270-3460.

Sincerely,

WSB & Associates, Inc.

A handwritten signature in black ink that reads "George R. Bender". The signature is written in a cursive style with a large, prominent "G" and "B".

George R. Bender, PE
Project Manager

Enclosures

cc: Randall Radziej, Eagle Construction Company, Inc.
Tom Roushar, WSB & Associates, Inc.
Andy Brotzler, WSB & Associates, Inc.

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PARTIAL PAYMENT ESTIMATE

Owner: City of Princeton Contractor: Eagle Construction Co., Inc. Period of Estimate: From: 08 / 24 / 2016 To: 09 / 23 / 2016

CONTRACT CHANGE ORDER SUMMARY				ESTIMATE	
No.	Agency Approval Date	Amount			
		Additions	Deductions		
				1. Original Contract.....	515,000.00
				2. Change Orders.....	
				3. Revised Contract (1 + 2).....	515,000.00
				4. Work Completed*.....	379,432.20
				5. Stored Materials*.....	
				6. Subtotal (4 + 5).....	379,432.20
				7. Ineligible Work*.....	
				8. Adjusted Subtotal (6 - 7).....	379,432.20
				9. Retainage*.....	18,971.61
				10. Previous Payments.....	343,045.14
				11. Amount Due (8 - 9 - 10).....	17,415.45
TOTALS					
NET CHANGE					

* Detailed breakdown attached

Contract Time		
Original Substantial Completion Date: 12 / 31 / 16	Percent Contract Time Expired: _____ %	Contractor Is (Circle One): On Schedule Ahead of Schedule Behind Schedule If behind schedule, has Contractor been advised of liquidated damages clauses as outlined in the Contract? _____ Amount: _____
Revised: ____ / ____ / ____	Percent of Work Completed: _____ %	
Original Final Completion Date: 05 / 31 / 16	Percent of Contract Paid: 74 %	
Revised: ____ / ____ / ____		
If the project is behind schedule, has the Contractor been informed and are measures being taken to return to schedule (describe)?		

CONTRACTOR'S CERTIFICATION: The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for work which previous payment estimates were issued and payments received from the Owner, and that current payments shown herein are now due.

Contractor: Eagle Construction Co., Inc.
By: Randall J. Radziej Date: 09 / 23 / 2016

ARCHITECT OR ENGINEER'S CERTIFICATION: The undersigned certifies that to the best of their knowledge and belief and to the extent of their assigned Contract responsibilities, the quantities shown in this estimate are correct and that the work has been performed in accordance with the Contract Documents.

A/E: WSB & Associates, Inc.
By: _____ Date: 09 / 30 / 16

ACCEPTED BY AGENCY: The review and acceptance of this estimate does not attest to the correctness of the quantities shown or that the work has been performed in accordance with the Contract Documents.

Approved By Owner:
Owner: _____
By: _____ Date: ____ / ____ / ____

By: _____ Title: _____ Date: ____ / ____ / ____

CONTINUATION SHEET

AIA DOCUMENT G703 (Instructions on reverse side)

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATE FOR PAYMENT, containing Contractor's signed Certification, is attached. In tabulations below, amounts are stated to the nearest dollar. Use Column I on Contracts where variable retainage for line items may apply.

APPLICATION NO.: 4
 APPLICATION DATE: 9/23/2016
 PERIOD TO: 9/23/2016
 ARCHITECT'S PROJECT NO.: 1480-710

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)	H % (G/C)	I BALANCE TO FINISH (C - G)	J RETAINAGE (IF VARIABLE RATE) 8%
			D FROM PREVIOUS APPLICATION (D + E)	E THIS PERIOD					
1	GENERAL REQUIREMENTS	35,033.00	24,523.10	1,751.65		26,274.75	75%	8,758.25	1,313.74
2	SITE WORK	38,125.00	30,500.00	1,906.25		32,406.25	85%	5,718.75	1,620.31
3	CONCRETE	22,771.00	18,216.80	2,277.10		20,493.90	90%	2,277.10	1,024.70
4	MASONRY	22,089.00	20,984.55	1,104.45		22,089.00	100%	0.00	1,104.45
5	METALS	6,038.00	5,434.20	0.00		5,434.20	90%	603.80	271.71
6	CARPENTRY	17,789.00	14,231.20	1,778.90		16,010.10	90%	1,778.90	800.51
7	THERMAL AND MOISTURE	33,189.00	33,189.00	0.00		33,189.00	100%	0.00	1,659.45
8	DOORS AND WINDOWS	8,950.00	447.50	0.00		447.50	5%	8,502.50	22.38
9	FINISHES	4,989.00	0.00	0.00		0.00	0%	4,989.00	0.00
10	SPECIALTIES	1,075.00	0.00	0.00		0.00	0%	1,075.00	0.00
11	EQUIPMENT	144,878.00	86,926.80	7,243.90		94,170.70	65%	50,707.30	4,708.54
12	SPECIAL CONSTRUCTION	114,278.00	114,278.00	0.00		114,278.00	100%	0.00	5,713.90
13	MECHANICAL	20,400.00	1,020.00	0.00		1,020.00	5%	19,380.00	51.00
14	ELECTRICAL	45,396.00	11,349.00	2,269.80		13,618.80	30%	31,777.20	680.94
15									
16									
17									
18									
		515,000.00	361,100.15	18,332.05	0.00	379,432.20	74%	135,567.80	18,971.61

DRAFT – pending Attorney approval

**CITY OF PRINCETON
RESOLUTION NO. 16-54**

RESOLUTION FOR APPROVAL OF SALE OF REAL ESTATE (THE FORMER FIRE STATION) TO PRINCETON PUBLIC SCHOOL DISTRICT NO. 477

WHEREAS, the City of Princeton, is the owner of the real estate described herein (the former Fire Station) and with the approval of the City Council, has negotiated sale of the real estate described below to Princeton Public School District No. 477 for a purchase price of \$175,000.00; and

WHEREAS, the legal description of the parcel being sold by the City of Princeton to Princeton Public School District No. 477 is:

All that part of Lot 4 and the South 9 feet of Lot 5, Block 7, Damon's Addition to Princeton, according to the plat on file and of record in the office of the County Recorder in and for Mille Lacs County, Minnesota, lying Easterly of the West 4.00 feet of said Lots 4 and 5;
PID: 24-041-0670

and

WHEREAS, the City of Princeton and Princeton Public School District No. 477 are ready and able to complete the sale of the real estate described herein from the City of Princeton to Princeton Public School District No. 477 in exchange for payment of \$175,000.00.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Princeton hereby approves the sale of the real estate described herein to Princeton Public School District No. 477 and directs its Mayor and City Administrator to execute a Warranty Deed and any other documents required to complete the sale of the property described herein to Princeton Public School District No. 477.

BE IT FURTHER RESOLVED that a copy of this Resolution be filed with the City Resolution on file.

Approved by the City Council of the City of Princeton on the 11th day of October, 2016.

ATTEST:

Paul Whitcomb, Mayor
City of Princeton

Mark Karnowski, City Administrator
City of Princeton

CERTIFICATION:

I, Shawna Jenkins, City Clerk of the City of Princeton do hereby certify that the above referenced Resolution is a copy of the Resolution on the City Council, City of Princeton, authorizing sale of the real estate described therein by the City of Princeton to Princeton Public School District No. 477.

Shawna Jenkins

Subscribed and sworn to before me this
_____ day of _____, 2016.

Notary Public

(Top 3 inches reserved for recording data)

**WARRANTY DEED
Business Entity to Business Entity**

**Minnesota Uniform Conveyancing Blanks
Form 10.1.9 (2013)**

eCRV number: _____

DEED TAX DUE: \$ _____

DATE: _____
(month/day/year)

FOR VALUABLE CONSIDERATION, City of Princeton
(insert name of Grantor)

a municipal corporation under the laws of Minnesota ("Grantor"),
hereby conveys and warrants to Princeton Public School District #477
(insert name of Grantee)

a n independent school district under the laws of Minnesota ("Grantee"),
real property in Mille Lacs County, Minnesota, legally described as follows:

All that part of Lot 4 and the South 9 feet of Lot 5, Block 7, Damon's Addition to Princeton, according to the plat on file and of record in the office of the County Recorder in and for Mille Lacs County, Minnesota, lying Easterly of the West 4.00 feet of said Lots 4 and 5.

Check here if all or part of the described real property is Registered (Torrens)

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions:

Check applicable box:

- The Seller certifies that the Seller does not know of any wells on the described real property.
- A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____.)
- I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Grantor

CITY OF PRINCETON
(name of Grantor)

By: _____
(signature) Paul Whitcomb

Its: Mayor
(type of authority)

By: _____
(signature) Mark Karnowski

Its: City Administrator
(type of authority)

State of Minnesota, County of MILLE LACS

This instrument was acknowledged before me on _____, by Paul Whitcomb
(month/day/year) *(name of authorized signer)*

_____ as Mayor
(type of authority)

and by Mark Karnowski
(name of authorized signer)

as City Administrator of City of Princeton
(type of authority) *(name of Grantor)*

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
(insert name and address)

Paul D. Dove
Dove Fretland, P.L.L.P.
5881 Cedar Lake Road
Minneapolis, MN 55416
(952) 545-9000

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS
INSTRUMENT SHOULD BE SENT TO:
(insert legal name and residential or business address of Grantee)

Princeton Public School District #477