

**AGENDA
PRINCETON CITY COUNCIL – STUDY SESSION
OCTOBER 6, 2015 - 4:30 PM
PRINCETON CITY HALL**

1. Call to order – Roll call
2. Riverside Park Bathrooms - Continued Discussion (memo attached)
3. Safe Routes To Schools Grant Support – Memo and info attached
4. Disposal of Surplus PFRD equipment – Memo attached
5. PFRD Grain rescue grant support – Memo attached
6. Comp Plan Update and GIS Upgrade
7. Hangar space Reservations – see attached memo
8. TED Grant
- 9.
10. Adjournment

MEMORANDUM



TO: City Council
FROM: Mark Karnowski, City Administrator
SUBJECT: **301 N. Rum River Drive**
DATE: June 1, 2016

At your August 4 Study Session, the Council reviewed the following information regarding the possible purchase of the former tattoo parlor building is aware, the city has set aside funding to replace and upgrade the bathroom facilities (including showers) for Riverside Park for several years. Currently there are no funds in the CIP for new bathrooms but there is the TIF funding (\$90,000) that was earmarked for Riverside Park improvements.

The owner of the building has inquired if the city is still interested in his property and, if so, if we'd be willing to tender an offer and attempt to reach some negotiated selling price.

The building at 301 North Rum River Drive (PID: 24-040-0830, lot 6, Block 19, Plan of Princeton) is owned by Mark & Donna Walsh (31337 121st St.) According to the County's web site, the Walsh's bought the property in 2004 for \$164,000. The attached 'Sketch' suggests that the property is 148.5 feet deep and 48 feet wide (including the vacated north 15' of Third Avenue and the easterly 2.5 feet of Rum River Dr.). That said, the County's web site has the lot's square footage set at 7,396 ft² and the building's footprint at 1,548 ft².

The property description from the county web page is as follows:

S 33 FT OF LOT 6 BLK 19, & TR BEG 33 FT N OF SW COR OF LOT 6 BLK 19, N'LY 6.5 FT, E'LY 13.5 FT, S'LY 4.5 FT, E'LY 40.66 FT, S'LY 2 FT, W'LY 54.16 FT TO BEG, & VAC E 2.5 FT OF LAGRANDE AVE ADJ, & VAC N 15 FT OF 3RD ST N ADJ, PRINCETON - ORIGINAL TOWNSITE

According to the County's web site, the estimated market value of the property for property taxes payable in 2017 (set as of Jan. 2, 2016) is \$112,900. That value has gone down over the recent years as follows:

2012: \$145,200	2014: \$129,800	2016: \$120,200
2013: \$135,100	2015: \$128,300	2017: \$112,900

The current annual property taxes are \$3,856.00.

I checked with the Mille Lacs County Assessor and asked if the city bought the building and continued to rent out the upper floor to a private business whether the city would have to pay property taxes and was advised that, yes, city owned property made available for non-government or non-public use would be taxable. But the exempt/taxable value of the property would be prorated based on city vs. non-city use.

The Assessor also noted that, if the Chamber moved into the upper floor then the entire parcel would then be off the tax rolls

1. The taxable market value of that property has been reduced over the past 6 years or so. I'm assuming that's based on comp sales. Can you share

examples of comp sales for commercial property located within the city that has sold in the past few years so we get a sense of what we should offer to pay?

We have had very little in the way of commercial sales in Princeton let alone something comparable to 24-040-0830. The Dept. of Revenue guidelines require a minimum of six good sales in a twelve month study in order to have a valid ratio. We have had seven commercial sales in the last two years that would consider good sales. Our level of assessment on those seven sales is 84%, so based on that our values are about 16% below the market on average. Our current value on the property in question is \$112,900. Any loss in value over the past years is likely due to additional depreciation. We haven't had enough good commercial sales to warrant a value change due to a change in the commercial market.

The Walshs have been renting the property to Anchor Tattoo since 2013 for \$1,000 per month. The renter has since relocated his business...so the building is now empty.

Originally, the Walsh's have advised that they would sell the building to the city for \$145,000 and 'gift' \$10,000 of that back to the city parks. So the proposed out of pocket cost to the city would be \$135,000.

At your August 4 meeting, the question was asked what it would cost to remodel the tattoo building for bathrooms. Bob Gerold checked and believes the absolute worst case scenario for bathroom remodeling: \$80,000 if our staff doesn't do any of the work and a new provision for 2 stools in each women's bathroom becomes law (which our building inspector advises isn't in effect and isn't on the horizon.

We also checked with Ron Weyer (RW Builders) whose guesstimate for new bathroom on new site would be about \$50,000. The issue is...do we have a site that won't flood and, if we don't, then we'd have to get permission to build in the floodplain and the building would have to be constructed such that it could be sealed up during a flood and hosed out after the water recedes.

How does the Council wish to proceed?

MEMORANDUM



TO: City Council
FROM: Mark Karnowski, City Admin.
SUBJECT: **Safe Routes to School grant request**
DATE: October 3, 2016

Supt. Espe is requesting the city's support for a SRTS grant application. They need to have two partners in order to get the grant. Attached is a draft letter for their application packet and some info on what they're trying to get funded and why.

If the Council supports helping them get another grant, a motion to authorize sending the letter of support would be in order.



705 SECOND STREET NORTH
PRINCETON, MINNESOTA 55371
E-MAIL: city@princetonmn.org
www.princetonmn.org

October 6, 2016

Dr. Julia Espe,
Superintendent
Princeton Public Schools
706 First St.
Princeton, MN 55371

RE: SRTS Letter of Support

Dr. Espe,

The purpose of this letter is to confirm that the City of Princeton is in support of the School District's proposed continuance of its Safe Routes to School initiative by installing sidewalks near and around the new Primary School, including sidewalks connecting the Intermediate School and Middle School, as well as a safe connection to the new baseball and soccer fields. The project includes pedestrian curb ramps and marked crosswalks. It is expected that all improvements will be constructed within existing right of way.

Princeton's City Council is fully supportive of the proposed project and believes it will greatly improve the safety and provide better connectivity to Princeton's Schools, the school's playgrounds and the athletic facilities which, are not official city parks but are certainly used by the general public during non-school activities.

This letter serves as documentation affirming that the city is proposing the sidewalks and understands that there may be temporary impacts. The city is not opposed to these impacts.

This letter is also intended to comply with Federal National Environmental Policy Act (NEPA) requirements and to document that the proposed sidewalks are consistent with the intended use and enjoyment of the school facilities as construction of the sidewalks will provide easier access to schools, playgrounds and athletic facilities for pedestrians and will allow users of those facilities to walk within dedicated facilities immediately adjacent to those properties. The sidewalks will also encourage additional use of the facilities by nearby residents. The proposed project will overall enhance the recreational purposes of the facilities.

Please accept this letter as an indication of the City of Princeton's full support for the proposed sidewalk to be constructed near and around the new Primary School, including sidewalks connecting the Intermediate School and Middle School, as well as a safe connection to the new baseball and soccer fields.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Karnowski".

Mark Karnowski,
City Administrator

"An Equal Opportunity Employer"

POLICE	(763) 389-4879	CITY HALL	(763) 389-2040	PUBLIC WORKS	(763)-389-2042
FIRE DEPT	(763) 389-2040	FAX	(763) 389-0993	MUNICIPAL LIQUOR	(763) 389-3613

1. One sentence description of the work for which you are seeking support.

With the construction of a new Princeton Primary School, District 477 is seeking support to further continue its Safe Routes to School initiative by installing sidewalks near and around the new Primary School, including sidewalks connecting the Intermediate School and Middle School, as well as a safe connection to the new baseball and soccer fields.

2. Amount of request for SRTS:

\$300,000

3. Total project budget. Briefly explain the total estimated amount of financing needed. Include the SRTS request and other sources of financing. Specify how you will obtain the 20% local match for the SRTS funds.

The total cost of the project is \$484,076.50. Princeton Public Schools is requesting \$300,000 through the Safe Routes to School program, and the district will work with Mille Lacs County, the City of Princeton and local donations to obtain the remaining amount needed to complete the project.

4. This project request is for capital improvements.

This is just a statement on the application. No room to answer a question.

5. Describe the SRTS infrastructure work you are seeking federal funds for. Describe project development activities completed for this project to date.

Princeton's Safe Routes to School (SRTS) Team formed in August 2012 to act as a conduit for the planning process and set out to create the following vision statement to frame the work: "The Princeton Minnesota Safe Routes to School offers an enduring effort to provide safe, efficient, and convenient opportunities to incorporate physical activity into the transportation choices available to all students and teachers on their journeys to and from school. It provides pedestrian and bicycle connectivity between Princeton's schools and the surrounding neighborhoods and establishes programs to maximize the enjoyment of these connections. Princeton's Safe Routes to School will help set a new standard in the quality of life enjoyed by all Princeton residents."

The work of this team is ongoing as more sidewalks need to be installed near and around the newly constructed Primary School and soccer and baseball fields. The team has met with both the city engineer and county engineer, along with the Princeton Chief of Police, the Park and Recreation Advisory Board Chair, City of Princeton Community Development Director and the

Princeton Public Works Director, in regards to this project. Princeton Public Schools is seeking funding to place sidewalks in the following locations:

- 7th Avenue North between 12th Street North and the utility easement. This will run directly in front of the Intermediate School and will lead to the parking lot of the new Primary School. A pedestrian-activated flashing light is needed at the intersection of 12th and 7th, especially due to the increase of traffic near the new school.
- 4th Avenue North between Shady Lane and 33rd Street. Students will be walking to and from the baseball and soccer fields for after school activities.
- Running a sidewalk from the rear parking lot of the Primary School to 4th Avenue North. It would allow the kids from the Intermediate and Primary schools to access the sidewalks running to the baseball fields.
- Install a pedestrian-activated flashing light at Rum River Drive and 12th Street North.

6. Describe the objective of the project and explain how your project meets a transportation purpose.

With the construction of a new elementary school building, it is imperative that the community further develop the walking and biking safety initiatives in Princeton. The Princeton School District is continuing to build upon the successful Safe Routes to School initiative by coordinating with and building on efforts from the City of Princeton and Mille Lacs County, specifically related to enhancing walking and biking routes to and from school.

It is important to make sidewalks a priority near the area of the new school, ballfields and soccer fields. Students will be taking a new route to school and must have a safe route to get there. Once school is out, many of the students will be walking from school to after-school activities taking place at the baseball fields and soccer fields. These same streets will also be heavily traveled by school busses and parents picking up their children at the end of the school day. It is critical to move the children off the busy roads and provide a safe place for them to bike and walk.

The plan created by the Princeton SRTS Team also includes the future installation of sidewalks in areas where students are already walking and have created their own walking path. In addition, the plan includes areas to connect sidewalks in locations where students may be taking alternative, less safe routes to school due to the lack of sidewalks. Moreover, since the installation of the first set of sidewalks funded through the Safe Routes to School Initiative, it has become clear that pedestrian activated flashing lights are desperately needed at two crosswalks. The intersection at 7th Avenue North and 12th Street North is in need of one now; once the new Primary School is completed, the traffic will only increase. New sidewalks were installed along 12th Street North up to Rum River Drive, the main street in Princeton, through the last round of SRTS funding, and it is a top priority to install a flashing light at that busy intersection as well.

***No room on the form for this section.**

7. List any adopted plans that your project has been identified in (statewide, regional, SRTS, comprehensive, etc.).

The Mille Lacs County Comprehensive Plan states support for active transportation options for biking and walking and promotes the efforts of stakeholders toward safe walking and biking opportunities. The City of Princeton is in the process of drafting its comprehensive plan, with a goal to complete it in the next three to six months. The Princeton Community Development Director has stated that plans for safe walking and biking opportunities as a transportation option will be included in the plan.

In addition, the school district also has a board policy addressing wellness initiatives as well as an active School Board, staff and community committee, which meets regularly. The focus is on healthy lifestyles and good nutrition.

***No room on the form for this section.**

8. Describe your organization and/or the sponsoring agency's history with developing and delivering local transportation projects with federal funds. Include federal projects completed or background work with federal funds by the organization or sponsoring agency. Identify the organization or agency that will complete the environmental document, construction plan, engineer's estimate, and specification on this project.

In 2012, the Princeton School District was awarded a SRTS Planning Assistance Grant to hire a consultant to help identify and prioritize future infrastructure, such as sidewalks, crosswalks, signage, etc. This was done through a community-wide study with the hope to encourage students to walk or bike to school and ensure a safe route to them there. In the fall of 2012, planning processes began that included an in-depth review of three schools in the district -- Princeton Middle School, North Elementary and South Elementary. Using the information gathered through the surveys, the team focused on North Elementary and the Middle School, as they are located within blocks of one another and there was a need to place infrastructure near those schools. In 2013, the district was awarded SRTS Infrastructure funding to provide pedestrian and bicycle connectivity between Princeton's schools and their surrounding neighborhoods.

WSB and Associates, Inc. a City of Princeton Engineer Consultant, has provided District 477 with the engineer's estimate on the project and they will also provide the environmental plan, construction plan and specification on the project.

9. Identify key partners and their roles on the project (sponsoring agency, elected officials, governing bodies, county engineers, etc.). Have they been contacted? Indicate how committed each partner is to the project at this time (verbal, letter, resolution, etc.).

Princeton Public Schools - lead applicant
Julia Espe, Superintendent
Michelle Czech, Director of Business Services

City of Princeton - verbal commitment
Jolene Foss, Community Development Director
Bob Gerold, Public Works Director
Todd Frederick, Chief of Police, Park and Recreation Advisory Board Chair

Mille Lacs County - verbal commitment, sponsor
Bruce Cochran, County Engineer

WSB & Associates, Inc. - verbal commitment
Mike Nielson, City Engineer Consultant

MEMORANDUM



TO: City Council
FROM: Jim Roxbury, PFRD Fire Chief
SUBJECT: **Approval to sell unneeded equipment**
DATE: October 3, 2016

Chief Roxbury advises that the PFRD's new Grass Fire/Rescue truck is now in service. The 1987 ¾ Ton 4X4 Chev Pickup that it replaces is having the slide in pump system removed so it can be used by the Public Works Department for watering flowers, trees, site clean-up and other such tasks within the city.

Also, as you may recall, when the city purchased the pumper with class A foam capacity from the City of Roseville a couple of years ago, the city placed our 1980 American LaFrance Century Engine into reserve status.

It's the opinion of the PFRD that both the pick-up and the LaFrance vehicles can be sold.



The 1980 American LaFrance Pumper

Accordingly, I'm requesting the Council adopt the appropriate motion declaring both pieces of equipment as surplus and authorize the sale of both at auction.

MEMORANDUM



TO: City Council
FROM: Jim Roxbury, PFRD Fire Chief
SUBJECT: **Grant Approval Request**
DATE: September 29, 2016

Chief Roxbury advises that the city was recently awarded a \$3,000 grant to purchase a "Great Wall of Rescue Supreme Package and Rescue Auger" which will give the PFRD the equipment it needs to do grain silo and trench rescues in our area.

The Chief noted that he's aware of only one other Fire Department in the central part of Minnesota that has that type of equipment.

This is a 100% grant but still needs the approval of the City Council. So if the Council concurs that this is a great enhancement to the PFRD's skill sets, then a motion to approve the receipt of the grant would be in order.



The Great Wall of Rescue was designed to adapt to a multitude of grain entrapment rescue scenarios. The lightweight wall sections are easily maneuvered and can be aligned to form a wall, a tube, or other irregular shapes depending on the rescue situation and the number of panels available. Anodized ball-and-socket joints ensure smooth panel connection, and the joint was specially designed to have some range of movement, adding to the variability in shape.

It provides accessories to aid in rescue. Platforms are provided for a sturdy base for rescuers. The insertion step allows a rescuer to use his own body weight to push sections into grain, as opposed to hammering. The step also can be used to assist victims in climbing out of the grain as they are able. The removal pipe can be used as a support handle for the victim, or to remove the panels after rescue is completed.

MEMORANDUM



TO: City Council
FROM: Jolene Foss, Community Development Director
SUBJECT: **Comp Plan Update and GIS Upgrade**
DATE: October 6th, 2016

The City of Princeton requested proposals from consultants to complete a comprehensive plan update. We received 2 responses.

One was from LHB Corporation. They respectfully declined submitting a proposal for this project. They stated "Comprehensive planning is not a core part of our work, although we do enjoy supporting cities on certain portions of that kind of work when it is a good fit." See attached letter.

The second proposal was from WSB's Eric Zweber, Senior Planner, and Breanne Rothstein, Principal/Planning Group Manager. They stated that they are pleased to submit a proposal to provide planning services for the Comprehensive Plan update. Please see attached proposal.

Staff recently met with WSB's Andy Brotzler, Municipal Senior Project Manager, and John Mackewitz regarding the system the city is using for GIS and mapping. They presented to us a system that would be accessible to all city staff and to the general public. We could have shape files or layers that only we can access (sewer, water, etc.) and layers that the public could see (trails, parks, sidewalks).

Here is a description of this service:

DataLink is WSB's ArcGIS Server application that gives users easy-to-use tools to access, edit, and analyze GIS data. Based on HTML5 and JavaScript, DataLink provides the same interface on any device, anywhere. DataLink is in use in more than 10 communities. It is reliable, lightweight, and based on standards. DataLink will provide a reliable tool for you today and let you leverage other tools such as ArcGIS Online and the Esri Local Government Resource Center in the future.

Staff is requesting that we use WSB's Planning and GIS services for the Comprehensive Plan update and Datalink for ongoing operations in planning, community development and public works. Both of these projects are already budgeted for in the CIP.

MEMORANDUM



TO: City Council
FROM: Mark Karnowski, City Administrator
SUBJECT: **Reservation of Hangar Lots**
DATE: September 28, 2016

The city has received a couple of requests relating to the availability of some new hangar lots that will become available with the completion of this year's airport improvement project (a new hangar area and taxiway). There are apparently three potential hangar owners who are interested in reserving spaces. .

Since the city has no policy or provision for reservations of this nature, I'm hoping the Council will consider adopting a policy for such a practice (short of actually renting the space).

Some of the questions I had included whether there were other airports that allowed for reservations. Engineer Joel Dresel advises that there are several. He noted that the more successful of them charge a fee to get on the list so they have some 'skin' in the game rather than tie one up not knowing whether the person inquiring is actually committed.

Apparently many airports put an 'end date' on how long individuals have the spot reserved so that they must act on a building permit or building construction by a certain date or else their site will be offered to the next party. One airport that recently did a reservation system for a new taxiway essentially did short term (6 month or 1 year) land leases to reserve the spot (with a lease fee). Then that lease was renewable at the regular land lease terms if they initiated construction.

My thoughts are to charge a flat reservation fee that actually covers the city's costs for having the proposed space surveyed and posted so the building knows where to put the corners. In the past we've not had to do that because the old hangar area was platted. But the new area won't be and the city (I think) should charge the hangar builder for the cost of locating the building corners. If the 'reserver' backs out prior to the survey being done, then the fee could be returned.

Regardless, I think the city needs to recoup the surveying fee as part of the initial rental. Because of FAA setback regulations, I think we need to use SEH's surveyors and their estimate to do one survey would be \$2,500.

Dresel advises that the \$2,500 should cover their travel time to meet, coordinating the building location, and draft the legal description.

The taxiway paving should be done prior to this week's study session (weather permitting) and so construction on hangars can begin almost any time after completion.

MEMORANDUM



TO: City Council
FROM: Jolene Foss, Community Development Director
SUBJECT: **TED Grant**
DATE: October 6th, 2016

The current owners of the 200 acre shovel ready industrial land on the west side of town are, apparently, backing away from developing that parcel.

Therefore, City Staff has been working with ECRDC and DEED to apply for additional funds to cover the cost of the local match portion of the infrastructure extension and modify the scope of the original TED grant application.

Staff is researching possible options that may still qualify the city for the TED Grant funding for development of options close to where the infrastructure extension was proposed to stop. The scope change of the project would make development easier due to the proximity of that area to the proposed sewer and water extension. Further, that area is more conducive for development as there are no wetlands.

Staff's goal would be to adjust the proposal such that the city could still meet the growth needs for industrial expansion as defined in the Comprehensive Plan while utilizing the opportunity to significantly decrease cost with the help of the grant dollars.

Staff is looking for the consensus of the Council to pursue this alternative option and try and retain the TED grant funds earmarked for Princeton. Does the Council support staff's continued pursuit of the option with the understanding that any final commitment would come back to the Council.