



CITY OF PRINCETON
COUNCIL MEETING
Agenda
December 10, 2015
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. Continued Study Session Meeting Minutes of November 24, 2015 – **Tab A**
 - B. Regular Meeting Minutes of November 24, 2015 – **Tab B**
 - C. Study Session Meeting Minutes of December 3, 2015 – **Tab C**
4. **Consent Agenda**
 - A. **Permits and Licenses**
 - B. **Personnel**
 - C. **Donations/Designations**
 1. Resolution 15-75 – Walmart \$1000 Donation to “Shop with a Cop” – **Tab D**
5. **Open Forum**
6. **Public Hearings**
7. **Reports of Officers, Boards, and Committees**
 - A. Planning Commission Meeting Minutes of November 16, 2015 – **Tab E**
 - B. EDA Board Meeting Minutes of November 19, 2015 – **Tab F**
 - C. Park Board Meeting Minutes of November 23, 2015 – **Tab G**
8. **Petitions, Requests and Communications**
 - A.
9. **Ordinances and Resolutions**
 - A. Ordinance 727 Kennels – FINAL READING – **Tab H**
 - B. Ordinance 728 – 2016 Fee Schedule – FIRST READING – **Tab I**
 - C. 2016 Budget and Levy Resolution #15-76 (after discussion) – **Tab J**
10. **Unfinished Business**
 - A. Power Source North Interim Use Permit Annual Review – **Verbal**
 - B. Engineer Selection – **Tab K**
11. **New Business**
 - A. 2016 Licenses – **Tab L**
 - B. Board and Commission Appointments – **Tab M**
 - C. PFRD Officers for 2016. – **Tab N**
 - D. Christmas Eve Day – **Tab O**
 - E. Class Action Request – **Tab P**
12. **Miscellaneous**
13. **Bill List -**
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 THE CONTINUED STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON NOVEMBER 24, 2015 AT 6:30PM**

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Dick Dobson, Victoria Hallin, and Jules Zimmer. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury and Clerk Shawna Jenkins.

2016 Budget continued

Jackson reported that he does not have a lot of new information, just some small adjustments since the Council last met. They have added some funds to the Liquor Store budget to cover a new website and consultant costs. Campbell advised that a company called Hibu approached her about putting some sites and pages together as a lot of customers were being lost on the city's website. They will get the store listed on Google, Yahoo, Yelp, Ask, Twitter and a few other options, as well as get the location and mapping corrected with Google maps which has been a continuous problem. She thinks it will help bring in more business. Jackson said they will also be providing a lot of statics so they can see if there is a change, and the service can be cancelled at any time. Campbell added that studies show that the age group that visits liquor stores the most is also the age that uses search and application functions on their Smart Phones the most.

Walker questioned how much this service will cost. Jackson responded that with hosting, unlimited phone support, the statics, etc, it will cost about \$250 - \$275 per month. If results are not favorable, the service can be cancelled. Whitcomb thought it may also be telling to offer a special discount on a particular site and have the customer mention the ad so staff can determine where it is best to advertise. Campbell added that they will have counters on the pages as well, so they can see how often things are being seen.

Jackson said they also promised that google maps will be fixed to the right location as well.

Jackson advised that the Princeton Chamber of Commerce is again looking for a yearly contribution from the City. Walker said he likes that they were provided a list this year that shows where the money is spent throughout the year.

Jackson added that he feels there is really a communication and working relationship improvement with the City over the last year. They did request money for Christmas decorations, but they donated some money themselves and did a lot of leg work with the company and got a great deal. Gerold stated that the City looks great with all the decorations and that Joe Schwartz from Big Sky Productions may try to get a video of the city with the new holiday decorations.

Jackson asked the council if they had any specific questions about the 2016 budget. Option 1 was approved in the preliminary levy, and Option 2 makes a slight adjustment down. However, in recent Union negotiations, the City may need to do a salary survey analysis, which will likely involve an outside consultant. The City has had several positions change in nature and the last time a salary survey was done was in 2002. The Study looks at the positions and compare those to other communities. Karnowski added that in some fast comparisons to other cities of the same size in the same distance from the Metro Area, Princeton may be a tad low. We have been fortunate in that we have not lost a lot of folks to other cities and does not want to get to the point of losing good people.

Whitcomb asked how the Council wished to proceed. Walker responded the difference isn't much and if an outside consultant needed to be hired it would take up about half of that pos-

sible decrease. Walker, Hallin and Dobson agreed it would be best then to keep with the preliminary levy that was set.

Karnowski reported that the meeting staff held with the FAA in regard to the Flight Services Building went well.

The Council moved right into the November 24th, Regular Council Meeting at 7:00pm

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor

draft

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 24, 2015 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Victoria Hallin, Dick Dobson, and Jules Zimmer. Others present: Administrator Mark Karnowski, Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Liquor Store Manager Nancy Campbell, Fire Chief Jim Roxbury, Clerk Shawna Jenkins, Engineer Mike Nielson, Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Continued Study Session Meeting Minutes of November 12, 2015
- B. Regular Meeting Minutes of November 12, 2015

WALKER MOVED TO APPROVE THE CONTINUED STUDY SESSION MEETING MINUTES OF NOVEMBER 12, 2015 AND THE REGULAR MEETING MINUTES OF NOVEMBER 12, 2015. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. Permits and Licenses
- B. Personnel
- C. Donations/Designations

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Liquor Store Food Shelf collection report

Campbell reported that the Liquor Store collected \$185 in cash and 25 pounds of food for the local Food Shelf.

ORDINANCES AND RESOLUTIONS

- A. Resolution 15-69 – Assessment Policy Amendment

Karnowski stated as the Council has discussed the City's assessment policy needed some modification in terms of allowing for an assessment deferment. It is not a blanket deferment, an applicant would need to provide proof of hardship.

Hallin questioned how the deferment would be handled if the property was transferred to a new owner. Karnowski said the fee owner is the person receiving the assessment and if a person sold or transferred the property, the Council may cancel that deferment at that time.

HALLIN MOVED TO APPROVE RESOLUTION 15-69 AMENDING THE ASSESSMENT POLICY TO INCLUDE A DEFERMENT OPTION. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 15-72 – Approving the TAP Grant

Foss reported that Resolution 15-72 is to show support for the Transportation Alternatives Grant Application Program Fund for the construction of a pedestrian bridge to connect Riverside Park to Riebe Park.

Hallin asked for clarification that it is a 20-80 Grant. Foss responded that was correct

HALLIN MOVED TO APPROVE RESOLUTION 15-72 SUPPORTING THE GRANT APPLICATION MADE TO THE TRANSPORTATION ALTERNATIVES PROGRAM FUND FOR THE CONSTRUCTION OF A PEDESTRIAN BRIDGE TO CONNECT RIVERSIDE PARK TO RIEBE PARK. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 15-73 Certifying Past Due Utility Bills to the County

Karnowski advised this is the standard Resolution that is certified to the County once a year to collect Past Due Utility Bills.

DOBSON MOVED TO APPROVE RESOLUTION 15-73 CERTIFYING THE PAST DUE UTILITY BILLS TO THE COUNTY. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Ordinance 727 amending Kennels – FIRST READING

Foss reported that the Planning Commission has reviewed the proposed Ordinance amendment in regard to kennels. Kennels are defined as any property, except veterinary clinics and doggie daycares, where more than three dogs or three cats over the age of eight months are owned, boarded, trained or offered for sale.

Kennels are not an allowed use in R-1, R-2 or R-3. The keeping of more than three animals is prohibited in these districts

B-1 – Interim Use permit for a Pet Store selling cats or dogs under eight months of age with overnight boarding, or Pet Grooming with no overnight boarding.

B-2 and B-3 Conditional Use Permit for a Veterinary Clinic with overnight boarding. And Interim Uses are kennels, pet grooming with no overnight boarding, pet store selling cats and dogs under eight months of age with overnight boarding and doggie daycare with no overnight boarding.

Kennel conditions are defined in Section 10 of the amendment. These will be listed under performance standards in the zoning ordinance as Letter K and all subsequent sections will be re-alphabetized.

Hallin asked what happens if a family currently has more than 3 dogs and cats. Foss replied they would fall into a legal conforming situation, but any new pet owners would need to meet the requirement of under 3 pets.

Walker asked for clarification that 3 pets have been allowed in the current ordinance. Foss replied that was correct.

WALKER MOVED TO INTRODUCE ORDINANCE 727 AMENDING VARIOUS SECTIONS OF THE PRINCETON CODE OF ORDINANCES AND THE PRINCETON ZONING ORDINANCE TO COVER KENNELS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. 7th Ave Water and Sewer Extension Project Pay Voucher #1

Karnowski advised that this is Pay voucher #1 for the 7th Ave Sewer and Water Extension Project.

HALLIN MOVED TO APPROVE THE PAY VOUCHER #1 FOR THE 7TH AVE SEWER AND WATER EXTENSION PROJECT FOR \$164,733.61. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Northland Drive Pay Voucher #1

Karnowski reported that this request came in today and has been reviewed by the engineer. Walker asked if there was any retainage. Nielson said they have a 2 year bond in place, but the job is complete.

HALLIN MOVED TO APPROVE THE PAY VOUCHER #1 FOR THE NORTHLAND DRIVE PROJECT FOR \$112,651.12. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. December Meeting Dates

Karnowski reported that the Council's normal meeting would fall on December 24th. He asked if the Council would like to move that to Tuesday, December 22nd.

ZIMMER MOVED TO RESCHEDULE THE DECEMBER 24TH COUNCIL MEETING TO TUESDAY DECEMBER 22. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Princeton Township Road Maintenance Agreement

Karnowski advised that Princeton Township has approved the road maintenance agreement. Gerold has reviewed it as well. It covers several roads that we share maintenance on.

DOBSON MOVED TO APPROVE PRINCETON TOWNSHIP ROAD MAINTENANCE AGREEMENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Hallin reported that the Princeton Teen Center shattered another record last month with 1048 teen visits. Everyone has really made a positive difference with the teens in the community. She added that the Teen Center is having a "Togetherness" meal on Wednesday the 25th that everyone is invited to attend.

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 \$116,426.15 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 72800 TO 72856 FOR A TOTAL OF \$422,552.87. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:23PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON DECEMBER 3, 2015 4:30 P.M.**

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

Engineer Interviews

WSB Presentation

WSB has been the City's engineering firm since 2002. They propose that Jeff Row would be the City's primary Engineer, with Mike Nielson being a secondary and resource for Row. Andy Brotzler would be a second set of eyes and a Client Liaison. Tim Korby with Donahue and Associates would be a Wastewater Specialist.

They have worked on some large projects while working with the City. They are not ignoring the fact that there have been some issues in some of the projects, but they did have some favorable outcomes and they have been working on improving on those areas. They pride themselves on having great communication with the residents. Brotzler added that their municipal group has specialists in city engineering and 19 support staff. Princeton is close to the State Aid population requirement and they have a specialist that deals with state aid cities and their projects that would be a great asset when the city reaches that population.

Korby reported that Donahue specializes in wastewater and water, having worked for quite a few cities here in MN and several outside the state. He added that they also could assist in an energy audit, to see if energy usage could be cut in the plant. He stated he also has a lot of experience in grants. There will be excess funds available and he would like to assist in getting some funding for the city.

WSB Interview

Karnowski asked if Princeton is the only city assigned to Row, would they be the sole funding source for Mr. Row's salary. Nielson responded that Row will be working on other projects, but in a support capacity. Princeton will be his only city that he is working with as a primary engineer. Row also bills at a lower rate than Nielson does, so he suspects the billing may be slightly lower than it currently is.

Walker asked Row what he thought about Assessment Hearings. Row replied that he has gone through the process a few times. Nielson added that he has agreed to help on the first 2 assessment hearings that will be held in the spring.

Wangen asked Row what he felt is his single best technical skill or ability is. Row responded that he has a lot of experience in construction, which helps him be a better designer. You also have to have good balance to keep the contractor, City and residents all happy

Whitcomb asked why they feel WSB is the best firm. Brotzler replied that from their perspective, they are very good at it at what they do, and currently do work for 35 cities. Their engineer focus group that meets quarterly, benefits them as well as their clients. They can tap into the expertise of each community, is a great resource, and allows potential issues to be seen prior to them occurring. Nielson added that throughout their history with the City, they have also looked for solutions that are not always standard.

Walker asked Korby a question in regard to a brewery he toured in Cold Spring and a pre-treatment that was development for them did not work. How would his firm handle that type of issue. Korby, responded that this is an instance that a wastewater and water specialist is a great benefit. He gave an example of a firm in Chatfield that his company worked with. They had a plan drawn up that would have cost 12 million dollars to implement. He convinced the City to allow them to look at it and they came up with a plan at a cost of \$6 million. Nielson added that he has spoken to Korby about the USDP flow and Korby feels they could be of assistance. The University of MN specialist suggested an anaerobic system, whereas USDP went with an Aerobic System.

Karnowski commented that the he has always wondered how an engineering firm can work for the city, but is also expected to bring money in for the firm. How does an engineering firm to look out for the firm's best interest and the City's best interest. Broltzer replied that the mantra they use is "leave the logo at the door". They work for a lot of cities and they want it to be long term relationships and partnerships. Doing what is best for the city, is also best for them. If they do something that ruins trust, it's not good business. As Row begins to work with the City, he will understand what the city's goals are, therefore being able to make informed decisions.

Nielson mentioned the Phosphorus Reduction and Streambank Stabilization that the City worked on to get those numbers down. Korby added that Princeton is the only one in the state that has gone that route and the whole state is watching how the program works out.

TKDA Presentation

Ron Quanbeck, Jim Studenski, Verne Jacobsen and Dennis Postler stated that TKDA is a full service engineering, architecture and planning firm with more than 100 years' experience. Most of their employees are in the same building, so it is very easy access to resources and specialists.

Postler explained they are a single source team with everything in house. Internal and external communication is very important, as well as long range vision. The City has a Comprehensive Plan that would be need to be done soon, and they would like to be in with the City for the long haul and they can provide a good value. If the city transitioned to their firm, they would be willing to attend some additional meetings and time getting up to speed on their dime. While they hope there would never be an issue, if there was he can make decisions so there would be no need to go to someone higher up.

TKDA Interview

Karnowski asked how TKDA could assure the City of Princeton would receive the correct amount of attention for its engineering needs, being they are a large firm with some larger clients. Quanbeck replied that Princeton would be Postler's primary client, therefore his priority.

Whitcomb asked how TKDA gives back to the Cities and Communities that they work for. Do they go above and beyond at all, would they will be available to help on some additional project, or donate some of their time. Quanbeck said they like to get involved with the Chamber of Commerce, and do some in office collections for various charities

Whitcomb asked if they would be up to speed on the current projects if the City were to change to their firm on January 1st. Quanbeck said they are very familiar with the PUC as they have worked with them before. For the City projects, he would want to sit down with staff to determine what should be addressed early on.

Wangen asked what they felt is their single best technical skill or ability. Quanbeck replied that he likes looking at projects and solving an issue, which is why he became an engineer. He added that as a child, he spent a lot of time watching a street and sewer project going in. Postler added that Quanbeck is known as their utility expert, so if anyone in their firm has a utility issue they are stuck on, they go to him. Jacobsen added that he enjoys that aspect as well.

Dobson commented that the City and PUC is structured differently than most Cities.

Karnowski stated that one of the current issues is that the city is looking to lease some space at the FAA building to the DNR. Another engineering firm quoted about \$400,000 to put in a parking area that the DNR would require. His experience with engineering firms is sometimes it is better to use a Design Build option on some projects. He asked what they felt about that option. Quanbeck responded that it depends on the scope of the project. If it is a fairly easy and simple project, some basic specifications should be all that is needed. If it is a matter of paving a simple parking lot, that is easy enough for a contractor to do.

The Council let TKDA that a decision would not be made tonight as the Council is short 2 members. It would be put on the December 10th Agenda.

Resolution 15-74 certifying past-due City Invoices to the County

Karnowski reported that the City has a few past due invoices for grass cutting and trimming that have not been paid. Like the past due utilities, this will allow the amounts to be collected with the next year's property taxes.

DOBSON MOVED TO APPROVE RESOLUTION 15-74 CERTIFYING PAST-DUE CITY INVOICES TO THE COUNTY TO BE COLLECTED ON 2016 PROPERTY TAXES. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Public Works Staffing Issue

Gerold advised that one of the Public Works employees is taking a medical leave for an as yet undetermined time for some elective surgery. Staff has concerns that, with winter time snow plowing issues, that we could be short-handed.

In order to address that concern, staff is recommending that the City Council authorize the creation of a new GMI position which would give the Public Works Department some flexibility in being able to address our staffing needs – especially for snow plowing.

If the Council concurs with the staff recommendation, then a motion to approve the hiring of an additional GMI employee would be in order.

Dobson asked if Public Works were already short staff. Gerold replied that in a snow event they are short. Currently they will use Tom from the PUC and Klinghagen from the WWTP to assist.

DOBSON MOVED TO APPROVE THE HIRING OF AN ADDITIONAL GMI EMPLOYEE. WALKER SECONDED THE MOTION.

Walker questioned if there is room in the budget for an additional staff member. Jackson replied that it depends on the timing, but if the current employee is out for some time it would likely allow the position to extend longer. He said there has also been discussion about possibly needing to increase the staff at the WWTP with the additional USDP flows, so that is an option as well. There are a lot of floating items in the budget and which can handle it as of now, and adjustments could be made through the year if needed.

THE MOTION CARRIED UNANIMOUSLY

Cemetery Stone Discussion

Karnowski reported that staff has done some research into how other cities handle cement work for stone settings. Of the 3 cities that responded to the question emailed to the Clerk / Administrators Listserve, none of them do the cement work in their cemeteries. If a stone needs to be lifted or repaired, the family must hire that work out. Sara at Williams Dingmann also stated that Oak Knoll is the only cemetery that she is aware of around here that does their own cement work.

In contacting a few monument providers, staff also discovered the current cement foundation prices are quite low.

Public Works is in favor allowing the Monument companies to provide all cement work (as long as they are licensed and bonded). Eliminating most of the Cement work would also free up some time that they could spend on ground maintenance.

During the Council's Study Session when this was previously brought up, future care of the stones was brought up as being a potential issue if the City discontinued doing this work. In reviewing the Cemetery rules and regulations, it states in 9.1 under Perpetual Care:

"General Care assumed by the City shall in no case mean the maintenance, repair, or replacement of any marker or memorial placed or erected upon lots, nor the doing of special, unusual work in the cemetery"

Staff is aware that many families are not happy with the current stone/cement settings of just twice a year, so they may be happy to be able to allow their Monument Companies to do the stone setting and have it in much sooner.

Staff is proposing a "locating fee" so we can make sure the stones are located correctly. The fee discussed for this was \$25, and we would only require 3 working days' notice to get a

grave marked.

If the Council is in favor of the City no longer doing the cement work, the necessary changes to the Cemetery Rules and Regulations have been drafted.

Karnowski said studies are showing that in the future, a large percentages of burials will be cremation. Jenkins added that staff has set aside an additional area of the cemetery that will only be used for cremation. Gerold said there is room to add on to the cemetery if needed, but he feels leaving that area open could be beneficial in the future.

WHITCOMB MOVED TO APPROVE CEMETERY RULES AND REGULATION AMENDMENTS AS PROPOSED. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

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

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor

RESOLUTION #15-75

**A RESOLUTION ACCEPTING A \$1000 IN DONATION FROM WALMART
FOUNDATION FOR THE PRINCETON POLICE DEPARTMENT FOR THE "SHOP
WITH A COP" PROGRAM**

WHEREAS, Walmart has contributed a check in the amount of \$1000 to the City of Princeton Police Department; and

WHEREAS, that Company requested their donation be used for the "Shop with a Cop" program, and

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 of \$1000 from Walmart 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 the Princeton Police Department as requested.

ADOPTED this 10th day of December, 2015.

Paul Whitcomb, Mayor

ATTEST:

Shawna Jenkins, City Clerk



DRAFT

THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON NOVEMBER 16, 2015, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

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

APPROVAL OF MINUTES OF REGULAR MEETING ON OCTOBER 19, 2015

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF OCTOBER 19, 2015. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES FROM THE SPECIAL MEETING ON NOVEMBER 2, 2015

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF NOVEMBER 2, 2015. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:

A. #15-17 Conditional Use Permit for 801 5th Avenue North

Community Development Director Memo:

BACKGROUND

Theresa McGuire has applied for a conditional use permit for the property address at 801 5th Ave N PRINCETON MN 55371
PID #24-040-2180, City of Princeton, Original Townsite, Lot 1, Block 54, Mille Lacs County, Section 28, Township 36, Range 26

ANALYSIS

The request is to allow a Home Bakery Business in R-2 Residential District.

Zoning. The current zoning for this property is R-2 Residential.

Comprehensive Plan. The Future Land Use Plan designates this property to remain R-2 Residential.

R-2 Residential Definition:

The intent of the R-2 Residential District is to preserve the older historic areas of the city, which was platted into small modest sized lots with a less restrictive zoning district permitting a higher density but retaining the historic residential character of the district. The average density for this district is 4-8 units per acre.

Home occupations are an allowable use in R-2 with a Conditional Use Permit.

Home Occupation Definition:

Any occupation or profession, regulated within this ordinance, which is carried out for gain by a resident and conducted as a secondary use in the resident's dwelling unit or in an accessory building as long as it does not utilize more than 25% of the total floor area of the dwelling. Home occupations may not utilize garages or accessory buildings. (See Chapter VI – Performance Standards, J. Home Occupations)

Home Occupations (Rev. 11-18-2010; Ord. 658)

A home occupation is that accessory use of a dwelling that shall constitute either entirely or partly the livelihood of a person living in the dwelling. All permitted home occupations require an approved conditional use permit.

1. Permitted Home Occupations

The following permitted home occupations with an approved conditional use permit:

- Childcare.
- Dressmaking, sewing, and tailoring.
- **Home cooking and preserving.**
- Home crafts such as model making, rug weaving, lapidary work, and woodworking.
- Laundry-related services.
- Telephone answering and clerical work.
- Tutoring, limited to four students at a time.
- Other approved occupancy.

The following conditions must be met to meet the conditional use permit requirements:

- a. The home occupation does not change the outside appearance of the dwelling and is not visible from the street.
- b. The home occupation does not generate traffic, deliveries, parking, or sewerage and/or water use in excess of what is normal in the residential neighborhood.
- c. The home occupation does not create a hazard to person or property or generate hazardous waste.
- d. The home occupation does not create any detriments to the residential character of the neighborhood due to the emission of noise, smoke, dust, gas, heat, glare, vibration, electrical interference, or any other nuisance resulting from it.
- e. The home occupation does not result in the outside storage or display of anything except a nameplate no larger than two square feet in area which may only be attached to the wall of the dwelling.

- f. The home occupation does not utilize more than 25% of the total floor area of the dwelling. If an accessory building is used for such home occupation, it shall not exceed 625 square feet in total floor area.

- g. The home occupation is conducted by no more than two persons, one of whom shall reside within the dwelling.

General CUP Review Standards

Subsection 3.B. of Chapter IV outlines the standards for review of a conditional use permit:

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

Comment: It does not appear that the proposed use will violate the health, safety or general welfare of Princeton residents.

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

Comment: It does not appear that the proposed use will create any potential erosion, runoff, water pollution and sedimentation issues.

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

Comment: The parking requirements are being met.

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

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

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

Comment: The proposed use can be accommodated with existing municipal sewer and water.

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

Comment: The Comprehensive Plan states that the City should strive to expand and diversify the area tax base by promoting sound economic development opportunities and encourage wise land use patterns in the area.

Staff Recommendation

It is City Staff's recommendation to **approve** the Conditional Use Permit for the Home Occupation in R-2 Residential for Theresa McGuire to open a home bakery.

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

Theresa McGuire, applicant wrote the following memo:

In my home bakery I will be baking pies, cookies, cupcakes, and decorated cakes for all occasions and making some candy. These will be available by order only and there will not be a retail area in my home. These items will be either picked up by the customer at my home at which I have a four car driveway available for off street parking, or delivered to the customer by myself. This should minimize any traffic issues or parking problems. I will be certified by the Dept. of AG under the cottage food laws, which also allows me to see my products at community events and farmers markets. I am currently the pastry chef for a local restaurant and am a graduate of the International Culinary School at the Art Institute.

Thank you, Theresa McGuire

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

Theresa McGuire, applicant said that she is currently working as a pastry chef.

Edmonds opened the public hearing.

Karen Reed, 807 5th Avenue North, asked how the bakery items would be dispersed.

McGuire said she would take orders and she could deliver them or they would come pick them up.

Reed said she has no issue with it.

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE ITEM # 15-17 CONDITIONAL USE PERMIT TO ALLOW A HOME BAKERY BUSINESS IN AN R-2 RESIDENTIAL DISTRICT, LOCATED AT 801 5TH AVENUE NORTH WITH THE FOLLOWING HOME OCCUPATION ZONING CONDITIONS:

1. THE HOME OCCUPATION DOES NOT CHANGE THE OUTSIDE APPEARANCE OF THE DWELLING AND IS NOT VISIBLE FROM THE STREET.
2. THE HOME OCCUPATION DOES NOT GENERATE TRAFFIC, DELIVERIES, PARKING, OR SEWERAGE AND/OR WATER USE IN EXCESS OF WHAT IS NORMAL IN THE RESIDENTIAL NEIGHBORHOOD.
3. THE HOME OCCUPATION DOES NOT CREATE A HAZARD TO PERSON OR PROPERTY OR GENERATE HAZARDOUS WASTE.
4. THE HOME OCCUPATION DOES NOT CREATE ANY DETRIMENTS TO THE RESIDENTIAL CHARACTER OF THE NEIGHBORHOOD DUE TO THE EMISSION OF NOISE, SMOKE, DUST,



GAS, HEAT, GLARE, VIBRATION, ELECTRICAL INTERFERENCE, OR ANY OTHER NUISANCE RESULTING FROM IT.

5. THE HOME OCCUPATION DOES NOT RESULT IN THE OUTSIDE STORAGE OR DISPLAY OF ANYTHING EXCEPT A NAMEPLATE NO LARGER THAN TWO SQUARE FEET IN AREA WHICH MAY ONLY BE ATTACHED TO THE WALL OF THE DWELLING.
6. THE HOME OCCUPATION DOES NOT UTILIZE MORE THAN 25% OF THE TOTAL FLOOR AREA OF THE DWELLING. IF AN ACCESSORY BUILDING IS USED FOR SUCH HOME OCCUPATION, IT SHALL NOT EXCEED 625 SQUARE FEET IN TOTAL FLOOR AREA.
7. THE HOME OCCUPATION IS CONDUCTED BY NO MORE THAN TWO PERSONS, ONE OF WHOM SHALL RESIDE WITHIN THE DWELLING.

UPON THE VOTE, THERE WERE 4 AYS, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:

1. Does the proposed use violate the health, safety or general welfare of the Princeton residents? No.
2. Has the proposed use been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation (if applicable)? No.
3. Is adequate parking and loading provided in compliance with the Ordinance? Yes.
4. Have possible traffic generation and access problems been addressed? Yes.
5. Can the proposed use be accommodated with existing public services and not overburden the City's service capacity? Yes.
6. Does the proposed use conform to the City's Comprehensive Plan and is compatible with present and future land uses of the area? Yes.

B. Kennel Ordinance Amendment

The Planning Commission Board has reviewed this Kennel Ordinance Amendment a few times and has recommended changes. Staff has made the changes and is bringing this back to the Planning Commission for review. The public hearing was left open from the October 19, 2015 Planning Commission meeting.

Foss said that staff has made some revisions to the Kennel Ordinance Amendment that was sent out in the packet. In R-1, R-2, and R-3 Zoning Districts kennels will not be allowed. In B-1 Zoning District it was added that with an Interim Use Permit a Pet Store selling cats or dogs under eight months of age with overnight boarding is allowed. Pet Grooming will also be allowed with an Interim Use Permit with no overnight boarding. In B-2 Zoning District with a Conditional Use Permit, Veterinary Clinics are allowed with overnight boarding provided they meet all kennel conditions as established in Chapter 6. With an Interim Use Permit in B-2 and B-3 Districts the allowed use would be Kennels, Pet Grooming with no overnight boarding, Pet Store selling cats and dogs under 8 months of age with overnight boarding, Doggie Daycare with no overnight boarding provided they meet all kennel conditions as established in Chapter 6.

Foss wanted the Planning Commission Board to understand the number of pets that could be on each property with this Kennel Ordinance Amendment.

DeWitt explained that on a standard City block there are twelve lots. This amendment would allow up to three dogs or cats or a combination of no more than five. That would add up to quite a few domestic pets on a City block. The current Ordinance is three dogs/cats in a total combination per property site.

Edmonds said the number of pets at three is enough.

Heitschmidt and Young agree.

Foss said she will make the changes of the number of dog/cats to a total of three in a combination. She will keep where the Veterinary Clinic has to apply for a Conditional Use Permit and that Kennels, Pet Grooming, Pet Stores, and Doggie Daycares will need an Interim Use Permit.

Edmonds commented that the current Ordinance in place allows a combination of three dogs/cats so this should not be an issue.

Edmonds opened the public hearing. There were no more questions from those in attendance.

REYNOLDS MOVED, SECOND BY HEITSCHMIDT, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

HEITSCHMIDT MOVED, SECOND BY YOUNG, TO APPROVE AND FORWARD TO THE CITY COUNCIL THE #727 ORDINANCE AMENDING VARIOUS SECTIONS OF THE PRINCETON CODE OF ORDINANCES AND THE PRINCETON ZONING ORDINANCE TO AMEND THE DEFINITION OF KENNEL, AND AMEND HOW AND WHERE KENNELS ARE PERMITTED WITHIN THE CITY OF PRINCETON WITH THE DEFINITION ALLOWING A COMBINATION TOTAL OF THREE DOMESTIC DOGS AND/OR CATS PER CITY PROPERTY LOT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS:

A. Planning Commission Bylaws

Foss informed the Planning Commission Board that the change in the Planning Commission Bylaws had gone to the City Council without coming first to the Planning Commission for review and approval. Staff is bringing this to the Planning Commission Board for review.

DeWitt said the change in the Bylaws is that the Planning Commission shall consist of five regular members who shall be residents of the City, except that one of the members may be a person who owns a business located within the City of Princeton so long as that person lives within the 55371 zip code area.

Edmonds questioned if the Planning Commission Board needs a Secretary position in the duties of Officers. If the Bylaws are being changed maybe that could be removed.

DeWitt explained that the Secretary Officer position has duties that are required for the Planning Commission Board.

HEITSCHMIDT MOVED, SECOND BY REYNOLDS, TO APPROVE THE AMENDMENT TO THE CITY OF PRINCETON PLANNING COMMISSION BYLAWS. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS:

A. Verbal Report

Foss had no verbal report.

B. City Council Minutes for October, 2015

The Planning Commission Board had no comments.

C. B-1 Zoning District Section Replacement

DeWitt informed the Planning Commission Board that on the desk in front of them is the amended section of the B-1 Zoning Ordinance for their zoning books.

Heitschmidt said his term is up December 31, 2015 for the Planning Commission Board and he will not be reapplying. He enjoyed his time on the Board.

The Planning Commission members thanked Heitschmidt for his time on the Board and his valued comments.

REYNOLDS MOVED, SECOND BY HEITSCHMIDT, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:41 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant

**THE REGULAR MEETING OF THE EDA BOARD HELD ON NOVEMBER 19, 2015, AT 6:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 6:00 P.M., by Thom Walker. Members present were Charles Snustead, Genny Reynolds, and Victoria Hallin. Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent were Grady Clark and Cindy Riddle.

AGENDA ADDITIONS / DELETIONS:

REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES FROM REGULAR MEETING ON OCTOBER 15, 2015

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF OCTOBER 15, 2015. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED / OLD BUSINESS:

A. Current Committee List

Foss put a list together of the meetings she attends:

GPS 45:93 Executive Committee – Monthly

5 County Regional Economic Development Group-Great opportunity to meet some important neighboring communities and their Economic Developers, - Higher Ed. Representation – Central MN Job and Training Services – free manufacturing courses, job fairs, Community Venture Network, LOIS, Legislative Representation, Initiative Foundation Representation.

The specific benefits of attendance at these meeting include an awareness of economic development patterns in the region and maintaining valuable relationships with both public and private sector economic development leaders. The monthly Executive Committee meetings also include meetings with the sub-committees either before or after.

- **Workforce Sub-Committee-Monthly** – school/college/workforce relationships, Construct Tomorrow Event, Higher Education facility.
- **Fam Tour Sub Committee - As Needed** – encourage this committee to ask for an additional \$750 dollars from the Executive Committee to offset the cost for us to participate, in turn they agreed to increase it from \$2000 to \$3000 in support. (in essence got a \$1000 ask for site selector to Princeton)
- **Website and Marketing** – following the Familiarization (FAM) Tour, the Marketing Committee focuses on the Website and the ability to promote each community while promoting the region, as a whole. The City of Princeton website is not user friendly and should be updated. The information learned regarding a successful website can be transferred to the City site.

- **Mille Lacs County Economic Development Taskforce- Monthly – Housing Study, U of M Market Analysis-** *Guest speakers and relevant topics that are brought to committee members encourage partnerships and communication between entities within Mille Lacs County such as, Labor Market Industry statistics from DEED, Housing, Transportation, Trends, Community Assets that we can use to encourage tourism and destination importance, East Central Regional Arts Council, etc.*
- **Mille Lacs County Blandin Broadband Initiative-***Showing support in the push for affordable, reliable Broadband in Princeton, Feasibility Study. The Broadband concerns of our residents are still valid and unsolved. As long as there isn't reliable and affordable broadband for our region, we will continue to see a gap in economic development and education attainment for our community. Participating in a group that promotes awareness of the need, writes grant to further the research needed to back up the requests and approaches legislation for funding is a necessity if there is to be any change achieved.*
- **Mille Lacs Local Water Management Plan Advisory Committee- Quarterly (Water Planning and Protection for Region Wild and Scenic Rum River)** *The WRAPS (Watershed Restoration and Protection Strategy) is in the process of being drafted and included was an extensive study of the health of the watershed. This directly effects the City in regards to land use and the health of the Rum River, West Branch, Estes Brook, etc. It has been found that the West Branch and Estes Brook have been found to have health concerns regarding the fish and bug population, as well as the bacterial health. This directly affects recreating in and around the City, and when the bacteria, bug and fish populations are unhealthy it results in higher populations of mosquitos and gnats, and less healthy fish. Also, the bacteria found is E. Coli and that can cause illness in individuals swimming in the river.*
- **Sherburne County Partners – Quarterly – Community Leaders meet quarterly to exchange information and collaborate efforts toward development-** *Guest speakers and relevant topics that are brought to committee members encourage partnerships and communication between entities within Sherburne County such as, Labor Market Industry statistics from DEED, Housing, Transportation, Trends, Community Assets that we can use to encourage tourism and destination importance, MN School of Business, U of M, etc.*
- **Sherburne County Broadband Steering Committee- Monthly** (I presented at Community Visioning Meeting in Big Lake, Blandin Feasibility Study)
- **Community Outreach Sub Committee- Bi Monthly** *Chair (Wrote and received \$15,000 grant for this project) – *The Broadband concerns of our residents are still valid and unsolved. As long as there isn't reliable and affordable broadband for our region, we will continue to see a gap in economic development and education attainment for our community. Participating in a group that promotes awareness of the need, writes grant to further the research needed to back up the requests and approaches legislation for funding is a necessity if there is to be any change achieved.*
- **Greater MN Parks and Trails Coalition-Quarterly** (District 3 & 4 Regional Destination Recognition for Legacy Funds) *The new guidelines for receiving Legacy Funds required a*



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regional destination designation. The Greater MN Parks and Trails Coalition lends legitimacy to the City in regards to the regional significance. By partnering with Greater MN, we increase our likelihood of qualifying for federal grant dollars for parks and trails improvements.

- **Coalitions of Greater MN Cities – Annually – Legislative Active Day** – *By attending Legislative Action Day, the City of Princeton shows the elected leaders that there are smaller communities outside the metro that need to be considered while setting budget priorities.*
- **GROW Minnesota – MN State Chamber (?)** – *(Business Retention and Expansion Visits) These visits are integral to maintaining a helpful and supportive environment to our business and industry leaders. Most growth occurs within a community. Keeping the local businesses healthy and in growth mode is essential to economic health.*
- **Chamber of Commerce – Monthly** *(Presented at luncheon on progress of different projects – community support of local business) The Chamber of Commerce and the City should have a healthy, positive working relationship. By attending and participating in the Chamber, the City is acknowledging the importance of business and shows support to the local business owners. It is also an opportunity to foster personal relationships with individual business owners who may not have had a positive experience previously or who may be new to the community.*
- **Downtown Committee-Bi- Monthly** – *MN Design Team, Small Cities Development Program, support for downtown district business (No longer meeting)*
- **Princeton Area Visioning Committee-Monthly** – *not yet attended-meets at 7 am-Riverside Reibe Park improvements, grant apps for Legacy Funds*
- **4R Board Monthly** – *Regional Bike Trail Development (Not meeting currently)*
- **DEED-Quarterly** – *presents Labor Market trends, State incentives for business and government.*
- **Minnesota Marketing Partners-Quarterly** – *(Not yet attended-First Quarterly Meeting-Duluth June 3-5) The participation in economic development at a state level is important to the City to participate in because it shows that we have a vision that goes further than our city limits. The MN Marketing Partnership and Department of Employment and Economic Development (DEED) and Economic Development Association of MN (EDAM) events have been influential in the attainment of Shovel Ready status on a new 200 acre industrial park that was needed as written in the Council goals, the EDA Strategic Plan and the Comprehensive Plan. It is in hopes of attracting a Data Center and other industrial development.*

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

Foss said she was asked to address each committee and how they are important to the City. The City Administrator asked Foss today again how she can reduce the meetings where her mileage is not over 1,500 a year. She can pick and choose the meetings and not to go over 1,500. She has removed a few and cut down a few others. She got it down to 2,043 and she wanted 2,000 miles for the year and Karnowski said no, 1,500 miles total. She will cut them

down again. Foss said if she does not go to the meetings, she does not want to be a member because she will not know what is going on and have any input.

Reynolds said the Mille Lacs County Task Force will be ending and wrapping up. For the Mille Lacs Water Management Plan Foss could go every other time. They have found that the Rum River is clean water.

Hallin suggested that maybe some of these Boards could email or send information to Foss.

Foss said she could check on that. Karnowski did not like the 2,000 mileage number. Foss said if he is saying it affects her work, she understands. He does not give reviews so he cannot say what the quality of her work is. She has come up with an annual report of what has been done.

Hallin said she understands at the beginning to go to all the meetings and now to cut back.

Walker asked if she is being asked to not turn in her miles, he does not agree with that.

Foss said no, that is not the case. It is the time being out of the office.

Walker said leave this as unfinished business and see down the road.

NEW BUSINESS:

A. 2016 Goals

Foss put together a list of Goals and Visions:

Comprehensive Economic Development Strategy 2015 (ECRDC)

Project 1: Purchase of additional acreage and provision of infrastructure to accommodate growing and new business, residential, and commercial development properties through extension of municipal services and land investment. The current availability of developable property is limited and there is a great need for growth.

Project 2: Implementation plan for MN Design Team recommendations, including marketing and promotion of the City's unique qualities and downtown corridor. The City has many great visions and plans that need the financial backing to be completed. Improvements in communication, connectivity, safety and beautification are areas that were pointed out by the MN Design Team that mirrored the recommendations brought up by other sources over the number of years.

Project 3: Market analysis and marketing promotion toward the sale of Aero Business Park lots. The city's investment properties include 7 shovel-ready lots that were purchased with the intent to sell and continue to retail/commercial corridor along 21st Avenue, near the airport and the new Fire and Police Building. Analysis of these lots and professional marketing will increase jobs and tax base for the community.



Project 4: Industrial Park Study to address expansion opportunities and explore potential for creating shovel ready sites for new business. The current Industrial Park in Princeton is almost at capacity and the need to acquire new property and the needed infrastructure, including Broadband capacity, is imminent. In order for the City of Princeton to compete in the economic market with communities like Cambridge and Milaca, increase incentives to develop here must be provided. Shovel-ready certified sites through DEED will be ultimate goal of Industrial Park Study.

Project 5: Riverside and Riebe Park improvements. Create an inter-connected regional trail system and ADA compliant facilities including a pedestrian bridge over the Wild and Scenic Rum River, replacement of bathrooms, campsites and picnic shelters and construction of a fishing pier and canoe/kayak launching site. The park is within the downtown portion of the city.

EDA Strategic Plan 2012

Goal 1: Increase tourism by recognizing and promoting the City's appeal and unique qualities, including, but not limited to the following:

Goal 2: Encourage and support commercial, manufacturing, and industrial development and redevelopment, including existing business expansions, renovations, and new businesses moving to Princeton.

Goal 3: Sale of the Aero Business Park lots.

Goal 4: Revitalization of downtown Princeton.

Goal 5: Expand the opportunities for existing and new quality manufacturing and industrial development by expanding available industrial park land.

Goal 6: Recognize the interdependence of private and public sector entities in a healthy community.

Goal 7: Establish Princeton as a life-time community by addressing the needs of all age groups, including educational, jobs, housing, and services.

Goal 8: Expand options for all modes of transportation.

IV. CURRENT PROJECTS (EDA Strategic Plan 2012)

The Princeton Community Development Department is currently working on numerous economic development activities, including:

1. A positive, working relationship with the Princeton Area Chamber of Commerce, including the following:

- Joint Chamber/EDA Committee.
 - Monthly meetings with the Chamber Director, Community Development Director, and the St. Cloud Small Business Development Center Director.
 - Advertising vacant downtown commercial spaces on www.mnprospector.com.
 - Active staff participation at Chamber events, including: Coffee with the Chamber, Chamber membership meetings, and the Annual Princeton Business Expo.
 - Monthly "City of Princeton" column in the Chamber Focus newsletter.
 - Support the efforts of the Chamber, including their mentorship program, downtown survey, and overall promotion of the Princeton area.
2. Improving the City of Princeton Website, including a local business directory of all businesses located within the city.
 3. Active staff participation with the Princeton Area Visionary Committee (PAVC) in working on downtown redevelopment and recreations planning.
 4. Active staff participation with the Rum River Recreation and Resources (4R) Board in establishing a regional, inter-connected trail system.
 5. Promotion of Princeton's Revolving Loan Fund.
 6. Negotiations with private land owners and anchor store representatives regarding land use, traffic, and road improvements for the west side commercial district.
 7. Researching the storm water issues in the Princeton Industrial Park and exploring expansion options.
 8. Working with the Airport Engineer, Planner, FAA, and airport users on the 21st Avenue Extension project.
 9. Researching and applying for grant funding for the 21st Avenue Extension project.
 10. Continual review of land uses and development standards.

City of Princeton Comprehensive Plan 2008-2018

GOAL 1 –Appeal and Unique Qualities

Enhance the City's appeal and unique natural amenities, including the Rum River and Sherburne National Wildlife Refuge. Promote the City's accessibility to the Twin City metropolitan area, the Northern Lakes region, and Princeton's identity as a complete community that offers great business, housing and recreational opportunities.



GOAL 2 – Life-Time Community

Establish Princeton as a lifetime community by recognizing and addressing the housing and economic needs of all age groups.

GOAL 3 – Tax Base

Expand and diversify the area tax base by promoting sound economic development opportunities and encouraging wise land use patterns in the area.

GOAL 4 – Housing

Support the expansion and diversification of the housing stock within the City to include new neighborhoods in higher-amenity areas of the community and completion of in-fill development.

GOAL 5 – Central Business District

Support the urban core of Princeton by promoting a healthy business climate in downtown. Expand retail and service business options and preserve the unique character of the built and natural environment in downtown.

GOAL 6 – Industrial – Business

Support opportunities for quality manufacturing to expand within the community and encourage new businesses to locate in Princeton.

GOAL 7 – Parks, Trails and Open Space

Develop a balanced Parks, Trails, and Open Space system that includes adequate areas for active and passive recreation sites.

GOAL 8 – Environmental Issues

Support local and regional plans to improve surface water quality and reduce the impact of unwise land use patterns.

GOAL 9 – Infrastructure

Promote the orderly and efficient extension of urban services, such as wastewater treatment, water, transportation, and public safety.

GOAL 10 – Growth Management

Support the expansion of the municipal boundary to growth areas in adjacent townships when development can adequately and efficiently be served by urban infrastructure. Oppose land use patterns that promote rural sprawl and prevent the logical extension of urban services.

ECONOMIC DEVELOPMENT GOALS 2016

- **PROMOTION:** Maintain continuous and ongoing marketing and promotion of our City of Princeton's unique and increasing amenities through thoughtful and creative use of

technology, partnerships with the Princeton Area Chamber of Commerce, ISD #477, Small Business Development Center and other local groups. Continue to create a destination location that our residents find value in and prospective residents and business owners will find appealing and exciting.

- **DEVELOPMENT:** Plan for the growth of the western development of the City, including Aero Business Park, Princeton Business Center (Industrial), River Town Crossing, 21st Avenue Extension and the Municipal Airport, as well as the existing industrial park needs, in regards to infrastructure, sanitary sewer, water, electricity and storm water with the intent to increase job opportunities and tax base for the community.
- **LIFE TIME COMMUNITY:** Continue to recognize the interdependence of the private and public sector entities in a healthy community, including commercial, manufacturing, and industrial development and redevelopment; Downtown Business District Retention and Expansion, and new business recruitment, as well as addressing the needs of all age groups in the areas of housing, transportation, education, employment and services.
- **COMPETITIVE OPPORTUNITIES:** Increase and/or maintain incentives to develop in the community including Tax Increment Financing, Tax Abatement, Revolving Loan Fund.
- **IMPROVEMENT:** Maintain responsible land uses and improvements, create a Master Parks and Trails Plan that shows how we will construct an inter-connected regional trail system, grant write and seek support for ongoing improvements to the parks and open spaces within our community. Keep contact and communication with the Princeton Area Visioning Committee (PAVC), Rum River Resources and Recreation Board (4R Board), and Mille Lacs and Sherburne County.

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

Foss asked the EDA Board if they have any comments or changes for the goals.

Walker said to tighten up the goals is a good idea.

Foss suggested going through the 2015 Comprehensive Economic Development Strategy goals.

Project One there was the West Branch Water Looping Project that was done and the 200 acres were Rezoned to Industrial.

Project Two the Beautification Committee did the flower baskets and the downtown business sites are filling up. She completed the brochure and the digital sign went up.

Walker said for the MN Design Team visit it was mentioned that a restaurant opportunity would be nice where the old movie theatre site was, but that did not work out. He believes we addressed all the issues.

Reynolds said most important about project two is the volunteers that helped. There were different committees that helped. She liked how others worked towards the same goal.



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EDA Board

November 19, 2015

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Project Three Foss said she attempted to market Aero Business Park. This is her top goal to sell a lot out there.

Snustead said the road on 21st Avenue South needs to be opened.

Foss said she does not have experience in selling commercial real estates. She brings those lots up when inquiries for sites come in.

Reynolds said the trend right now is spec buildings on a site ready to sell. Mora had one that they sold and it went so well.

Walker commented from the Belle Haven site to Odgers building needs to be developed.

Foss does not know how to promote Aero Business Park lots and could use suggestions.

Project Four has the Shovel Ready site. The Industrial Park Study will be brought to the EDA Board in December.

Walker said if we have something that we could show a developer that is involved in Princeton would be a good thing.

Project Five is still in the works. The TAP Grant she sent in for the pedestrian bridge. It will either be north of the library or straight east of the picnic shelter. Both Sherburne and Mille Lacs County are both doing their master plan. Foss said the Riverside Park bathrooms should be number one for updating.

Foss went to the Economic Development Goals for 2016. How does the EDA Board feel about those goals.

Walker said promotion is a good goal. He would remove Municipal Airport from the Development section. That is not the EDA goal. It is up to the FAA and MNDOT to determine if the crosswind runway is needed.

Foss will remove airport. The 200 acres of land that was rezoned to Industrial will be named Princeton Business Center. The owners are going to refer to it by that.

The EDA Board said to remove from the Development section the Industrial Park infrastructure and just have increase job opportunities in that section.

Foss will make the change. That section was too wordy.

Walker commented on the needs of all age groups in the areas of housing, transportation, education, employment and services in the Life Time Community section. Is that what we are actually going to do.

Foss said elderly housing is needed. She would like to see senior housing at Winkelman's property west of town and also the Dunkley property by Sterling Pointe. This could be a longer range goal.

Reynolds said take it out of Life Time Community section and put it in the Development section.

Foss said under the Life Time Community section there is the private and public sector entities that she will remove also.

Hallin wants the Downtown Business District Retention and Expansion kept and remove the rest after that.

Reynolds said healthy community should stay.

Foss suggested wording it as healthy life time community.

Walker said remove the first two lines of Life Time Community.

Foss went to competitive opportunities.

Walker would like a package to offer set in advance for when someone interested in a lot we have something to offer. It could be Tax Abatement, forgiveness of assessment, etc.

Foss will add in the Competitive Opportunities section the incentive for number of employees.

Reynolds said Small Cities Development Grant should be added.

Foss will add that. She will remove the grant with the Chamber. It's the Downtown Business District Retention and Expansion Grant. Foss said she went to a meeting that addressed why kids come back to the area when they have families of their own. The reasoning was they wanted the simpler slower pace than the larger cities have, safety and security, and low housing cost are the three reasons that bring kids back in their 30's to their home town.

Walker asked how our crime rate stacks-up.

Reynolds said we are average.

Foss said the simpler slower pace slows people down where they are in the parks and enjoy walking outdoors. We are also connected to Elk River, Cambridge and St. Cloud.

Foss said Liz Templin came in and does have the Market Study for Mille Lacs County. She has the final numbers and Foss will bring that to the next meeting or send it to the EDA Board.



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Reynolds said she talked to three people that were looking for housing for their retirement that will be five years down the road.

Foss will clean these up and bring them back next month.

MISCELLANEOU

A. EDA Balance Sheet

The EDA Board had no comments.

B. Verbal Report

1) Construct Tomorrow Flyer

Foss said Carla Vita had given her this flyer and she wanted to share it with the EDA Board. It is an event called "Construct Tomorrow". It is to learn about a variety of construction careers with hands-on exploration. You learn about union apprenticeship training programs and the contractors that work with them. Find out about how you earn while you learn. These careers offer good wages, great benefits, and no expensive college tuition costs. This is for kids to do some hands on labor union jobs. The event is held on February 17, 2016 from 8:30 A.M. – 3:00 P.M. at the Hinckley Event Center. The contact information is on the flyer for sign-up.

Foss said there is another event like this that will be held down the road in St. Cloud. She does not have the information on that one with her.

Foss said the Request for Proposals for Minnesota Housing will be due in December.

C. City Council and Planning Commission Minutes for October, 2015

The EDA Board had no comments.

SNUSTEAD MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:30 P.M.

ATTEST:

Thom Walker, President

Mary Lou DeWitt, Comm. Dev. Assistant

Minutes of Regular Meeting
Princeton Parks & Recreation Board
Held on November 23, 2015, in the Chambers of City Hall

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

Minutes for October 26, 2015, Meeting

Papesh made a motion to approve the minutes for October 26th. Ludwig seconded the motion. Motion passed.

For the sake of guests we attended to the following three items first:

Splash Park: LeeAnne Hartigan presented the board with Excel file print outs of the 2015 numbers for the splash park. There were 12 days that the park was closed due to weather. There were 8749 paid entries. Tuesday evenings were a bit of a hit and will be done again next year. Hartigan was pleased with her employees and said there were only a couple incidents, nothing of a real serious nature. There has been over 2000 hits on the splash park face book page. The board had very few questions and much praise for the job Hartigan has done again this year. A couple marketing / advertising ideas came up including putting events on the community board.

Comprehensive Park and Trail Plan: Jolene Foss was with us for this presentation. We reviewed the plan as started by Carrie Fuhrman and continued by Foss. There were a few changes and additions to the presentations for the individual parks such as adding in the 5 mile and 10 mile races held in Pioneer Park. There were a number of items in the planned list that were noted to be moved to the features list for each park as they have been completed. For example: Bike racks have been placed in a number of parks. Foss is going to add and update a number of the photos in the plan as well. She will have an updated copy of the plan for the park board to review at its January meeting.

Riverside Park Garbage Can Painting: Vickie Halin and several students reported as a follow up to last meeting. They presented a booklet of art sixteen ideas for the garbage cans in the park. They were missing their tiger art work though. A few suggestions were made and Suhsen suggested that they put together any further ideas and the tiger art work for the January meeting at which time the park board would make some selections, at least for a garbage can or two to get a better idea of how this would work.

REPORTS BY STAFF

Mark Park: Gerold reported that volunteers from Sherburne Soil and Water had been trimming trees in Mark Park.

Splash Park: There was a brief discussion about the fixtures in the park and changing out some. Gerold mentioned that there is money in next years budget to change out some fixtures.

Riverside Park: The city was approached by Bob Vandenburg about being the campground host. The board is in agreement that a good host significantly helps keep things in order and prevent problems. Vandenburg submitted a sort of resume. There being no further discussion, Vita made a motion to have the city evaluate Bob Vandenburg and his wife Twyla as necessary for the position of campground hosts. Papesh seconded the motion. There being no further discussion, a vote was taken. Motion passed.

Rainbow Park: Gerold reported that other than that they have been cutting a number of oaks there wasn't much to report. He also mentioned that he was able to make a trade with West Branch Construction to have them remove the stumps.

Reibe Park: Gerold reported that if things dry out enough, they would be removing more buck thorn in the park. They recently burned the pampas grass on the disc course. The park is getting used.

Pioneer Park: Nothing to report other than there seems to be serious plans to do the 5 mile and 10 mile races again next year.

Riverview Terrace Nature Park: Gerold is getting quotes for further brushing and spraying for buck thorn in the park. Opening up the park will make it more inviting to walkers and less inviting to 4 wheelers.

Civic Center Park: Gerold that as soon as there is enough frost in the ground there is plans to flood the skating rink. Papesh asked about the warming house. Gerold said that if there were particular situations, like if the school wanted to use the rink, they would open the warming house but otherwise not.

OLD BUSINESS / MISCELLANEOUS

PAVC & 4R board updates: Suhsen said that 4R still hasn't met and he has little confidence that they will get together again. Part of the issue is that the board was supposed to be made up of elected officials and through time the elected officials have left and their alternates don't fit the criteria set by the original board.

PAVC continues fund raising, mostly Carol Ossell, and they have received maybe \$2000 in additional donations and pledges since the last meeting.

December Meeting: After a brief discussion of the need for a December meeting, Vita made a motion to cancel the December meeting. Papesh seconded the motion. There being no further discussion, a vote was taken. Motion carried.

Adjournment There being no further discussion, Vita made a motion to adjourn. Beattie seconded the motion. Meeting adjourned at 7:03.

Respectfully submitted - Scott Suhsen / Secretary

Please Note, Next Meeting: The next meeting is January 25, 2016.

ORDINANCE NO. 727**AN ORDINANCE AMENDING VARIOUS SECTIONS OF THE PRINCETON CODE OF ORDINANCES AND THE PRINCETON ZONING ORDINANCE****THE CITY COUNCIL OF THE CITY OF PRINCETON, MINNESOTA DOES ORDAIN AS FOLLOWS:****SECTION 1: INTENT.**

It is the intent of the City of Princeton to amend the Code of Ordinances definition of kennel, and to amend how and where kennels are permitted within the City to ensure the keeping of dogs and cats in each zoning district does not create a nuisance situation for neighboring properties.

SECTION 2: CODE OF ORDINANCE CHAPTER 500, ANIMALS, 500.06, KENNELS, TO READ AS FOLLOWS:

(A) **Definition of kennel.** The keeping of three or more dogs, cats, and/or other domestic animals on the same premises, whether owned by the same person or not and for whatever purpose kept, shall constitute a "kennel;" except that a fresh litter of pups or kittens may be kept for a period of three months before that keeping shall be deemed to be a "kennel." Any property, except veterinary clinics and doggie daycares, where more than three dogs or three cats over the age of eight months are owned, boarded, bred, trained, or offered for sale.

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

SECTION 3: AMEND ZONING ORDINANCE CHAPTER 2, DEFINITIONS, KENNEL, TO READ AS FOLLOWS.

Kennel: Any property, except veterinary clinics and doggie daycares, where more than three dogs or three cats over the age of eight months are owned, boarded, bred, trained, or offered for sale.

SECTION 4: AMEND ZONING ORDINANCE CHAPTER 4, R-1 RESIDENTIAL, AS FOLLOWS.

B. Permitted Uses: Delete the following language:

Kennels for not more than three domestic animals;

C. Conditional Uses: Delete the following language:

More than three (3) domestic animals;

SECTION 5: AMEND ZONING ORDINANCE CHAPTER 4, R-2 RESIDENTIAL, AS FOLLOWS.

C. Conditional Uses: Delete the following language:

More than three (3) domestic animals.

SECTION 6: AMEND ZONING ORDINANCE CHAPTER 4, R-3 RESIDENTIAL, AS FOLLOWS.

B. Permitted Uses: Delete the following language:

Kennels for not more than three domestic animals;

C. Conditional Uses/Interim Uses: Delete the following language:

Kennel for more than three domestic animals.

SECTION 7: AMEND ZONING ORDINANCE CHAPTER 5, SECTION 8, B-1 CENTRAL BUSINESS DISTRICT, ITEMS D AND E TO READ AS FOLLOWS.

D. Conditional Uses: Delete the following Kennels language:

Kennels, provided that (Rev. 08-08-13; Ord. 699):

- (a) No overnight boarding allowed.
- (b) Animals allowed outside only under direct supervision.
- (c) A maximum number of animals allowed at the facility, as determined by the Planning Commission.
- (d) Noise shall be mitigated so as to not create a public nuisance for adjoining prop-erties.
- (e) Indoor and outdoor facilities are to be kept in a clean, dry, and sanitary condition. Waste shall be picked up immediately and disposed of in a sealed container.
- (f) Adequate storage and refrigeration shall be provided to protect food supplies against contamination and deterioration.
- (g) Indoor facilities shall be adequately ventilated and have ample light and heat.

E. Interim Uses: Add the following language:

- (a) Pet Store selling cats or dogs under eight months of age with overnight boarding;
- (b) Pet Grooming with no overnight boarding.

SECTION 8: AMEND ZONING ORDINANCE CHAPTER 5, SECTION 9, B-2 NEIGHBORHOOD COMMERCIAL DISTRICT, ITEMS D AND E TO READ AS FOLLOWS.

D. Conditional Uses: Delete the following Kennels language:

Kennels, provided that (Rev. 08-08-13; Ord. 699):

- (a) No overnight boarding allowed.
- (b) Animals allowed outside only under direct supervision.
- (c) A maximum number of animals allowed at the facility, as determined by the Planning Commission.
- (d) Noise shall be mitigated so as to not create a public nuisance for adjoining prop-erties.
- (e) Indoor and outdoor facilities are to be kept in a clean, dry, and sanitary condition. Waste shall be picked up immediately and disposed of in a sealed container.
- (f) Adequate storage and refrigeration shall be provided to protect food supplies against contamination and deterioration.
- (g) Indoor facilities shall be adequately ventilated and have ample light and heat.

Amend the following language:

Veterinary clinics with overnight boarding; provided that they meet all kennel conditions as established in Chapter 6 herein

E. Interim Uses:

- (a) Kennels
- (b) Pet Grooming with no overnight boarding
- (c) Pet Store selling cats and dogs under 8 months of age with overnight boarding
- (d) Doggie Daycare with no overnight boarding provided they meet all kennel conditions as established in Chapter 6 herein

SECTION 9: AMEND ZONING ORDINANCE CHAPTER 5, SECTION 10, B-3 GENERAL COMMERCIAL DISTRICT, ITEM E TO INCLUDE AS FOLLOWS.

B. Permitted Uses: Amend the following language:

- Veterinary clinic with no outside overnight boarding facilities;
- (a) Conditional Uses: Veterinary Clinic with outside overnight boarding facilities provided that they meet all

kennel conditions as established in Chapter 6 herein. Any outside kennel or open area is located a minimum of 100 feet of any adjacent property lines.

D. Interim Uses:

- (a) Kennels
- (b) Pet Grooming with no overnight
- (c) Pet Store selling cats and dogs under 8 months of age with overnight boarding
- (d) Doggie Daycare with no overnight boarding provided they meet all kennel conditions as established in Chapter 6 herein.

(b) Any outside kennel or open area used by animals is 100% screened along all property lines. No outdoor animal quarters or runs shall be located in the front yard.

(c) All animal quarters and runs are to be kept in a clean, dry and sanitary condition.

(d) Fencing surrounding exercise areas and/or runs shall be of a sufficient heights to prevent escape and shall be buried as part of installation to prevent escape by digging beneath the fence posts.

(e) Kennel noise shall be mitigated so as to not create a public nuisance for adjoining properties. This shall exclude noise from exercise or training while outdoors during the daytime. Kennels shall comply with all local noise regulations.

SECTION 10. AMEND ZONING ORDINANCE CHAPTER 6, ADDING SECTION K AS FOLLOWS, AND RE-ALPHABETIZING ALL SUBSEQUENT SECTIONS.

K. Kennels

A Kennels is any property, except veterinary clinics and doggie daycares, where more than three dogs or three cats over the age of eight months are owned, boarded, bred, trained, or offered for sale. All kennels in approved zoning districts require an interim use permit.

The following conditions, as well as any other conditions found necessary by the Planning Commission must be met to receive and remain in compliance with an interim use permit.

- a. Animals are allowed outside only under direct supervision.
- b. A maximum number of animals allowed at the facility will be established by the Planning Commission at the time of interim use permit issuance.
- c. Noise shall be mitigated so as to not create a public nuisance for adjoining properties.
- d. Indoor and outdoor facilities are to be kept in a clean, dry, and sanitary condition. Waste shall be picked up immediately and disposed of in a sealed container.
- e. Adequate storage and refrigeration shall be provided to protect food supplies against contamination and deterioration.
- f. Indoor facilities shall be adequately ventilated and have ample light and heat.

SECTION 11. This Ordinance, its rules and regulations shall take effect and be in full force immediately following its adoption and publication by the Princeton City Council.

Adopted this 10th day of December 2015 by the City Council of the City of Princeton.

PRINCETON CITY COUNCIL, CITY OF PRINCETON, MILLE LACS COUNTY, MINNESOTA

By: _____

Paul Whitcomb, Mayor

Attest:

By: _____
Mark Karnowski, City Administrator

Published in the official newspaper the _____ day of _____, 2015.

Attest by Shawna Jenkins, City Clerk

Here is a summary for the Kennel Amendment:

Kennels are defined as any property, except veterinary clinics and doggie daycares, where more than **three** dogs or three cats or a combination of both not to exceed a total of three, over the age of eight months are owned, boarded, trained or offered for sale. Kennels are not an allowed in Residential districts. Interim or Conditional Use Permits possible for kennels in the B-1, B-2 & B-3 Districts. Full Ordinance available for review at City Hall

ORDINANCE #728

TAB I

AN ORDINANCE AMENDING EXHIBIT E, FEE SCHEDULE
OF THE PRINCETON CODE OF ORDINANCES

SECTION 1.

The Council of the City of Princeton hereby ordains that the following additions and amendments to Appendix E of the City Ordinances (Fee Schedule) are established:

The Council of the City of Princeton hereby ordains that the following revision to the fee schedule is established: (**bold** indicates additions and ~~strikethrough~~ indicates deletions.)

CEMETERY

<u>Item</u>	<u>Date of Last Change</u>	<u>Set by Ordinance</u>	<u>Fee</u>
Marker Locating			\$25
Marker Setting			
Single head/foot marker	01-03		\$85 \$150
Double head/foot marker	01-03		\$95 \$200
2 single markers together	01-03		\$110 \$220
Monument less than 3'	01-03		\$90 \$200
Monument 3' - 3'11"	01-03		\$100 \$220
Monument 4' - 4'11"	01-03		\$110 \$240
Monument 5' - 5'11"	01-03		\$120 \$260
Monument 6' - 6'11"	01-03		\$130 \$280
Monument over 7'	08-01	+\$10.00/ft.	\$20.00/ft. +\$20.00/ft
Opening & Closing: Adult	01-09	#625	\$500
Winter Burials (Full)	01-09	#625	\$1,000-\$1,100
Winter Burials (cremation)			\$300

FIRE DEPARTMENT

Responses to motor vehicle accidents	12-11	#677	\$300/1st hr.
With extraction	12-11	#677	\$275
(or other emergencies involving a motor vehicle within city limits)			\$100/ ea. addtl. hr.
Traffic Accident with Extraction	12-11	677	\$275
Training Room Rental	12-14		\$100

The equipment the PFRD currently has on hand is classified as follows:

<u>Unit</u>	<u>Type of Rig</u>	<u>Engine Billing Type</u>
#L-1	Pumper/Aerial	Engine – Type 1
#1	Pumper	Engine – Type 1
#2	Pumper	Engine – Type 1

FIRE DEPARTMENT - continued

<u>Item</u>		<u>Date of Last Change</u>	<u>Set by Ordinance</u>	<u>Fee</u>
#4	Tanker	Water Tender – Type 2		
#9	Tanker	Water Tender – Type 2		
#3	Grass Rig/Rescue	Engine – Type 5		
#5	Pumper/Rescue	Engine – Type 1		
#6	Grass Rig	Engine – Type 5		
#7	Grass Rig Rescue	Engine – Type 5		
#8	Pumper/Rescue	Engine – Type 1		
#10	Grass Rig	Engine – Type 5		

PLANNING

Escrow	02-14	#705	
(may be waived or additional escrow may be requested, subject to Zoning Administrators review)			
Site Plan Review			\$500.00
Conditional Use Permit, Interim Use Permit , Vacation, Variance, Rezoning, Ordinance Amendment, or Subdivision / Plat			\$1000.00
			\$2000.00
Interim Use Permit			\$250

SEWER

Foreign Sludge processing **3¢ per gallon**

STORMWATER UTILITY

Stormwater Utility Fee	01-09	#625	
Residential Fee			\$5.67 per quarter \$1.89 per month
Commercial Fee			\$40.80/acre/quarter \$13.60 acre/month

SECTION 2. EFFECTIVE DATE. this ordinance of the City of Princeton shall be effective upon its approval and summary publication which shall read as follows:

Ordinance #728 amends Appendix E Fee Schedule of the City of Princeton's Ordinances by updating the Building, License, Facility, Fire, Police, Planning/Zoning and Public Works sections. A full copy of the ordinance is available for inspection at the Princeton City Hall 705 Second Street North; Princeton MN 55371. 763-389-2040.

ADOPTED by the City Council this 22ND day of December, 2015.

Paul Whitcomb; Mayor

ATTEST:

TAB K

MEMORANDUM



TO: City Council
FROM: Administration
SUBJECT: **Engineer Selection**
DATE: December 8, 2015

In response to the city's advertisement seeking proposals from engineering firms wishing to be the city engineer, the city received five (5) proposals. The submittals were from (alphabetically):

Bolton & Menk Engineering

TKDA Engineering

Ulteig Engineering

Widseth, Smith & Nolting Engineering

WSB Engineering

At the November Study Session, the Council and Princeton Public Utilities decided to interview WSB and TKDA.

Those interviews took place at the December 3rd Study Session (minutes from discussion:

WSB Presentation

WSB has been the City's engineering firm since 2002. They propose that Jeff Row would be the City's primary Engineer, with Mike Nielson being a secondary and resource for Row. Andy Brotzler would be a second set of eyes and a Client Liaison. Tim Korby with Donahue and Associates would be a Wastewater Specialist.

They have worked on some large projects while working with the City. They are not ignoring the fact that there have been some issues in some of the projects, but they did have some favorable outcomes and they have been working on improving on those areas. They pride themselves on having great communication with the residents. Brotzler added that their municipal group has specialists in city engineering and 19 support staff. Princeton is close to the State Aid population requirement and they have a specialist that deals with state aid cities and their projects that would be a great asset when the city reaches that population.

Korby reported that Donahue specializes in wastewater and water, having worked for quite a few cities here in MN and several outside the state. He added that they also could assist in an energy audit, to see if energy usage could be cut in the plant. He stated he also has a lot of experience in grants. There will be excess funds available and he would like to assist in getting some funding for the city.

WSB Interview

Karnowski asked if Princeton is the only city assigned to Row, would they be the sole funding source for Mr. Row's salary. Nielson responded that Row will be working on other projects, but in a support capacity. Princeton will be his only city that he is working with as a primary engineer. Row also bills at a lower rate than Nielson does, so he suspects the billing may be slightly lower than it currently is.

Walker asked Row what he thought about Assessment Hearings. Row replied that he has gone through the process a few times. Nielson added that he has agreed to help on the first 2 assessment hearings that will be held in the spring.

Wangen asked Row what he felt is his single best technical skill or ability is. Row responded that he has a lot of experience in construction, which helps him be a better designer. You also have to have good balance to keep the contractor, City and residents all happy

Whitcomb asked why they feel WSB is the best firm. Broltzer replied that from their perspective, they are very good at it at what they do, and currently do work for 35 cities. Their engineer focus group that meets quarterly, benefits them as well as their clients. They can tap into the expertise of each community, is a great resource, and allows potential issues to be seen prior to them occurring. Nielson added that throughout their history with the City, they have also looked for solutions that are not always standard.

Walker asked Korby a question in regard to a brewery he toured in Cold Spring and a pre-treatment that was development for them did not work. How would his firm handle that type of issue. Korby, responded that this is an instance that a wastewater and water specialist is a great benefit. He gave an example of a firm in Chatfield that his company worked with. They had a plan drawn up that would have cost 12 million dollars to implement. He convinced the City to allow them to look at it and they came up with a plan at a cost of \$6 million. Nielson added that he has spoken to Korby about the USDP flow and Korby feels they could be of assistance. The University of MN specialist suggested an anaerobic system, whereas USDP went with an Aerobic System.

Karnowski commented that the he has always wondered how an engineering firm can work for the city, but is also expected to bring money in for the firm. How does an engineering firm to look out for the firm's best interest and the City's best interest. Broltzer replied that the mantra they use is "leave the logo at the door". They work for a lot of cities and they want it to be long term relationships and partnerships. Doing what is best for the city, is also best for them. If they do something that ruins trust, it's not good business. As Row begins to work with the City, he will understand what the city's goals are, therefore being able to make informed decisions.

Nielson mentioned the Phosphorus Reduction and Streambank Stabilization that the City worked on to get those numbers down. Korby added that Princeton is the only one in the state that has gone that route and the whole state is watching how the program works out.

TKDA Presentation

Ron Quanbeck, Jim Studenski, Verne Jacobsen and Dennis Postler stated that TKDA is a full service engineering, architecture and planning firm with more than 100 years' experience. Most of their employees are in the same building, so it is very easy access to resources and specialists.

Postler explained they are a single source team with everything in house. Internal and external communication is very important, as well as long range vision. The City has a Comprehensive Plan that would be need to be done soon, and they would like to be in with the City for the long haul and they can provide a good value. If the city transitioned to their firm, they would be willing to attend some additional meetings and time getting up to speed on their dime. While they hope there would never be an issue, if there was he can make decisions so there would be no need to go to someone higher up.

TKDA Interview

Karnowski asked how TKDA could assure the City of Princeton would receive the correct amount of attention for its engineering needs, being they are a large firm with some larger clients. Quanbeck replied that Princeton would be Postler's primary client, therefore his priority.

Whitcomb asked how TKDA gives back to the Cities and Communities that they work for. Do they go above and beyond at all, would they will be available to help on some additional project, or donate some of their time. Quanbeck said they like to get involved with the Chamber of Commerce, and do some in office collections for various charities

Whitcomb asked if they would be up to speed on the current projects if the City were to change to their firm on January 1st. Quanbeck said they are very familiar with the PUC as they have worked with them before. For the City projects, he would want to sit down with staff to determine what should be addressed early on.

Wangen asked what they felt is their single best technical skill or ability. Quanbeck replied that he likes looking at projects and solving an issue, which is why he became an engineer. He added that as a child, he spent a lot of time watching a street and sewer project going in. Postler added that Quanbeck is known as their utility expert, so if anyone in their firm has a utility issue they are stuck on, they go to him. Jacobsen added that he enjoys that aspect as well.

Dobson commented that the City and PUC is structured differently than most Cities.

Karnowski stated that one of the current issues is that the city is looking to lease some space at the FAA building to the DNR. Another engineering firm quoted about \$400,000 to put in a parking area that the DNR would require. His experience with engineering firms is sometimes it is better to use a Design Build option on some projects. He asked what they felt about that option. Quanbeck responded that it depends on the scope of the project. If it is a fairly easy and simple project, some basic specifications should be all that is needed. If it is a matter of paving a simple parking lot, that is easy enough for a contractor to do.

The Council let TKDA that a decision would not be made tonight as the Council is short 2 members. It would be put on the December 10th Agenda.

MEMORANDUM

TAB 6



TO: Mayor and City Council
FROM: Shawna Jenkins; City Clerk
SUBJECT: **Annual Licenses -**
DATE: December 10, 2015

The following businesses have submitted the proper applications and paid the appropriate fees for the following licenses. Staff is recommending their approval. Those in red had not yet been received when this memo was printed, or we are waiting on some additional information and/or background check to be completed. Staff is suggesting approval on those pending appropriate documents and payments.

ON SALE INTOXICATING LIQUOR

Steven Kranzler dba Classic Catering
Madre Loca, Inc.

Neighbors on the Rum – Not received as of 12-8-15

Princeton Speedway–waiting on background check results & proof of insurance

CLUB ON SALE LIQUOR

VFW Post No. 806

SUNDAY LIQUOR

Steven Kranzler dba Classic Catering

VFW Post No. 806

Madre Loca, Inc.

Neighbors on the Rum - Not received as of 12-8-15

ON SALE NON-INTOXICATING MALT LIQUOR

Pizza Hut

OFF SALE NON-INTOXICATING MALT LIQUOR

SuperAmerica

Walmart

Shopko

CIGARETTE

SuperAmerica – Northern Tier Retail

Holiday Station store

Casey's General Store – North

Casey's General Store – South

Circle 9 Conoco

Hofman Oil Co. Station store

Coborn's

Prince Tobacco Corp

Family Dollar - Not received as of 12-8-15

Walmart

William Joseph Carroll – waiting on background check results

GARBAGE AND RECYCLABLE HAULER

Jim's Mille Lacs Disposal, Inc.

Ace Solid Waste

East Central Sanitation & Recycling

Randy's Sanitation

RECYCLING FACILITY

Vanderpoel, Inc. – returned, re-mailed to new post office box address

MEMORANDUM



TO: Mayor and City Council
FROM: Shawna Jenkins, City Clerk
SUBJECT: **Board/Commission Appointments**
DATE: December 10, 2015

SUMMARY OF APPLICANTS FOR CITY BOARDS/COMMISSIONS**Planning Commission - 1 open positions, 3-year terms (2018)****Park Board – 2 open positions, 3 year term (2018)**

Scott Suhsen

Airport Advisory Board – 2 open positions, 3 year term (2018)

Duane Kruse

Jeff Dotseth

Troy Minske

Housing and Redevelopment Authority - 1 open position, 5 year term (2020)

Betty Meyer

Public Utilities Commission - 1 open position, 3 year term (2018)

George Freichels

Economic Development Authority – 3 open positions, 6 year term (2021)

Sharon Sandberg

Cable Commission - 1 position, no term

Victoria Hallin?

**APPLICATION FOR APPOINTMENT TO
CITY BOARD OR COMMISSION**



705 2nd Street North
Princeton MN 55371
763-389-2040
www.princetonmn.org

If interest lies in more than one choice, indicate (by order of preference) which commission/ board you are interested in (1,2,3,etc.):

- | | |
|--|--|
| <input type="checkbox"/> Airport Advisory Board | <input checked="" type="checkbox"/> Park and Recreation Advisory Board |
| <input type="checkbox"/> Cable Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Public Utilities Commission |
| <input type="checkbox"/> Housing and Redevelopment Authority | <input type="checkbox"/> Tree Board |

NAME: Scott Suhlsen
Address: 11347 300th Ave
Email Address: ssuhlsen@gmail.com
Phone: (home) 763 772 5241 (work) 763 389 4204 x354
Occupation: Marketing Employer: Crystal Cabinets
How many years have you lived in Princeton? 32

STATEMENT OF INTEREST:

Please explain why you would like to serve on the board or commission selected above:

I would like to continue with what we have been doing with parks + trails

EDUCATION AND PROFESSIONAL EXPERIENCE:

Describe your educational and professional experience or skills that qualify you to serve on this board or commission.

The 20 plus years of service on this board. I don't know for sure how long

CIVIC AND COMMUNITY ACTIVITIES:

Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on this board or commission.

Also involved with PANC, down town committee + in the past the AR board

ATTENDANCE:

Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? Yes No

Comments: I miss a meeting or two every 5 years.

CONFLICT OF INTEREST: A conflict may exist when you have a particular interest in an issue.

I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this board or commission.

No conflicts at this point but on a couple occasions I have excused myself from votes if I did.

Signature Shawn Jenkins Date: 11.18.15

The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

THANK YOU FOR YOUR INTEREST IN SERVING ON A BOARD OR COMMISSION.

DATA PRACTICES ADVISORY

We are required to provide the following information to you. Under Minnesota law, some of the information requested above is public information, which must be provided to anyone who requests it. Some of it is classified as private information, which is not generally available to the public. However, all of the information will be used by the City Council in determining whether you should be appointed to a Board or Commission. Therefore, the information will be provided to the City Council in a public forum and will be reviewed in public. It will therefore be part of the public record, which will be available to anyone. Failure to provide the requested information may result in your not being considered for appointment. If you have concerns about providing any of the requested information, please contact City Hall at 763-389-2040.

Return application to:

Shawna Jenkins
City of Princeton
705 2nd Street North
Princeton MN 55371

Office Use
Appointed to: _____
Date appointed: _____
Term length: _____

APPLICATION FOR APPOINTMENT TO CITY BOARD OR COMMISSION



705 2nd Street North
Princeton MN 55371
763-389-2040
www.princetonmn.org

If interest lies in more than one choice, indicate (by order of preference) which commission/ board you are interested in (1,2,3,etc.):

- X Airport Advisory Board
Cable Commission
Economic Development Authority
Housing and Redevelopment Authority
Park and Recreation Advisory Board
Planning Commission
Public Utilities Commission
Tree Board

NAME: Duane Kruse

Address: 1101 19th Ave
Princeton MN 55371

Phone: (home) 763-631-1500 (work) 612-616-8665

Occupation: Kruse Aviation Inc Employer: Self

How many years have you lived in Princeton? 2007 - on Board

STATEMENT OF INTEREST:

Please explain why you would like to serve on the board or commission selected above:

Interest in Keeping The Airport Maintained and Safe For Future use by All pilots

EDUCATION AND PROFESSIONAL EXPERIENCE:

Describe your educational and professional experience or skills that qualify you to serve on this board or commission.

on The Board Since 2007. Airframe + Power Plant Mechanic, Pilot, Aircraft Inspector,

CIVIC AND COMMUNITY ACTIVITIES:

Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on this board or commission.

EAA Member, Build a Plane Program for youth
Business Owner, Kruse Aviation 125 Princeton,

ATTENDANCE:

Are you aware of the important of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? Yes No

Comments: _____

CONFLICT OF INTEREST: A conflict may exist when you have a particular interest in an issue.

I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this board or commission.

None.

Deane Kruse
Signature

Date: 11-17-15

The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

THANK YOU FOR YOUR INTEREST IN SERVING ON A BOARD OR COMMISSION.

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- Airport Advisory Board
- Cable Commission
- Economic Development Authority
- Housing and Redevelopment Authority
- Park and Recreation Advisory Board
- Planning Commission
- Public Utilities Commission
- Tree Board

NAME: Jeff Dotseth

Address: office 26219 Fremont Drive Zimmerman, MN Home 11410 293rd Ave Princeton, MN 55371

Email Address: jeff@dotsethrealty.com

Phone: (home) 612 889 4844 (work) 763 856 5566

Occupation: Real Estate Broker Employer: Jeff Dotseth + Associates

How many years have you lived in Princeton? 25+

STATEMENT OF INTEREST:

Please explain why you would like to serve on the board or commission selected above:

Currently serving now.

EDUCATION AND PROFESSIONAL EXPERIENCE:

Describe your educational and professional experience or skills that qualify you to serve on this board or commission.

I have been serving on the board for a number of years.

CIVIC AND COMMUNITY ACTIVITIES:

Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on this board or commission.

Baldwin Town Board board member (past).

Zimmerman Chamber Board director.

Realtor Association, Government Affairs (current)

Etc. (current)

ATTENDANCE:

Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? Yes No

Comments: _____

CONFLICT OF INTEREST: A conflict may exist when you have a particular interest in an issue.

I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this board or commission.

NA

Shawna Jenkins Date: Nov 3 2015
Signature

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THANK YOU FOR YOUR INTEREST IN SERVING ON A BOARD OR COMMISSION.

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**APPLICATION FOR APPOINTMENT TO
CITY BOARD OR COMMISSION**



705 2nd Street North
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763-389-2040
www.princetonmn.org

If interest lies in more than one choice, indicate (by order of preference) which commission/ board you are interested in (1,2,3,etc.):

- | | |
|--|---|
| <input checked="" type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Park and Recreation Advisory Board |
| <input type="checkbox"/> Cable Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Public Utilities Commission |
| <input type="checkbox"/> Housing and Redevelopment Authority | <input type="checkbox"/> Tree Board |

NAME: Troy Minske

Address: 28838 134 st NW Zimmerman MN 55398

Email Address: troy@rumriverauto.com

Phone: (home) 612-845-3965 (work) 763-389-3811

Occupation: self employed-owner **Employer:** Rum River Automotive

How many years have you lived in Princeton? since 1997

STATEMENT OF INTEREST:

Please explain why you would like to serve on the board or commission selected above:

I am a business owner, pilot, and on the board of directors for the chamber. I volunteer now at the
airport and have an interest in keeping it safe, up to date, and see it as a vibrant piece of our
community

EDUCATION AND PROFESSIONAL EXPERIENCE:

Describe your educational and professional experience or skills that qualify you to serve on this board or commission.

I have a bachelor's degree from the University of MN Duluth, have been a business owner in town
for over 18 years, and am a private pilot.

CIVIC AND COMMUNITY ACTIVITIES:

Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on this board or commission.

I am a past Rotary member, served as vice president and treasurer of the Jaycees, and was a
member of Princeton Fire & Rescue. I am the vice president of the chamber of commerce and on
the board of directors. I volunteer at the airport currently.

ATTENDANCE:

Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? Yes No

Comments: _____

CONFLICT OF INTEREST: A conflict may exist when you have a particular interest in an issue.

I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this board or commission.

Troy Minko Date: 9-9-15
Signature

The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

THANK YOU FOR YOUR INTEREST IN SERVING ON A BOARD OR COMMISSION.

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Return application to:

Shawna Jenkins
City of Princeton
705 2nd Street North
Princeton MN 55371

Office Use
Appointed to: _____
Date appointed: _____
Term length: _____

APPLICATION FOR APPOINTMENT TO
CITY BOARD OR COMMISSION



705 2nd Street North
Princeton MN 55371
763-389-2040
www.princetonmn.org

If interest lies in more than one choice, indicate (by order of preference) which commission/ board you are interested in (1,2,3,etc.):

- | | |
|---|---|
| <input type="checkbox"/> Airport Advisory Board | <input type="checkbox"/> Park and Recreation Advisory Board |
| <input type="checkbox"/> Cable Commission | <input type="checkbox"/> Planning Commission |
| <input type="checkbox"/> Economic Development Authority | <input type="checkbox"/> Public Utilities Commission |
| <input checked="" type="checkbox"/> Housing and Redevelopment Authority | <input type="checkbox"/> Tree Board |

NAME: Betty Meyer
Address: 30703 Hwy 169 Princeton
Email Address: betty@netguard.com
Phone: (home) 763 389 2031 (work) same
Occupation: Self-employed Employer: _____
How many years have you lived in Princeton? 72 yrs.

STATEMENT OF INTEREST:
Please explain why you would like to serve on the board or commission selected above:
Already am a board member
& would like to continue.

EDUCATION AND PROFESSIONAL EXPERIENCE:
Describe your educational and professional experience or skills that qualify you to serve on this board or commission.
Have served on same board for
20 some years already.

CIVIC AND COMMUNITY ACTIVITIES:
Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on this board or commission.
Have held various positions within Church
& township dealing with all kinds of
issues & people.

ATTENDANCE:

Are you aware of the importance of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? Yes No

Comments: _____

CONFLICT OF INTEREST: A conflict may exist when you have a particular interest in an issue.

I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this board or commission.

Betty Meyer Date: 11/3/15
Signature

The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

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Return application to:

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City of Princeton
705 2nd Street North
Princeton MN 55371

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705 2nd Street North
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www.princetonmn.org

If interest lies in more than one choice, indicate (by order of preference) which commission/ board you are interested in (1,2,3,etc.):

- Airport Advisory Board
- Cable Commission
- Economic Development Authority
- Housing and Redevelopment Authority
- Park and Recreation Advisory Board
- Planning Commission
- Public Utilities Commission
- Tree Board

NAME: George L. Freichels

Address: 706 - 4TH. AVE. So.
Princeton, MN, 55371

Phone: (home) 763-389-2371 (work) None

Occupation: Retired Employer: None

How many years have you lived in Princeton? 56 Years

STATEMENT OF INTEREST:

Please explain why you would like to serve on the board or commission selected above:

To finish The projects The P.U.C.
has in process, I have 36 Years
on the P.U.C. Board.

EDUCATION AND PROFESSIONAL EXPERIENCE:

Describe your educational and professional experience or skills that qualify you to serve on this board or commission.

48 yrs. business Owner in Princeton
Retired 2001.

CIVIC AND COMMUNITY ACTIVITIES:

Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on this board or commission.

Princeton Lions Club - 45 years
Miller Lakes County D.A.C. 12 years
Past Chamber Pres., Past Retail Merchant Pres.

ATTENDANCE:

Are you aware of the important of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? Yes No

Comments: _____

CONFLICT OF INTEREST: A conflict may exist when you have a particular interest in an issue.

I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this board or commission.

None - Retired - NO CONFLICT OF
INTEREST.

George L. Frickele
Signature

Date: 11-8-2015

The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

THANK YOU FOR YOUR INTEREST IN SERVING ON A BOARD OR COMMISSION.

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Princeton MN 55371

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- Airport Advisory Board
- Cable Commission
- Economic Development Authority
- Housing and Redevelopment Authority
- Park and Recreation Advisory Board
- Planning Commission
- Public Utilities Commission
- Tree Board

sharon@flightexpo.org
flightexpoinc@aol.com

NAME: Sharon Sandberg

Address: 31340 65th St, Princeton, MN 55371 (mailing address)

Home Address (No Mail) 29563 144th St, Princeton, MN 55371

Phone: (home) 763-568-3360 (work) 763-631-1502

Occupation: Business Owner Employer: Air Star Warbirds Cust Emb

How many years have you lived in Princeton? 10 yrs

STATEMENT OF INTEREST:

Please explain why you would like to serve on the board or commission selected above:

To help Princeton get a broader vision for businesses & other areas ie parks, schools

EDUCATION AND PROFESSIONAL EXPERIENCE:

Describe your educational and professional experience or skills that qualify you to serve on this board or commission.

Business owner for over 20+ years, love participating, planning in local events,

CIVIC AND COMMUNITY ACTIVITIES:

Describe past or present civic and/or community activities that may be relevant in qualifying you to serve on this board or commission.

Flight Expo Board member, Discover Aviation Day Board member/planner
Airport meetings, MN Air Guard - merchandiser for store, church - volunteered
for feeding homeless

ATTENDANCE:

Are you aware of the important of regular meeting attendance, including the time commitment involved in preparing for meetings, and do you feel you have the time available to be an active participant? Yes No

Comments: _____

CONFLICT OF INTEREST: A conflict may exist when you have a particular interest in an issue.

I wish to disclose the following potential conflicts of interest that may or will arise if I become a member of this board or commission.

None

Sharon K Sandberg
Signature

Date: 11/17/15

The selection process will vary according to the number of applicants and vacancies, and may not include interviews with all candidates.

THANK YOU FOR YOUR INTEREST IN SERVING ON A BOARD OR COMMISSION.

Return application to:

City of Princeton
705 2nd Street North
Princeton MN 55371

Office Use	
Appointed to:	_____
Date appointed:	_____
Term length:	_____

MEMORANDUM



TO: City Council & Fire Advisory Board
 FROM: Mark Karnowski, City Admin.
 SUBJECT: **PFRD Leadership Election - Revised**
 DATE: December 7, 2015

At the Princeton Fire and Rescue Department's (PFRD) annual meeting on December 1st, the membership voted to recommend that the City Council appoint the following firefighters for two year terms for the leadership positions indicated:

Captain III: Joshua Vaccari

Captain IV: Jerry Rud

Every year the PFRD holds elections for some of the six (6) leadership positions. On the even years, the elections are for Fire Chief, Assistant Chief, and two of the four Captains. On the odd years, elections for the other two Captains are held. Incidentally, the other PFRD officers (elected last year) are:

Fire Chief: Jim Roxbury
Asst. Fire Chief: Ron Lawrence

Captain I: Tim Jenson
Captain II: Troy Thompson

In addition, Brian Melgren was elected to serve on the PFRD Executive Board (replacing Rud)

If the Council concurs with the recommendation of the PFRD membership, a motion to appoint the candidates noted above to serve a two-year term would be in order.

The PFRD also awarded service pins to firefighters who had reached certain milestones in their firefighting careers. Those awarded on December 1st include:

20-Year Service Pin: Bob Gerold

15-Year Service Pin: (none)

10-Year Service Pin: Troy Thompson, Joe Gerold

5-Year Service Pin: Adam Cook, Bryan Haubenschild, George Wallace

After the PFRD's Annual meeting, the PFRD's Relief Association also has its annual meeting. At that meeting the following business was conducted:

The Relief Association also held their annual election with the following results:

Adam Cook: President (3-year term)
Tim Gould: Treasurer (last 2 years of Cook's 3-year term)
John Sjoquist: Secretary (3-year term)
Dan Hillard: Trustee (finishing out the last year of Sjoquist's term)
Austin Schneider: Trustee (finish out last year of Gould's 3-year term)

Other Relief Association Board members are:

Shane Werner: Vice President (3-year term)
Jim Roxbury: Fire Chief
Paul Whitcomb: Mayor (ex-officio member)
Mark Karnowski: City Administrator (ex-officio member)

TABO

MEMORANDUM



TO: City Council
FROM: City Administration
SUBJECT: **Christmas Eve Day**
DATE: December 7, 2015

The last few years we've closed City Hall on Christmas Eve day by allowing staff to take a day of vacation.

This year Christmas Eve is on a Thursday. Our experience is that it is very rare that City Hall gets any phone calls – much less a customer coming in the door – on Christmas Eve Day.

Would the Council agree to allow City Hall to be closed if the employees take a vacation day for the time? If so, a motion to that effect would be in order.

MEMORANDUM



TO: City Council
FROM: City Administration
SUBJECT: **Class Action Lawsuit**
DATE: December 7, 2015

The city's been notified that there is a class action lawsuit being organized against the manufacturers and distributors of liquid aluminum sulfate (alum) – which is a chemical we've used at our wastewater treatment plant. The charge is that those manufacturers and distributors were engaged in unlawfully fixing, raising, or restraining prices and competition in the market for alum.

Attached is a letter, if approved by Council, agreeing to have Gustafson Gluek PLLC represent the City of Princeton.

The agreement has been reviewed by Attorney Bourgeois who approves of the proposed language.

If the Council agrees to have the law firm represent the city in recovering funds paid for alum, then a motion to direct the City Administrator to sign the letter and return it would be in order.

GUSTAFSON GLUEK PLLC

ATTORNEYS AT LAW

CANADIAN PACIFIC PLAZA

120 SOUTH SIXTH STREET, SUITE 2600

MINNEAPOLIS, MINNESOTA 55402

TEL (612) 333-8844 • FAX (612) 339-8622

JASON S. KILENE

JKILENE@GUSTAFSONGLUEK.COM

December 7, 2015

VIA E-MAIL

Mark H. Karnowski, City Administrator
City of Princeton
705 Second Street N.
Princeton, MN 55371
mark@princetonmn.org

RE: Liquid Aluminum Sulfate Antitrust Litigation

Dear Mr. Karnowski:

Pursuant to your inquiry, our discussion of the matter, and your request, this is to advise you that our firm is willing to represent the City of Princeton (“you”), in the prosecution of class action litigation against a number of manufacturers and distributors of liquid aluminum sulfate (“Alum”), for unlawfully fixing, raising, or restraining prices and competition in the market for Alum. You would be pursuing both the City’s claims and the claims of other direct purchasers of Alum that have been affected by this unlawful conduct.

As a plaintiff and class representative, you have an obligation to understand the general nature of the claims, to follow the progress of the case, and to have a commitment to its prosecution. We will advise you from time to time of the status of the litigation, and you should feel free to contact us with regard to any questions you may have. As discussed, you will be required to cooperate with members of our firm in locating and producing copies of your documents, and you may have to appear for a deposition. We will, of course, explain these matters as we go along, and we will assist you and make the process as convenient for you as we reasonably can.

Our firm will advance from time-to-time the necessary expenses of the litigation, some of which may be borne by other plaintiffs’ counsel. You will not be billed for or required individually to reimburse this firm or other plaintiffs’ counsel for such expenses. If a classwide recovery is obtained, our firm and others may seek reimbursement of expenses from the recovery.

Mark H. Karnowski, City Administrator
City of Princeton
Page 2
December 7, 2015

Attorneys' fees for our firm's services in this case on your behalf and on behalf of any class are wholly dependent upon obtaining a recovery. Any attorneys' fees will be paid solely from any such recovery, and you will not have a separate obligation to pay attorneys' fees apart from a recovery. If a recovery is obtained for a plaintiff class, any attorneys' fees paid from the amount recovered, as well as any expenses reimbursed, must be approved by the Court.

Others may join the litigation as plaintiffs and class representatives, and other law firms may be involved in the prosecution of the litigation on their behalf and on behalf of a plaintiff class. By this letter, you also acknowledge that, if we consider it appropriate or necessary, we may associate with other appropriate lawyers or law firms as co-counsel on your behalf or on behalf of the plaintiff class.

Because our firm's representation in the matter contemplates that the litigation will proceed on a class basis, you and we agree that, if at any point the case is no longer proceeding on that basis, either because of denial of a motion for class certification or for any other reason, our firm will revisit the issue with you of whether we will continue to represent you in the litigation and the basis, if any, on which we would be willing to do so.

With regard to any matters relating to settlement, you agree generally to be guided by our assessment of the legal and factual issues and our advice, recognizing that any class settlement must be approved by the Court.

If these terms are acceptable to you, please sign the original of this letter and return it to us. This will then serve as our representation agreement.

We look forward to working with you on this matter.

Sincerely,

GUSTAFSON GLUEK PLLC



Jason S. Kilene

JSK/jlh

Mark H. Karnowski, City Administrator
City of Princeton
Page 3
December 7, 2015

ACCEPTED AND AGREED TO:

I understand the responsibilities of a class representative and agree to serve as such. I am satisfied with the terms of the above agreement and, on that basis, I retain Gustafson Gluek PLLC, as my counsel and to serve as counsel for the class in the above matter.

Dated: December _____, 2015

Mark H. Karnowski,
City Administrator, City of Princeton