

**CITY OF PRINCETON
Planning Commission
Agenda
December 15th, 2014
7:00 P.M., City Hall**

- 1. Call to Order**
- 2. Approval of Minutes of Regular Meeting on November 17th, 2014 - Tab A**
- 3. Agenda Additions/Deletions**
- 4. Public Hearing:**
 - A. #14-07 Interim Use Permit at 120 Rum River Drive North - Tab B**
- 5. Old Business:**
- 6. New Business: None**
- 7. Communication and Reports:**
 - A. Verbal Report**
 - 1) Reschedule January 19, 2015 (Martin Luther King Day) and February 16, 2015 (President's Day)**
 - B. City Council Minutes for November, 2014 - Tab C**
 - C. Zoning Ordinance Updates - Handout**
 - D. Newspaper Article on Signage – Tab D**
- 8. Adjournment**

MEETING PROTOCOL

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 member, 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.



THE MEETING OF THE PRINCETON PLANNING COMMISSION BOARD HELD ON NOVEMBER 17, 2014, 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, Eldon Johnson, Mitzi Mellott, Chad Heitschmidt, and Jim Kusler (Princeton Twsp. Rep). Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL OF MINUTES OF THE REGULAR MEETING ON OCTOBER 20, 2014

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO APPROVE THE MINUTES OF OCTOBER 20, 2014. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS:

DeWitt said under Verbal Reports she will inform the Planning Commission Board of a possible Interim Use Permit that maybe on the December 15, 2014 meeting.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:

A. MN Design Team Findings Presentation

The PACC Downtown Committee asked to be on the Planning Commission agenda to discuss the outcome of the MN Design Teams visit. The memo below is what they presented to the City Council at their November 13, 2014 meeting and also wanted the Planning Commission to have the memo.

To: City Council

From: PACC Downtown Committee Members

Subject: PACC Downtown Committee requests and priority of the MN Design Team designs pertaining to Downtown and delegation of other aspects of designs to be supported by a joint effort between the Princeton Visionary Committee, Beautification Committee, Chamber of Commerce, Park Board, Planning Commission, and EDA.

Date: Nov. 13th, 2014

- 1. Requesting City Councils support of Mille Lacs County pursuing "Bumpouts" at the corners along Rum River Drive and along First Street.**
 - Bruce Cochran-Mille Lacs County Engineer has made the initial application for Federal funding. Richard Baker-Mille Lacs County Economic Developer and Genny Reynolds County Commissioner are campaigning at the county level.
 - County has been given records from 96 accidents that have occurred on Rum River Dr. in the last 10 years both auto and pedestrian, three hospitalizations and one death.
 - Police Chief Todd Fredericks can speak to the number of "near Misses" that go un-recordable due to lack of pedestrians able to get license plates.
 - There are other avenues for funding and we request that the city work with the county to help ensure this safety and beautification of our downtown corridor. (See attached notes from Dan Anderson).

- 2. Requesting instillation of "In-street Crossing Signs" on Rum River Drive starting at 3rd Street North (Hy Tech/Riverside Park entrance) and ending at 6th Street South. We are asking for two at each intersection: North and South crosswalks-crossing over Rum River Dr. in the center of the crosswalks.**
 - We are asking the city to head this addition on the county road and look at funding the signs and work with county as they resurface and repaint crosswalks in 2015.
 - In-Street Pedestrian Crosswalks Signs are the best way to get the attention of drivers on town streets. Put the sign right in the middle of the crosswalks alerting drivers to Stop or to Yield to Pedestrians.
 - Available with fixed or removable bases for winter/snow months. Re-attached in spring when foot traffic is at its highest.
 - When impacted by a vehicle each panel's reactive spring gives upon impact and is designed to consistently return the post or panel to its original position.
 - Panel dimensions are 12" Wide and 47" High double sided.
 - For Minnesota state laws on these signs please visit www.revisor.mn.gov/statutes/?id=169.21

- 3. Remove the Wrought Iron fencing along Rum River Dr. west of Riverside Mall to visibly and physically connect our community's public parking and with both the east and west businesses allowing for better access and aesthetics-connecting the community.**
 - Installing concrete (etched or terracotta color stained concrete) to minimize the garden maintenance and increase foot traffic around town.
 - Many of the fence panels need repair or replacement at this time.
 - The benches and Prairie Restoration planting would remain/concrete areas would be installed around trees and where much of the day lilies are at present.

- 4. Plant trees along both sides of 2nd Street North starting alongside Steven's and Sherburne State Bank down to the entrance of the park per the drawings as a first phase of the "Front porch and Promenade"**



FUTURE PLANNING TO ADDRESS OTHER ASPECTS and FUTURE PLANS AND EFFORTS

BEAUTIFICATION COMMITTEE: We ask the City to support the Beautifications Committees request for hanging baskets bracket placed on light poles and budget for hanging baskets along Rum River Drive starting at 2nd Street South to 2nd Street North and 1st Street from the Library to 6th Avenue and budget for winter greenery for 2015 holiday season.

PAVC: We ask the city to continue to support the PAVC of connecting Riverside Park with Riebe Park via a bridge and their efforts to expand the repaving and expansion of the camping sites and a trails through the park.

PLANNING COMMISSION: We make the request to have the Planning Commission research how other cities maintain city sidewalks and snow removal pertaining to sidewalks that are in front of businesses. Current state of affair regarding weed control and snow removal need to still be addressed for the overall health of our business community.

EDA: We ask the EDA head or work on "Motor Vehicle Access" drawings/addressing how we enhance the entrances to the city. Adding gateway signage leading into Princeton working with MNDOT and both Counties to help direct individuals off the highway to enjoy what Princeton has to offer: Food, retail, parks, library, depot etc. Our committee has started this conversation with Sherburne County in February 2014 meeting with both city and county officials at Prairie Restorations discussing the median improvements of trees, grasses and signage. (remember: the city has one large "Princeton" sign in storage).

PARK BOARD: We ask that the park board strategically plan how we as a community can connect all our parks per the drawings designed by the MN Design Team and we ask the City support their efforts on moving forward with possible improvements, additions and maintenance of such future plans.

CHAMBER OF COMMERCE: We ask that we as a Downtown Committee of the PACC look to increase visibility of our businesses, with the creation of a "Shopping and Eating Guide" for the Downtown area. Secondly, establishing a Promotions Committee and looking at how we, united as a city, reach a broader market of customers/patrons that can strengthen our local businesses and additional new businesses.

Downtown Committee

Chair, Troy Minske and Co-Chair Kelly Guptil

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

Kelly Guptil (Downtown Committee Co-Chair) introduced Troy Minske (Downtown Committee Chair), and Shawna Tonn (Real Estate Connection) who is new to the Downtown Committee. This was a six month process to plan for the MN Design Team visit. There were many groups that came together in the planning process. The MN Design Team had eleven professionals who are very knowledgeable in this process and another person who was not part of the MN Design Team, but was at the visit, and this person works in the grant process. A number of

residents hosted the MN Design Team in their homes for the visit. Dr. Julia Espe (Princeton Superintendent) did a presentation, along with the Chamber of Commerce and Mille Lacs County Historical Society. The MN Design Team also took a two hour tour of the town on Friday and that evening was a community event where the MN Design Team could learn more about the community. Saturday was the presentation and that went very well.

Minske said David Patten, Engineer that has been working with the Visionary Committee was involved with the MN Design Team visit. Patten was also involved in a Princeton project about eight years ago so he was a helpful advocate to the visit. Minske continued that the MN Design Team wanted information from all ages in the community on what they would like to see in Princeton.

Guptil pointed to the poster boards that were hanging up in the City Council room. She explained the first poster is the concept plan. It has three points to it "No Vision, Imposed Vision, and Shared Vision". Guptil explained each of the three points. "No Vision" is groups move in various directions and no plan or coordination. "Imposed Vision" is a plan without community involvement, lots of energy spent, and no forward motion. The last point is "Shared Vision" which is community planning, all groups acting in concert, forward movement, and plans become reality.

Guptil said it basically breaks down that the City needs to work together with different groups to move in the same vision so there is forward motion. Strong community planning was put into this. The MN Design Team said the local Princeton tiger symbol is a strong identity in our town.

Guptil continued with the next poster board that stated respect for community, connections, resources, and recommendations. They thought there was a lack of connection in the community. What the MN Design Team broke down the connections in three categories. The first is Personal and that breaks down to sports, groups, relatives, work, and neighbors. The next is Physical and that breaks down to river, streets/trails, and architectural. The last is Channels and those are media, signage, and calendars. They believe the downtown district was lacking connection and boundaries.

Guptil said the MN Design Team recognized that three bumpouts are needed in the downtown areas from Rum River Drive to First Street. Guptil said that Bruce Cochran (Mille Lacs Engineer), Richard Baker (Mille Lacs County Economic Developer), and Genny Reynolds (Mille Lacs County Commissioner) are campaigning at the county level. She understands this is not an immediate fix, but is asking the City Council support this recommendation and help find other avenues for funding.

The MN Design Team noted that we need a gateway from the roundabout down to downtown. Guptil said the MN Design Team suggested growing the main street into a square feature. They also suggested planting trees along both sides of 2nd Street North starting alongside Steven's and Sherburne State Bank down to the entrance of the park as the first phase of the



porch deck feature and promenade to enjoy the river. Guptil pointed to the poster for the Planning Commission Board to view. They recommended a bridge to connect Riverside Park and Riebe Park. The MN Design Team suggested a restaurant with outdoor sitting and an outfitter with canoe rental in that area. Guptil hopes the vacant Party House location is open to something to go with this plan. The wrought iron fence along Rum River Drive by the north and south mall area should be removed for better access to the parking lots and replace with pop up benches. This would give the area a better aesthetic look.

Guptil said in-street crossing signs on Rum River Drive starting at 3rd Street North by the Hy Tech/Riverside Park entrance and ending at 6th Street South should be installed. The Downtown Committee is asking for two at each intersection on the north and south crosswalks and crossing over Rum River Drive in the center of the crosswalks. Guptil has provided information of what the pedestrian crosswalk signs would look like and the cost. They would be removed in the winter months for the convenience of plowing.

Minske said the MN Design Team went with what the community wants. From the roundabout to downtown is so hard to cross the streets. Let's use the river as a focal point. The community wants better communication and to utilize the river. We should take down some of the trees where you can see the river. They would like the DNR to come in and see what we are looking at doing. We need to improve the motor vehicle access on how we get people to come off the highway and come to the downtown. An electronic billboard with the School District and City where events are displayed is needed. We need to beautify the boulevard on Rum River Drive by Shopko and Coborns where it is more welcoming. There is a lack of welcoming coming off the highway into the City. The tiger pride logo is big in Princeton and we need to continue it. We need to work with different entities in town to get that to happen. It will take baby steps to get the changes to happen. He does not want to see the recommendations from this visit dismissed for another six months or so like another project that was done and forgotten.

Heitschmidt asked what a bumpout is.

Minske said it is for the safety of crossing the street. They do not reduce parking spaces.

Reynolds said they are marked better. They are made with a different texture or color and are made for the safety issues for crossing the street.

Guptil said even the stained concrete that is on the roundabout would be a good look for the bumpouts. Guptil has one request from the Downtown Committee to the Planning Commission Board. She knows they understand the current laws and how to handle weed control and maintenance. The sidewalks have large weeds growing out of them. How can we curb that. Is it the business owner's responsibility to control the weeds and also take care of snow removal. There is empty buildings downtown and how is that being taken care of. This effects the other stores. She is asking the Planning Commission to do research and find a way to change this. The weed control is from Coborns all the way down to the roundabout.

Minke asked advice from the Planning Commission on the bumpouts and trees.

Johnson said we had bumpouts here many years ago and they were taken out because people were driving over them in the winter. He is not sure narrowing or limiting vehicle traffic is a practical way to make this work. On First Street and Rum River Drive a lane would have to come out.

Minske met with Bruce Cochran (Mille Lacs County Engineer) and an architect from Sherburne County and they supported it. The bumpouts proceed to go flat as they extend to the street level. It will not be a problem with cars running over them.

Heitschmidt said the bumpouts extends only to where the parking space extends out too, so it will not take a lane of traffic out.

Johnson said years back it would narrow the road and it did not work. If it goes down to street level he would support it.

Edmonds said he thinks Rum River Drive is the main collector road, and they are designed to increase the traffic flow and his thoughts are there is a lot of traffic that is not needed to go downtown Princeton. He thinks that needs to be dealt with first before street structure. Is there a group that will move this forward.

Minske said the Downtown Committee is taking that role to be a downtown hub of this.

Guptil said a bunch of volunteers is not the ones who should be the only people to make this happen.

Edmonds commented that grants and such are needed to make this happen.

Minske said that Richard Baker (Mille Lacs County Community Development Director) and Bruce Cochran (Mille Lacs County Engineer) have been very good help in this.

Edmonds said this is a MNDOT road and they set the rules on it.

Mellott said enhancing safety for crossing the street is a great idea. The sign to stop at crosswalks is a great idea. Who will put that in.

Edmonds said the county would put them in.

Minske agreed it is a simple idea to help people cross the street at the crosswalks.

Mellott said the City should be removing the snow on the sidewalks for all downtown.

Edmonds said property owners are responsible to remove the snow by their building.



Mellott said where there are vacancies in the buildings, it needs to be done by the City. Why would we want to discourage commuter traffic when they may see something downtown and not want to stop because of the poor sidewalk care.

Edmonds said it is a main collector road, and if the road extension from the Industrial Park was done it would make a difference with traffic. There is also three schools that will be on the north end of town and that will make a traffic difference.

Mellott asked Guptil what she is requesting from the Planning Commission if they could research how other cities maintain city sidewalks with snow removal and weed control.

Guptil said she would like the City to take care of the snow removal on the sidewalks and weeds. She understands it might not be feasible and wants them to hold the property owners accountable. It is very difficult to run a business with the snow issues. She wants it looked at and how we support this. She travels to different cities and sees how they look. First impression is what makes people do things. A clean City makes people come and take part in it.

Minske said it is curb appeal. He said last summer it was a big item with the weeds downtown. It is from one end of the town to the other end where the weeds are unsightly along the sidewalks.

Guptil said this summer the Chamber members and volunteers cleaned-up the day lilies and they had about 60 bags of weeds.

Minske said they took pictures of the weeds, and the worse was by the Napa store.

Reynolds suggested a monthly community volunteer day could be a possibility.

Minske said yes, and have it listed on a community billboard.

Guptil said she does not stand by that. You cannot pass the buck onto the general public. What do other cities do to control the weeds.

Edmonds said we are just an advisor to the City Council. Jolene Foss can do research on this.

Foss said it could go to the Council and see about changing the Ordinance.

Mellott said to get on from the parking area on the street to the sidewalk in the winter is impossible. The snow piles are so high along the curb.

Edmonds said the City of Princeton is plowing and knocking it up on the sidewalk. You have to find a path somewhere to get to the sidewalk.

Guptil said the business owners are not doing the snow removal from the parking area to the sidewalk.

Edmonds said you cannot get the snow to just go away.

Guptil said in this economy store owners do not have the margin to lose a daily income from foot traffic because of the snow.

Minske said they are not trying to make the public works look bad. They just want to see how this can be changed.

Reynolds asked what the Planning Commission can do to keep it rolling. He would like information of when the Downtown Committee meets.

Guptil said looking into the information that was brought up tonight would be great. Speaking to the County on the crosswalk signs would be great. The roads will be resurfaced and repainted and having the crosswalk signs installed would be amazing and are removable in the winter.

Minske said he will email Jeff Reynolds on the information for the Downtown Committees.

Guptil said she would love the City to put a bottle and wine shop on the main street. A City owned business would help stop competitors on coming into the borders of the City. They will then see what it is to be invested downtown and see what is happening. Two liquor stores would be great. Quality beer and wines would be nice addition to the downtown.

Edmonds said if there is public pressure the City would look at it. He hopes the suggestions from the MN Design Team visit keeps going.

Guptil said the City should be excited the MN Design Team visit was done.

Edmonds said the events sign was spoken of in the past and he was involved with the School District and thinks that could be done. A participation with the School District and community.

Heitschmidt said the river should be capitalized also.

Minske said there is a lot this City has that if we can make movement with getting the ball rolling and it could happen.

Edmonds said if we push stuff to the public works it cost money. Property taxes are already too high.

Minske said new businesses to town will bring tax dollars. You cannot go in with that mind set with a negative outlook.



Mellott said changing things up will bring stuff in.

Guptil said that is where the Planning Commission needs to look at what other cities do that bring in tourism. Increase the tax base and people move here and it grows. Tourism is a huge way to bring money to this town. What is Princeton's vision. What is the standard or look that the City of Princeton wants to go for. We need code and regulations implemented.

Edmonds said as a Planning Commission we are reactionary to what comes to us. There are arguments both ways. Some think we are way over with regulations now. Have to have standards. Need a baseline to give staff something to work with.

Guptil said the City Administrator should be looking what Still Water and Anoka have done to increase their tourism. They have very little building vacancies. They have also increased their parking.

Mellott said we need to go through the City and change the standard. We updated the Sign Ordinance. What the Downtown Committee is asking for is a better commitment from the City.

Edmonds said they are doing the first step and now it falls to the public to do some of the aesthetic stuff.

Minske said it was the community speaking on what they want for this MN Design visit. It is the community speaking on what the public wants.

Guptil said having the MN Design Team visit the City of Princeton was a wonderful experience.

COMMUNICATION AND REPORTS:

A. Verbal Report

1) Board Vacancies

DeWitt handed out a memo with City Board vacancies and asked the EDA Board to let people know who live inside the City limits that there are some vacancies and have them contact City Hall for an application. The deadline to accept applications is 3:00 P.M. on December 5, 2014.

2) Possible Church going into the former Party House location

DeWitt informed the Planning Commission Board that there is a possibility that an Interim Use Permit application will be on the December 15, 2014 Planning Commission meeting. The interested party is possibly going to purchase the "old Party House" site in the north mall for church use.

B. City Council Minutes for October, 2014

The Planning Commission Board had no comments.

HEITSCHMIDT MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:15 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant

MEMORANDUM



TO: Planning Commission Board
 FROM: Mary Lou DeWitt
 SUBJECT: **Powersource North/IUP Application for a Church Operation in the B-1 Central Business District**
 DATE: 12-8-14

BACKGROUND

Matt McClay in behalf of Powersource North has submitted an application for an Interim Use Permit to allow for church services and other religious activities to take place on the premises at 120 North Rum River Drive in the Riverside Plaza building. The property site is owed by Sherburne State Bank and they have signed the application. The applicant has an offer on the property with a contingency that the Interim Use Permit to allow church services and other religious activities at the site is approved. This site is zoned B-1, Central Business District.

ANNALYSIS

The B-1 Central Business District allow churches or places of worship as Interim Use Permits, provided that:

(a) Such space is within a multi-tenant building.

Staff Comment: The church is located in a multi-tenant building.

(b) Joint parking arrangements allow for compliance with parking requirements for all uses (as regulated by Chapter VI, Performance Standards).

Staff Comment: Staff is not aware of any concerns or complaints received regarding enough parking being provided to accommodate church attendees and plaza shoppers and employees. If the Planning Commission is concerned, a condition upon approval could be added that the parking be reviewed within one year of the Interim Use Permit approval by the Council.

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

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

Staff: Churches and places of worship are listed as an interim use in the B-1 Zoning District.

2. *The date or event that will terminate the use can be identified with certainty and continued;*

Staff: The Planning Commission shall recommend to the City Council a date or event that will terminate the use. Staff is recommending that the Interim Use Permit terminate when the lease agreement between Powersource North and the property owner terminates. Powersource North has said they are intending to purchase the property and if that were to happen and they decide to sell the site in the future, the Interim Use Permit terminate at the sale.

3. *The interim use does not result in adverse effects on the public health, safety and welfare nor does it create additional pollution potential for ground and surface waters;*

Staff: It does not appear that the proposed interim use will result in adverse effects on the public health, safety, and welfare, nor does it create additional pollution potential for ground and surface waters.

4. *Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.*

Staff: It does not appear that permission of the use will impose additional costs on the public if it is necessary for the public to take the property in the future.

Signage: As a condition upon approval, a sign permit application shall be submitted for review by the Building Inspector.

Building Renovation: If any renovations are to be done, a building permit review and approval shall be required. The Building Inspector reviewed the seating plans and there are three exit areas and those areas need to have exit signs with emergency lights. The plans show 183 seats and that number has to be posted for maximum occupancy load.

CONCLUSION/RECOMMENDATION

Based on the findings that the proposed Interim Use appears to meet the review standards and provisions as listed in the Zoning Ordinance, staff would recommend that the Planning Commission recommend approval to the City Council of the proposed Interim Use Permit for a church at 120 North Rum River Drive, subject to the following conditions:

1. The Interim Use Permit shall be reviewed annually.
2. The Interim Use Permit shall terminate when the lease agreement between Powersource North and the property owner terminates or if Powersource North does purchase the building site and in the future they sell the site, the Interim Use Permit will terminate on the sale.
3. Activities shall be limited to those as proposed by the applicant:
 - a. Church services on each Sunday of the month from 10:00 AM to 1:00 PM.
 - b. Added activities will need to have an amended Interim Use Permit.
4. A building permit will need to be needed prior to any renovations or signage. The three exits will need exit signage with emergency lights, and 183 maximum occupancy load be posted.
5. The Interim Use Permit shall be reviewed annually.

INTERIM USE PERMIT MEMO FOR POWERSOURCENORTH CHURCH

It is our intension to purchase the property located at 120 North Rum River DR. located in Princeton, MN. Our current church membership is estimated to be approximately 50 people. Our hours of operation are expected to be from 10:00 AM to 1:00 PM on Sundays. In the last Five years, we have performed approximately 24 weddings and 1 funeral. All of these ceremonies Were performed off site of our sister church in Brooklyn Center., MN. In the future, we plan to add Other activities, such as bible studies, but have no immediate plans, other than establishing and Fulfilling our core beliefs, that God has called us to.

POWER SOURCE NORTH 11/24/14
[Signature] its President

POWERSOURCENORTHCHURCH, ADDITIONAL INFO

In clarifying statements that were made on page one, I want to expand on a couple of areas. The weddings that have been performed in the past have been for friends and family with all have taken place in other church settings and/or commercial facilities. Funerals have taken Place at other churches and funeral homes. It is very rare that funeral services are performed, again for family and friends. Our sister church has been in operation in Brooklyn Center for almost 20 years. We rent space from the City of Brooklyn Center. We have had no issues in the time frame That we have rented from them.

We realize that with a downtown location, other businesses, also, need parking and access to the areas that we will be using. That should not be an issue with us, because our hours of operation will likely not interfere with other businesses. If there ever any issue, we would be open to options that will rectify any situation. Our intent is to direct all church parking to the east side of the building. We can have directional signs and people directing traffic to that area, if need be. Also, on a Sunday, Both the library and Rum River Automotive are closed and not in need of parking areas.

Thank you:

Matt McClay, Powersourcenorth

MATT McCAY
763-670-4962

Power Source
North
Stage

Exit

Apr 14
12-1-14

8 chair Row

8 chair Row

8 chair Row

56



EXIT SIGNS with
Emergency LIGHTS

47

2

3 more
Rows

Exit

9 chair Row

16 Approx
In quiet
Room

49

5 chair Row

5 chair Row

5 chair Row

5 chair Row

9 chair Row

Exit

15 Approx
By sound
proof wall

Exit

9 chair Row

9 chair Row

POST MAX. OCC LOAD

9 chair Row

Total
Seating

9 chair Row

183

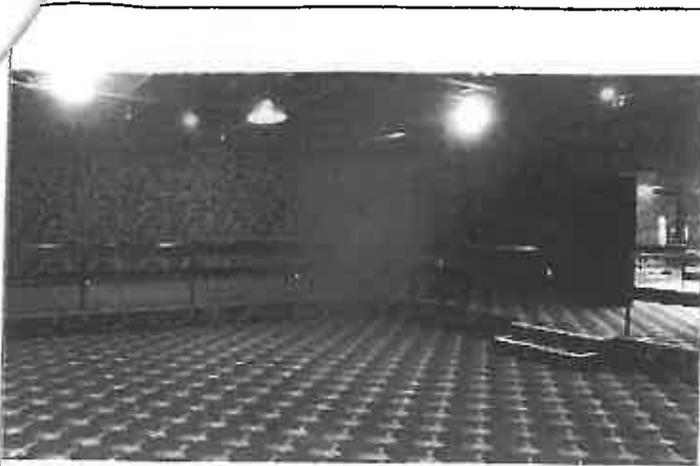
7 Row chairs

7 chair Row

11 chair Row

EXIT

11 chair Row



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THE LISTING INCLUDES TWO AREAS.
THE LARGER OF THE TWO IS 6300
SQ FT. THIS IS WHERE THE CHURCH
WILL BE HOLDING SERVICES. A
DIAGRAM OF SEATING ARRANGEMENT
HAS BEEN SUBMITTED. IT IS
A PROPOSED DIAGRAM, OPEN TO CHANGE
IF NEEDED.



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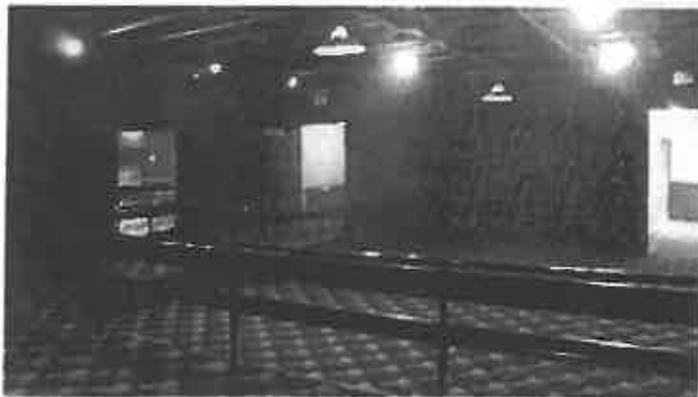
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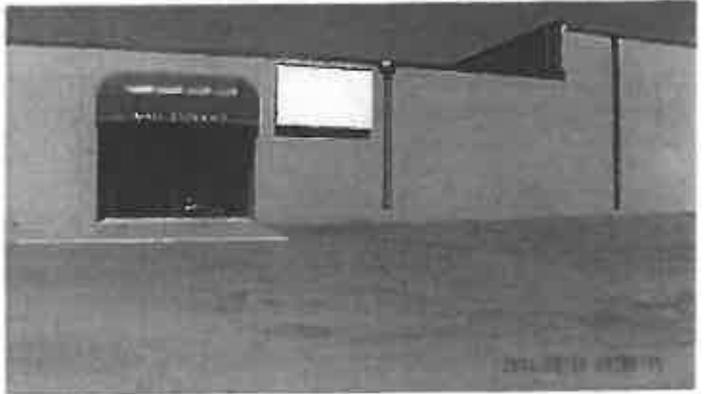


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20 N Rum River Drive , Princeton, MN 55371
MLS Number: 4522725



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

West Branch Water Improvements Discussion

Karnowski stated that as it has been discussed previously, the PUC is still looking at doing a water project along West Branch to improve the fire flow and the water flow for the residential units. He asked how the Council would like to assess the project. Staff had discussed that normally a contractor doing the work is responsible for repairing the street after a line is put in. For example, when Caribou Coffee cut into the street, they not only paid for the water line, but to replace the tar in the street as well. The City would not be doing any street repairs if the water project was not being done. Nielson said it would cost twice as much to mill off the asphalt, then replace and do an overlay. Staff was thinking that the PUC should consider assessing the cost of the water line and the saw cut street repair to the residents. If the Council decides to do additional street work, those fees could be assessed to the property. The way the water project assessments are calculated, the costs may be spread more fairly.

Nielson stated they had also discussed cutting half the street, then overlaying the whole thing. He did suggest sewer line being laid as well while the project is done.

Nielson reported that at an early estimate with the street assessment at 50% and sewer at 100%, Residential ranges are \$4,600 up to \$12,000 – \$13,000. He suggested a 10 year assessment. Jackson stated we could possibly go up to 15 years with the large amounts.

Nielson said that if some of the street costs should be rolled into the water main project. Walker said he thinks putting some of the costs in with the water main assessment would be good, as they are responsible for repairing the street.

Walker suggested creating a CIP to cover road repairs in the future. Dobson agreed.

Nielson reported that he will go back to the PUC and request that 50% of the street repair costs be figured in to the water main project. Walker suggested maybe striping the street it so there is a walking or biking path. Nielson said they could make one side wider to accommodate a path as well.

Walker said he assumes we would not be putting in curb and gutter on West Branch, but do we do want them in the future. Nielson responded that curbs have a lot of positive aspects, but they do cost a bit more. We could probably reduce our storm sewer because of the permeable soils here. Walker said he would like to know if they would be workable for the future.

Walker questioned if it would make sense to bore lines under Highway 95 for lines while West Branch is being done. Nielson replied that it would not be too expensive to do at a later time. He added the best time to do it would be when the work on 13th is done.

Nielson said he would like to schedule a public hearing in January, then hopefully go out for bids in March or April.

2015 Budget Discussion

Airport CIP

Karnowski reported that the Airport Board met Monday and are looking at some of the crack sealing problems. We still have some issues with Kruse partial, but have hopes that an agreement will be reached.

The CIP includes a new taxi lane and some additional hanger space.

We are in the process of doing a master plan for the airport, which will have a set of priority projects.

Zimmer asked if the FAA guarantees the funds listed in this CIP. Karnowski replied that the City usually gets \$150,000 per year, and have a few years to get that spent. Zimmer asked how much the City currently has banked. Karnowski responded that he believes it is around \$300,000.

Jackson asked if the cost for the master plan is a separate amount. Karnowski replied that it is already funded and they are currently working on it.

Hallin asked where the local funds come from. Karnowski responded that the local portion comes from liquor store funds.

Other City Departments CIP

Jackson and the Department Heads went through each Capital Improvement Program request.

Roxbury will attempt to get some grants for some of the Fire and Emergency CIP costs.

Walker mentioned the trail the local portion of the project. Jackson said we would have to come up with the local portion or we would not receive the grant. Foss added that we have already received a \$75,000 grant and are asking for \$144,000 from Otto Bremer. The city would have to come up with about \$20,000 for the local portion.

Nielson asked if Smith Systems sewer is on the CIP anywhere. Jackson said it was not at this time. Nielson added that it probably does not need to be done in the next year or 2, but it needs to be looked at in the future. Jackson said that is a good point and it possibly opens up discussion on the possibility of doing an Infrastructure Study. Even if things are good now, they may not be in the future. He asked what the Council's opinion was of looking at study costs. He said he understands there would be some costs, but it would be a very good planning tool.

Walker and Whitcomb stated that it should be figured in just as sidewalks and streets are. Dobson said he would like to see the estimate for a cost on an infrastructure study.

Karnowski suggested putting that discussion on the January Study Session Agenda, which the Council agreed on.

Pay Estimate #1 – Airport Taxiway project

Karnowski reported that the 2014 taxi lane rehabilitation has been completed and pay estimate #1 for \$148,667.92, with a 5% retainage. At the airport board meeting, there was some concern expressed that there were some areas that are holding water. The contractor will be meeting out there to look at the issue.

WALKER MOVED TO APPROVE THE PAY ESTIMATE #1 FOR \$148,667.92 FPR THE TAX-ILANE REHABILITATION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

November and December meeting dates

Karnowski reported that as the city heads into the end of the year's holiday season and the time for final approval of the 2015 budget, it seems timely to consider a meeting schedule for the end of the year. Some of the issues to decide include:

1. Budget meeting dates - In the past the Council has scheduled two budget meetings in November. The first is usually your Study session (this year, November 6th) with the second being the Tuesday before Thanksgiving (this year, November 25th – Thanksgiving's on the 27th) and the December 4th Study session. Will those dates work for the Council this year or would some other dates be more preferable? What time should the meetings be (4:30, 6 or 7)?

2. November and December meeting dates: This year, as usual, Thanksgiving falls on your second meeting date. In the past the Council has had one regular meeting in November with the understanding that the Council would approve bills at the month end budget meeting should the need arise. This year Christmas also falls on the Council's 2nd meeting date in December. Accordingly, it may make sense to move the second December meeting to Tuesday, December 23rd. If the Council chooses to follow that procedure, a motion to cancel the November 27th Council meeting and have a special budget on November 25th and Cancel the December 25th meeting and have a special meeting on December 23rd would be in order.

HALLIN MOVED TO MOVE THE NOVEMBER 27TH MEETING TO 7PM ON TUESDAY NOVEMBER 25TH AND THE DECEMBER 25TH MEETING TO 7PM ON TUESDAY DECEMBER 23RD. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 6:25 pm. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 13, 2014 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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

SWEARING IN OF POLICE OFFICER SHANE DUNCAN

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of October 23, 2014
- B. Study Session Meeting Minutes of November 6, 2014

DOBSON MOVED TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 23, 2014 AND THE STUDY SESSION MEETING MINUTES OF NOVEMBER 6, 2014. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. **WWTP**
 - a. Chris Klinghagen Step 4 increase to \$25.40 effective 11-22-14
- C. **Donations / Designations**

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

OPEN FORUM

Karen Michaels introduced herself as the director of the Chamber of Commerce. She gave an update on what they are currently working on, which is Small Business Saturday, the Mini-dazzle parade, sleigh rides and their Gala in December

Yvette Olson lives on 12th Street and is one of the properties that has the new Safe Routes to School sidewalk. She wanted to make the council aware of the lack of communication regarding the project. She and many others are in favor of the sidewalk and attended the meetings. However, the plan seems to have changed from the one they originally saw and trees that were removed should not have been, and ones that she was okay with being removed was left. The sidewalk now curves into her yard and is 18 feet from the street at one place. They were out of town for 5 weeks and when they came home they saw the nearly dead apple tree still there, the healthy elm tree removed and the sidewalk location changed. They should have had a letter, a phone call or something so they were aware of the changes.

Olson said they keeping their sidewalk cleared. However, when they plow Oak Circle, it puts a large pile of snow in the new sidewalk. If a resident shoveled before the plows came through and were then gone for the day, it would leave a large pile of snow on the sidewalk

that the kids would need to walk through.

She also brought up the end of the sidewalk that is next to the woods that has not been shoveled. Nielson said he believes the County owns that property, so the City may want to work with them on that portion. Olson said the kids are enjoying it and a lot of people are using it.

Nielson said himself and one of his Engineers went up and down the street and talked to as many people as they could. He said he does not remember the exact parcel but he does remember an apple tree. In the spring when the project was discussed, Olson said she was told the sidewalk wouldn't be done until fall. She had requested that they let the apples ripen, then take the tree down. She asked why a 35 year old elm tree was taken down. Nielson said they tried to minimize the impacts as much as they can, so it may have been take one tree to save many. Nielson said he would meet with Mrs. Olson and take a look at the property.

PRESENTATIONS

Kelly Ossell-Guptil from the PACC Downtown Committee gave a brief overview of the MN Design Team Visit at the end of September. The Downtown Committee came up with some important points they would like to work towards doing.

1. Requesting City Council's support of Mille Lacs County pursuing "Bump outs" at the corners along Rum River Drive and along First Street.

- Bruce Cochran, Mille Lacs County Engineer has made the initial application for Federal funding. Richard Baker – Mille Lacs County Economic Developer and Genny Reynolds County Commissioner are campaigning at the County level.
- County has been given records from 96 accidents that have occurred on Rum River Drive in the last 10 years, both auto and pedestrian, three hospitalizations and one death
- Police Chief Todd Frederick can speak to the number of near misses that go un-recordable due to lack of pedestrians able to get license plates
- There are other avenues for funding and we request that the City work with the County to help ensure this safety and beautification of our downtown corridor.

2. Requesting instillation of "In-street Crossing signs" on Rum River Drive starting at 3rd street North (Hy-Tech/Riverside Park Entrance) and ending at 6th street South. They are asking for two at each intersection: North and South crosswalks crossing over Rum River Drive, in the center of the crosswalks.

- They are asking the City to head this addition to on the county Road and look at funding the signs and work with the County as they resurface and repair crosswalks in 2015.
- In street pedestrian crosswalk signs are the best way to get the attention of drivers on City streets. Put the sign right in the middle of the crosswalk alerting drivers to Stop or Yield to Pedestrians.
- Available with fixed or removable bases for winter/snow months. Re-attached in the spring when traffic is at its highest
- When impacted by a vehicle each panel's reactive spring gives upon impact and is designed to consistently return the post of panel to its original position.
- Panel dimensions are 12" wide and 47" high, double sided.

- For Minnesota laws on these signs, www.revisor.mn.gov/statutes/?id=169.21

3. Remove the Wrought Iron fencing along Rum River Drive West of Riverside Mall to visibly and physically connect our community's public parking and with both the east and west businesses allowing for better access and aesthetics-connecting the community.

- Installing concrete (etched or terracotta color stained concrete) to minimize the garden maintenance and increase foot traffic around town.
- Many of the fence panels need repair or replacement at this time.
- The benches and Prairie Restoration planting would remain / concrete areas would be installed around trees and where much of the day lilies are at present.

4. Plant trees along both sides of 2nd Street North starting alongside Steven's and Sherburne State Bank down to the entrance of the park per the drawings as a first phase of the "Front porch and Promenade"

Beautification Committee: They ask the City to support the Beautifications Committee's request for hanging baskets bracket planed on light poles and to budget for hanging baskets along Rum River Drive starting at 2nd Street South to 2nd Street North and 1st Street from the Library to 6th Avenue, and budget for winter greenery for 2015 Holiday Season

PAVC: They ask the City to continue to support the PAVC of connecting Riverside Park with Riebe Park via a bridge and their efforts to expand the repaving and expansion of the camping sites and trails through the park.

Planning Commission: They make the request to have the Planning Commission research how other cities maintain city sidewalks and snow removal pertaining to sidewalks that are in front of businesses. Current state of affair regarding weed control and snow removal need to still be address for the overall health of our business community

EDA: They ask the EDA head up or work on "Motor Vehicle Access" drawings / addressing how we enhance the entrances to the City. Adding gateway signage leading into Princeton working with the MNDOT and both Counties to help direct individuals off the highway to enjoy what Princeton has to offer: Food, retail, library, depot, etc. The Downtown Committee has started a conversation with Sherburne County in February 2014, meeting with both the City and County officials at Prairie Restorations discussing the median improvements of trees, grasses and signage (remember the City has one large "Princeton" sign in storage)

Park Board: The Committee asks that the Park Board strategically plan how we as a community can connect all the parks per the drawings by the MN Design Team and they ask the City support their efforts on moving forward with possible improvements, additions and maintenance of such future plans.

Chamber of Commerce: they ask that as the Downtown Committee of the PACC look to increase visibility of our businesses, with the creation of a "Shopping and Eating Guide" for the Downtown area. Secondly, establishing a Promotions Committee and looking at how we, united as a city, reach a broader market of customers/patrons that can strengthen our local businesses and additional new businesses.

Dobson suggested the Downtown Committee speak with the County in regard to the in-street crossing signs as they would be a County decision. Zimmerman added that education is inexpensive and both the pedestrians and motorists should be educated on the laws regarding crossing streets. Guptil stated that some people don't like crossing Rum River Drive and have informed her that if there is not a parking spot in front of their store, they won't stop.

The Council thanked her for the Downtown Committees recommendations.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. PUC Board Minutes of September 24, 2014
- B. PAVC Minutes of October 13, 2014
- C. EDA Board Minutes of October 16, 2014
- D. Planning Commission Minutes of October 20, 2014
- E. Park Board Minutes of October 27, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Wine and Spirits Grant Request from Lesa Corwin

Karnowski reported that Lesa Corwin is requesting funds to purchase gift sets for Elim Home residents. Each \$25 will sponsor a special gift basket for one resident. Corwin sells Mary Kay products, which would be what the gift baskets would include.

Whitcomb doesn't feel this is a road we want to go down, as we would be opening up a door we do not want to.

DOBSON MOVED TO DENY WINE AND SPIRITS GRANT REQUEST FOR \$25 FOR GIFT BASKETS FOR LOCAL NURSING HOME RESIDENTS. WHITCOMB SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- B. Wine and Spirits Grant Request from Fraternal Lodge 72

Dobson removed himself from the Council for this item.

Karnowski reported that the Fraternal Lodge 92 is requesting a donation of an out of service AED for public safety at the Lodge.

Dobson said he spoke to Chief Roxbury and said they have an AED that they are no longer using. It does need a battery that the Lodge would need to purchase. Since this AED is out of service, he is asking that it be donated to the Lodge.

WALKER MOVED TO APPROVE WINE AND SPIRITS GRANT REQUEST FOR THE OUT OF SERVICE AED FOR THE FRATERNAL LODGE 92. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

- A. Resolution 14-35 – Canvassing Election results

Karnowski reported that the Council is required to canvas the local election results. The City of Princeton held an election for the office of Mayor and two Council Members on Tuesday, November 4, 2014, during the General Election with 1374 persons voting, including absentee votes.

ZIMMER MOVED TO APPROVE RESOLUTION 14-35 CANVASSING THE LOCAL ELECTION RESULTS AS FOLLOWS:

<u>Mayor:</u>		<u>Council Members – vote for 2</u>	
<i>Paul Whitcomb</i>	807	<i>Thom Walker</i>	808
<i>Bob Guptil</i>	562	<i>Jules Zimmer</i>	1065
<i>Write-In</i>	5	<i>Write-in</i>	28

DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 14-36 certifying past due utility bills to 2015 property taxes

Karnowski reported that as is done every year, the PUC is recommending the Council we need to certify the past due utility bills to the County for the property owners to have those amounts assessed.

Dobson MOVED TO APPROVE RESOLUTION 14-36 CERTIFYING PAST DUE UTILITY BILLS TO THE 2015 PROPERTY TAXES. THE PARCELS AND AMOUNTS ARE AS FOLLOWS

<u>Parcel ID</u>	<u>Amount</u>
24-690-0040	\$750.00
24-800-0070	\$742.93
24-800-0321	\$498.07
24-033-1010	\$542.53
24-040-2030	\$789.34
24-040-2890	\$250.46
24-635-0270	\$1671.27
24-028-1900	\$165.97
24-554-0620	\$717.97
GRAND TOTAL	\$6,128.51

Walker SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 713, General Zoning Amendments – FINAL READING

Karnowski reported that this amendment includes several various changes to several areas of the zoning ordinance. Those areas are the performance standards, zoning districts, landscaping, swimming pools, traffic visibility, and R-1, R-2 and R-3 Front yard setbacks.

WALKER MOVED TO APPROVE ORDINANCE 713 AMENDING CHAPTERS VI (PERFORMANCE STANDARDS), CHAPTER V (ZONING DISTRICTS) OF TITLE 11(ZONING) OF THE PRINCETON CITY CODE OF ORDINANCES REVISING LANDSCAPING, SWIMMING POOLS, TRAFFIC VISIBILITY, R-1, R-2 AND R-3 FRONT YARD SETBACKS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

MISCELLANEOUS

Karnowski provided an update on Caribou Coffee.

The contractor that is working on Caribou called on Wednesday. They were planning on paving the parking lot, but obviously that is not an option with the large snowfall we just received. He said most of the asphalt companies have closed for the year. He asked if the City would issue a temporary Occupancy Permit as Caribou wants to open in February. They would plan on putting gravel down, and then paving it as soon as possible in the spring. The City attorney stated it is a reasonable request. Karnowski asked if the Council is in agreement with providing a temporary occupancy permit. The city is planning on retaining a deposit.

Whitcomb asked if the City would require it be done by a certain date. Karnowski replied that they can put a date on it, but Caribou will likely be on getting it done much faster than the City would require.

WALKER MOVED TO APPROVE THE ISSUANCE OF A TEMPORARY OCCUPANCY PERMIT FOR CARIBOU COFFEE, UPON THE COMPLETION OF THE REST OF THE WORK. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$147,741.48 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70910 TO 71021 FOR A TOTAL OF \$415,122.03. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:52 PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 25, 2014 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, and Jules Zimmer. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Community Development Director Jolene Foss, Police Chief Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins, and Attorney Damien Toven. Absent was Dick Dobson and Victoria Hallin

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of November 13, 2014

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 13, 2014. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. Permits and Licenses
B. Personnel

1. Fire Department probationary Firefighter to Regular Firefighter effective 11-19-14
a. Math Devilbliss
b. Tim Gould
c. Stephen Schneider
d. Shane Werner

- C. Donations / Designations

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Airport Advisory Board Minutes of November 3, 2014
B. Fire Advisory Board Minutes of November 3, 2014
C. PAVC Minutes of November 10, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

- A. 2015 Budget Discussion

Jackson and each department head went through the preliminary budget.

Frederick mentioned the large increase for training this year and stated that within the next year, most of the officers are all due for training and certifications.

Roxbury said for the Fire Department, they try to do an increase of just 3%, which makes it easier for the Townships to plan for Fire Protection costs in their budgets.

He added that they apply for and receive a lot of grants, but those are not guaranteed, so they do plan for those costs while budgeting.

Karnowski stated that including the Townships in the Fire Advisory Board works very well as they also have a say in how the money is spent.

Karnowski spoke about the Airport budget and stated that the numbers in regard to the Flight Service station are up in the air as of right now. The contract is up in August or September and staff is not sure what is going to happen at that time.

Gerold said in regard to the sanitary sewer fund, Klinghagen has really worked hard on getting the costs down, but still keeping the numbers under where they need to be.

Jackson stated that with this proposed levy, a resident or business owner's city portion of the taxes would go down 4.8% if the property value remained the same.

Jackson asked the council for any feedback. Whitcomb and Walker responded that the budget looks good. Jackson added that it will be on the study session agenda for discussion as well.

NEW BUSINESS

A. Policy to Ensure the Security of Not Public Data

Karnowski reported that Attorney Schieffer recommended the City adopt a policy in regard to the Security of data that is not public now that the state has made those changes. The recommended policy is as follows:

Legal Requirement

The adoption of this policy by the City of Princeton satisfies the requirement in Minnesota Statutes, Section 13.05, Subd. 5, to establish procedures ensuring appropriate access to not public data. By incorporating employee access to not public data in City of Princeton's Data Inventory (required by Minnesota Statutes, Section 13.025, Subd. 1), in the individual employee's position description, or both City of Princeton's policy limits access to not public data to employees whose work assignment reasonably requires access.

Data Inventory

Under the requirement in Minnesota Statutes, Section 13.025, Subd. 1, City of Princeton has prepared a Data Inventory which identifies and describes all not public data on individuals maintained by City of Princeton. To comply with the requirement in Section 13.05, Subd. 5, City of Princeton has also modified its Data Inventory to describe the employees who have access to not public data.

In the event of a temporary duty as assigned by a manager or supervisor, an employee may access certain not public data, for as long as the work is assigned to the employee.

In addition to the employees listed in City of Princeton's Data Inventory, the Responsible Authority, and the City Attorney, may have access to all not public data maintained by City of Princeton if necessary for specified duties. Any access to not public data will be strictly limited to the data necessary to complete the work assignment.

Data Sharing with Authorized Entities or Individuals

State or federal law may authorize the sharing of not public data in specific circumstances. Not public data may be shared with another entity if a federal or state law allows or mandates it. Individuals will have notice of any sharing in applicable Tennessee warnings (see Minnesota Statutes, Section 13.04) or City of Princeton will obtain the individual's informed consent. Any sharing of not public data will be strictly limited to the data necessary or required to comply with the applicable law.

Ensuring that Not Public Data are Not Accessed Without a Work Assignment

All tasks involving the use of not public data shall be carried out by the Responsible Authority, or assigned to an appropriate employee by the Responsible Authority.

Penalties for Unlawfully Accessing Not Public Data

City of Princeton will utilize the penalties for unlawful access to not public data as provided for in Minnesota Statutes, Section 13.09, if necessary. Penalties include suspension, dismissal, or referring the matter to the appropriate prosecutorial authority who may pursue a criminal misdemeanor charge.

WALKER MOVED TO ADOPT THE NOT PUBLIC DATA POLICY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$107,204.14 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 71024 TO 71073 FOR A TOTAL OF \$131,979.03. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:42PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor

draft

Cities learn to show signs of welcome

"Way-finder" initiatives help both the visitor and the host.

By KELLY SMITH
kelly.smith@startribune.com

Eden Prairie doesn't want to be known as the city where people get lost.

Visitors and residents seeking free ways to get to the mall or Costco in the burgeoning suburb, which was a holdout on a traditional grid system, got lost on the empty streets so many times that the sign on its lawn earned the newspaper headline "Lost in Eden Prairie" and a city study to fix the problem in 2005.

Since then, the city has added more than a dozen wayfinders and started making specific areas with tall monolithic signs. Now city leaders want to add widespread signs with the city's motto and distinctive paintings to make sure people know when they're entering the suburb.

Eden Prairie is a premier place, and it's to make sure people are aware they're in Eden Prairie and have a positive image of Eden Prairie," said James Lemstra, the city's community development director. "You want to

See SIGNS on B2



GLOBAL CITIZENS: At Patrick Henry High, teacher Kazuko Shibata led a Japanese III class; students Kia Lao, 17, Gem Fields, 16, and Samantha Yang, 16, worked on an exercise, and Vhanga Thao, 16, took notes. More than 65 percent of district high-schoolers study a second language.

Photos by LEBBA NAVYADI, lebba.navyadi@startribune.com

public schools, 89.14 applicants, according to administrators to state standards that closely adhere to the district motto: Urban Education. Global Citizens.

So some school board members were surprised that the new policy will not require Minneapolis students to take world language classes or ethnic studies before they graduate.

"Global citizens know more than one language," Board Member Kim Ellison said. "It was very disappointing."

The district's decision comes as school officials around the country are tightening language requirements. Some districts in other states are adding roughly 10 years of language instruction to ensure they graduate students who are bilingual, while other districts have cut back due to tightening budgets. School officials are warring with the issue as many students face increasing pressure from colleges to have foreign language skills.

Superintendent Reinaldo Johnson said she does not want to add more hurdles for students who already are struggling to graduate. The district graduation hovers around 94 percent; more than 25 percentage points below the statewide average.

District officials reject criticism that they are diminishing the importance of language classes or cultural learning.

"Neither of those courses was developed by anyone," said Mike Lynch, the district's executive director of Teaching and Learning.

District staff will present the new graduation requirements at Tuesday's board meeting. Current school board members will discuss the proposed new standards, but the vote won't come until February. See LANGUAGE CLASSES on B8.

era during the snowed lower the flags to honor the 75th anniversary of the attack that killed more than 2,400 people and injured at least 1,100, the governor's proclamation states. The proclamation also honors the 16.5 million people who served in the Armed Forces during World War II, including 326,000 Minnesotans. Other events will be held around the metro and state to commemorate the day, including:



Reenactment of infancy with events Sunday and Tuesday.

Sunday

• At the Landmark Center, 75 W. 5th St. in downtown St. Paul, a free event at 1 p.m., called "From Pearl Harbor to Peace," will feature children's activities and a discussion led by community groups. The event will end with a bell-ringing performance.

• The Pearl Harbor Survivors Association and Fort Snelling

National Cemetery Memorial Rifles Guard are hosting a ceremony and continental breakfast at 9 a.m. on the fifth floor of the Veterans Service Building at 20 W. 12th St. in St. Paul.

• There will be a service at 11 a.m. at the Fort Snelling Memorial Chapel on the grounds of Fort Snelling.

• During Sunday's game at TCF Stadium, the Vikings

will salute Richard Thill, of St. Paul, who was a Pearl Harbor survivor.

Tuesday

• Rowan Nakasone, a retired history professor at Century College in White Bear Lake who grew up in Hawaii and witnessed Japanese planes attacking Pearl Harbor in 1941, will speak at an obser-

vance in Owatonna. Known for his dramatizations, Nakasone will dress as a Japanese pilot, just like the one he saw flying closely over his head 79 years ago during the attack. The event starts at 7 p.m. at Good Shepherd Lutheran Church and is part of the Veterans Open Roundtable program.

JESSIE VAN BURKEL

Cities showing signs of welcome

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be visually memorable and have positive branding."

Despite the increasing reliance on GPS and smartphone maps to digitally guide us everywhere, more cities from Eden Prairie to Elk River and Mound are adding signs to help navigate drivers, encourage walking and biking and brand their communities.

"All cities are looking for identification, and these cities in the suburbs are becoming very important destinations for people," said Richard Lang of Visual Communications in St. Paul, which has worked with cities like Eden Prairie. "For instance, how do you know it's 50th and France (in Edina)? It's not because of the street signs, but the signs that have been there for 25 years that tell you're in a retail area."

In Elk River, the city plans to review designs in January for new park and downtown signs, along with "gateway" signs that welcome visitors to the city. In Mound, it's about directing boaters, not drivers, as the city looks to add signs to its Lake Minnetonka pier indicating how to get to restaurants and other amenities.

And in Minneapolis and Richfield, the state Department of Transportation recently installed 19 stone pillars marking entry points to neighborhoods along Inter-

state 35 and Hwy. 62. MnDOT said it's part of aesthetic and landscaping improvements that follow major road construction, and will support neighborhoods and help people navigate. Some residents, however, have criticized the look — one said it looked like it fit in a "suburban water park" — and cost \$932,000.

Branding a community

So why are more cities taking the seemingly simple step to put up signs now? And does it matter in a digital age?

Frank Hickey of Signia Design, which has worked with local cities like Bloomington, said it's about creating a sense of place in communities. People also expect convenient access to places, he said.

Lang added that, with an aging population and increased emphasis on walkability and biking, not all people are connected digitally all the time. "It's [about] welcoming and creating a state of mind," he said.

In Wayzata, the city has held off on signs as basic as marking the city's parks because of limited time and money, city engineer Mike Kelly said. But now, as the lakeside town of 4,200 residents grows and the city tries to draw more tourists, Kelly said it needs to do more to direct people to facilities and attractions.

The city has approved a \$100,000 budget for way-finding initiatives and has installed blade signs in its downtown, directing people to places like its docks and library. Next year, the city plans to install about a dozen park signs and signs on city history.

"As the city grows and changes, we want to make sure people continue to access and use Wayzata," he said. "We want to draw people to the different places; we have this huge amenity — Lake Minnetonka."

The city is also working with some of the other 13 Lake Minnetonka cities to market and brand the area as a regional destination, looking to add signs to direct people along the lake to cultural and natural attractions.

No longer lost in Eden Prairie

In Eden Prairie, visitors who exit Interstate 494 or Hwy. 212/Hwy. 5 end up on the city's curvy "ring road" in the commercial area. On Flying Cloud Drive, no signs even said the street name for years.

So, the city installed about 15 signs helping direct traffic, from simple green signs directing drivers to the mall, to street signs naming Flying Cloud Drive, and a tall monument sign marking its Town Center. Jeremiah said the city plans to install more

of the monument signs marking areas of the city as it makes street improvements.

And it's not just for drivers. The city also plans to do way-finding signs for bicyclists and pedestrians, developing a "destination loop" across the city that connects places like Miller Park, Purgatory Creek Park and other trails.

"It's easy to get lost in Eden Prairie because we have lots of lakes and wetlands, so we have a lot of dead ends," public works director Robert Ellis said. "There is no direct path."

Now that the suburb of 62,000 residents is mostly developed, the city also wants welcome signs at its borders. In November, the City Council gave the green light for the city to start exploring adding up to six entry signs at major intersections starting in 2015, branded with the city's motto and prairie grass. No cost has been given yet, and the city would need MnDOT approval.

But City Council Member Ron Case said it would help the city brand itself with its values, natural characteristics and culture, helping differentiate it from other suburbs.

"I don't want Eden Prairie to be a Woodbury or any other town you just drive through," he said. "If we're going to attract people and make people proud of living here ... you have to put out that personality and culture. And I think signage can help do that."

Kelly Smith • 612-673-4141