

**CITY OF PRINCETON
Planning Commission
Agenda
May 16th, 2016
7:00 P.M., City Hall**

- 1. Call to Order/ Election of Officers** (Reynolds will Chair and can remain Chair if he would like and we would have to elect a Vice Chair)

- 2. Approval of Minutes of Regular Meeting on April 18th, 2016 - Tab A**

- 3. Agenda Additions/Deletions**

- 4. Public Hearing:** None

- 5. Old Business:**
 - A. Ordinance Amendment amending Chapter V (Zoning Districts) and Chapter II (Definitions) to allow pole type construction and materials – Tab B**

- 6. New Business:**
 - A. Anderson (Variance thru Council) and Administration Simple Boundary Line Adjustments – Tab C**

- 7. Communication and Reports:**
 - A. Verbal Report**
 - 1) Jack Edmonds Resignation**

 - B. City Council Minutes for April, 2016 - Tab D**

- 8. Adjournment**

**THE REGUAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON APRIL 18, 2016,
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, Jules Zimmer, and Faith Goenner. Staff present Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

OATH OF OFFICE:

Faith Goenner took the Oath of Office.

APPROVAL OF MINUTES OF THE REGULAR MEETING ON MARCH 21, 2016

ZIMMER MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES OF MARCH 21, 2016. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS:

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

PUBLIC HEARING:

A. Ordinance Amendment amending Chapter V (Zoning Districts) and Chapter II (Definitions) to allow pole type construction and materials

Community Development Director Memo:

Numerous request for the allowance of alternative building materials have been directed toward the Planning and Zoning office in the recent past.

The three materials that have been most prevalent have been:

- 1) Pole types construction also known as post frame, customize steel building, wood frame, pole buildings, etc.
It uses large poles or posts buried in the ground or on a foundation to provide the vertical structural support and girts to provide horizontal support. The method was developed and matured during the 1930s as agricultural practices changed, including the shift toward engine-powered farm equipment and the demand for cheaper, larger barns and storage areas. Unlike competing building methods, once the poles, girts, and rafters are put in place, much of the construction work on a pole-built structure can be handled by a single individual over the course of a month or season.
- 2) Fabric and frame structures also known as hoop buildings.
Fabric structures are forms of constructed fibers that provide end users a variety of aesthetic free-forms building designs. Custom-made fabric structures are engineered and fabricated to meet worldwide structural, flame retardant, weather-resistant, and natural force requirements. Fabric structures are considered a subcategory of tensile structure.
- 3) Insulated Concrete Form or stay in place concrete forming systems. Insulating concrete form or insulated concrete form (ICF) is a system of formwork for reinforced concrete

usually made with a rigid thermal insulation that stays in place as a permanent interior and exterior substrate for walls, floors, and roofs. The forms are interlocking modular units that are dry-stacked (without mortar) and filled with concrete. The units lock together somewhat like Lego bricks and create a form for the structural walls or floors of a building. ICF construction has become commonplace for both low rise commercial and high performance residential construction as more stringent energy efficiency and natural disaster resistant building codes are adopted. ICFs may be used with frost protected shallow foundations (FPSF).

After discussion with the Building Inspector and the Public Works Director, as well as the City Engineer, Staff would like to propose for the allowance of these materials, provided they are inspected by a structural engineer at the time of construction, in the MN-1 Industrial and in the B-3 General Commercial District.

Upon further review, the City Attorney and previous Planner/Zoning Administrator, Kelli Bourgeois, has shared her insight and experience on this matter. Please see comments below:

I'm thinking this has the potential to be a slippery slope to go down. It would seem to go backwards for the building standards in the Code. Princeton is ahead of many other small cities in not allowing pole structures in commercial and industrial zoned properties, and once they're allowed they'll be very difficult to remove (I literally spent years trying to prohibit them in Becker's commercial and industrial zoning districts). Also the statement regarding the "integrity of the surrounding structures" leaves a lot to the interpretation of the Planning Commission which could put them in a difficult position having to decide between competing views of landowners and it could open them up to a charge of making an arbitrary and capricious land use decision.

City Administrator has voiced concern over this amendment, as well.

"Princeton should not lower its standards and should stick with a pole building prohibition. While they are, indeed, a less expensive structure, the down side is that the County Assessor is going to peg the taxable value at a level conducive to the type of construction...regardless of whether it looks good."

The Planning Commission has the opportunity to request changes be made, additional research be done or to approve or deny the proposed Ordinance Amendment.

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

Foss said to maybe look at only in the Industrial and not commercial was brought up today. She added interior wording to the Insulated Concrete Form where it is permanent exterior and interior for walls, floors, and roofs.

Edmonds commented that the City Attorney is opposed or has reservations on this change.

Zimmer said the Administrator is concerned about this, not for the look, but for a less expensive structure and the County Assessor would have to put a tax value as such on it.



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Foss commented that the property value would increase with something there instead of nothing.

Reynolds said the revenue as a tax base should not be intertwined with the property owner.

Foss said if we are only looking at tax base, then we are not looking at what the building is for, and the property owner may not be able to have it because they cannot afford a framed building. The Planning Commission has to approve the building and we can specify more of what is needed for each applicant.

Edmonds said we do need a structured Ordinance. We need guidelines so we are not going by case by case applications.

Foss understands and said that is what the City Attorney said. Having it more clearly in the Ordinance helps keep it easier to follow.

Edmonds was initially on board for it, but after reading the City Attorneys comments he is questioning it. Pole buildings can be attractive. Maybe look at being more restrictive in the Ordinance.

Zimmer asked if it would require more research from staff.

Foss said it depends what the changes are.

Edmonds opened the public hearing.

Butch Drews, 12380 283rd Avenue, said he likes what he hears from all the points from the attorney and such. He wants to protect his investment. If you are given rules to follow he will follow them. Foundation is probably the biggest hang ups what people have. You can sleeve the poles or put concrete pillars in the ground. We might want to leave that for options where the foundation has poles in concrete, stuff that is far superior for pole buildings. Steel buildings are allowed in certain areas could be a deterrent. Landscaping and parking are required, but we are required to dress it up more. We just need the rules for options.

Travis Leonard, 205 8th Avenue South, said he is looking at the industrial side of the equation. He needs a place where materials are contained and kept dried. He is looking at a businessman side and needs it economical. If he has to put up a steel building that would be ludicrous to do. He has seen the hoop buildings in different areas. Exploring of alternative ways to contain a business as cheaply and economically as possible is important. He would be forced to move outside the city if he expands and he does not want to do that. He wants his property to look nice. If there were regulations that would be approved by the Planning Commission he is okay with that. There is so much engineering that goes on with pole barns for construction material. They are more than adequate in the snow loads and wind tolerance.

Drews said he would like to see them allowed more than just the Industrial area. He would like to see them allowed in the commercial area with the proper requirements.

Goenner asked Drews what the pole building would be used for.

Drews said he would use the pole building for retail or offices.

Leonard asked why pole buildings were not allowed.

Edmonds said the materials and such.

Foss said they were cheap and ugly was probably the reason.

Leonard said construction is different now.

Zimmer asked how this came to light.

Foss said Leonard and Drews along with two other people said they would like to build a pole building.

Reynolds asked what about the mini storage unit that was built.

Foss said the Building Inspector said it was built as a pole building and should not have been.

Goenner said the safety and environment has to be looked at. Are products being kept dry in these or are people working in them.

Leonard said from a business stand point he knows of three other businesses that need to expand, but cannot afford to do a stick structure. Allowing a pole building would help make it where they can expand. He knows people that would like his building now, that it would work for them. It is a stepping stone to have a pole building, but you can make them look better. Great option to have in the Ordinance. He agrees it is better for the tax base to have a pole building on a property than have nothing on it. He could not build with a concrete building or a steel building.

Foss said we do not write ordinances for certain people. There may be businesses that are unique that we should consider all aspects of it. She knows the administration, attorney, and such are making comments and does not want to lessen their opinion, but she would like to have options for unique buildings. Leonard's site is by the Plastic Products business.

Edmonds asked if requiring cement pillars in the ground instead of the poles, is that too restrictive of a requirement.



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Drews said he is willing to offer research time on this to look at different types of pole buildings and materials best used.

Foss said she would work with Drews on this and get his opinion.

Reynolds said he worked with pole barns and they are required to have all green treated. He talks people out of using the post in the concrete because it traps water.

Leonard said he has a builder from Woodbury that he works for and they do all green treated foundations.

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

Edmonds is okay with allowing pole buildings, but there needs to be tight restrictions. Would we allow it in all districts.

Foss said B-3, MN-1, and MN-2.

Zimmer asked if this would help get Aero Business Park to be developed.

Foss said it might stimulate growth.

Zimmer said it has been sitting there for quite some time and maybe it would help. Would this give more opportunity to give some growth in that area.

Foss said she thinks it would. She is cautious because the administrator is not in favor of this and it will have to go to the Council also.

Edmonds said the zoning districts he is okay with. He likes Drews idea. Her and the Building Inspector maybe can work together and please the administration.

Foss said it would be a longer process to bring it back and have another public hearing. Revising it would be better so it is not shot down by the Council.

Zimmer would like to look more into this and see where thoughts are. He would also like to talk more with Drews and Leonard and also the administrator and get more information on it.

Reynolds said maintain the structure of what is similar to what is there. How do we define that.

Zimmer said the concern is the notes says it is a temporary nature.

Edmonds said engineering has advanced and the product is made better.

Goenner is supportive to have this looked at, but it has to be more thoroughly looked into.

Foss will come up with more standards on descriptions on what is best for this.

Edmonds suggested having the poles on top of the concrete.

Goenner asked if this would come back to the Planning Commission if someone were to build this type of building.

Foss said yes, a site plan review would be done.

Drews suggested a standing seam roof.

Leonard said restaurants use that and high end homes also use that type.

OLD BUSINESS: None

NEW BUSINESS: None

COMMUNICATION AND REPORTS:

A. Verbal Report

Foss said she has no report.

B. City Council Minutes for March, 2016

The Planning Commission Board had no comments.

ZIMMER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:05 P.M.

ATTEST:

Jeff Reynolds, Vice Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant



TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: **Alternative Building Materials**
DATE: May 16th, 2016

At the April Planning Commission meeting an ordinance amendment proposal to allow alternative building materials (Insulated Concrete Form and Pole Type Construction) in the B-3 General Business District, the MN-1 Industrial and MN-2 Industrial was discussed at a public hearing.

The Planning Commission heard from two local residents regarding their support for this amendment. The City Attorney, a previous City Planner, advised against the allowance and City Administration had reservations for this allowance, as well.

The Planning Commission asked Staff to provide additional information as to how the city could regulate the look of the buildings if they were used.

B-3, MN-1 and MN-2 already have a list of Applicable Regulations for aesthetic purposes.

See Chapter V, Section G for B-3 General Commercial District

F. Exterior Building Materials

Buildings with in the General Business District shall be faced with the following:

- a. Face brick;
- b. Natural or synthetic stone;
- c. Stucco or EFIS;
- d. Prefinished metal panels;
- d. Glass and or curtain wall construction;
- e. Integrally colored split face (rock face) burnished or glazed concrete masonry units (excluding smooth, plain or painted).
- f. Precast concrete panels;
- g. Fiber-cement siding;
- h. Windows are required in the front of the building pending planning review and demonstration of need; e.g. security, etc;

- i. Or other materials approved by the Planning Commission if determined to have a similar or better longevity and durability as material listed above.

The standards for how buildings look when completed are already addressed in the Zoning Ordinance.

See Chapter V, Section N for B-3 General Commercial District

N. General Design Criteria.

- a. Building facades shall be designed to avoid monolithic or monotonous appearance by employing designs which prevent the appearance of straight, unbroken lines in their horizontal and vertical surfaces.
- b. Portions of buildings facing or oriented toward public rights-of-way or residentially zoned or designated parcels shall features breaks/divisions in materials, separate entrances/entrance treatments, variation in roof lines and/or variation in building setbacks.

See Chapter V, Section G for MN-1 and MN-2

G. Other Applicable Regulations

1. For aesthetic purpose, all buildings and structures shall be faced with the following:
 - a. Face brick;
 - b. Pre-finished metal panels;
 - c. Pre-cast concrete panels;
 - d. Glass and/or curtain wall construction;
 - e. Concrete block may be used alone or in conjunction with other permitted materials or surfaced with stucco, wood, or properly applied masonry paints;
 - f. Plastic panels when combined with modular exposed structural curtain wall systems;
 - g. Other approved materials;
 - h. Windows are required in the front of the building pending planning review and demonstration of need, e.g. security etc;

There are no General Design Criteria in place for MN-1 or MN-2 Industrial Districts.

All buildings would have to meet the criteria established by the International Code Council (ICC) in the International Building Code (IBC). The *International Building Code*® (IBC®) is a model code that provides minimum requirements to safeguard the public health, safety and general welfare of the occupants of new and existing buildings and structures.

The IBC is fully compatible with the ICC family of codes, including: *International Energy Conservation Code*® (IECC®), *International Existing Building Code*® (IEBC®), *International Fire Code*® (IFC®), *International Fuel Gas Code*® (IFGC®), *International Green Construction Code*™ (IGCC™) (to be available March 2012), *International Mechanical Code*® (IMC®), *ICC Performance Code*® (ICCPC®), *International Plumbing Code*® (IPC®), *International Private Sewage Disposal Code*® (IPSDC®), *International Property Maintenance Code*® (IPMC®), *International Residential Code*® (IRC®), *International Swimming Pool and Spa Code*™ (ISPSC™) (to be available March 2012), *International Wildland-Urban Interface Code*® (IWUIC®) and *International Zoning Code*® (IZC®).

The IBC addresses structural strength, means of egress, sanitation, adequate lighting and ventilation, accessibility, energy conservation and life safety in regards to new and existing buildings, facilities and systems. The codes are promulgated on a 3-year cycle to allow for new construction methods and technologies to be incorporated into the codes. Alternative materials, designs and methods not specifically addressed in the code can be approved by the code official where the proposed materials, designs or methods comply with the intent of the provisions of the code (see Section 104.11).

The City Building Inspector has verified that all projects must meet the minimum requirement set forth in the IBC, including those that refer to snow, wind and rain loads.

The Planning Department will require a site plan review with the Planning Department and/or the Zoning Administrator for projects that are requesting pole type structure or insulated concrete forms of construction.

CITY OF PRINCETON, MINNESOTA

ORDINANCE #

AN ORDINANCE AMENDING THE ZONING ORDINANCE ADDING THE DEFINITIONS FOR ALTERNATIVE BUILDING MATERIALS AND REMOVING THE PROHIBITION OF USAGE OF POLE TYPE CONSTRUCTION FROM CITY OF PRINCETON ZONING ORDINANCE #538

SECTION 1. Chapter II (Definitions) of the Zoning Ordinance is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

Insulated Concrete Form

Also known as stay in place concrete forming systems.

Insulating concrete form or insulated concrete form (ICF) is a system of formwork for reinforced concrete usually made with a rigid thermal insulation that stays in place as a permanent interior and exterior substrate for walls, floors, and roofs. The forms are interlocking modular units that are dry-stacked (without mortar) and filled with concrete. The units lock together somewhat like Lego bricks and create a form for the structural walls or floors of a building. ICF construction has become commonplace for both low rise commercial and high performance residential construction as more stringent energy efficiency and natural disaster resistant building codes are adopted. ICFs may be used with frost protected shallow foundations (FPSF).

Pole type construction

Also known as post frame, customized steel building, wood frame, pole buildings, etc. It uses large poles or posts buried in the ground or on a foundation to provide the vertical structural support and girts to provide horizontal support.

SECTION 2. Section 10 (B-3 General Commercial District) of Chapter V (Zoning Districts) of the Zoning Ordinance is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

F. Exterior/~~Interior~~ Building Materials

- i. Or other materials approved by the Planning Commission, such as insulated concrete form structures and pole type structures if determined to have a similar or better longevity and durability as material listed above, and maintains the integrity of the surrounding structures while meeting the requirements for building materials in the General Business District. Pole type construction must have a site plan review with the Planning Department Staff and/or the Zoning Administrator.

M. ~~Pole-type construction shall not be permitted.~~

SECTION 3. Section 13 (MN-1 Industrial), of Chapter V (Zoning Districts) of the Zoning Ordinance is amended as follows (underline indicates additions; ~~strikethrough~~ indicates deletions):

G. Other Applicable Regulations

1. For aesthetic purpose, all buildings and structures shall be faced with the following:
 - g. Other approved materials provided they maintain the integrity of the surrounding structures while meeting the requirements for building materials in the MN-1 Industrial District. Pole type construction must have a site plan review with the Planning Department Staff and/or the Zoning Administrator.

8. ~~Pole type construction shall not be permitted.~~

SECTION 4. Section 14 (MN-2 Industrial) of Chapter V (Zoning Districts) of the Zoning Ordinance is amended as follows:

G. Other Applicable Regulations

1. For aesthetic purpose, all buildings and structures shall be faced with the following:
 - g. Other approved materials provided they maintain the integrity of the surrounding structures while meeting the requirements for building materials in MN-2 Industrial District. Pole type construction must have a site plan review with the Planning Department Staff and/or the Zoning Administrator.

8. ~~Pole type construction shall not be permitted.~~

EFFECTIVE DATE. This ordinance shall take effect upon its summary publication in the City's official newspaper. Said publication shall read as follows:

Ordinance # amends The Zoning Ordinance, allowing the use of alternative building material in B-3, MN-1 and MN-2 Zoning Districts, subject to specific conditions. A copy of the full ordinance is available for review at City Hall.

ADOPTED by the City Council of the City of Princeton this 16th day of May, 2016.

ATTEST:

Shawna Jenkins, City Clerk

Paul Whitcomb, Mayor

MEMORANDUM

Tab C



TO: **Planning Commission Board**
FROM: Mary Lou DeWitt
SUBJECT: **Anderson's Boundary Line Adjustment**
DATE: May 9, 2016

Vacate 16.5 feet of the easterly 6th Avenue South

Richard Anderson owns the property located at 507 South 6th Street and is selling the property. Anderson has had the site surveyed and there is zero side yard setback on the street side and garage of his property. Anderson has submitted a Variance Application to vacate 16.5 feet of the easterly side of the street. This will make the property in compliance with the 10 foot side yard setback and give an additional 6.5 foot side yard to the property for landscaping or such. The City Council will be holding the public hearing since this is public property. It will be the City Council's decision to approve or deny the vacation application.

Administrative Simple Lot Line Combination

October, 2015 the City Council approved the Administrative Simple Lot Line Combination where the process can be handled in house. Staff wanted to inform the Planning Commission that Richard Anderson will be applying for this application.

Enclosed is a revised plat of the proposed combination. The two revised lots meet the B-2 Neighborhood Business District Zoning Ordinance for lot size. This will help simplify the five lots involved with the combination.

Staff will be able to handle the lot combination in house and with no public hearing needed. The lot combination is not tied with the street vacations approval or denial.

There is no action needed from the Planning Commission on the two items.

Aerial Photo of Anderson's 6th Ave. South Street Vacation Request Area

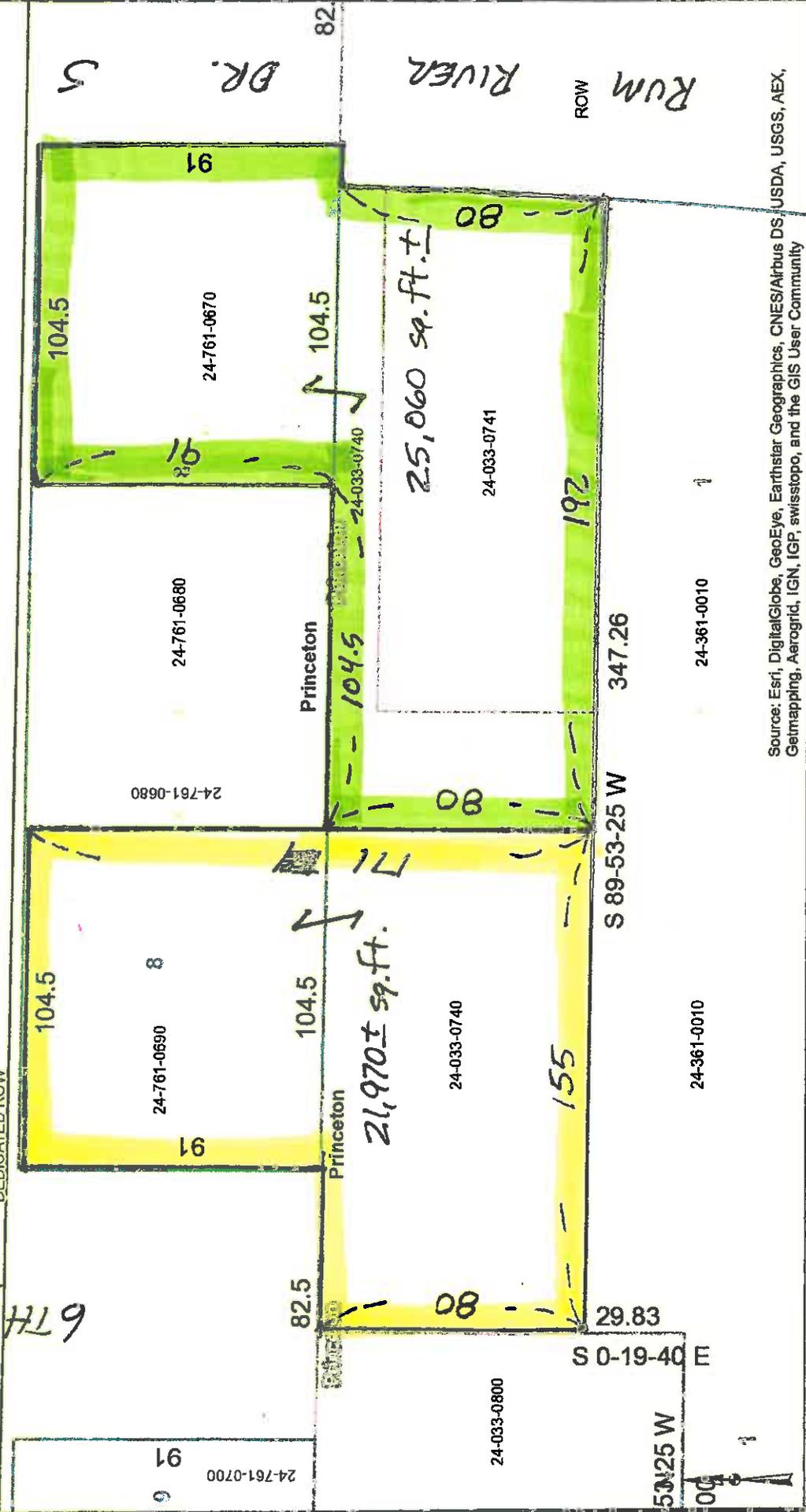


Ave. S

6TH ST. S

DEDICATED ROW

DEDICATED ROW



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Date: 5/8/2015

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Geomapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community



PROPOSED PARCEL LAYOUT

This map is not a substitute for accurate field surveys or for locating actual property lines and any adjacent features.

Received 4-14-16

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
AND SHERBURNE COUNTY BOARD OF APPEAL AND EQUALIZATION
HELD ON APRIL 7, 2016 4:30 P.M.**

Mayor Paul Whitcomb called the meeting to order. Council member present was Thom Walker. 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, and Engineers Jeff Row and Mike Nielson. Absent was Dick Dobson, Jules Zimmer, Victoria Hallin and Steve Jackson.

Sherburne County Board of Appeal and Equalization

Since the Council did not have a quorum, Greg Olson, Sherburne County Assessor opened the meeting:

Olson reported that there were 3 residential sales in Princeton in the October 1, 2014 through September 30, 2015 that were used for the 2016 Assessment. Based on these sales, the overall market value was increased by approximately 4.76%.

No one was in attendance to appeal their value with Sherburne County

Greg Olson adjourned the Board of Appeal and Equalization at 4:44pm

Joint City Council and PUC: 21st Ave Utility Extension Project Discussion

Karnowski stated that the reason they invited the PUC, is to discuss extending water and sewer out towards the Seoul Property with the Grant money we have received towards the project.

Foss said she received an email from Bob Seoul Jr. that stated his father was concerned with the amount that they would be assessed. Nielson added that the grant that has been received would pay for about 70% of the project.

Foss commented that while the property owners did not request the service be extended, she feels it would be good to take advantage of these grant funds. Deferring the assessments until the property was sold or developed had been discussed. Karnowski said when you look at the many other projects that have been done recently, his concern is that the City's levy may be impacted if the council continues to lower or defer assessments. These grant dollars will greatly reduce the cost of this project, and he doesn't think turning down the grant would be a good idea. However, he feels that the additional cost above the grant received should be assessed to the property owners.

He has seen and observed what can happen in growing cities our size. There are a lot of opportunities you want to take advantage of, but just cannot due to funding sources. One of the easiest examples is to look at Cambridge. In the late 80's, they almost defaulted on some of their bond payments. He suggested having Jackson look at and crunch some of the numbers to review at an upcoming meeting. He added that he believes the Council should look hard at this grant and project as it is a great opportunity to get 70% of the cost paid for.

Walker asked if the Seoul's didn't want to develop their land. Foss said they were looking for definite plans, not just the hope that the property would be developed. Foss said the grant requested that the round a bout and water/sewer was separated. Karnowski suggested contacting the Seoul's and explain that the City has almost \$750,000 to put towards the project,

and asking them if they want the city to return those funds. If those funds were returned and the project was not done, it may turn away future developers if they needed to

Nielson advised that there is 1.2 Million set aside for the round-a-bout, and \$735,000 in grant money for the water and sewer project. Right now, they are estimating a local cost of \$285,000 for the water and sewer extension portion. One could assume that with the water and sewer being made available to those properties, it would likely raise the value of those properties 3 times what the owners would pay for in assessments. It would also make the land more marketable to potential developers.

Whitcomb questioned where the water and sewer lines would end. Wangen said they would likely end at Old Highway 95.

Foss asked if the Pontius property is in the flight path of the Airport. Karnowski replied that some of that property is in the flight path.

He added that many years ago the City met with the Church to see if they would like water and sewer extended out to them. At that time, the portion south of the church could not be used as a church, so it was looked at for a possible Public Safety Building. The property does have some restrictions, but not extensive.

Wangen suggested talking to the Church to see if they would be interested in having water and sewer to their site. Nielson said the estimated assessment for the Church would be \$91,600, and if they were to pay those assessments up front, it would be helpful.

Foss suggested sitting down the Seoul's and discussing this project and explaining the grant that was received that would help pay for a large portion of the project.

Walker said he can see Seoul's point of view when they see all the vacant lots across the street. However, he would also would hate to send all that grant money back.

Foss will reach out to the Church after meeting with the Seoul's to discuss it with them as well.

Nielson asked the Council how much of the Round-a-bout that they would like to assess. They were looking at doing an area wide assessment. He would like to assess at least half of the local cost. Whitcomb added that Walmart knew about the needed improvements up front, so he cannot see assessing anything less than 100%. Nielson replied that they will run some numbers at various assessment percentages and report back.

Wangen stated that the PUC is recalculating sewer this month, and will be emailing Karnowski in regard to a few.

Sidewalk Cleaning Program

Karnowski stated that in response to a couple of Council comments, staff would like some Council direction on sidewalk maintenance.

Currently, city staff clears sidewalks adjacent to city and county property as well as the east side of Rum River Drive to Super America. We also do the north side of 1st Street west to 21st and the sidewalk on 21st to the liquor store.

But, with the fairly recent addition of several blocks of new "Safe Routes to School" sidewalk, the question has come up as to whether the city should be responsible for cleaning that new sidewalk to make sure that it's clear of snow and ice and attractive for students to use (rather than walk in the plowed street).

Gerold suggested that if we add a lot of sidewalk to the list of sidewalks the city already clears, it will probably mean that the city would have to hire another employee (probably part-time, seasonal).

Currently we use a skid steer to clear sidewalks but, if we added significantly more sidewalks, we would probably want to purchase a machine specifically designed to clear sidewalks. Such a piece of equipment would cost the city in the neighborhood of about \$180,000. Gerold has tentatively put such a machine in the proposed 2017 CIP, but it certainly can be taken out.

There is also a larger question about sidewalks in general. We have some sidewalks in the city that just end and do not connect with any other sidewalks. We also have sidewalks that are in bad shape and in need of repair or replacement.

Karnowski asked the Council if they wanted to add a CIP program to connect existing sidewalks or repair or replace sidewalks in need of attention.

Staff is looking for general direction from the Council. Once staff has an idea of what the Council feels the city's policy ought to be, something will be put together for the Council to review, discuss, modify and adopt.

Gerold gave the history of how the current list of sidewalks the City would plow came about. He said they do get a lot of questions as to why the City cleans some and not others.

Whitcomb suggested asking the school to contribute to sidewalk maintenance if they partnered on the Safe Routes to School project. Gerold feels that if the city plowed that sidewalk, residents would question why the city doesn't do all the sidewalks.

Walker asked if there is a map of sidewalks. Gerold responded that Carie Fuhrman had put together a map of all the sidewalks and their condition. He can provide that to the Council.

Police and Public Works Event Fees

Karnowski reported that in May of 2014, the city adopted a resolution requesting blanket approval for closing off Rum River Drive for several events including the Rum River Festival Parade, The Rum River Street Fair, The Princeton Block Party, The Chili Fest, Small Business Saturday and the Mini-Dazzle Parade.

Historically, city staff anticipates those events and there are funds pretty much built in budget for accommodations for police/reserve officers, public works employees, barricades and other equipment needed to make those events successful.

But, as the City Council has noted, there appears to be a growing number of events that are not on that list but still require city provided person power and/or equipment. For instance the various 5K runs, the outdoor movie events (which require clearing out a parking lot and keeping it clear for the event) and others that also require both staff time and materials.

City Staff supports all the events and feel that happenings like these keep our community active and vibrant. Still, there are overhead costs associated with each event and we're wondering if we're at a point where the city should put together and adopt an 'event fee' to help off-set at least a portion of the city's overhead for such events.

If the Council feels that approach is justified, then sharing some ideas on what sort of parameters should be put in place would be helpful. With that information, staff will put together a proposed policy and bring it back to the Council for review, discussion, modification and possibly adoption.

Karnowski asked how the Council wished to proceed.

Gerold said the Mini Dazzle for example is more difficult for staff, as it is the day after Thanksgiving and a lot of staff is out of town.

Karnowski stated he has sent an email over to Barry Law Office regarding the Block Party to get the information and has not yet heard back.

Frederick said his fear has always been that something bad could happen at an event. For example, 500 people attended the 10 mile race last fall. It is tough as you don't want to turn people away and discourage them from coming to the city, but it also costs the city a lot in staff and overtime.

Karnowski mentioned he can contact other cities to see if they have an event fee if the Council is receptive to that.

Walker suggested providing the event coordinators information as to the costs associated with events and hope they choose to donate.

DISCUSSION ENDED AT 5:30PM

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
APRIL 14, 2016 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS**

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

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of March 24, 2016
- B. Study Session & Sherburne Board of Appeal Meeting Minutes of April 7, 2016

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 24, 2016 AND STUDY SESSION AND BOARD OF APPEAL MEETING MINUTES OF APRIL 7, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

- 1. Princeton Lion's gambling permit for June 12, 2016
- 2. Coborn's Fireworks for sale May 9 – July 7, 2016

B. Personnel

- 1. Public Works Seasonal Employees
 - a. Clarence Reiman at \$10.50 per hour
 - b. Chase Lindenfelser at \$11.00 per hour
 - c. Jack Sinkel at \$10.00 per hour
 - d. Fred Rittenhour at \$10.25 per hour
- 2. Splash Park Employees
 - a. Linda Alexander
 - b. Baylee Bartz
 - c. Mike Alexander
 - d. Erica Schramel

C. Donations/Designations

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Planning Commission Meeting of March 21, 2016
- B. Park Board Meeting of March 28, 2016
- C. Airport Advisory Board Meeting of April 4, 2016

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Princeton School District request for 5th Ave and 6th Street Closure

Karnowski said he spoke with Chief Frederick before the meeting and the concern is the distance that they would need to patrol as it may be difficult to do. He is requesting the Council provide General Approval for the road closures and he will discuss some various options and how to best handle the event and road closures with the School District.

Frederick stated that there concern is the idea of 1300-1400 walking to school, as the sidewalk would not hold that many. He suggested utilizing the Public Works Department to help with the intersections. He has been speaking to Michelle at the School District about another route that may work better, but nothing is decided as of yet.

WALKER MOVED TO APPROVE STAFF TO WORK WITH THE SCHOOL DISTRICT TO DETERMINING THE BEST ROUTE FOR THE EVENT. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Wine and Spirits Grant Request from Senior Dining

Karnowski said that the City has been contacted by the Bridget Johnson regarding the senior van. It is in very bad shape and in some areas you can even see the ground through the floor. They are looking for grants and donations to replace it.

Hallin said it would be nice to know an amount that they are looking for.

Walker said he really likes the program and would like to donate something from the Wine and Spirits fund to assist in the van replacement. Zimmer agreed and said the program really is a benefit to the community.

WALKER MOVED TO APPROVE A \$1000 DONATION FROM THE WINE AND SPIRITS FUND TO ASSIST IN THE PURCHASE OF A SENIOR VAN REPLACEMENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 16-18 approving road closures for various community events

Karnowski reported that this is the yearly resolution that requests County Road Closures for the community events.

Whitcomb asked if the work on Rum River Drive this summer will affect the scheduled events. Karnowski replied that Scott Barry's office stated they have spoken to Bruce Cochran at Mille Lacs County and the construction will be worked around for the Block Party on July 29th.

HALLIN MOVED TO APPROVE RESOLUTION 16-18 REQUESTING THE COUNTY ROAD CLOSINGS FOR THE 2016 EVENTS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 16-19 – Rescind Annexation by Ordinance on the Odger's Property

Karnowski said in further research, it was discovered that a resolution rescinding the previous resolution to annex the Odger's Property by ordinance needed to be completed and recorded for the property to be subdivided.

HALLIN MOVED TO APPROVE RESOLUTION 16-19 RESCINDING RESOLUTION 16-05 TO ANNEX THE ODGERS PROPERTY VIA ORDINANCE. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 733 - Microbrewery

Foss said this will allow a resident to have a microbrewery in his home as a Home Occupation.

Hallin said questioned the section that mentions garages and accessory buildings. Foss explained that there was some contradictory language, so that was corrected. It would be allowed in accessory buildings, but cannot utilize more than 625 square feet of an accessory building.

Foss added that there are stringent State and Federal requirements that the applicant needs to meet as well as the City requirements for the Home Occupation License.

HALLIN MOVED TO INTRODUCE ORDINANCE 733 AMENDING THE ZONING ORDINANCE TO DEFINE BREWER, BREWPUB, MICROBREWERY, MICRODISTILLERY AND TAPROOM, AND TO ALLOW MICROBREWERY AS A HOME OCCUPATION IN R-1 AND R-2 ZONING DISTRICTS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. CIP General Obligation Bond Municipal Service Agreement

Jackson said this is a service agreement with Northland Securities. This is done each time prior to the bond sale. It was scheduled to go to the Council with the bond, but did not get included with the packet. It is the same agreement that has been used in the past

HALLIN MOVED TO APPROVE THE GENERAL OBLIGATION BOND MUNICIPAL SERVICE AGREEMENT WITH NORTHLAND SECURITIES. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Main lift station Rehabilitation

Karnowski said this was put out for bid last fall and only one bid was received, which was much higher than anticipated. It was determined and approved by council to deny that bid and rebid it this spring. Three bids were received, and checked for mathematical accuracy and tabulated. The Engineers estimate was \$545,330.00.

Eagle Construction	\$515,000.00
Northern Plains Contracting	\$524,000.00
LS Black Contractors	\$645,000.00

Staff recommends the Council consider these bids and award the contract to Eagle Construction Company.

Row said the plan also includes some SCADA upgrades that were originally approved by the Council via a Resolution. He will contact the Company to see if their bid is still accurate. If it is not, he will bring it back to the Council for approval.

Hallin asked why the costs came in different from last year. Row replied that time it was pretty late in the year, and contractors were likely already busy and didn't feel they could get it done. Therefore the one company that did the bid, bid a bit higher.

HALLIN MOVED TO AWARD THE CONTRACT TO EAGLE CONSTRUCTION COMPANY FOR \$515,000.00. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Fire Department Grants and Contributions

Karnowski reported that Fire Chief Roxbury thought the Council would be interested in an accounting of the various grants and other income sources the Princeton Fire and Rescue Department had in 2015:

2015 Fire/Accident Run Payments	\$ 7,859.00
Donations received in 2015	\$ 8,975.00
Monticello Power Plant Relocation	\$51,000.00
Fire Extinguisher Training System	\$ 7,900.00

Donations from PFRD members (via the Relief Association) for the purchase of a Fire extinguisher training system to train city staff and the public.

MN State Funding for Relocation Trailer Storage \$ 5,000.00
Storage (new in 2016)

DNR grant for wild fire turn out gear: \$ 4,000.00

Note that this is a 50% matching grant with the match coming out of our general fund operating budget as a planned expense

Central MN Emergency Mgmt. System Training \$ 2,500.00

Note: The PFRD also has a pending \$500 CMEMS grant application in for first aid bags

MN Board of Firefighter Training & Education \$ 5,760.00

Note: In the past years the Department turned a larger request than our grant and it's been covered because if a department does not use its allotted funds those can be given to other departments

Fire Act Grant: Shared Services Study Grant: \$38,000.00

Includes a 5% 'in-kind' match which will be covered by the time spent on the grant by both Princeton and Milaca staffs. It is a non-binding study of 5 departments (Princeton, Baldwin, Foreston, Milaca, and Isanti) to examine how they might operate to better provide better service to the public at a lower cost. Upon completion of the study it appears that, next year, the state will use the study results as the basis for grant funds to implement the study's findings

The new grass rig: \$56,787.00
\$33,773.00 for the truck, \$14,875.0 for the slide in pump system and \$8,139.00 for the lighting/siren system. The budget was \$60,000.00

Washer/Dryer Extractor Award: \$7,927.09
The City received the above noted grant from the State Fire Marshall's Office for the washer. The total for the washer and dryer is \$14,237.00. Staff is pursuing a grant to cover the additional \$6,310.00. If other funding cannot be found, there are sufficient funds in the PFRD equipment fund. Both the washer and dryer systems have been installed and are being used. The system is necessary to keep the turn out gear clean and remove all the bad things that get in them from fires. It is vital to our fire fighters' health and the longevity of the gear.
The old conventional washing machine has been installed in the street department shop as there's was broken.

Pending grants applied for:

Fire Act Grant I \$32,545.00
A Grant has been applied for to replace the 33 nozzles and upgrade one of the department's thermal imaging cameras. Some of the nozzles that are used on the department where in use when Roxbury started in 1977. The grant has a 5% match of \$1,578.00 which, if awarded will come from the \$11,000 CIP line item to replace the thermal imaging camera.

Fire Act Grant II \$382,700.00
The 5 departments in the shared services study have applied for a regional grant for a burn training facility which would be located in Milaca on city owned land. Recent rule changes put in question how much longer Fire Departments will be allowed to do training burns on old buildings. The need to train on live fire is vital to train our members. If awarded, this facility would allow is to continue with live burns. The total cost of the project includes a 5% match from the departments. He said he anticipates Princeton's share of the match, \$6,900.00, would come from other grants, donated funds or our budget.

800 MHz Radios in the school ???
There is a new system that appears to function such that it will allow both firefighters and police to use our radios in the school buildings. It was tested in the Milaca School and worked well. They are coming to demonstrate the system to Roxbury and Frederick. If it works well, the cost is approved from the relocation program.

Dobson commented that this list really shows the effort that the Fire Department puts into many of the Grants that are applied for.

Zimmer asked if our Department is competing with other departments for these grants. Rox-

bury stated some are, but the more funds can be generated with outside funds, the better it is for the Department members, the residents and surrounding communities that we service.

B. PC Appointment

Karnowski advised that the Planning Commission reviewed their Bylaws and made a change that will also allow those with a business in the city, and residing within the Princeton School District to serve on the Planning Commission.

Foss said both applicants have a business in town, but they do not live in the Princeton zip code, so only one seat can be filled by these 2 applicants. Foss reported that one was received in February before the Bylaws were changed and one was received recently.

Applicant Faith Goenner stated she is the owner of Mama Gracie's. She volunteers at the Elim Home, Sterling Point and the School. She has also been on University of Minnesota Boards.

Karnowski reported that the other applicant was Troy Minske, who applied in February. His application was one of the reasons that the Bylaws were looked at and modified. Foss said there are open seats on the EDA as well, so the applicant that is not appointed to the Planning Commission could be appointed to the EDA Board if they were interested.

DOBSON MOVED TO APPROVE FAITH GOENNER TO SERVE ON THE PLANNING COMMISSION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Proposed mower

Gerold reported that the 2016 CIP includes the anticipated purchase of a bi-directional boom mower attachment. The 21' boom would include a 50" rotary mower. The cost of the boom/rotary mower is \$39,756 which includes the cost of modifying our tractor to be able to use the new attachment.

This unit will allow the city to cut ditch banks and other areas where the slope is such that it's unsafe to cut the area with a belly type mower.

There are 2 listed on the State Bid. One of which is from Diamond Mowers for \$39,756.00 and the other from Tiger Corporation for \$44,920.16.

The staff recommendation is to approve the purchase at \$39,756.00.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE BOOM MOWER FROM DIAMOND MOWERS FOR \$39,756.00. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Splash Park Equipment Addition

Gerold advised that the 2016 CIP included \$18,000 for a new Splash Park fixture (the Mega Water Bucket) and another 10,000 for control upgrades. He received a revised price of \$15,500 for the fixture and he is in the process of getting quotes for the control upgrades.

Because he would like to get the upgrades installed as quickly as possible, he is asking the Council to approve both expenditures so they can be purchased as soon as possible.

WALKER MOVED TO APPROVE THE PURCHASE THE MEGA BUCKET AND CONTROL UP-
GRADES. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$189,757.08 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 73454 TO 73559 FOR A TOTAL OF \$301,829.97. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:32PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor