

**PRINCETON ECONOMIC DEVELOPMENT AUTHORITY
AGENDA
August 21st, 2014, 6:00 P.M.
Princeton City Hall**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIENCE**

- 2. AGENDA ADDITIONS / DELETIONS**

- 3. APPROVAL OF MINUTES FROM regular meeting on July 10, 2014 - Tab A**

- 4. UNFINISHED / OLD BUSINESS:**
 - A. NSP Update**

- 5. NEW BUSINESS:**
 - A. 2013/2014 Sherburne Co. Countywide Commercial/Industrial Projects – Tab B**
 - B. Sherburne County Economic Development Strategic Plan – Tab C**
 - C. Commuter Information – Tab D**
 - D. Results from “Outdoor Community Night”/MDT Weekend Invitation – Tab E**

- 6. MISCELLANEOUS:**
 - A. EDA Balance Sheet – Tab F**
 - B. Verbal Report**
 - (1) RRHS Computers Update**
 - (2) Industrial Park Expansion Update**
 - (3) “EDA Member Challenge”**
 - C. City Council and Planning Commission Minutes for July, 2014 - Tab G**

- 7. ADJOURN**

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

**THE REGULAR MEETING OF THE EDA BOARD HELD ON JULY 10, 2014, AT 6:00 P.M., AT
PRINCETON CITY HALL**

The meeting was called to order by Thom Walker. Members present were Charles Snustead, Victoria Hallin, Cindy Riddle, Mary Chapman, and Grady Clark. Staff present were Carie Fuhrman (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent was Genny Reynolds.

AGENDA ADDITIONS/DELETIONS: None

APPROVAL OF MINUTES FROM REGULAR MEETING ON JUNE 19, 2014

HALLIN MOVED, SECOND BY RIDDLE, TO APPROVE THE MINUTES OF JUNE 19, 2014. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED/OLD BUSINESS:

A. NSP

**1. Approve Hiring Consultant for Construction Contingency Plan
Construction Contingency Plan at 903 9th Avenue North (former gas station).**

The City now has the deed to the property.

Fuhrman received five (5) proposals for the Construction Contingency Plan (CCP) to be performed at the former gas station in response to the Request for Bids sent out in mid-June. The CCP was recommended in the Phase II environmental assessment to establish the actions to take in response to identified potential site conditions, such as contaminated soils or other unanticipated conditions. It also includes a technician to monitor the soils during demolition, particularly in the specific area with elevated VOCs.

Five Proposals:

Javelin Group - \$2,100.00

WSB - \$3,700.00

West Central Environmental Consultants, Inc. - \$4,975.95

Peer Engineering - \$6,344.50

American Engineering Testing, Inc. - \$7,280.00

An analysis of each of the proposals was given to the EDA Board for their review. Fuhrman said one piece of information was missing from the Javelin Group, and she received a response from them today on, is the implementation report, which puts their bid at \$2,600. She still needs to contact the references they provided. Based on analysis of each of the proposals, Fuhrman would recommend approval of hiring and entering into a contract with the Javelin Group to perform the Construction Contingency Plan and soil monitoring at 903 9th Avenue North, based on the finding that the proposal appears to be the most responsive to the Request for Bids at a reasonable cost. Copies of all of the proposals are available for review.

Snustead questioned if we need a Performance Bond.

Fuhrman said Steve Jackson, City Finance Director, did not recommend a Performance Bond for a project of this size. He did not believe it was needed.

Snustead did not agree.

HALLIN MOVED, SECOND BY RIDDLE, TO APPROVE HIRING AND ENTERING INTO A CONTRACT WITH THE JAVELIN GROUP TO PERFORM THE CONSTRUCTION CONTINGENCY PLAN AND SOIL MONITORING AT 903 9TH AVENUE NORTH, SUBJECT TO CONTACTING THE REFERENCES PROVIDED. UPON THE VOTE, THERE WERE 5 AYES, 1 NAY. (AYES: HALLIN, WALKER, CHAPMAN, CLARK, AND RIDDLE; NAY: SNUSTEAD). MOTION CARRIED.

**2. Approve Hiring Company for Demolition Work
Demolition of 908 9th Avenue North (former Bergstrom home) and 903 9th Avenue North (former gas station).**

Fuhrman received one proposal for the demolition work to be performed at the former gas station and former Bergstrom home in response to the Request for Bids sent out in mid-June. West Branch Construction submitted a cost proposal for \$40,250.00. The work needed is quite extensive, including:

- Removal and disposal of trash and non-construction debris inside and outside both structures;
- Removal and disposal of asbestos-containing materials prior to demolition;
- Capping municipal water and sewer service; sealing private wells (if discovered); and abandoning onsite septic (if discovered);
- Demolition of the former home and gas station; removal and disposal of both buildings and foundation debris, and
- Preparing the site for potential future redevelopment.

Fuhrman would recommend approval of hiring and entering into a contract with West Branch Construction to perform the demolition and clean-up of the two sites. A copy of their cost proposal is provided for review. Fuhrman said the NSP fund has sufficient funding to pay for both of these tasks. There is a lot of debris at both places. Asbestos has to be taken care of also.

Hallin asked if they remove everything from the site.

Fuhrman said yes.

Hallin questioned if all the funding is available.

Fuhrman said yes, there is approximately \$60,000 left in the NSP funds. Keep in mind there will not be a lot left after these two contracts are awarded. It was recommended that any funds remaining be used for the water looping at the Arcadian Homes site. As far as potential redevelopment, Habitat for Humanity has indicated interest in the site. Another idea that has been mentioned is a development similar to what is north of this site, and she is looking into that also. She is checking with the DNR, County, etc. on what is possible on the site as there are many restricting aspects (ex: County road ROW, steep slope, etc).

Walker commented the extra funds could go towards treating storm water just in case that were to be passed by the State.

Fuhrman will ask the NSP staff on that. They do want us to have a plan in place.

Walker mentioned a retention pond or something else could also be used on the site where the two buildings will be removed.

HALLIN MOVED, SECOND BY CHAPMAN, TO APPROVE HIRING AND ENTERING INTO A CONTACT WITH WEST BRANCH CONSTRUCTION TO PERFORM THE DEMOLITION AND CLEAN-UP OF THE TWO SITES.

Snustead asked if a performance bond will be required with them.

Fuhrman will check, but likely not.

UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

B. Rum River Health Services Computer Rehabbing Work

Fuhrman said she received two bids for the refurbishment of the 29 computers obtained through the Rum River Health Services default on their revolving loan fund.

- TDT Computer Consulting & Service: \$2,465.00
- F1 Computers: \$1,914.00

Fuhrman is requesting a motion from the EDA directing staff to hire one of the consultants for the refurbishment of the computers, and approval to disperse to city staff or sell the computers once they are refurbished.

Snustead asked where F1 Computers is located. He was not familiar with their business.

Fuhrman said downtown Princeton. She had her personal computer worked on by them and she was happy with the results.

Walker said we have a good relationship with TDT Computers.

Chapman prefers TDT Computers.

Riddle said TDT Computers does the Police Departments computers.

Fuhrman said 3-5 computers will be used by city staff.

Snustead asked how this bill to refurbish the computers will get paid.

Fuhrman said with the sales of the computers.

Snustead would like any extra funds to go back to the Revolving Loan Fund.

Hallin liked in the bid that F1 Computers would ask before fixing any identified hardware issues.

Riddle asked if both places would help sell the computers.

Fuhrman said that would be an added cost.

Snustead said Tom at TDT Computers works with Hamline University and he sells stuff to Hamline.

Walker said after the computers are done we could ask Tom to see if Hamline would want them.

Riddle asked if F1 Computers and TDT Computers will do the same work on the computers.

Fuhrman said that the request for bids listed what the city was requesting. Steve Jackson, City Finance Director, did recommend going with the lower bid since we have to pay for them to be fixed. She understands the City has a relationship with TDT Computers through the Police Department.

Walker said the longer we wait the less the computers are worth.

Riddle agreed.

CHAPMAN MOVED, SECOND BY WALKER, TO HIRE TDT COMPUTER CONSULTING, INC. FOR THE REFURBISHMENT OF THE COMPUTERS, AND APPROVAL TO DISPERSE TO CITY STAFF OR SELL THE COMPUTERS ONCE THEY ARE REFURBISHED.

Chapman commented that she knows TDT's reputation, and if TDT sells the computers for the EDA once they are cleaned up, it's important that they know the equipment.

Walker asked where the funds will come from to repair the computers.

Fuhrman said Steve Jackson is still here for the City Council meeting tonight and she will go get him so he can answer specific financing questions. The Police Department needs one computer and the Public Works need a couple of computers. Fuhrman went to get Jackson.

Steve Jackson said the money would be borrowed from the Liquor Store funds and once the computers are sold, the Liquor Store funds would be paid back first, and the remaining money would go to the Revolving Loan Fund. The City Council would have to approve funds coming from the Liquor Store funds and that could be approved tonight at the City Council meeting.

Fuhrman said she will add that to the City Council agenda for tonight's meeting.

UPON THE VOTE, THERE WERE 5 AYES, 1 ABSTAINED. (AYES: WALKER, CHAPMAN, RIDDLE, CLARK, AND HALLIN; SNUSTEAD ABSTAINED)

C. Sherburne County Economic Development Strategic Plan Update

Fuhrman received an email from Dan Weber, Economic Development Specialist that read:

Recently we have had several inquiries requesting an update on the status of the Sherburne County Economic Development Strategic Plan. I wanted to take a moment to update everyone on our current timeline and progress made so far.

At the June 4th County Board workshop meeting a preliminary draft of the Sherburne County Economic Development Strategic Plan was presented to the Board of Commissioners by Springsted. Based on feedback from the discussion and previous community meetings, we have narrowed the focus of the plan to six main strategies.

- 1. Collaboration with Public Agencies and Private Partners*
- 2. Invest in Transportation and Technology Infrastructure*
- 3. Determine Role in Marketing*
- 4. Allocation of County Resources*
- 5. Efficient Use of Financial Incentives and Tools*
- 6. Maximize Value of Public Facilities*

The Work Plans that fall under each of these six strategies will be discussed at the July 8th County Board meeting. The plan is to assign tasks and completion dates to each portion of the work plan.

In addition, and as I mentioned in an earlier email, we are planning our first Countywide Community Partnership meeting on August 5th at 2 pm. DEED will be the main speaker at this meeting, but my plan is to distribute the final version of the strategic plan to all attendees. I will be sending out an agenda closer to the meeting date.

Thank you to everyone who has participated in this process and do not hesitate to contact me with any questions. Dan Weber

-----End of Memo-----

Fuhrman said she went to two meetings on their Strategic Plan. She has been talking to Dan Weber and Weber said they are looking at developing a Development Fund. Fuhrman told him about what the City is looking at and maybe could apply for the funding.

NEW BUSINESS: None

MISCELLANEOUS:

A. EDA Balance Sheet

The EDA Board had no comments.

B. Verbal Report

1. Higher Education Presence Update

Fuhrman said she will be sending out a survey for Princeton area manufacturing and healthcare industries in regards to workforce, education, and training. She should have the results by the next EDA Board meeting and will share the outcome of the survey.

Walker asked what funding would be available to drive the projects.

Fuhrman said the School District is already taking on new projects and that is good. The next step is with the businesses or the nursing homes need a CMA Program. Maybe they would bring that here if it is needed. We need to take small steps and maybe in the future it will be a permanent presence here.

Snustead commented that a nursing program would be a priority. The Elim Home advertises in the Princeton and Milaca area for help.

C. City Council and Planning Commission Minutes for June, 2014

The EDA Board had no comments.

EDA Board
July 10, 2014
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HALLIN MOVED, SECOND BY CHAPMAN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 6:35 P.M.

ATTEST:

Thom Walker, President

Mary Lou DeWitt, Comm. Dev. Assistant

DRAFT

2013/2014 Commercial/Industrial Countywide Projects**Baldwin Township**

Abra Auto Body – Purchased and remodeled vacant building off of Hwy 169. The completed remodeling project equated to approximately \$17,000 of taxable value and fills an existing property that had been sitting vacant for several months.

Chenny Auto - Began construction of a new 2,040 sq ft office building on a previously vacant site. The project has an estimated cost of \$75,000.

SRW Products – Completed expansion of a 2,992 sq ft shop building and in the process of constructing a 9,472 sq ft cold storage building. In addition, they are remodeling their existing offices. These completed projects will equate to approximately \$150,000 of taxable value.

Zimmerman

UMA Properties – Recently completed construction of a new 25,000 square foot manufacturing property that equates to approximately \$1,200,000 of taxable value and was built on a previously exempt vacant site.

Whistling Pickle - Purchased and remodeled vacant building into a restaurant. The completed remodeling project equated to approximately \$53,400 of taxable value and fills an existing property that had been sitting vacant for several years.

Clear Lake

Netter Enterprise – Began construction of two new mini-storage facilities totaling 18,320 sq. ft. The completed project will equate to approximately \$311,500 of taxable value.

Elk River

Starbucks – A portion of the former Hollywood Video building is being remodeled into a Starbucks. The completed project will equate to approximately \$39,000 of additional taxable value.

Preferred Powder Coating – Recently completed construction of a new 100,000 sq. ft. manufacturing facility that equates to \$5,000,000 of taxable value and was built on a previously exempt vacant site.

Cornerstone Auto (Kia) – Began construction of a new 16,108 sq. ft. Kia auto dealership. The project has an estimated cost of approximately \$2,000,000.

Forced Air One – Completed construction of a new 480 sq. ft. retail/storage facility on a previously vacant property. The project will add approximately \$8,600 of taxable value.

Nature's Dry Cleaners – Recently remodeled the old vacant Hardee's located on Hwy 10 into a retail dry cleaning business. The project will add approximately \$70,000 of taxable value.

Noodles and Company - Remodeled vacant property off of Hwy 169. The completed remodeling project equated to approximately \$10,500 of taxable value.

Midwest Mini-Storage - Recently completed construction of two new mini-storage facilities totaling 10,020 sq. ft. The completed project will equate to approximately \$185,000 of taxable value.

Alliance Machine – Completed a 17,200 sq ft manufacturing expansion. The completed project added \$625,000 of taxable value.

Elk River LLC - Recently remodeled the old vacant Saxon Auto sales office located on Hwy 10 into a medical office clinic. The project will add approximately \$271,200 of taxable value and filled an existing building that had been sitting vacant for several years.

Ralphie’s Victory Lane – Purchased and remodeled a vacant building into a convenience store. The completed remodeling project equated to \$30,600 of taxable value and fills an existing property that had been sitting vacant for several years.

Big Lake

Commons of Big Lake – Completed construction of a 13,440 sq. ft. retail center. The property currently has two tenants, a dentist and a hair salon. Approximately 75% of the building is available for lease. The completed project will equate to approximately \$950,000 of taxable value.

Cargill – Began construction of a 4,740 sq. ft. warehouse expansion. The project will add an estimated \$185,000 of taxable value.

Kelco – Purchased, remodeled and constructed a 24,724 sq ft manufacturing facility. The completed projects added \$384,300 of taxable value and filled an existing property that had been sitting vacant for several months.

Dill Dental – Constructed a new 3,530 sq ft dental office facility. The completed project, which was built on a previously exempt vacant site, added \$559,600 of taxable value.

Big Lake Township

Govesco Properties – Completed construction of a 2,618 sq. ft. mini-storage expansion. The project will add approximately \$28,500 of taxable value.

MLBL – Completed a 12,794 sq. ft. office remodel and expansion. The completed project equated to \$315,000 of taxable value.

Becker

Raking LLC – Began construction of a new 3,120 sq. ft. retail facility on Hwy 10. The project has an estimated cost of \$84,000.

Structural Complex – Recently completed construction of three new mini-storage facilities totaling 10,720 sq. ft. The completed project will equate to approximately \$187,000 of taxable value.

Snap Fitness – Purchased and remodeled vacant building off of Hwy 10. The completed remodeling project equated to approximately \$12,500 of taxable value and fills an existing property that had been sitting vacant for several months.

Lear Holdings - Purchased and remodeled the old vacant liquor store building off of Hwy 10 into commercial office space. The completed remodeling project equated to approximately \$19,900 of taxable value and fills an existing property that had been sitting vacant for several months.

Kaseman Machine – recently completed construction of a 8,400 manufacturing and office expansion. The completed project added \$365,900 of taxable value.

Becker Township

Vonco – Completed construction of a new 6,912 sq. ft. storage shed and a 672 sq. ft. office/break room. The projects equate to approximately \$91,500 of taxable value.

Element Arms – Purchased and remodeled a vacant building off of Hwy 10. The completed remodeling project equated to approximately \$27,500 of taxable value and fills an existing property that had been sitting vacant for several years.

Santiago Township

Centra Sota Cooperative – Completed construction of a 12,480 storage shed. The project equates to approximately \$57,500 of taxable value.

Princeton

MN Industrial Coatings - Began construction of a new 30,000 sq ft manufacturing building on a previously vacant site. The project will equate to approximately \$1,125,000 of taxable value. This project was made possible through the establishment of a TIF district.

Biomatrix – Constructing a 9,600 sq ft expansion to their existing facility. The completed project will equate to approximately \$300,000 of taxable value and was made possible with the help of a city and county tax abatement financing agreement.

Inline Packaging – Completed an 8,750 sq ft manufacturing expansion. The completed project added \$302,200 of taxable value and was made possible with the help of a city and county tax abatement financing agreement.

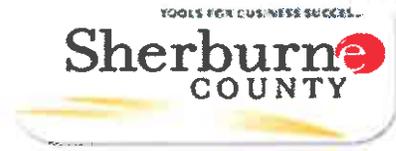
Princeton Auto Center – Completed a 1,548 sq ft auto dealership expansion. The completed project added \$53,000 of taxable value.

Hibbs and Company – Recently purchased and remodeled a vacant building in the Princeton Industrial Park. No additional taxable value was created, however it filled an existing building that had been sitting vacant for several months.

Haven Township

Courtesy Auto Transport - Completed construction of a 468 sq ft office expansion. The project equated to \$37,600 of taxable value.

Pearson Investments – Purchased and remodeled the former Denny Hecker’s auto lot off of Hwy 10. The completed remodeling project equated to approximately \$22,000 of taxable value and fills an existing property that had been sitting vacant for several years.



Sherburne County, Minnesota

Economic Development Strategic Plan

Three Year Plan: 2014-2016

Economic Development: the main goal of economic development is to enhance the economic well-being of a community through efforts that entail job creation, job retention, property tax base enhancements and improvements to the quality of life. There is no single definition for economic development and no single strategy, policy or program for achieving successful economic development is available or desirable. This document outlines the plan for Sherburne County, Minnesota. Strategic plans vary in their timing and impact – for Sherburne County, this provides a three year perspective.

Purpose

The Sherburne County Board engaged Springsted, Incorporated to partner with County staff to prepare a Sherburne County Economic Development Strategic Plan. Three directives originated from the County Board – 1) Recommend an appropriate economic development role for Sherburne County; 2) Develop strategies and goals for encouraging economic development within the County; and 3) Identify and recommend uses for the County Economic Development Fund. The County has a strong history and track record in economic development; however, the Board is seeking a more finite and definitive focus and direction.

The process was highlighted by two stakeholder meetings with total attendance for both meetings exceeding 60 community members. A copy of the attendees, agendas, minutes and handouts is available in the County Administration office. The results of these two meetings provided input and direction for the staff and consulting team on specific themes, strategies and goals. Thus a strong foundation is in place for producing this strategic plan. The plan is based on eight elements:

1. Initial direction from the County Board and County Administration
2. Existing County data and information
3. Input from the March 17 stakeholder meeting
4. Information from the stakeholder economic development surveys
5. Preparation of a work paper on economic development concepts
6. Input from the April 21 stakeholder meeting
7. Economic development best practices
8. County Board Work Session held on June 4

Collectively, these eight elements established a strong foundation to prepare the strategic plan.

Economic Development Policy and Objectives

The mission of Sherburne County is: "To provide the necessary services in a cost effective manner to support quality of life for Sherburne County citizens." The economic development strategic plan is one supporting

activity which allows the County Board and staff, cities and public agencies, and the business community to pursue the mission, achieve the vision and accomplish the goals.

It is the policy of the Sherburne County Board of Commissioners to advance the County's role and increase its participation in economic development. The County will invest staff time and financial resources in a strategic manner and will engage in a collaborative approach to pursue countywide economic development goals. The County's actions will be guided by six policy outcomes. The County's investment in economic development will:

1. Enhance the quality of life for all of residents
2. Create and sustain living wage jobs
3. Expand the County's property tax base
4. Allow the County to be a partner with other public agencies and private sector stakeholders
5. Allocate County staff time efficiently and effectively
6. Distribute the County's economic development fund in a strategic and successful manner

Sherburne County Economic Indicators

The data presented by the Central Minnesota Jobs and Training Service offers a distinct evaluation of Sherburne County economic indicators. A summary review of present economic data for Sherburne County finds that the County's economy has these characteristics.

- Sherburne County is the 12th largest county in Minnesota and over the last decade was the third fastest growing county. The county demographics are favorable and there is significant positive energy in the county. Since 2003 the County has gained over 6,300 available workers which is 5 times the state average. Unemployment in the County is presently 5.6% with close to 2,700 available workers. Sherburne County has a growing and available workforce.
- Sherburne County's proximity to the Twin Cities region creates competition and a high level of commuting workers. Just fewer than 60% of eligible workers commute to other communities for their jobs. Of that total, 50% of the commuters drive to the 7-County metropolitan area to work. If more jobs were located within the county the number of commuters will decrease. Employees prefer to work closer to their home if possible.
- Sherburne County has 1,932 businesses with 25,417 jobs. Although the recession took its toll on businesses, between 2012 and 2013 Sherburne County gained net new jobs of 1,689. There are 17 main industry sectors in the county and all but three gained jobs during this period. The County has a diverse base of businesses and this provides an industry balance during regular business cycles. In addition, Sherburne County has a strong agriculture base and this is not anticipated to change in the future.
- Sherburne County is located in the Central Minnesota Region which has a population approximating 500,000 people. Sherburne County's population of 88,499 is almost 1/5 the total. The fastest growing

job industries in the region are: Healthcare and Social Assistance followed by retail, manufacturing and construction. Each of these industries is anticipated to grow and expand in the foreseeable future.

Strategic Plan

The Strategic Plan provides a realistic and practical *road map* for the County. It guides the county leaders and allows them to focus on the most important economic development priorities. Furthermore it directs staff time and financial commitments to those activities that support the County’s mission, vision, and goals. Ultimately when the plan is underway and the County has a solid foundation, it will improve accountability and the capacity to measure the outcomes of your investment.

From all of the input provided, seven themes emerged as leading economic development priorities. They are (in no particular order): 1) Collaboration with Public Agencies; 2) Infrastructure: Transportation and Technology (Broad-Band); 3) Marketing and Awareness (Branding); 4) County Resources (Time, Staff and Money); 5) Incentives and Financial Tools; and 6) Public Facilities.

These themes were prominent in the discussion and survey. They form the basis for presenting economic development strategies and goals. Similar to any strategic planning initiative, there is overlap within each theme and priorities and projects will vary based on timing, and available resources. The workforce housing theme was integrated into the collaboration with public agencies and private partners area. Thus, the following six strategies are presented for Sherburne County:

- 1. Collaboration with Public Agencies and Private Partners**
- 2. Invest in Transportation and Technology Infrastructure**
- 3. Determine Role in Marketing**
- 4. Allocation of County Resources**
- 5. Efficient Use of Financial Incentives and Tools**
- 6. Maximize Value of Public Facilities**

Strategy: Collaboration with Public Agencies and Private Partners

Partnering and working with area townships, cities, regional and state agencies are a priority. The County’s plan is to complement the work of other agencies invested in economic development pursuits. This principle is consistent with previous economic development efforts of the County.

Work plan

Goals	Assigned	Completion Date
1. Develop quarterly committee meetings consisting of economic development staff and any interested township officials and chamber of commerce staff. Hold roundtable discussions.	Dan Weber	First Meeting 8/5/14
2. Attempt to standardize policies and forms between entities.	Dan Weber & City ED Staff	4Q 2014

3. Work with partners on workforce development and training.	Dan Weber, City ED Staff & CMJTS	Immediate & Ongoing
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Strategy: Invest in Transportation and Technology Infrastructure

Technology is quickly becoming the second infrastructure and competition for business and economic growth is truly dependent upon having access to both transportation and technology. Financial resources are needed in both areas for the County to be successful in its economic development role.

Work plan

Goals	Assigned	Completion Date
1. Begin working with Blandin Foundation and other public and private entities to explore and research potential broadband needs.	S. Taylor, B. Kamman & Dan Weber	Immediate and Ongoing
2. Pursue multi-model transportation and transit opportunities.	J. Menter, S. Taylor & D. Weber	On-going
3. Establish Relationship working relationship with BNSF	Dan Weber	Q4 2014

Strategy: Determine Role in Marketing

Competition in economic development is intense and a variety of comments reflected the need for the Sherburne community to promote, market and brand itself. There is a consensus that the community must *tell its story* better and promote the assets and strengths it offers.

Work plan

Goals	Assigned	Completion Date
1. Review current county economic development website and develop a Sherburne County Brand.	Outsource	Q1 2015
2. Partner and cost share marketing efforts with local communities.	Dan Weber	Immediate and On- going

Strategy: Allocation of County Resources

Public entities that seek to maximize their value and contributions to a public policy objective must be ready to contribute both time and money to the effort. Discussions underway on the role of the County’s EDA will continue and be important in the planning process. Sherburne County will have a variety of considerations to make when it comes to allocating resources.

Work plan

Goals	Assigned	Completion Date
1. Part time grant writer added on to an existing job description.	Steve Taylor	Q1 2015
2. Site selection conferences/manufacturing tours/regional membership meetings – contract with independent consultant on a project by project basis.	Outsource	On-going
3. Quarterly Board workshop to update on projects and activities.	Dan Weber	On-going starting Q3 2014

Strategy: Efficient Use of Financial Incentives and Tools

In Minnesota public agencies have statutory powers to support economic development in certain ways. Traditional powers and funding sources have emanated from city government, but counties are expanding their powers and authority in these areas.

Work plan

Goals	Assigned	Completion Date
1. Review and update existing financial incentive policies.	D. Weber, Attorney's Office, County EDA	Q4 2014
2. Inventory all financial tools available by local public agencies.	Dan Weber & City ED Staff	Q4 2014
3. Develop economic fund policy.	Weber, Attorney's Office, County EDA	Q4 2014

Strategy: Maximize Value of Public Facilities

Conventional wisdom and data suggests that the best place to focus economic development efforts is on your existing businesses. Although no economic development program is complete without a new business development strategy, growing and expanding your existing businesses is the best way to create new jobs and expand your tax base. Ensuring that there is adequate space to grow and expand is an important economic development objective.

Work plan

Goals	Assigned	Completion Date
1. Ensure an adequate inventory of shovel-ready land that is available for development.	Dan Weber, City ED Staff	Ongoing
2. Partner with local cities and townships on maintaining an available inventory and sharing in the marketing efforts of available land.	Dan Weber	In process Completed Q3 2014

Implementation Ideas

Strategic plans are only as effective as the commitment made by all parties to follow-through. This plan is both comprehensive yet realistic. The plan provides the County with four distinct benefits:

- A decision-making tool to assist in making policy decisions
- A leadership tool to assist in identifying and establishing goals
- A management tool to assist in operationalizing plans and determining accountabilities
- A communication tool to inform partners and stakeholders about the plans

To move the plan into action the County Board will:

- Champion the process
- Identify clear expectations for staff
- Allocate financial resources
- Commit to implementation
- Determine reporting levels and timely update schedules
- Annually update the plan

In applying the guiding principle of working in partnership with others the County will seek the input and perspectives of a broad group of stakeholders. The diverse group of stakeholders that contribute to economic development within the County includes large and small businesses, economic development organizations, educational institutions, chambers of commerce's, state and regional agencies, and local communities. Together, these partners will ensure a strong and positive economic future for all residents of Sherburne County.

Work Destination Report - Where Workers are Employed Who Live in the Selection Area - by Places (Cities, CDPs, etc.)

Total Primary Jobs

	2011	
	Count	Share
Total Primary Jobs	1,411	100.0%

Jobs Counts by Places (Cities, CDPs, etc.) Where Workers are Employed - Primary Jobs

	2011	
	Count	Share
Princeton city, MN	476	33.7%
Elk River city, MN	123	8.7%
Anoka city, MN	61	4.3%
Rogers city, MN	50	3.5%
Cambridge city, MN	45	3.2%
St. Cloud city, MN	45	3.2%
Milaca city, MN	42	3.0%
Coon Rapids city, MN	30	2.1%
Zimmerman city, MN	29	2.1%
Maple Grove city, MN	19	1.3%
Ramsey city, MN	19	1.3%
Monticello city, MN	18	1.3%
Foley city, MN	14	1.0%
Blaine city, MN	12	0.9%
Brooklyn Park city, MN	9	0.6%
Minneapolis city, MN	8	0.6%
Duluth city, MN	7	0.5%

Jobs Counts by Places (Cities, CDPs, etc.) Where Workers are Employed - Primary Jobs

2011

	Count	Share
Isanti city, MN	7	0.5%
St. Michael city, MN	7	0.5%
Waite Park city, MN	7	0.5%
Buffalo city, MN	6	0.4%
Mora city, MN	6	0.4%
Sauk Rapids city, MN	6	0.4%
Albertville city, MN	5	0.4%
Andover city, MN	5	0.4%
All Other Locations	355	25.2%

Report Settings

Analysis Type	Destination
Destination Type	Places (Cities, CDPs, etc.)
Selection area as	Home
Year(s)	2011
Job Type	Primary Jobs
Selection Area	Princeton city, MN from Places (Cities, CDPs, etc.)
Selected Census Blocks	260
Analysis Generation Date	07/31/2014 15:47 - OnTheMap 6.2
Code Revision	a12f12cf37f990b17ae7dd6623f608d9384e8f29
LODES Data Version	20130430

Source: U.S. Census Bureau, OnTheMap Application and LEHD Origin-Destination Employment Statistics (Beginning of Quarter Employment, 2nd Quarter of 2002-2011).

Notes:

1. Race, Ethnicity, Educational Attainment, and Sex statistics are beta release results and are not available before 2009.
2. Educational Attainment is only produced for workers aged 30 and over.
3. Firm Age and Firm Size statistics are beta release results and are not available before 2011.

Home Destination Report - Where Workers Live Who are Employed in the Selection Area - by Places (Cities, CDPs, etc.)

	2011	
	Count	Share
Total Primary Jobs	3,357	100.0%

Jobs Counts by Places (Cities, CDPs, etc.) Where Workers Live - Primary Jobs

	2011	
	Count	Share
Princeton city, MN	476	14.2%
Elk River city, MN	103	3.1%
Zimmerman city, MN	99	2.9%
Milaca city, MN	97	2.9%
St. Cloud city, MN	59	1.8%
Big Lake city, MN	29	0.9%
Cambridge city, MN	29	0.9%
Coon Rapids city, MN	25	0.7%
Otsego city, MN	24	0.7%
Sartell city, MN	24	0.7%
Minneapolis city, MN	22	0.7%
Monticello city, MN	21	0.6%
Ramsey city, MN	21	0.6%
Andover city, MN	19	0.6%
Blaine city, MN	18	0.5%
Foreston city, MN	18	0.5%
Pease city, MN	15	0.4%

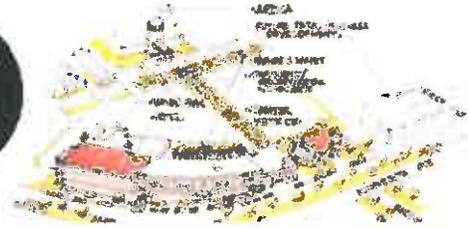
What would you like Princeton to look like in 20 years?

More care for the elderly		
More retail opportunities		
More small specialty shops		
Outdoor pool		
Junior or Tech college		
Recreation		
Fine arts		
Restore old buildings to historic look		
Facelift malls to historic look		
Little businesses		
Ice Cream Shop		
More gardens/City of flowers		
Community Center		
Downtown grocery store		
Healthy community		
Bike trail connections (Princeton to Milaca)		
More river traffic		
Marching band		
More crosswalk signs		
Bike & Walk trails in town		
Affordable townhomes for seniors		
Trail along River		
_____ for open retail spaces		
General improvements (flowers & lights)		
Keep Small Town Feel (community)		
Vibrant Downtown		
Connected Trail System w/ Facilities		
Increased tourism (visit, shop, stay)		
More activity in town		
Walkable community		
Organic restaurant		
Pedestrian Mall		
Movie Theatre		
Warm/welcoming reputation		
No gravel roads		
Great sidewalks		
Flower planters		
More Main Street businesses		
More green spaces		
Theme stores		
Prettier McDonald's		
Unique stores		
East side of City - Alive & Vibrant		
Downtown bumpouts		
Development of 6th Ave for fuller DT		
Similar to Lanesboro/Stillwater		

Regional Center	I
Multi-generational community	I
Maintain historic element	I
Annex more land	I
Trail with Central Focal Point	I
Higher paying jobs	I
Fill all commercial spaces	I
More rural/city connection	I
Community Center Complex	I
Constant community activities	I
Beef up Small Town Quaintness (ex: hytech & unique)	I
Life after 6 PM	I
Prosperous Growth	I
Proud Citizens	I
Full & Busy Downtown	I
Manicured Streets & Parks (public spaces); Maintain City buildings	III
Fiber optics (super fast internet)	I
Community-based education (higher education)	I
More people involvement (ex: Block Party)	I
Connecting City Hall & Townships (ex: involvement & resources)	I
Thriving stores	I
Keep Post Office in Princeton	I
Safe Streets & Walkways	I
More entertainment options	I
Add businesses to north side of town (near schools)	I
Become a Destination City / Gateway to the North / Theme (historic?)	III
More family focused (ex: trails, family activities, etc)	I
Like it as it currently is	I
Rollercoasters	I
Charles Dicken's Theme (quaint)	I
Destination on the Rum River	I
Good Streets that are more inviting	I
More "green" (ex: Trees)	I

**MINNESOTA
DESIGN
TEAM**

In Princeton



Friday, September 26th

Community Potluck & Town Meeting • 6:00 PM

Immanuel Lutheran Church • 401 South 8th Ave

Please bring a dish to pass.

Community Input Needed!

Saturday, September 27th

MN Design Team Community Presentation • 7:00 PM

High School Performing Arts Center (PAC) • 807 South 8th Ave

Snacks, refreshments, and conversation after presentation.

Final reveal of the MN Design Team Ideas!

Concept:

- Community planning
- Working together
- All groups acting in concert



- Forward movement
- Plans become reality



GOAL

Experienceprinceton.org



ExperiencePrinceton



#BetterPrinceton



This project was funded in part by the Initiative Foundation, a regional foundation, as well as the following sponsors:



BALANCE SHEET
JULY 31, 2014

	Economic Development Authority	Railroad Redevelopment Project	Industrial Park Development
--	--------------------------------------	--------------------------------------	-----------------------------------

ASSETS			
Cash	(\$826,560.80)	\$113,408.68	(\$3,738.50)
Taxes Receivable	1,211.05	--	--
It Starts Here Loan	10,000.00	--	--
Prepaid Insurance Expense	1,035.00	--	--
TOTAL ASSETS	(\$814,314.75)	\$113,408.68	(\$3,738.50)

LIABILITIES

Accounts Payable	\$0.00	\$0.00	\$0.00
Reserve for uncollectible taxes	1,211.05	--	--
Due to Other Funds	--	--	--

EQUITY

FUND BALANCE (DEFICIT)	(815,535.80)	113,408.68	(3,738.50)
TOTAL LIABILITIES AND EQUITY	(\$814,314.75)	\$113,408.68	(\$3,738.50)

** Revolving Loan Fund Cash Balance \$ 57,677.94

INCOME STATEMENT
FOR THE MONTH ENDED JULY 31, 2014

	Economic Development Authority	Railroad Redevelopment Project	Industrial Park Development
--	--------------------------------------	--------------------------------------	-----------------------------------

REVENUES

Tax Receipts	\$6,715.13	\$9,656.52	\$0.00
Record 2013 Transfer from General Fund	5,000.00	--	--
Initiative Foundation Grant - Design Team	4,000.00	--	--
Adjust for 2013 Insurance Payment	253.00	--	--
Chamber - Donations Received for Design Team	1,000.00	--	--

EXPENDITURES

Personnel Costs - Salaries and Fringe Benefits	(4,065.07)	--	--
Carie - Mileage and Meeting Refreshments	(92.56)	--	--
Board Members - Meeting Per Diems	--	--	--
Dove Fretland - Rum River Health Loan	(175.50)	--	--
PACC - Website Cost Reimbursement	--	--	--
AIA - Design Team Down Payment	(2,500.00)	--	--
Lakes and Pines East Central Housing Study	--	--	--
Mille Lacs County - Aero Park Taxes & Assessments	--	--	--
PACC - Grow MN Fee - EDA share	--	--	--
US Bank - Debt Service	--	--	--

Net Income (Loss) Month Ended July 31, 2014	\$10,135.00	\$9,656.52	\$0.00
--	--------------------	-------------------	---------------

Fund Balance (Deficit) as of June 30, 2014	(825,660.80)	103,752.16	(3,738.50)
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FUND BALANCE (DEFICIT) AS OF JULY 31, 2014	(\$815,525.80)	\$113,408.68	(\$3,738.50)
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**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JULY 10, 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, Jules Zimmer, and Victoria Hallin. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Brian Payne, Police Sergeant Joe Backlund, Police Investigator Todd Frederick, Community Development Director Carie Fuhrman, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineer Mike Nielson, and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Dangerous Dog Hearing Minutes of June 26, 2014
- B. Regular Meeting Minutes of June 26, 2014

HALLIN MOVED TO APPROVE THE DANGEROUS DOG HEARING MINUTES OF JUNE 26, 2014 AND THE REGULAR MEETING MINUTES OF JUNE 26, 2014. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
- B. **Personnel**
 - 1. Liquor Store – Resignation of Janet Enderle
- C. **Donations / Designations**
 - 1. 14-26 – donation from the Princeton Jaycee's for the Splash Park

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

OPEN FORUM

Jan Jude spoke about her position as Mille Lacs County Attorney and stated she will be running for re-election. She has been the County Attorney for 12 years, and was born and raised in the county. Her son went to school and played hockey here in Princeton. She reports that she has stopped turnover in the office, and she is the longest serving attorney the County has had. She has reduced the need to have outside council and touched on the County Attorney budget, which she stated is primarily salary. The only overhead they have is the computers that are on a schedule, and she only asks for what they need to operate. She stated Mille Lacs County does have a higher crime rate than some other counties, which is primarily attributed to the north side of the county. She has started a youth type program that they hope will benefit them in the future. She also produces a law enforcement bulletin that updates the police departments on law changes, current issues, updates on trials, etc. She said she also serves on the Strategic Planning Committee, where they are trying to find ways to make the overall system more efficient.

PUBLIC HEARINGS

- A. Airport DBE Hearing

Karnowski reported that in order to qualify for FAA funding for airport improvement projects, the city needs to have a Disadvantaged Business Enterprise (DBE) Goal.

The Airport engineer advises that it's also a good idea to have a hearing on the topic to see if there is any public comment. To date we've had no one request to see the document and have had no one comment on it.

Still a hearing should be opened to see if anyone is interested in commenting.

NOTICE OF DBE CONSTRUCTION GOAL

The City of Princeton, Minnesota has set a Disadvantaged Business Enterprise (DBE) Goal of 3.4% for the FY2014/15/16 Airport Improvement Projects which are funded, at least in part, by Federal grant(s).

The goal and rationale are available for inspection during normal business hours at the Princeton City Hall, 705 2nd Street North until July 14, 2014.

The City of Princeton and the US Department of Transportation will accept comments on the DBE construction goal until July 29, 2014 at the above address for the City and at:

US Department of Transportation
Federal Aviation Administration
AGL-9
2300 E. Devon Avenue
Des Plaines, IL 60018

For the US Department of Transportation.

WHITCOMB OPENED THE HEARING AT 7:08PM

HALLIN MOVED TO CLOSE THE PUBLIC HEARING AT 7:08PM WITH NO COMMENTS.
DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

- A. Planning Commission Meeting Minutes of June 16, 2014
- B. EDA Meeting Minutes of June 19, 2014

Verbal report by Carie Fuhrman

Fuhrman reported they have been working on cleaning up a few properties, 2 of them are the old Bergstrom house and the old gas station. They just voted to hire West Branch construction to demolish those properties.

Secondly, she stated the EDA is looking for a motion from the council. The EDA had provided computers to Rum River Health Services and have picked those up. They are looking to hire a company to clean out the computers and get them ready for possible resale. They had TDT Computers which does a lot of work for the Police Station, and F1 Computers of Princeton provide quotes. The EDA is asking for a motion approving \$2465 to pay for TDT to do that work. Liquor store funds will be used to pay for that ser-

vice, then when the computers are sold those funds can be replenished.

WALKER MOVED TO APPROVE THE EDA TO SPEND \$2465 TO CLEAN THE COMPUTERS FROM RUM RIVER HEALTH SERVICES. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Fire Board Meeting Minutes of July 1, 2014

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Block Party Request

Karnowski reported that Scott Berry has contacted staff to request additional street closures for the Block Party. The County is aware of the changes as well.

He said the city did receive some concern on part of the speedway, as they will be having a special event that evening and they were concerned with the shutting down of First Street, it may be difficult for some to find their way to the Fairgrounds.

Hallin asked what time the roads will be closed. Berry replied they would like them to be closed about Noon Friday July 25th, until approximately 11pm. Our Downtown Block Party has always been north or south of First Street. The purpose of closing both north and south, as well as part of First Street is to allow people to go back and forth safely, and allow all the businesses to participate. The Block Party was originally created to bring people downtown when the bridges were under construction. There will be some traffic inconvenience, but it should be easy to navigate around.

Payne said they had planned on putting just one officer on the event, so with the additional road closures, they may need assistance from the block party to put signs up. Berry agreed they would assist in putting the signs up.

ZIMMER MOVED TO APPROVE THE REQUEST TO CLOSE RUM RIVER DRIVE FROM 2ND AVENUE NORTH TO 2ND AVENUE SOUTH, AND FIRST STREET TO BE CLOSED FROM 6TH AVENUE NORTH TO 4TH AVENUE SOUTH. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Reconsideration of August 12th meeting, due to Primary Election

Karnowski reported that at the last meeting, the council motioned to move the August 14th meeting to Tuesday August 12th, because of the Design Team Prep meeting. Since that meeting, it occurred to staff that Tuesday August 12th is the Primary Election and according to state statute 204C.03, we cannot hold a public meeting on Election Day from 7am to 8pm.

Would the Council like to reschedule the meeting to August 19th, or to another date.

WALKER MOVED TO MOVE THE MEETING TO AUGUST 14TH AT 5:30PM. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Appointment of Primary and General Election judges

Karnowski reported that the Council needs to appoint the judges for the Primary and General Elections.

HALLIN MOVED TO APPOINT THE FOLLOWING JUDGES FOR THE PRIMARY AND GENERAL ELECTIONS:

Marilyn Trunk	Ann Bien	Lori Akers	Diann Boser
Jane Hanson	Vicki Lind	Don Britt	Meilan Haehn
Maureen Gould	Fran Howard	Norma Stay	Evelyn King
Anne Stevenson	Jo Seifert	Joan Quickstrom	Delores Topliff
Carol Whitcomb			

ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Police Chief Pending Retirement

Karnowski reported that he has been advised that Police Chief Payne is retiring in October. While October still seems like a ways off, it's less than 90 days away.

Recalling the situation we had in 2007 when the previous Police Chief basically gave the city two weeks' notice of his resignation, I'd like the Council to direct staff to begin the process of selecting Chief Payne's successor as soon as possible. He thinks, and Chief Payne agrees, that the transition would work best if Payne's successor was designated before Payne actually retires.

In order to do that, staff needs to get a sense of how the Council would like to proceed. He said he believes the Council has two options. The Council can decide to:

1. Limit applications to current members of the Princeton Police Department and promote from within, or
2. Solicit applications from all qualified candidates and strongly encourage current members of the department to apply.

He said it has always been his belief that opening up the position to all qualified candidates while strongly encouraging current department employees to apply has advantages over limiting applications from current employees only.

The rationale is that if a current employee beats out all competition from both inside and outside the department, then that candidate would know that they are truly the best person for the job rather than simply the best candidate of the current employees. It adds to the credibility of the appointment for not only the public but the department as well.

The reason he is suggesting the Council begin the process for selecting a new Police Chief now is that, if a current employee is appointed, the city will need to go through at least one more hiring process to replace the officer appointed. And, if the person selected is, for instance, either the current Sergeant or Investigator, then a third hiring process will have to be undertaken to select a replacement for one of those positions.

He asked how the Council wished to proceed.

Dobson said the problem is opening up to the outside, is right now we have a great department and everyone is working together very well. Bringing someone new in, may upset the department and we could lose some good officers. Zimmer expanded on that and said smaller departments don't have a lot of opportunity for advancement and if you want to retain your officers they need to know they are looked at for those positions in the future. Otherwise, they may go elsewhere where they can expand their career. He would like to look within first, where there would likely be qualified candidates. Hallin asked if there would be a new officer hired. Karnowski replied that there will be one person hired. Walker added that while there is still some time, if it was opened up to outside applicants, there would be some time lost. He asked if the Council should also approve the positing of an additional officer at this time. Whitcomb responded that he thinks there is a little time before that needs to be posted.

WALKER MOVED TO LIMIT APPLCIATIONS TO CURRENT EMPLOYEES. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO ACCEPT POLICE CHIEF PAYNE'S RESIGNATION WITH REGRET. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Elim Care and Rehab Road Closure request

Karnowski reported that Elim Care and Rehab Center is requesting the ability to close off 8th Avenue for their 28th Annual Elim Fest on Sunday, August 17th. If the Council approves this request, they ask if the Street Department could drop the barricades again on the boulevard sometime before the event and they will set them up at each ends of the block around 11am and they will remove them at or before 8pm after clean up from the event. As in the past, they will gladly keep a path open on the north side of the street for ambulance and other emergency vehicle access.

HALLIN MOVED TO APPROVE THE CLOSURE OF 8TH AVE FROM 11AM TO 8PM ON SUNDAY, AUGUST 17TH FOR THE 28TH ANNUAL ELIM FEST. ZIMMER 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 \$105,307.90 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70273 TO 70344 FOR A TOTAL OF \$390,397.27. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:27 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
JULY 24, 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, Police Chief Brian Payne, Police Sergeant Joe Backlund, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineer Mike Nielson, and Attorney Dick Schieffer. Absent was Victoria Hallin, Finance Director Steve Jackson and Community Development Director Carie Fuhrman.

AGENDA ADDITIONS/DELETIONS

None

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of July 10, 2014

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 10, 2014. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

1. Princeton Lion's Raffle – K Bob Restaurant on October 20, 2014
2. Non Intoxicating License for Finish Line Cafe – Mille Lacs County Fair

B. Personnel

1. Public Works – Dan Peirce Step 3 Increase to \$21.88 effective 8-1-14

C. Donations / Designations

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

OPEN FORUM

Mark Herzing said he is running for Mille Lacs county attorney. He is running because this county's budget is double what other local counties spend. He points out that costs are rising, but effectiveness is not. The 2012 report of Offenders Sentenced per arrest shows Mille Lacs County at only 8.3%. Morrison County is at 40% with the average at about 15.6%. Mille Lacs is the lowest and about half the average. It could be a high number of plea bargains, but he feels it should be looked into further. He is running for the office to talk about these issues and discuss the budget. He invited everyone to stop and talk with him at the block party tomorrow.

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Fairview Northland 5K route request

Karnowski reported that Fairview is holding a 5K run on September 20, 2014 and are requesting approval of the route they have chosen. The proposed route will include 9th Ave South, 2nd street, 11th Ave South and Old County Road 18 South.

Whitcomb asked if Payne had a chance to review the route. Payne said he had and he likes the proposed route.

WALKER MOVED TO APPROVE THE PROPOSED ROUTE FOR THE FAIRVIEW NORTHLAND 5K TO BE HELD ON SEPTEMBER 20, 2014. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Reconsideration of Computer bid

Karnowski reported that at the July 10th Council meeting, the Council concurred with the recommendation of the EDA to approve an expenditure of \$2,465 to clean up the hard drives of the computers recovered from the former Rum River Health Services operations and award the contract for the work to TDT. The City received two bids for that work, one from TDT and one from F1 Computer Experts.

Because the EDA meeting where that recommendation was determined adjourned just minutes before the Council meeting, there was no time for staff to provide a memo regarding the issue. The Council, therefore, was not made aware of the details for the bids received nor the fact that the EDA apparently based their decision on TDT's previous work experience at the Public Safety Building and not on the bid price alone.

When Mayor Whitcomb later learned that F1 Computer Expert's bid (\$1,914) was about \$500 lower than TDT's bid, he directed staff to put the issue back on the agenda for further Council discussion.

If the Council opts to award the contract based on the low bid, then the Council could adopt a motion to rescind the previous motion awarding the contract to F1 Computer Experts of Princeton for \$1,914 as bid.

Walker said the EDA had a lengthy discussion on who to choose for this contract. The end goal is to sell these computers and that was a big part of the discussion and decision. TDT has a record of refurbishing and selling computers. With that, it was a 6 to nothing vote with one person abstaining. He had Clerk Jenkins print out an email chain that showed F1 Computer's response to the decision. He is still comfortable with the decision that was made.

Whitcomb said F1 is based in Princeton and their bid was almost \$500 less. He is sure that they can do the same and will be able to refurbish and sell the computers. Zimmer said he does like that they are a local business and have a lower price, but he is a little concerned with their response. Whitcomb said he understands that and feels the emails were likely sent in anger.

Dobson said he likes to support the local businesses, and it is a slightly lower bid. He has had some experience with both outfits and he has nothing negative to say about either of them. Although, he was not real happy with some of the comments made in the emails.

Schieffer said it will take 2 motions. One to reconsider, then another to award it to F1.

ZIMMER MOVED TO RECONSIDER THE MOTION AWARDING THE CONTRACT TO TDT COMPUTERS. DOBSON SECONDED THE MOTION. VOTE: 3:1, WALKER OPPOSED, THE MOTION CARRIED.

ZIMMER MOVED TO AWARD THE CONTRACT TO F1 COMPUTER EXPERTS OF PRINCETON. DOBSON SECONDED THE MOTION. VOTE: 3:1, WALKER OPPOSED, THE MOTION CARRIED.

NEW BUSINESS

A. Cemetery Rules and Regulations Amendment

Karnowski reported Administration is recommending the following amendments to the cemetery rules and regulations to clarify what is allow for above ground makers and update the times in which marker settings are done. He spoke about the perpetual care, and how it does not come close to covering those charges.

Walker said he feels it's a good idea to have it spelled out clearly and he likes the amendments.

WALKER MOVED TO APPROVE THE CEMETERY RULES AND REGULATIONS AS FOLLOWS:

8.2 No monuments or above ground markers will be allowed unless at least two full size cemetery lots are owned and only one monument / above ground marker per two lots.

8.5 All markers, monuments, foundations, and cement will be set by the City of Princeton personnel at their convenience. All markers will be dropped off at a site designated by the City. Work orders must be completed at City Hall immediately. Markers are set from approximately April 15th to October 15th twice per year, once in the spring and once in the fall, weather permitting

DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Fire Prevention Project

Karnowski reported that Princeton Fire & Rescue is proposing to partner with the Baldwin Fire department to promote fire safety in the Princeton School District.

They are proposing to work with representatives from the Community Safety Net Company who will be contacting local businesses to sponsor the printing of fire prevention booklets to be distributed to the school district's 4th graders.

The business contacts are scheduled to start this coming Monday.

The PFRD and the Princeton Police Department have used this company in the past and have had very good responses from the public. The program is done at no cost to the fire department.

Staff is requesting that the City Council give the PFRD the authority to enter into an agreement to have the Safety Net Company raise the funds necessary for the program as described above.

If the Council agrees, a motion to that effect would be appreciated.

DOBSON MOVED TO GIVE THE PRINCETON FIRE AND RESCUE DEPARTMENT THE AUTHORITY TO ENTER INTO AN AGREEMENT WITH SAFETY NET COMPANY TO RAISE FUNDS NECESSARY FOR A FIRE PREVENTION PROJECT. WALKER SECONDED THE MOTION.

Zimmer questioned if the company keeps the additional funds above what is needed for the books. Staff thought that was correct, but they were not sure on that. Zimmer asked if we could work out an agreement that part of those funds stay in the community.

THE MOTION CARRIED UNANIMOUSLY

C. Violent Offender Apprehension Program

Karnowski reported that Mille Lacs County Sheriff Lindgren for a representative from Princeton to serve on his Violent Offender Apprehension Unit Advisory Group. A copy of that request was sent out to the Council Members last week.

Both Councilman Dobson and Councilman Zimmer have expressed an interest in serving. I've been advised that entities can have more than one representative.

Does the Council wish to designate both Council Members to serve?

Zimmer said he appreciates Dobson volunteering as well, but he feels 2 people from a community is overkill. He said he would be willing to be an alternate.

WHITCOMB MOVED TO APPOINT DICK DOBSON TO THE MILLE LACS COUNTY VIOLENT OFFENDER APPREHENSION UNIT ADVISORY GROUP, AND JULES ZIMMER AS AN ALTERNATE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Zimmer asked if there will be a group formed to review the Police Chief position. Karnowski said he suspects staff will receive two or maybe three applications, so each candidate should probably be interviewed. He suggested that he, the Mayor, Councilman Zimmer with his police background be on the Committee, as well as Julie Espe the School Superintendent. He is also thinking of getting someone in the field that is outside the area and not familiar with the candidates to sit in as well. Right now he is focusing on 2 different individuals that he is familiar with from the metro area.

Karnowski reported that he finally got a hold of Sylva. They will be re-opening on Monday August 4th. They were unable to accept leaves and branches because of the extensive rain and flooding we had this spring.

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 \$128,753.92 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 70348 TO 70432 FOR A TOTAL OF \$256,217.57. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:27 PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk
ATTEST:

Paul Whitcomb, Mayor

draft



**THE REGULAR MEETING OF THE PLANNING COMMISSION BOARD HELD ON JULY 28TH, 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, Chad Heitschmidt, and Jim Kusler (Princeton Twsp. Rep). Staff present were Mike Nielson (City Engineer with WSB & Assoc.), Carie Fuhrman (Comm. Dev. Director), and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent was Mitzi Mellott.

APPROVAL OF MINUTES OF REGULAR MEETING ON JUNE 16, 2014

JOHNSON MOVED, SECOND BY REYNOLDS , TO APPROVE THE MINUTES OF JUNE 16, 2014. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS/DELETIONS:

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

PUBLIC HEARING:

**A. #14-05 Variance for Princeton Public Utilities Fence in the Public Right-of-Way
Community Development Director Memo:**

Connie Wangen, Princeton Public Utilities General Manager, has submitted an application for a variance to allow a fence within the public road right-of-way. The property site is 907 First Street and zoned R-3, Multiple Family Residential.

The Princeton Utilities plant and offices are located on the south side of First Street/CSAH 31. An L-shaped fence was constructed without a permit along the sidewalk in front of the office building, with at least a portion in the right-of-way. Photos were provided for review. The fence is 18 inches from the curb. It is 10' long running north to south, and 5' long running east to west.

According to the applicant's narrative, the nearby tree was pushing the sidewalk up, so they removed a portion of the sidewalk as they did not want anyone tripping on it. They then installed the fence so no one would step off of the sidewalk. They also intend for the fence to be used as a handrail for customers stopping in to pay their utility bills. The narrative goes on to state that Princeton Public Utilities Commission employees maintain the street and sidewalk in front of their buildings in the winter, and they acknowledge that if the fence is damaged from the snow plow, they would accept responsibility for repairing it. They would also like to keep the shade tree in place.

The request is a variance from Chapter VI.1.5 of the Zoning Ordinance, which states "No fences shall be permitted on public right-of-way".

Variance Review Standards: Requests may be made for variances from the literal provisions of

the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.

A variance shall not be granted by the Planning Commission unless it conforms to all of the following standards:

1. Is the variance in harmony with the general purpose and intent of the zoning ordinance?

Comment: The general purposes and intent of the Zoning Ordinance is to promote the public health, safety, morals, and general welfare. One of the methods to achieve this purpose is through regulating the location and size of structures, such as fences. Fences are not allowed within the public right-of-way to help keep the right-of-way clear of any unnecessary obstructions for maintenance and safety reasons. The fence being located within the public right-of-way and in very close proximity to the actual improved road is not in harmony with the general purposes and intent of the Zoning Ordinance.

2. Is the variance consistent with the Comprehensive Plan?

Comment: One of the transportation policies identified in the Comprehensive Plan specifies to maintain all transportation facilities (roads, walks, and trails) in good repair and keep the facilities free from a buildup of dirt, snow, and ice. The subject variance would not be consistent with this policy as it hinders in the maintenance of both the street and sidewalk.

3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?

Comment: A fence, in accordance with the Zoning Ordinance, is normally a reasonable use of a property, but a fence located in the right-of-way is not proposing to use the property in a reasonable manner.

4. Are there circumstances unique to this property not created by the landowner?

Comment: A tree root causing a sidewalk to upheave happens occasionally, and it is acknowledged that the Princeton Public Utilities does have a significant amount of the public that frequent their office to pay utility bills. But, there is another alternative to addressing the concern without violating the Ordinance, such as trimming the tree root or removing the tree. These options would address the customer safety concern as it would prevent the sidewalk from upheaving and not require a fence.

5. Will the issuance of the variance maintain the essential character of the locality?

Comment: A fence located in the right-of-way does not maintain the essential character of the locality as fences within the right-of-way are not normally found.

6. Does the alleged practical difficulty involve more than economic considerations?

Comment: Yes, the alleged practical difficulty is to prevent customers from stepping off of the sidewalk because of the upheaving sidewalk due to the tree root, so the safety concern is more than an economic consideration.

Staff address an email from Mille Lacs County Engineer:

Bruce Cochran, Mille Lacs County Engineer, commented that fences are not allowed within the public right-of-way, whether in urban or rural areas of the county. His comment in an email was: *Public right-of-way, whether acquired in fee, easement or dedication, is for public purpose. Personal use of the right-of-way is not appropriate. This includes excessive landscaping and fencing of all types. In the rural parts of the county fences are not permitted in the right-of-way. For consistency and other reasons, fences are not permitted in the right-of-way in urban areas. From a practical perspective, the fence post closest to the street will not last through a snow removal season. I suspect a snow plow wing will shear off the post. Additionally, the fence will hinder snow removal for the sidewalk in front of the Princeton Public Utilities building. Please have the Princeton Public Utilities remove the fence.*

Conclusion: To approve the variance request, the City must find that the proposal uses the property in a reasonable manner, and that the applicant has demonstrated that there are practical difficulties unique to the property not created by the property owner that interfere in complying with the Zoning Ordinance. The City is concerned with keeping the public right-of-way free from obstructions. The safety of the customers of the Princeton Public Utilities is also of concern to the City, as well as property aesthetics; however, it appears that there is an alternative to address the safety concern without violating the Ordinance.

Staff would recommend denial of the variance for the fence placement in the right-of-way of First Street/CSAH 31, based on the findings that it provides a safety and maintenance hazard, and the variance does not meet all six (6) of the standards required for approval of a variance.

1. The variance is not in harmony with the general purposes and intent of the zoning ordinance.
2. The variance is not consistent with the Comprehensive Plan.
3. The property owner does not propose to use the property in a reasonable manner not permitted by the Zoning Ordinance.
4. The issuance of the variance will not maintain the essential character of the locality.

If the Planning Commission denies the variance, a deadline date to remove the fence within the right-of-way should be established. If a portion of the fence is outside of the right-of-way, and the Princeton Public Utilities would like to keep that portion, a fence permit would be required to be obtained, which requires location and identification of the property line/pins to ensure it is within the property.

*****End of staff memos*****

Connie Wangen, Princeton Public Utilities General Manager wrote the following memo:

June 16, 2014

Dear Planning Commission Chairman and Members:

Princeton Public Utilities is requesting a short "L" shaped fence be allowed in the road right-of-way. This fence is in front of our office building located at 907 1st Street, Princeton MN. We had to remove some sidewalk because the tree nearby was pushing the sidewalk up and we did not want anyone tripping on it. We then installed this cedar fence so no one would step off the sidewalk. This fence will also be used as a handrail for customers stopping in to pay electric, water and sewer utility bills. It has been well received by customers already.

The fence is located 18' from curb. It is 10' long north to south and 5' long east to west. It is about 36" high.

Princeton Public Utilities employees do maintain the street and sidewalk in front of our office in the winter, keeping snow and ice away at all times. We also realize that if this fence is damaged from the snow plow pushing snow up along the curb, we will be responsible to repair it.

Thank you for your time and consideration.

*Sincerely,
Connie Wangen*

*****End of Wangen's memo*****

Fuhrman said without a survey it is hard to determine how much into the right-of-way the fence protrudes.

Reynolds asked if there are any ordinances for handrails.

Fuhrman said in the Building Codes there would be, but not in the City Ordinances.

Heitschmidt said the sod should be level with the sidewalk. He does not see a reason for the fence.

Connie Wangen, Princeton Public Utilities General Manager, was present and said now that the grass has grown more, it has become more level.

Edmonds opened the public hearing. There were no residents present to address this item.

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

Edmonds commented that all should be treated the same with this type of request. Staff's evaluation looks good and he would support denying the request for a variance.

Heitschmidt agreed, there are other options available instead of the fence.

Johnson asked Wangen if the root can be trimmed to save the tree.



Wangen said that is possible. The root extends to where the sidewalk is now. The roots should not hinder the sidewalk right now, but in the future it probably will. They took out two sections of the old sidewalk where it was pushing up the concrete, and put the new sections in.

Johnson asked if something could be put in the corner.

Wangen said people were walking on the dirt so they thought the fence should be put up.

Edmonds said he understands it was not intentional by Princeton Public Utilities to install the fence without a fence permit.

Wangen said that is true, they put it up without proper consideration of the process.

ELDON MOVED, SECOND BY HEITSCHMIDT, TO DENY ITEM #14-05 VARIANCE FOR PRINCETON PUBLIC UTILITIES LOCATED AT 907 FIRST STREET, FOR A FENCE IN THE PUBLIC RIGHT-OF-WAY OF FIRST STREET/CSAH 31, BASED ON THE FINDINGS THAT IT PROVIDES A SAFETY AND MAINTENANCE HAZARD, AND THE VARIANCE DOES NOT MEET ALL SIX (6) OF THE STANDARDS REQUIRED FOR APPROVAL OF A VARIANCE:

1. THE VARIANCE IS NOT IN HARMONY WITH THE GENERAL PURPOSES AND INTENT OF THE ZONING ORDINANCE.
2. THE VARIANCE IS NOT CONSISTENT WITH THE COMPREHENSIVE PLAN.
3. THE PROPERTY OWNER DOES NOT PROPOSE TO USE THE PROPERTY IN A REASONABLE MANNER NOT PERMITTED BY THE ZONING ORDINANCE.
4. THE ISSUANCE OF THE VARIANCE WILL NOT MAINTAIN THE ESSENTIAL CHARACTER OF THE LOCALITY.

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

The Planning Commission Board reviewed the Findings of Fact:

1. Is the variance in harmony with the purpose and intent of the Ordinance? No, the general purposes and intent of the Zoning Ordinance is to promote the public health, safety, morals, and general welfare. One of the methods to achieve this purpose is through regulating the location and size of structures, such as fences. Fences are not allowed within the public right-of-way to help keep the right-of-way clear of any unnecessary obstructions for maintenance and safety reasons. The fence being located within the public right-of-way and in very close proximity to the actual improved road is not in harmony with the general purposes and intent of the Zoning Ordinance.
2. Is the variance consistent with the Comprehensive Plan? No, one of the transportation policies identified in the Comprehensive Plan specifies to maintain all transportation facilities (roads, walks, and trails) in good repair and keep the facilities free from a buildup of dirt, snow,

and ice. The subject variance would not be consistent with this policy as it hinders in the maintenance of both the street and sidewalk.

3. Does the proposal put the property to use in a reasonable manner? No, a fence in accordance with the Zoning Ordinance, is normally a reasonable use of a property, but a fence located in the right-of-way is not proposing to use the property in a reasonable manner.

4. Are there unique circumstances to the property not created by the landowner? Yes, a tree root causing a sidewalk to upheave happens occasionally, and it is acknowledged that the Princeton Public Utilities does have a significant amount of the public that frequent their office to pay utility bills. But, there is another alternative to addressing the concern without violating the Ordinance, such as trimming the tree root or removing the tree. These options would address the customer safety concern as it would prevent the sidewalk from upheaving and not require a fence.

5. Will the variance maintain the essential character of the locality? No, a fence located in the right-of-way does not maintain the essential character of the locality as fences within the right-of-way are not normally found.

6. Does the alleged practical difficulty involve more than economic considerations? Yes, the alleged practical difficulty is to prevent customers from stepping off of the sidewalk because of the upheaving sidewalk due to the tree root, so the safety concern is more than an economic consideration.

Fuhrman said this will not go to the City Council. Staff will work with setting the date if the Princeton Public Utilities wants to comeback on this variance. Fuhrman will talk to Wangen.

B. Sign Ordinance

Community Development Director Memo:

Last month, I brought some Sign Ordinance updates/discussion items to the attention of the Planning Commission. Staff is now bringing them in front of the Planning Commission for the public hearing. The Ordinance proposes the following:

1. Multi-Tenant Building Wall Signs:

- Allows each tenant up to 3 wall signs.
- Requires a comprehensive sign plan only for NEW multi-tenant buildings.

2. Wall, projecting, under-canopy, and fascia/soffit Signs:

- No substantial changes; only formatting changes.

3. Billboards, Pylon, Monument, Multi-Tenant, and Video Display Signs:

- Clarifies that replacement of existing billboards, pylon, monument, multi-tenant pylon, and Video display signs only requires staff review.



4. Monument Signs:

- Clarifies that only one sign is allowed per property and is required to be on the property of the organization being advertised.
- Updates the allowed sign areas and heights in the various districts for more consistency.
- Adds sign requirements for the MOR District.

5. Existing Signs*:

- Removes language entirely.
- Note: Section 10 of the existing Sign Ordinance spells out the provisions for requiring the removal of signs that are erected or maintained in violation of the Ordinance.

6. Non-Conforming Signs*:

- Updates the language to match the State Statue language in regards to non-conformities.

*City Attorney opinion is being sought in regards to these two sections.

After conducting the public hearing, staff would recommend approval of the attached Ordinance, which will then be brought in front of the City Council for two readings.

*****End of staff memos*****

Edmonds opened the public hearing. There was no one present to address this item.

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

JOHNSON MOVED, SECOND BY HEITSCHMIDT, TO FORWARD TO THE CITY COUNCIL CONTINGENT OF THE CITY ATTORNEY'S REVIEW, AN ORDINANCE AMENDING CHAPTER VII (SIGNS) OF TITLE 11 (ZONING) OF THE PRINCETON CODE OF ORDINANCE BY AMENDING THE REGULATIONS FOR MULTI-TENANT BUILDING WALL SIGNS, MONUMENT SIGNS, EXISTING, AND NON-CONFORMING SIGNS, AND PROVIDING CLARIFICATION FOR SIGN REGULATIONS WITHIN THE CITY OF PRINCETON. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS:

A. Caribou Coffee Revised Site Plan & Pylon Sign Review

Community Development Director Memo

Background: United Properties Investment LLC has requested to amend the site plan review approval for the Caribou Coffee project at 703 Northland Drive, which was approved, along with a variance for a drive-thru service lane, by the Planning Commission at their June 16, 2014 meeting. This memo will highlight the changes from the original site plan approval. They are also requesting approval for a freestanding pylon sign.

Building Size: The applicants are now proposing a 2,500 square foot building (original site plan approval was for a 1,750 square foot building). The additional 750 square feet is requested to allow for the ability to convert the building into a Caribou/Bruegger's Bagels co-branded store in the future. The additional building area will initially be used for a conference/community room, but allows for the opportunity to one day potentially convert the area to a bagel bakery. The new building size meets setback requirements.

Parking Layoff/Traffic Flow: The parking and traffic flow through the parking lot have been adjusted slightly. The revised site plan proposes 28 60-degree parking stalls (the original proposed 34 stalls). The ordinance requires one space per three patron seats, plus one space per employee on the largest shift. The coffee shop will have 48 interior seats and 8 employees, requiring 24 stalls. If the 16 outdoor patio seats are included in the calculation, 29 parking stalls would be required. However, the patio seating is only used seasonally-therefore, staff would recommend the approval of the proposed 28 stalls.

The entrance into the parking lot has been adjusted slightly so it is "enter only" on the southernmost opening, "exit only" closest to the building and drive-thru. Vehicles will enter into the site via the southernmost opening and exit in front of the building or go around the building/drive-thru lane and exist on the north side of the building. Drive-thru patrons will enter via the southernmost opening and exit on the north side of the building. "Do not enter" signs are proposed to assist in directing traffic, as well as painted traffic arrows and text on the asphalt.

One item to note is the parking does not meet the 3 foot setback requirement from the property lines. This shall be adjusted as a condition of approval.

Landscaping: The Landscaping Plan proposes landscaping within several of the parking lot "islands", as well as surrounding the outdoor patio to the west, north of the building, and to the east of the building, which appears to meet Ordinance requirements. Additional landscaping has been added to the southeast of the building near the drive-thru entrance.

Pylon Sign: The applicants are seeking the Planning Commission's approval of a new freestanding pylon sign. The applicants are proposing a freestanding pylon sign in the southeast corner of the site; 45 feet tall and 150 square feet in size, which meets Ordinance requirements as it is less than 900 feet from Highway 169 and Rum River Drive interchange.

Conditions of Original Approval: The site plan and variance approval on June 16, 2014 was subject to numerous conditions, which the applicants have addressed in the following manner:

1. Bicycle racks shall be placed near the entrance.

Staff Comment: Bicycle racks have been provided near the entrance.

2. The signage shall be reviewed and permits obtained prior to installation. Planning Commission review is required for a new pylon sign or utilization of the MTB signage.



Staff Comment: The freestanding signage details had not yet been determined at the June meeting. The applicant is proposing to install a 45 foot tall pylon sign, 150 square feet in area. Approval of the pylon sign is requested at this Planning Commission meeting.

3. The trash enclosure shall match the exterior building materials in color. The trash enclosure shall not be of concrete block construction.

Staff Comment: The trash enclosure is proposed to be a six foot tall high board-on-board fence painted to match the building EIFS color.

4. Additional information shall be provided for the City Engineer's review.

Staff Comment: Additional information has been provided to the City Engineer.

5. The conditions of the City Engineer memo dated June 10, 2014 shall be met prior to the issuance of the Building Permit or Certificate of Occupancy.

Staff Comment: The applicants resubmitted additional information on June 13, 2014. The City Engineer has reviewed the revised plans and responded in memo dated July 10, 2014.

6. If digging in the street is required for the sanitary sewer hook-up, an escrow will be required, as well as a two-year warranty.

Staff Comment: The applicant has acknowledged this will be complied with if required.

7. If access is required within any of the easements, the financial costs of removal and replacement shall be the responsibility of the property owner (parking, trash enclosure, signage; etc). An agreement between the City and applicant may be required by the City Attorney.

Staff Comment: The applicant has acknowledged they will work with city staff on an agreement if required.

8. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).

Staff Comment: The applicant has acknowledged this requirements.

9. Any consultant costs over and above the original escrow fee shall be the responsibility of the applicant.

Staff Comments: The applicant has acknowledged this requirement.

Conclusion: (Revised Site Plan Review) Based upon the Zoning review standards, staff would recommend approval of the revised site plan review, subject to the condition that the parking meet the 3 foot setback from property lines. The conditions of approval of the original site plan review still stand.

Pylon Sign Review: The proposed pylon sign meets Zoning Ordinance requirements, therefore staff would recommend approval of the new pylon sign, subject to the condition that a building permit be obtained prior to installation.

*****End of staff memos*****

City Engineer Memo:

City Engineer: Mike Nielson (WSB & Associates, Inc) Memo dated July 10, 2014

Revised site plans were submitted by Alliant Engineering, dated 7/7/2014. The plans include Sheets C-0, Existing Topo and Sheets C1-C4, L-1 and L-2. Storm water calculations have also been submitted for the proposed storm sewer system.

General Comments:

The previous comments noted that the applicant has removed a series of 3 catch basins and a 24" pipe that drains to the existing stormwater pond adjacent to Rum River Drive that was not replaced in the original submission. The revised plans have replaced the existing pipe 24" storm sewer pipe with a 24" pipe. The revised plan maintains the 5 catch basin inlets that previously existed. No calculations were provided, but drainage does not enter city streets. Any drainage capacity issues will be the responsibility of the owner to address.

Sheet C-0 – Cover Sheet (No Comments)

Sheet – Alta Survey

Comments Addressed.

Sheet C-1, Site Plan

Parking lot flow has been revised to a one way concept directing traffic to the south where cars will queue up for the drive through or proceed into parking areas. This concept is acceptable. The site appears to be adequately signed to direct traffic.

Sheet C-2 – Grading and Drainage Plan

1. No additional Comments. The previous comments have been addressed.

Sheet C-3 – Utility Plan

1. Add to Note 10. All underground utility work to be inspected by the City and Public Utility. 28 hour notice to be given prior to starting work.

Sheet C-4 Detail Sheet

1. Comments Addressed.

Sheet L-1, Landscape Plan

Comments Addressed.

Sheet L-2, Photometric Plan – Plan submitted.

*****End of City Engineers memo's *****



Maleah M. Miller, Project Manager for Caribou Coffee submitted the following memo dated July 7, 2014:

Subject: Amend Approved Site Plan Review for Caribou Coffee

Alliant Engineering is requesting to amend the Site Plan Review documents for the Caribou Coffee project that were previously approved before the Planning Commission meeting on June 16, 2014.

Caribou Coffee proposes to construct a 2,500 s.f. co-brand hybrid building. The additional 700 s.f. of building is requested to allow for the ability to in the future to convert the existing Caribou Coffee into a Caribou Bruegger's Bagels co-branded store. The additional building area will initially be used for a conference/community room and if in the future a co-brand remodel occurs this area will be converted to a bagel bakery.

The submitted site plan submittal has addressed the Planning Commissions conditions of approval dated June 16, 2014. The following is the response to the conditions of approval per Memorandum dated June 10, 2014:

1. Bicycle rack have been provided near the entrance.
2. Signage: Caribou Coffee is proposing to install a Pylon sign 45' high and 150 sf sign face. The signage application and documents have been submitted at this time for the Planning Commission review and approval process. Permit will be obtained prior to installation.
3. Trash Enclosure will be a 6' high board on board fence painted to match the building EIFS color. Note added to site plan.
4. Additional information has been provided to the City Engineer in regard to sanitary sewer and storm sewer design for their review and approval. Refer to response memo dated 6.13.14
5. The conditions of the City Engineer memo dated June 10, 2014 have been addressed and resubmitted 6.13.14. Alliant Engineering will work with City Engineer to address any new comments due to the revised plans for the approval prior to the issuance of the Building Permit or Certificate of Occupancy.
6. An escrow will be provided, as well as a two-year warranty if digging in the street is required for the sanitary sewer hook-up and will be coordinated with City staff as needed.
7. If access is required within any of the easements, the financial costs of removal and replacements shall be the responsibility of the property owner (parking, trash enclosure, signage, etc). Applicant will work with city staff on an agreement if required.
8. All necessary permits will be applied for and approved prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).
9. The applicant understands any consultant costs over and above the original escrow fee will be their responsibility.

*****End of memo*****

Fuhrman does ask that separate motions be made for the revised site plan and another for signage.

Charles Schatz, Project Architect was present and said he was fine with the staff recommendation. He appreciates the consideration of this review.

Mike Nielson, City Engineer was present and said he is fine with the plans.

Heitschmidt asked City staff that with more and more traffic in this area, if anyone has addressed the ramp when entering and exiting the northeast side of the parking lot for McDonald's and Shopko. A low car can bottom out from it.

Nielson said they will remove that with extending the sanitary sewer and it will be adjusted when that is done so it does not slope so much.

Edmonds asked if the right-of-way by Shopko and McDonald's will stay there.

Fuhrman said it was planned for this right-of-way to go to this property site. On the west side of Shopko is a platted street that if the land by Shopko were developed the access would be behind the Shopko building from Northland Drive.

Nielson said he will let the applicants address this easement with McDonald's.

Fuhrman said it is Shopko's easement where this driveway is to enter or exit.

Schatz said McDonald's had utilized that easement for parallel parking, and if we are removing that area, we will most likely do that to the slope there. He might be speaking out of hand for the owner, but he assumes they will fix the situation.

Edmonds said that should be addressed.

Schatz agreed.

Fuhrman said the easement is 24 feet. The question is if it is a city easement or private easement. If they can reach an agreement on not parking there as McDonald's customers have been, that would be the best.

Nielson said the stripping should not be there by McDonalds. We need to have 20 feet clear for the Fire Department. We have a 24 foot easement so there should not be parking there.

Johnson said the City should talk to Shopko and see if they could get an extra eight feet from Shopko to give to McDonalds for parking.



Nielson said worse case is McDonalds removes the stripping and there are “No Parking” signs put up.

Heitschmidt asked if there should be a recommendation on the removal of the stripping McDonald’s has in that easement.

Nielson said staff should notify McDonald’s that they can no longer park there and if they need more parking to ask Shopko if they could share some more of their parking area.

HEITSCHMIDT MOVED, SECOND BY JOHNSON, TO APPROVE THE CARIBOU COFFEE REVISED SITE PLAN SUBJECT TO THE CONDITION THAT THE PARKING MEET THE THREE FOOT SETBACK FROM PROPERTY LINES, THE CONDITIONS OF APPROVAL OF THE ORIGINAL SITE PLAN REVIEW STILL STAND, AND WITH THE RECOMMENDATION THAT MCDONALD’S WORK WITH SHOPKO RESOLVING THE PARKING ISSUES. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE PYLON SIGN REVIEW WITH THE CONDITION THAT A BUILDING PERMIT BE OBTAINED PRIOR TO INSTALLATION. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

NEW BUSINESS:

A. Erdman Automation Building Addition Site Plan Review

Community Development Director Memo

Background: R.W. Builders, on behalf of Erdman Automation, has submitted a site plan review application for the construction of an addition to an existing building at 1705 14th Street South.

The subject property is 2.25 acres, zoned MN-1 Industrial, and designated as Industrial on the Future Land Use Plan. Industrial use aligns with both the zoning and future land use designation.

Analysis: The site contains an 18,000 square foot building with a loading dock and parking area to the north of the building. The Erdman’s own the subject lot and both lots immediately adjacent to the east and west. There is a 50 foot easement on the rear of the lot. The project consists of a 17,280 square foot (120’ by 143’) one-story addition to the rear of the existing building. The addition will be used for production and warehouse. A new parking area will be placed in the northeast corner of the lot, directly to the east of the existing parking lot.

Access/Traffic Flow/Lots: Access is currently provided through one curb cut into the building dock area and parking lot in the northwest corner of the lot.

Two 20-foot asphalt drive aisles are proposed along both sides of the building, both of which widen towards the rear of the building for access to the two overhead side doors. A second curb cut access is proposed directly to the north of the east drive aisle. The proposed west asphalt drive encroaches into the vacant lot to the west, which is owned by the Erdman's as well. If the Erdman's were to sell that lot in the future, it would be their responsibility to establish an easement for the drive aisle, or remove the portion of the drive aisle that encroaches into the adjacent lot.

According to the applicant, any potential future expansions will likely happen to the east of the existing building and onto the vacant lot, also owned by the Erdman's. Adequate room on the current site to accommodate the building addition, parking, drive aisles, and stormwater runoff is tight. If the building were to be added on to further in the future, staff would recommend combining the lots.

Parking: The existing parking lot is north of the building with 16 90-degree parking stalls that run north-south. Two parking stalls will be removed for the new access. The new parking area is proposed in the northeast corner of the lot, to the east of the existing parking, with an additional 18 stalls proposed to run east-west. The Code requires 32 parking stalls, which appears to be met by the proposed additional parking:

Manufacturing: Five plus one for each employee on the largest working shift, but not less than one per 1,000 SF.

Comment: Approximately 12,900 SF is or will be utilized as manufacturing. This requires 12.9 stalls.

Warehouse: Five plus one for each employee on the largest working shift, but not less than one per 2,000 SF.

Comment: Approximately 21,510 SF will be utilized as warehouse. This requires 10.8 stalls.

Office: One parking space for every 250 square feet of useable floor area.

Comment: Approximately 1,875 SF is or will be office space, requiring 7.5 stalls.

The new parking area proposes 90 degree parking stalls, which are required to be a minimum of 9 feet by 18 feet with a 26 foot aisle. The northernmost parking stalls appear to be located within the public right-of-way (according to the Elfering drawing), which is not allowed. The layout should provide the northernmost parking stalls adequate room to back out and turn to navigate south to the exit. In addition, parking lots are required to be setback 3 feet from lots lines. These shall be conditions of approval.

Landscaping: The landscape plan is attached and proposed five new trees on the north side of the property. Staff would recommend additional bushes or perennials along the west building elevation.

Signage: No signage has been applied for as part of this application. Any new signs will require approval prior to installation. (New freestanding signs require Planning Commission review).

Building Materials: The new addition will be of the same steel material as the existing building and with the same roof line.

City Engineer: The City Engineer has reviewed the site plan application and submitted comments via a memo. Approval of the site plan shall be subject to the conditions and recommendations in the memo.

Conclusion: Based on the above review, staff is recommending approval of the site plan review of the Erdman Automation building addition, subject to the following conditions:

1. If the property owners were to sell the vacant lot to the west in the future, it would be their responsibility to establish an easement for the drive aisle encroachment or remove the portion of the drive aisle that encroaches.
2. The new parking area shall meet the stall size and aisle width requirements. No parking stalls are allowed within public right-of-way. The northernmost stalls should have adequate space to back out and turn south to the exit. The new parking area shall be setback 3 feet from all property lines.
3. Additional bushes or perennials shall be added along the west building elevation.
4. Any new signage shall require approval prior to installation. New freestanding signs require Planning Commission review.
5. The City Engineer and Fire Inspector's conditions and recommendation shall be followed.
6. A building permit shall be submitted and approved by the City's Building Official prior to commencement of construction.

*****End of staff memo *****

City Engineer Memo:

City Engineer: Mike Nielson (WSB & Associates, Inc) Memo dated July 11, 2014

Site plans were submitted by Elfering & Associates, dated 7/7/2014. The plans include Sheets 1- Proposed and Sheet 2, Storm Water Pollution Prevention Plan. Storm water calculations have also been submitted for the proposed storm sewer system. The stormwater calculations were prepared by Elfering & Associates and dated, 7/16/2014.

The plans and stormwater calculations were received via e-mail on 7/16/2014.

General Comments: The existing site is 29.5% impervious and the proposed site is 75% impervious. The applicant is proposing to construct a stormwater detention pond on site that will provide 23,510 cubic feet of storage below the 976.00 elevation. The proposed high water elevation is 975.34 and is controlled by a broad crested weir at the southwest corner of the parcel. The first floor elevation for the existing and proposed building is 976.54. This EOF provides 1.20 feet of freeboard from the high water elevation in the pond.

The applicant has used the adjacent vacant lot in the stormwater runoff calculations. As a standalone parcel the stormwater information should be provided using this lot only. At this time I cannot evaluate the proposed stormwater improvements for this development without knowing how future development will affect the runoff.

Sheet 1 – Proposed

1. Parking Lot

- a. The 2 northern stalls are constructed in the public ROW and must be removed.
- b. The north most stalls do not have a back out area.
- c. The parking lot does not have the required 3-foot setback from the adjacent lot.
- d. The bituminous paving for the loading dock area is within the public ROW. The bituminous should be removed from the ROW area.
- e. 17 Spaces are shown for new parking. The plan should indicate all parking stalls on the property.

2. Fire Access Road

- a. The fire access road on the west side of the property is on the adjacent parcel. Easements should be provided from the west parcel to the east parcel.
- b. Clarification from the fire department should be obtained on the width of the access road on the south side. It is shown as 16'. 20' is required.
- c. If fire trucks need to be able to drive around the building turning radius should be verified and shown on the plan.
- d. The south fire access road encroaches into the drainage and utility easement. The applicant must be notified that any removal of pavement or other improvements in the ROW must be removed and replaced at no expense to the city when drainage improvements within the easement are required.
- e. The drainage from the fire access road drains onto the west property. Drainage easements should be provided.

3. Pond Construction

- a. Roof drain discharge locations should be provided and erosion protection should be provided.
- b. Turf reinforcement mat should be provided along the fire access road to prevent erosion.

4. Manhole adjustment details must be provided. If the number of rings exceeds 6 a one-foot section of manhole barrel must be provided.

Sheet 2 – SWPP

1. Catch Basin inlet protection must be provided for all downstream catch basins.
2. Turf reinforcement mat should be provided on all pond slopes adjacent to the fire access road to prevent washouts.
3. Access to the site should be identified on the plan. If access will be from adjacent lots a rock construction entrance should be provided.



At this time I cannot recommend approval of the site plan as submitted. Additional information must be provided for the stormwater runoff and modifications to the parking area must be completed.

If you have any questions or comments regarding the above information, please contact me at (320) 534-5940.

*****End of City Engineers memo's *****

Fuhrman said two of the northern most parking stalls are in the right-of-way, so Ron Weyer, R.W. Builders, will have to address that. Also two stalls do not have back out room and he will have to address that. Staff recommends approval with the condition that the northern most stalls have adequate room to move out. No signage is proposed at this time. There was a question on the drive area for the fire lane. It would have to be 20 feet wide, and it would not need to be paved, or it could have a turnaround for the fire trucks for the back corners.

Edmonds asked Ron Weyer who was present on the issues.

Ron Weyer said he will bring the parking downward to fix the parking issue in the right-of-way. He spoke to Chris Wilke, Fire Inspector about the turnaround regulations and the road will have four feet added to the width to make it 20 feet. Wilke said he would like the road to be either gravel, class five, or it can be blacktopped. The west side of the property in regards to the blacktop, the owner understands the two parcels may be combined or if the parcel is sold an easement will have to be addressed.

Mike Nielson, City Engineer with WSB, said there is a 50 foot utility and drainage easement. There is a storm sewer pipe under that and the applicant understands the bituminous would be removed at the applicants cost if it were to need repair in the future.

Weyer said he is okay with all of the staff comments.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE ERDMAN AUTOMATION BUILDING ADDITION SITE PLAN REVIEW WITH THE FOLLOWING CONDITIONS:

- 1. IF THE PROPERTY OWNERS WERE TO SELL THE VACANT LOT TO THE WEST IN THE FUTURE, IT WOULD BE THEIR RESPONSIBILITY TO ESTABLISH AN EASEMENT FOR THE DRIVE AISLE ENCROACHMENT OR REMOVE THE PORTION OF THE DRIVE AISLE THAT ENCROACHES.**

- 2. THE NEW PARKING AREA SHALL MEET THE STALL SIZE AND AISLE WIDTH REQUIREMENTS. NO PARKING STALLS ARE ALLOWED WITHIN PUBLIC RIGHT-OF-WAY. THE NORTHERNMOST STALLS SHOULD HAVE ADEQUATE SPACE TO BACK OUT AND TURN SOUTH TO THE EXIT. THE NEW PARKING AREA SHALL BE SETBACK 3 FEET FROM ALL PROPERTY LINES.**

3. ADDITIONAL BUSHES OR PERENNIALS SHALL BE ADDED ALONG THE WEST BUILDING ELEVATION.

4. ANY NEW SIGNAGE SHALL REQUIRE APPROVAL PRIOR TO INSTALLATION. NEW FREESTANDING SIGNS REQUIRE PLANNING COMMISSION REVIEW.

5. THE CITY ENGINEER AND FIRE INSPECTOR'S CONDITIONS AND RECOMMENDATION SHALL BE FOLLOWED.

6. A BUILDING PERMIT SHALL BE SUBMITTED AND APPROVED BY THE CITY'S BUILDING OFFICIAL PRIOR TO COMMENCEMENT OF CONSTRUCTION.

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

COMMUNICATIONS AND REPORTS:

A. Verbal Report

Fuhrman said Fairview has their path done and will be starting construction soon.

Edmonds asked if John Peterson is going to start building in Sharco Estate Second Addition where he wanted to put in the eight single family homes.

Fuhrman said he wants to re-plat that site since he realized it was not feasible for the plat they revised because the sewer charge would be too high.

B. City Council Minutes for June, 2014

The Planning Commission had no comments.

HEITSCHMIDT MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:01 P.M.

ATTEST:

Jack Edmonds, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant