CITY OF PRINCETON
Planning Commission
Agenda
January 23rd, 2017
7:00 P.M., City Hall

1. Call to Order/ Oath of Offices/ Election of Officers

2. Approval of Minutes of Regular Meeting on December 19th, 2016 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business:
   A. Antenna/Tower Request and Solar Zoning – Tab B

6. New Business:
   A. Pole Type Construction Prohibited in B-2 – Tab C
   B. Comp Plan Kick Off Joint Meeting – Tab D

7. Communication and Reports:
   A. Verbal Report
   B. City Council Minutes for December, 2016 - Tab E

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON DECEMBER 19, 2016, 
AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Jeff Reynolds. Members present were Faith 
Goenner, Jules Zimmer, and John Roxbury Jr. (Princeton Township Representative). Staff 
present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL OF MINUTES FROM THE REGULAR MEETING ON NOVEMBER 21, 2016

Zimmer moved, second by Goenner, to approve the minutes of November 21, 2016. 
Upon the vote, there were 3 ayes, 0 nays. Motion carried.

AGENDA ADDITIONS / DELETIONS:

Zimmer moved, second by Goenner, to approve the agenda. Upon the vote, there 
were 3 ayes, 0 nays. Motion carried.

PUBLIC HEARING:

A. B-3 Commercial District for Mini Storage Ordinance Amendment

An Ordinance amending the Zoning Ordinance Chapter V (Zoning District), Section 10 of the B-3 
General Commercial District Zoning Ordinance in order to amend the regulations regarding mini 
storage facilities permitted by the issuance of an Interim Use Permit to be changed to the 
issuance of a Conditional Use Permit from City of Princeton Zoning Ordinance #538.

Section added:

Section 1, Item C, Conditional Uses

- Mini-storage facilities, including exterior and interior only accessible facilities provided 
  that:
    (a) No building to exceed 4,000 square feet with no more than 4 buildings per site.
    (b) No site shall be closer than 1,000 feet from another mini-storage facility.
    (c) No buildings shall be closer than 500 feet from a neighboring residential zone.
    (d) Units are to be used for dead storage only. Units are not to be used for retailing, 
        auto repair, human habitation, or any commercial activity. Storage of any flammable or 
        hazardous material is prohibited.
    (e) No outdoor storage is permitted.
    (f) The facility shall be secured by either the walls of the structure and/or fencing. All 
        doors on the units shall face inward and away from the street.

Foss is requesting that we remove this item from the agenda until more research can be put 
into it. A moratorium is in action now for six months on mini storages. She is looking into 
allowing them in B-3 District or maybe allowing them in Industrial.
ZIMMER MOVED, SECOND BY GOENNER, TO REMOVE FROM THE PUBLIC HEARING THE ORDINANCE AMENDING B-3 COMMERCIAL DISTRICT FOR MINI STORAGE FROM THE AGENDA SO STAFF CAN DO MORE RESEARCH ON THIS. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

B. R-2 Residential District Lot Width Ordinance Amendment

An Ordinance amending the Zoning Ordinance Chapter V (Zoning Districts), Section 5 of R-2 Residential District Zoning Ordinance allowing lot width that creates a non-conforming lot in specifically defined circumstances from City of Princeton Zoning Ordinance #538.

The added item to the amendment:
5. Lot width could be subject to variance by Planning Commission when there are conditions that prevent meeting the lot width requirement such as existing structures, preservation of a natural feature or to avoid a natural feature that may cause problems in the future (steep slopes, wetlands, water courses).

Foss said that this was discussed at the last Planning Commission meeting. The proposed amendment has the criteria that is for the change.

Reynolds opened the public hearing. There was no one in the audience present.

ZIMMER MOVED, SECOND BY GOENNER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

ZIMMER MOVED, SECOND BY GOENNER, TO APPROVE AND FORWARD TO THE CITY COUNCIL ORDINANCE NO. 744 AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICTS), SECTION 5 OF R-2 RESIDENTIAL DISTRICT ZONING ORDINANCE ALLOWING LOT WIDTH THAT CREATES A NON-CONFORMING LOT IN SPECIFICALLY DEFINED CIRCUMSTANCES FROM CITY OF PRINCETON ZONING ORDINANCE #538. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

C. R-1 and R-2 Residential District Rear Yard Setback Ordinance Amendment

An Ordinance amending the Zoning Ordinance Chapter V (Zoning Districts), Section 5 of the R-1 and R-2 Residential District Zoning Ordinance allowing rear yard setback at 15 feet when measured from a rear attached garage from City of Princeton Zoning Ordinance #538.
This Ordinance amendment will be for attached garages that are built at the rear of the property. Instead of a 30 foot setback, it would be a 15 foot setback.

Reynolds opened the public hearing. There was no one in the audience present.

ZIMMER MOVED, SECOND BY GOENNER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

GOENNER MOVED, SECOND BY ZIMMER, TO APPROVE AND FORWARD TO THE CITY COUNCIL ORDINANCE NO. #745 AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICTS), SECTION 5 OF THE R-1 AND R-2 RESIDENTIAL DISTRICTS ZONING ORDINANCE ALLOWING REAR YARD SETBACK AT 15 FEET WHEN MEASURED FROM A REAR ATTACHED GARAGE FROM THE CITY OF PRINCETON ZONING ORDINANCE #538. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS:
A. B-2 Business District Pole Building Clarification
Foss said that it came to our attention when allowing for alternative building materials that it was not stated that it was not prohibited or allowed. It should state that it is prohibited in B-2 Zoning District and she will bring the language next month and the following month a public hearing will be held.

COMMUNICATION AND REPORTS:
A. Verbal Report
Foss did not have a verbal report.

B. City Council Minutes for November, 2016
Goenner mentioned that she read on the City Council minutes that it will be brought to the Planning Commission to look at rezoning Aero Business Park to mixed use.

Foss said she will bring that the Planning Commission down the road for review.
ZIMMER MOVED, SECOND BY GOENNER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:11 P.M.

ATTEST:

________________________________________  _______________________________________
Jeff Reynolds, Chair                        Mary Lou DeWitt, Comm. Dev. Assistant
A request was received by the City of Princeton for the construction of a mono-pole type antenna tower of 75 feet in height in the R-3 Multi-family Residential. The proposal was to locate it in City's Right of Way.

The request prompted City Staff to look into the current AT Antenna Overlay District Zoning Ordinance. The Ordinance was written and has not been revised since 2004.

After meeting with the company and gaining clarification, they request has been revised. They are requesting the opportunity to lease space on a light pole for the equipment that they need to increase data availability for the area.

I am reviewing language for a street light attachment agreement and will likely be presenting that to Council.

WSB will continue to evaluate the best locations for Tower/Antenna Overlay District, as well as Solar Zoning as we progress into the Comprehensive Plan Update this year.
Due to the fairly recent allowance of pole type construction in B-3, Staff thought it would be beneficial to clarify that this type of construction will not be allowed in B-2 Neighborhood Business District.

Here is a sample of the Ordinance Amendment. If the Planning Commission is satisfied with this amendment, a Public Hearing will be noticed for the February Meeting.

9. **B-2 Neighborhood Commercial District**

G. **Exterior Building Materials**

Buildings with in the Neighborhood Business District shall be designed so as to be compatible with the surrounding residential uses. High quality, exterior building materials shall be limited to one or combination of the following:

a. Face brick;

b. Natural or synthetic stone;

c. Stucco or EFIS;

d. Glass and or curtain wall construction;

e. Decorative concrete block;

f. Fiber-cement siding;

g. Windows are required in the front of the building pending planning review and demonstration of need; e.g. security, etc;

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

i. **Pole type construction prohibited.**
WSB and Associates, Inc. is beginning the work of updating the City of Princeton’s Comprehensive Plan.

They would like to invite the Planning Commission to the February 9th City Council meeting at 7pm to have a joint meeting and discuss goals and visions.
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON DECEMBER 8, 2016 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Dick Dobson, Jules Zimmer and Victoria Hallin. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineers Andy Brotzler and Mike Nielson, and Attorney’s Kelli Bourgeois and Damien Toven.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of November 22, 2016
B. Budget Study Session Minutes of November 29, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 22 AND BUDGET STUDY SESSION MINUTES OF NOVEMBER 29, 2016. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Accept resignation of Liquor Store Employee Matt Englund effective 12-3-16
   2. Approve rehire of Liquor Store Employee Theresa Zinniel effective 12-5-16
   3. Approve hiring of Liquor Store Employee Christine Thompson effective 12-8-16
   4. Approve hiring of Public Works General Maint. I – Mihai Miu effective 12-12-16
C. Donations/Designations
   1. Resolution 16-58 – Rotary donation for a Park Bench
   2. Resolution 16-62 – Hoffman Oil donation for “Shop with a Cop”

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Planning Commission Meeting of November 21, 2016
B. Conditional Use Permits approved by the Planning Commission

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Resolution 16-59 – 2017 Budget and Levy

Jackson went through the proposed 2017 budget and Levy. The proposed Tax Levy for 2017 is 1.5%

HALLIN MOVED TO APPROVE RESOLUTION 16-59 SETTING THE 2017 BUDGET AND THE 2017 TAX LEVY. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
B. Ordinance 746 – 2017 Fee Schedule - FIRST READING

Karnowski advised that there are just a few suggested changes to the fee schedule for 2017.

HALLIN MOVED TO INTRODUCE ORDINANCE 746. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

C. TH95 and CR157 Roundabout

Brotzler advised that the TH95 and CR157 Roundabout project is progressing towards bidding and ultimately construction beginning spring, 2017. As part of that process, two resolutions need to be approved. The first resolution is in regards to council support of entering into a three party agreement between the Minnesota Department of transportation (MnDOT), Mille Lacs County and the City of Princeton. The second resolution is to authorize the eminent domain process to begin.

Three-Party Agreement

MnDOT will draft the agreement once the plans are being reviewed and are nearing authorization. The agreement will cover items such as: Funding responsibilities, construction restraints and long-term maintenance to name a few. The County will be approving a similar resolution to enter into the agreement in the month of December.

Eminent Domain Process

Right of way is needed on 3 properties near the intersection of TH95 and CR157. WSB has been in contact with those property owners for the past few months and offers have been made. Progress has been made on the negotiations, but to this point no agreements have been reached. We are confident agreements will be made, however to ensure the property is acquired in time for bidding an eminent domain process needs to be initiated. The eminent domain process can be cancelled at any point in the process once agreements are made.

The anticipated schedule is leading to construction beginning early June, 2017
- December 8, 2016 – Authorize eminent domain
- January 9, 2017 – Submit construction plans to MnDOT
- March 13, 2017 - Title and Possession of right of Way
- March 27, 2017 – MnDOT authorizes ad for bid
- April 3, 2017 – Place Ad for Bid
- May 2, 2017 – Open Bids
- May 22, 2017 – MnDOT authorizes Contract
- June 5, 2017 – Begin Construction
  1. Resolution 16-60 – Cooperative Construction Agreement

HALLIN MOVED TO APPROVE RESOLUTION 16-60 ENTERING INTO COOPERATIVE CONSTRUCTION AGREEMENT NO. 1026206 WITH THE MINNESOTA DEPARTMENT OF TRANSPORTATION AND MILLE LACS COUNTY FOR CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION OF TRUNK HIGHWAY 95 AND COUNTY ROAD 157. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
2. Resolution 16-61 – authorizing right of way acquisition

Brotzler advised that offers have been provided to the property owners and they are in negotiations. They are close to an agreement with 2 owners, and they are meeting with the third within the next week.

The option for an eminent domain is only if negotiations cannot be reached with the property owners.

HALLIN MOVED TO APPROVE RESOLUTION 16-61 AUTHORIZING RIGHT OF WAY ACQUISITION AND EMINENT DOMAIN PROCEEDINGS FOR RIGHT OF WAY NEEDED FOR CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION OF TRUNK HIGHWAY 95 AND COUNTY ROAD 157. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. 2017 Licenses

Karnowski reported that this is the yearly approval needed for the various liquor, tobacco and garbage hauler licenses for 2017. Some applications are not yet complete or received as of yet, but those can be approved pending the appropriate paperwork, payments and background checks.

WALKER MOVED TO APPROVE THE 2017 LICENSES, PENDING ALL INFORMATION, PAYMENTS AND BACKGROUND CHECKS. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Board and Commission appointments

Karnowski reported that all of the various commissions have terms ending this year. The Planning Commission has 3 open seats, the Park Board has 3, Airport Advisory 2 seats, Housing and Redevelopment Authority 1, Public Utilities 1, the Economic Development Authority 1 and 1 open seat on the Cable Commission. Vicki Hallin has been on the Cable Commission for several years and she would like to continue that, but will need to check to see if the person can be a non-council person.

ZIMMER MOVED TO APPOINT DANIEL ERICKSON AND VICKI HALLIN TO THE PLANNING COMMISSION FOR 3 YEAR TERMS. DOBSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY

ZIMMER MOVED TO APPOINT CARLA VITA TO THE PARK BOARD FOR A 3 YEAR TERM. HALLIN SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPOINT EUGENE STOECKEL AND JOE GLENN TO THE AIRPORT BOARD FOR 3 YEAR TERMS. DOBSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO APPOINT SANDRA PETERSON TO THE HOUSING AND REDEVELOPMENT AUTHORITY FOR A 5 YEAR TERM. HALLIN SECONDED THE MOTION. MOTION
CARRIED UNANIMOUSLY.

ZIMMER MOVED TO APPOINT HENRY FINDELL TO THE PUBLIC UTILITIES COMMISSION FOR A 3 YEAR TERM. DOBSON SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

DOBSON MOVED TO APPOINT VICKI HALLIN TO THE ECONOMIC DEVELOPMENT AUTHORITY FOR A 6 YEAR TERM. ZIMMER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY.

C. Snow removal policy

Karnowski stated that he was looking through the city's various policies and noted that there were three policies relating to snow removal, none of which included the new processes that were adopted via Ordinance 726 last year.

He said he combined the three existing policies and updated them to reflect the provisions of the new ordinance.

The revised combined policy has been reviewed and approved by both the Police Chief and the Public Works Director.

HALLIN MOVED TO APPROVE THE UPDATED SNOW REMOVAL POLICY AS WRITTEN. WALKER 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 $85,835.20 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 74685 TO 74764 FOR A TOTAL OF $183,491.23. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

DOBSON MOVED TO ADJOURN THE MEETING AT 7:40 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins  ATTEST:
City Clerk

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
DECEMBER 22, 2016 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Dick Dobson, Jules Zimmer and Victoria Hallin. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Engineers Andy Brotzler and Mike Nielson, and Attorney's Kelli Bourgeois and Damian Toven.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of December 8, 2016

HALLIN MOVED TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 22, 2016. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Walmart Fireworks for sale License for New Years, July 4th and 2017 New Years
B. Personnel
   1. Accept resignation of Liquor Store Clerk Lee Ann Schwerzler effective 12-19-16
C. Donations/Designations
   1. Resolution 16-53 accept donation from Shield Services for K9 Program

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Meeting of November 21, 2016
B. Officer Wubben and Dehn State Patrol Commendation Award

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Anderson/Swanson detachment request

Karnowski reported that late last month the city received a copy of a petition of Greg and Tammi Anderson and Pernell Swanson and Jessica Swanson requesting that the 200 acre parcel (the former Heritage Village site) that is apparently owned by "Princeton Land Investment LLC, 7571 9th Street N., Oakdale MN" be detached from the City of Princeton pursuant to MN Statutes 414.06. A copy of that petition is attached.

The petition did not include any evidence that the signers of the petition are the owners of the property. But, assuming they are, the city was advised earlier this week by Mr. Anderson that the state advised him that if the City adopts a resolution supporting the detachment and if Princeton Township does the same that the detachment will be approved by the Minnesota State Boundary Adjustments Unit of the Office of Administrative Hearings.
The Council may recall that, in 2010, the Andersons purchased a smaller farmstead in 2009 and also requested detachment at that time citing the reasons being:

1. The desire to use the property for agricultural purposes;
2. The desire to heat the building(s) on the property with wood burning furnace(s);
3. That the property taxes on the parcel were higher than if it were allowed to become township property; and
4. The desire to hunt on the property using firearms.

Subsequently, the city requested mediation by the Boundary Adjustments Unit. Mediation was provided with the result being that the city adjusted its regulations such that a wood burner could be used on the property, the city formed a rural taxing district which included the subject property and the resulting property taxes are now the same as they would be if the property was in the township and the city's ordinances were adjusted to allow firearms hunting on the property.

The Andersons subsequently dropped that detachment request.

The new petition does not include the reasons for requesting the detachment. In fact, the modifications put in place to address Anderson's concerns in 2010 also apply to the property included in the new petition.

Staff suggests that the City Council not adopt a resolution supporting the detachment. The reasons to oppose the detachment include, but are not necessarily limited to:

A. In advance of the City's annexation of the proposed Heritage Village site, the City invested in infrastructure east of the site by oversizing sewer and water trunk mains and installing lift stations to accommodate the planned Heritage Village and other development in the vicinity of the subject property.
B. The City also acquired utility easements from numerous land owners in the area to provide trunk sewer and water lines to this site.
C. In all, the City invested over $950,000 (out of a total project cost of approximately $2 million) to facilitate the infrastructure to provide utility service to the property site and other future development in the area.
D. The City of Princeton sized its new $16 million dollar wastewater treatment facility to accommodate the development of said property.

If the Council opposes the petition for detachment, staff suggests adoption of the attached resolution.

Of course, the Council could decide to adopt a resolution supporting the proposed detachment if it feels that course would be in the best interests of the city of Princeton. If that's the will of the Council, staff can prepare the appropriate resolution.

He asked how the Council wished to proceed.

Greg Anderson stated that they are applying for detachment for the property. They are going to farm the property and it will not be developed. They own an adjacent piece of property. The yearly road maintenance would cost more than the taxes that City would receive. The Township did adopt the resolution this week to accept the property. He does not see any way that they can use the property fully while it is in the city. They have 310 acres and now this
200 acres on the other side. It is completely surrounded by the Township with the exception of where it borders the airport.

Walker said he has spoken to Greg Anderson, and he is in favor of approving the detachment. However, he would like to file something with the County stating that if that land was ever developed, the property will be annexed back to the city.

WALKER MOVED TO APPROVE THE DETACHMENT REQUEST. DOBSON SECONDED THE MOTION.

Toven and Bourgeois spoke regarding this and they do not believe there is anything that could be recorded and enforced. Anderson responded that he is willing to make a private agreement with the City to make sure that would occur if the property was ever developed.

Hallin said when the previous property owners requested annexation, the city included that in the comprehensive plan and the growth is predicted towards the west.

Zimmer questioned why Anderson’s previous detachment request did not go through. Anderson stated that the State had shut down and the time frame to do something with the property had run out.

Karnowski stated that he was not aware that the farmstead would be detached as well. He spoke to Wangen at the PUC and wanted to mention that the property is not in the wellhead protection area, so they could put wells in. He added that whatever they wanted to do with the property, could be done in the city and it would not need to be annexed.

Dobson stated he knows the Anderson's are a very good steward to the land and they care a great deal about it. He does not foresee him giving up the land, or his family giving up the land unless something very unfortunate were to happen. Since he has been on the council, the council has always shown that they want to work with the property owners. Now, we have a property owner who wants to detach the property.

Karnowski asked for clarification that the motion is for staff to draft a resolution to approve the resolution and agreement. Walker stated that was his intention.

VOTE 4:1, HALLIN OPPOSED; MOTION CARRIED

Karnowski stated that staff will have the Resolution approving the detachment at the first meeting in January.

ORDINANCES AND RESOLUTIONS

A. Ordinance 746 – amended fee schedule – FINAL READING

Karnowski reported that this is the final reading for the few amendments to the fee schedule.

MOVED TO APPROVE ORDINANCE 746 AMENDING THE FEE SCHEDULE FOR 2017. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 744 – Lot width in R2 – FIRST READING
Foss advised that this amendment is regarding lot splits and allowing lot width to be subject-
ed variance. The Planning Commission has recommended the approval of the amendment.

HALLIN MOVED TO INTRODUCE ORDINANCE 744. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 745 – Rear yard setbacks in R1 and R2

Foss advised that this is an amendment for R1 and R2 districts which would allow a rear yard setback of 15 feet. The Planning Commission has recommended approval.

DOBSON MOVED TO INTRODUCE ORDINANCE 744. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 16-65

Karnowski said this is a standard agreement for the maintenance for the grant. We did the same for the previous Safe Routes to School.

HALLIN MOVED TO APPROVE RESOLUTION 16-65. WALKER SECONDED THE MOTION.

Dobson asked if this was for the current sidewalk that was recently put in with the Safe Routes to School Grant. Foss responded that this for an upcoming project. The School district is hoping to pay for 1/3, the city for 1/3 and the county for 1/3. This is a requirement for the grant. Gerold added that he feels that this just states that the city has something in place for maintenance. The City has an ordinance stating who is responsible.

THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Drug Task Force update

Frederick reported that a few months ago the Council had a conversation regarding the is-
ues the Princeton Police Department has to deal with regarding drug activity in the City of Princeton. At that time, we discussed the possibility of the Princeton PD joining with the Sherburne County Drug Task Force to help deal with ongoing drug issues. It was my understanding that the City Council agreed that I should look into the possible joint effort a little more. During your Nov. 29th budget meeting it was again discussed.

Based on the information he has received at this point, he thinks it would be appropriate for a representative from the Sherburne County Drug Task Force to come to a January 2017 City Council meeting (the January 5th Study Session?) and give a presentation to the Council regarding the topic and answer any questions you might have. If that sounds like a reasonable ‘next step’, then he would like the Council’s approval to set that presentation up.

As discussed, the Council is aware that participation would necessitate the creation of another position within our department. That would be a significant budget item and would require
a great deal of planning by our department. That said, in speaking with both the City Administrator and Finance Director, we feel that position, if approved by the City Council, would not start until the 2018 budget year.

The Council was in agreement that the city should learn more about the program and requested that Frederick set up a presentation with the Task Force Team.

B. Main Sanitary Lift Station Pay Voucher #6

Karnowski advised that this is pay voucher #6 in the amount of $12,362.72. The quantities completed to date have been reviewed and agreed upon by the contractor and the City Engineer.

Hallin asked what the remaining 2% was for. Brotzler stated that there is some finish work on the building left to do.

HALLIN MOVED TO APPROVE PAY VOUCHER #6 IN THE AMOUNT OF $12,362.72. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. Sherburne State Bank parking stall rental lease renewal

Karnowski reported this is the same lease that the city has had with the bank since they moved into the site. Because of their drive through taking up part of the city’s parking lot, they lease those spots. Hallin asked if we the removed snow. Gerold responded that the city is responsible for removing the snow.

HALLIN MOVED TO APPROVE SHERBURNE STATE BANK PARKING STALL RENTAL LEASE RENEWAL FOR 2017 THROUGH 2021. DOBSON SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. PFRD Election Results

Karnowski reported that annually the Princeton Fire and Rescue Department (PFRD) holds elections for some of its six (6) leadership positions. On even years, the elections are for Fire Chief, Assistant Chief, and two of the four Captains. At this year’s annual meeting (held December 5th) the membership voted to recommend that the City Council appoint the following firefighters for two year terms for the leadership positions indicated:

<table>
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<tr>
<th>Fire Chief: Ron Lawrence</th>
<th>Captain I: Troy Thompson</th>
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<tr>
<td>Asst. Fire Chief: Joshua Vaccari</td>
<td>Captain II: Tim Jenson</td>
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Because Josh Vaccari was elected as Captain III last year and, this year, was voted to be the Assistant Chief, a special election to fill out the remaining year of Vaccari’s term was held. The results of that election was:

Captain III: Bryan Mellgren
On the odd years, elections for the other two Captains are held. Incidentally, the other PFRD officer (elected last year) is:

Captain IV: Jerry Rud

If the Council concurs with the recommendation of the PFRD membership, a motion to appoint the three candidates noted above to serve a two-year term beginning January 1 and Mellgren to finish out the last year of the Captain III term would be in order.

After the PFRD's Annual meeting, the PFRD's Relief Association also has its annual meeting. At that meeting the following business was conducted. The Relief Association also held their annual election with the following members elected:

Jay Roxbury: Trustee (3-year term)
Austin Schneider: Trustee (3-year term)

Other Relief Association Board members are:

Adam Cook: President (3-year term)
Shane Werner: Vice President (3-year term)
Dan Hiller: Secretary (3-year term)
John Sjoquist: Treasurer (last 2 years of Cook's 3-year term)
Ron Lawrence: Fire Chief

Paul Whitcomb: Mayor (ex-officio member)
Mark Karkowski: City Administrator (ex-officio member)

EMERGENCY MANAGEMENT DIRECTOR POSITION: Staff understands that Jim Roxbury (rather than retiring) will be taking a leave of absence from the PFRD as of January 1st. Since he's been an exceptionally valuable representative of the city, staff talked to him about the possibility of him being appointed as the Emergency Management Director. He has indicated he would like to be appointed to that position. That would allow him to continue applying for grants in addition to heading up the city’s Relocation efforts with the state. Roxbury had that title for several years as Fire Chief, but that position is not automatically tied to the Chief’s position. The position, historically, pays a flat $1,000 per year. Staff recommends the Council appoint Roxbury to be the Princeton Emergency Management Director for 2017.

If the Council concurs, a motion to that effect would be in order.

DOBSON MOVED TO APPROVE THE FOLLOWING PFRD ELECTION RESULTS:
FIRE CHIEF: RON LAWRENCE
ASST. FIRE CHIEF: JOSHUA VACCARI
CAPTAIN I: TROY THOMPSON
CAPTAIN II: TIM JENSON
BRYAN MELLGREN TO FINISH OUT VACCARI’S TERM AS CAPTAIN III WALKER SECONDED THE MOTION. MOTION CARRIED UNANIMOUSLY

Whitcomb suggested a meeting with Roxbury, Lawrence and Vaccari to discuss the relocation program and grants for the next year.
DOBSON MOVED TO APPOINT JIM ROXBURY AS THE EMERGENCY MANAGEMENT DIRECTOR FOR 2017. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Dobson stated that he appreciates everything that Jim Roxbury has done over the years. He is sure Ron Lawrence and Josh Vaccari will keep that up.

C. Proposed LELS (Police Union) 2017 Contract consideration

Karnowski reported that staff has negotiated a new one-year contract for the police officers who are members of the Law Enforcement Legal Services (LELS) union. The new contract includes the following changes:

1. For contract grievances that do not involve disciplinary actions, a process which follows these steps was agreed to:

   Step 1: Consideration by the Police Chief
   Step 2: Consideration by the City Administrator
   Step 3: Mediation by the State Board of Mediation Services
   Step 4: Arbitration

Grievances involving disciplinary actions will follow the process as spelled out in the city’s personnel policy… which involves Police Chief, then City Administrator and finally the City Council.

2. In the past, unused sick could be accumulated (up to 960 hours) and, if the employee had worked for at least 5 years, they would get 50% of their unused sick leave paid at their regular rate of pay upon leaving. That provision is proposed to be replaced by the following language:

   An EMPLOYEE has been employed by the EMPLOYER for at least a minimum of five (5) years and voluntarily leaves the employ of the EMPLOYER, said employee will be paid for up to the noted percentage of up to 960 hours of their unused sick leave bank hours at their regular rate of pay (not to exceed 576 hours) according to the following chart:

<table>
<thead>
<tr>
<th>Years</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-4 years</td>
<td>0%</td>
</tr>
<tr>
<td>5-9 Years</td>
<td>30%</td>
</tr>
<tr>
<td>10-14 Years</td>
<td>40%</td>
</tr>
<tr>
<td>15-19 Years</td>
<td>50%</td>
</tr>
<tr>
<td>20-24 Years</td>
<td>55%</td>
</tr>
<tr>
<td>25+ Years</td>
<td>60%</td>
</tr>
</tbody>
</table>

   If the employee is released from the employment of the EMPLOYER by the Council for just cause, such benefits shall be forfeited.

   The rationale for the change is that it will now take 20 years of service to earn the 50% payout paid after 5 years as described in the old language. Employees who stay longer than 20 years will earn up to 60%.

3. The amount of accumulated vacation leave was increased from 300 to 360 hours (which is the same total as the city’s regular personnel policy).

4. The new contract says the Police Chief may grant additional Funeral Leave following
the death of the employee’s or spouse’s aunt, uncle, nephew, niece or a departmental co-worker. Currently the paid leave is one day. Any additional approved leave would have to be vacation or comp time.

5. The most significant change in the contract is the following language which compensates officers for special duties they perform for the other department members. Those compensation levels are as follows:

A. Investigator: An additional 60¢ per hour over top officer pay
B. Field Training Officer: An additional 50¢ per hour while teaching
C. Fire Arms Instructor: An additional 50¢ per hour while teaching plus an additional 50¢ per hour for 2 hours of class preparation time.
D. Defensive Tactics Instructor: An additional 50¢ per hour while teaching plus an additional 50¢/hr. for 2 hours of class preparation time.
E. TASER Instructor: An additional 50¢ per hour while teaching plus an additional 50¢ per hour for 2 hours of class preparation time.

6. The officer’s uniform allowance was increased by $5 for 2017 to $731.

7. The officer’s wages were increased by 2% for the first half of 2017 with an additional increase of 1% for the second half of 2017 (which amounts to about a 2 1/2 % total increase... which is the same increase as in the AFSCME contract for 2017).

If the Council agrees that the above is reasonable, then a motion to approve the LELS Labor Contract for 2017 would be in order.

Staff also suggests that a second motion setting the non-union employee’s cost of living increase at the same 2% for the first half of 2017 and an additional 1% for the second half would be in order.

Hallin asked if it is usually a 1 year contract. Karnowski replied that sometimes it has been up to 3 years. However, he believes they may be trying to become timed with the AFSCME contract. He added that again the city’s health insurance is not increasing.

Zimmer said he likes to see the additional amount for those officers that are providing the training.

Dobson asked about the unused sick leave. If heaven forbid an officer had to go out for an injury while on the job, would they be able to collect those hours. Karnowski clarified that if the officer left in good standing, they would receive those hours.

HALLIN MOVED TO APPROVE THE LELS LABOR CONTRACT FOR 2017. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

DOBSON MOVED TO APPROVE SETTING THE NON UNION EMPLOYEES COST OF LIVING INCREASE AT 2% FOR THE FIRST HALF OF 2017 AND AN ADDITIONAL 1% FOR THE SECOND HALF. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS
Whitcomb thanked Vicki Hallin and Dick Dobson for their many years of service to the City Council and presented them with plaques.

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 $124,773.16 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 74768 TO 74844 FOR A TOTAL OF $248,993.88. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

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

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST

Paul Whitcomb, Mayor