1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on January 27th, 2020 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A. Conditional Use Permit for Sylva Manufacturing – Tab B
   B. Comprehensive Plan – Tab C

5. Old Business: None

6. New Business:
   A. West Rivertown Apartments – Tab D

7. Reports:
   1) Consideration of Aero Business Park Expansion
   2) At&T Tower Update
   3) Solar Garden
   B. City Council Minutes for January, 2020 – Tab E

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON JANUARY 27, 2020, AT 7:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS
********************************************************************************
The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Eldon
Johnson, Jeff Reynolds, Scott Moller, Victoria Hallin, and Gene Stoeckel (Princeton Twsp.). Staff
present were Robert Barbian (City Admin.), Stephanie Hillesheim (Comm. Dev. Spec.), and Mary

ELECTION OF OFFICERS:
JOHNSON NOMINATED DAN ERICKSON FOR PLANNING COMMISSION CHAIR. JOHNSON
MOVED, MOLLER SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR DAN
ERICKSON FOR PLANNING COMMISSION CHAIR, THERE WERE 5 AYES, 0 NAYS. MOTION
CARRIED.

ERICKSON NOMINATED VICTORIA HALLIN FOR PLANNING COMMISSION VICE CHAIR. ERICKSON
MOVED, MOLLER SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR VICTORIA
HALLIN FOR PLANNING COMMISSION VICE CHAIR, THERE WERE 5 AYES, 0 NAYS. MOTION
CARRIED.

HALLIN NOMINATED JEFF REYNOLDS FOR PLANNING COMMISSION SECRETARY. HALLIN
MOVED, JOHNSON SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR JEFF
REYNOLDS PLANNING COMMISSION SECRETARY, THERE WERE 5 AYES, 0 NAYS. MOTION
CARRIED.

APPROVAL OF MINUTES OF REGULAR MEETING ON DECEMBER 16, 2019
HALLIN MOVED, SECOND BY MOLLER, TO APPROVE THE MINUTES OF DECEMBER 16, 2019.
UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
HALLIN MOVED, SECOND BY REYNOLDS, TO ADD TO OLD BUSINESS, ITEM A, SOLAR GARDEN.
UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS:
A. Solar Garden
Stephanie Hillesheim, Comm. Dev. Specialist Memo:
Update:
Since the last review, contact with the FAA determined that with a modification to the no build

easement a few steps to gain an approval would be necessary. Although not finalized, it was indicated that the Airport Layout Plan (ALP) would need to be modified. Subsequently, either an environmental review must be conducted or it will be required to obtain a 204 Environmental Exclusion and appraisal with a review appraisal done to establish values of release rights of which may include some value based upon lease revenue. After a few discussions, the owner and developer have moved the proposed solar garden out of the easement area.

The new proposed site of the solar garden is attached. The garden will be partially in Zone A. The revised recommendation follows:

**Revised Recommendation Jan. 27, 2020:**

City staff has preliminarily concluded that, provided certain conditions are met, the competing interests can be a positive direction for the community.

Therefore it is recommended the Planning Commission direct the applicant to complete the variance application.

Conditions which are recommended to be integrated with an authorization of the use follow. The conditions or specifics may be modified or expanded.

1. That the garden be located in a minimum of 10 feet from the RPZ.
2. That the easement be increased to include the balance of Zone A.
3. Upon the solar panels being re-powered, a Variance renewal is agreed to, ~ 20 years.
4. That the Developers agree to not object to future installation of utilities or road extensions along the development to achieve permanent access to the acreage.
5. That the fence be decorative and the screening allow for views of the improvements between the new vegetation not exceed a growing height of 12’ with all existing trees on Prairie Restoration property be removed.
6. That the electric connection be co-located with the access easement.
7. That owner and lessor agree to not object to annexation should a petition occur which includes the lands under consideration of the solar complex.

**Balance of Memo is from December 12, 2019: Background:**

Connexus Energy has been working to locate a solar farm with Ron Bowen of Prairie Restorations. Working with Ron Bowen they have centered on an area approximately 30 acres in size between the industrial park, airport and the Prairie Restoration offices just off County Truck 45 in Baldwin Township. The site is in the flight zone and therefore falls under the City of Princeton zoning jurisdiction. In addition, the City owns an easement where part of the garden is proposed.

Zoning: The City of Princeton zoning jurisdiction is over the flight zone of the Airport in both the city and townships. This multi-jurisdictional zoning is codified in a document agreed to by
all the parties, both townships and both Counties. The document is titled Zoning Ordinance Princeton Municipal Airport adopted June 29, 1978. To view a copy please request.

Due to the solar field being partially in Zone A and Zone B specific zoning rules apply. A summary page of these zoning regulations is attached and labeled Table 5-10. In addition the City is responsible to enforce height limitations for the flight zone, a large oval area centered on the airport. A glare study is also required when a solar garden is in proximity to an airport.

Easement: The easement has been recently referred to as a no build easement. This easement is also attached. You will see, it is an easement that restricts all building from occurring.

A map showing the various overlapping related issues is attached. The map is magnified to increase clarity. Note the white labels with a corresponding arrow to pointed to part of the map.

City staff, Sherburne County staff, Prairie Restorations, EDF Renewables and Conexus Energy have met twice and been discussing the proposed use. City staff has also had a number of discussions with MnDOT, the County and Developer regarding the proposed use. The Airport Advisor Board has also had a number of discussions as one will find in the meeting minutes.

Conexus has advanced a Solar Glare Study done by Forge Solar showing the project adheres to FAA requirements. A key hurdle for the project to be able to move forward. The MnDOT review concluded with the following statement: “I have reviewed this proposal and it meets FAA criteria for off-airport solar installations. Structures such as solar panels may be prohibited by use restrictions in Zone A. Contact your Airport Zoning Administrator for a determination.” Other communications from MnDOT indicate that solar panels may be considered a structure which would require a variance to be allowed.

Since this time further analysis of the location has occurred. This led to the determination that the no build easement exists on about 6.5 acres of the planned solar garden which prohibits all types of buildings. The easement was purchased by the City, possible with MnDOT support.

The Developers would like to proceed and therefore advance the attached preliminary application for consideration by the Planning Commission related to zoning and the City Council related to the use within the easement.

Analysis:
Conexus Energy and EDF Renewables contacted Richard Braunig, the Manager of Aviation Safety and Enforcement for MnDOT Aeronautics. Mr. Braunig responded to the request by stating “Minnesota Rules (8800.2400) prohibit land use structures in Zone A. One of the permitted uses is auto parking and we recognize your assertion to the similarity between auto parking and solar panels. The purposes stated for the restrictions on the property use in airport zoning is to limit population and building density in the runway approaches areas, thereby creating sufficient open space so as to protect life and property in case of an accident.” Mr.
Braunig also noted that due to the structure limiting population density and being low to the ground, MnDOT would not be taking action against the project should a variance be approved for the use.

The City has been advised not to release the easement, but to allow for a variance for the construction of the solar garden. In addition to this, the Runway Protection Zone, overlaps the proposed site. This area (highlighted in blue) does not allow for any variance. The solar garden will not be located on this corner of the site. Furthermore, in discussions on the variance, a new Non-Build Easement to be added and recorded on the remaining south-west corner of existing Zone A.

Another item to consider is the life of a solar garden and what will happen to the property when the proposed solar garden is decommissioned. The City has been advised, in the interest of residents and the airport, to ensure the identified parcel reapply for a variance if a new solar garden is constructed in place of the original solar garden proposed for this project.

**Recommendation:**
City staff has preliminary concluded that provided certain conditions are met the competing interest can be a positive direction for the community.

Therefore, it is recommended that the Planning Commission direct the applicant to complete the variance application and request the City Council consider adding in the easement a solar garden use.

Conditions which are recommended to be integrated with an authorization of the use follow. The conditions or specifics may be modified or expand.

A. That the garden be located a minimum of 10 feet from the RPZ.
B. That the easement be amended to allow for the use of solar panels as planned.
C. That the easement be increased to include the balance of Zone A.
D. The solar garden use require renewal at which time the panels require repowering approximately 20 years.
E. That the Developers agree to not object to future installation of utilities or road extensions in and around the development to achieve cost efficiencies.
F. Agreement is required on removal of existing vegetation including trees, and construction of fencing and new vegetation is obtained.
G. The proposed $5,000 be accepted provided City legal costs are also covered.

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

Barbian said on the first page of the memo there are a few updates. The Developer and owner are pursuing a change of the placement of the garden. They hope to build the solar garden this summer.
Stoeckel said they moved it out of the RPZ area and not in Zone A.

Barbian said they are partly in Zone A. They would apply for a variance. They are not in the easement now with the change.

Erickson asked on the future road if it would be in the way.

Barbian said it would be close.

Stoeckel said the RPZ is in the same position as the Zone A area. It should be the same parallel line as RPZ and Zone A. He believes the map is wrong.

Barbian said the underground utility and access easement to the garden we would like those in the same location so it does not disrupt the development of the property. It is high ground. It should be put in a location so it does not impeded future development.

NEW BUSINESS:
A. West Birch Apartments Monument Sign
Mary Lou DeWitt, Comm. Dev. Zoning Specialist Memo:

Central Minnesota Housing Partnership has hired North Star Signs to design a monument sign for their new West Birch Apartments site located at 1103 West Branch Street. The property is located in the R-3 Multiple Family Residential District and only one monument sign is allowed at the entrance of the apartment site. The sign will have external illumination from the ground. The total sign size would be approximately 31 square feet which falls under the maximum monument sign size of 40 square feet. The maximum sign height allowed is 6 feet and the proposed sign will be 6 feet in height. The placement of the sign will be west of the entrance off of West Branch Street and 14’6 feet from the property line. This setback should not inflict with the drivers view of entering or existing the site.

Monument Sign – a sign where the extent of the sign surface is attached to the ground or a foundation in the ground; and where there are no poles, braces, other visible means of support other than attachment to the ground.

Freestanding Sign – any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure.

Signs Requiring Planning Commission Approval: The Planning Commission may, in its discretion, issue a permit authorizing construction of freestanding signage. The replacement of and existing sign shall require Zoning Administration approval. The granting of a permit will be subject to the following conditions:
The signage request falls under the monument signs restrictions. If the Planning Commission is in approval of the signage, the following conditions should be considered:

1. The sign height cannot exceed 6 square feet and the maximum sign area cannot exceed 40 square feet.

2. The placement of the sign should not be any closer to the road then what is shown on the diagram.

3. The sign request is for non-illuminating signage.

4. Gopher One needs to be contacted prior to digging.

5. A Building Permit must be approved prior to installation of the sign.

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

HALLIN MOVED, SECOND BY MOLLER, TO APPROVE THE MONUMENT/FREESTANDING SIGNAGE FOR WEST BIRCH APARTMENTS AT 1103 WEST BRANCH STREET WITH THE FOLLOWING CONDITIONS:

1. THE SIGN HEIGHT CANNOT EXCEED 6 SQUARE FEET AND THE MAXIMUM SIGN AREA CANNOT EXCEED 40 SQUARE FEET.

2. THE PLACEMENT OF THE SIGN SHOULD NOT BE ANY CLOSER TO THE ROAD THEN WHAT IS SHOWN ON THE DIAGRAM.

3. THE SIGN REQUEST IS FOR NON-ILLUMINATING SIGNAGE.

4. GOPHER ONE NEEDS TO BE CONTACTED PRIOR TO DIGGING.

5. A BUILDING PERMIT MUST BE APPROVED PRIOR TO INSTALLATION OF THE SIGN.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

B. Request for Design Approval at 513 First Street
Stephanie Hillesheim, Comm. Dev. Specialist

Background
The City of Princeton has received an application for the Downtown Façade Grant Program from Dennis Johnson of DZ Properties LLC for The Insurance Shoppe. When the City commissioned Macdonald and Mack Architects to conduct case studies of properties in the downtown business district, The Insurance Shoppe was identified as one of the buildings.
Analysis
The applicant that has been submitted is following the recommendations made by Macdonald and Mack Architects to repair the stucco on the front and sides of the building, replace existing front windows and install a new sign.

The total project budget is estimated to cost $12,500 with additional expenses anticipated for the new sign. The grant amount requested is $2,500.

Action Required
It is the duty of the Planning Commission to decide if the project elements presented in the application for funding adhere to the requirements set forth in the Downtown Design guidelines adopted for the Downtown Façade Improvement program. If Design Guidelines are met, the City will move forward with the process of awarding the applicant the requested amount of funding.

End of Memo

Dennis Johnson applicant, is present to answer any questions. If he gets the grant he will repair the stucco in front otherwise he will just replace it.

Barbian asked if the top windows will be larger.

Johnson said yes. They will be fabricating the cornice out of stucco. The plans show four lights and there may be two, just depends what will fit in the area. He understands the sign will have to meet the Sign Ordinance requirement.

MOLLER APPROVED, SECOND BY HALLIN, TO APPROVE THE PROPOSED DESIGN AT 513 FIRST STREET FOR THE DOWNTOWN DESIGN GRANT PROGRAM. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS.

Barbian said this grant is a reimbursement once the project is done and the EDA Board has the approval of the funding.

COMMUNICATION AND REPORTS:
A. Verbal Report: None

B. City Council Minutes for December, 2019
The Planning Commission Board had no comments.
JOHNSON MOVED, SECOND BY MOLLER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:51 P.M.

ATTEST:

__________________________  ________________________________
Dan Erickson, Chair          Mary Lou DeWitt, Comm. Dev. Zoning Specialist
TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist
SUBJECT: Conditional Use Permit for Sylva Corp.
DATE: February 17, 2020

Background: Larry Doose, applicant is the owner of Sylva Corporation, located at 900 Airport Road, and is purchasing the adjoining lot north of his existing wood chipping industry for the expansion of outside storage. Mr. Doose would like to have the Conditional Use Permit prior to closing.

The property is located in the MN-1 Industrial District and to allow uncovered outside storage of 50% or more of the site a CUP is required.

Currently, there is a Conditional Use Permit in place for outside storage of woodchip on each of the two properties where the Sylva Corporation is located.

The first CUP was issued in 2005 when Mr. Doose purchased the Hunt Wood Chip Industry and needed to expand the outside storage. Conditions of the CUP are:
1. Possible use of sediment screening maybe needed in area adjacent wetland.
2. All storm water ordinances that may pertain to subject property be adhered to.
3. Conditional Use Permit to be reviewed for compliance in one year.

Second CUP was issued in 2007 for the expansion of outdoor storage on the site north of Sylva Corp. that they were purchasing. Condition of the CUP is:
1. No more then 30 (thirty) feet in height of non-processed materials on site.

Analysis: This property is north of Sylva’s site on Outlot A. This outlot was created from a lot split in 2007 and Mr. Doose had purchased the other lot for outdoor storage expansion.

Definition of an outlot: An outlot is a remnant piece of land that is left over after a developer has surveyed, planned and developed a new subdivision. Outlots are left over because they may not fit nicely into a particular lot or perhaps has a swamp on it or some other unique environmental feature on it.

Conditional Use Permit: Any use in which over 50% of the site would be used for uncovered outside storage, provided that:
(a) The exterior storage area must be located to the rear of the building or site;
(b) The exterior storage area must be fenced and fully screened from view.

Since this parcel is an outlot it cannot be built on until replatted. The outside storage of the site will be to the rear of their current manufacturing site. Access to this site is required to be from the current outdoor storage parcel north of Sylva’s manufacturing site. Additional employee parking should be at the main building site and adhere to the City Parking Ordinance requirements. Heavy equipment needs to be stored on hard surfaced area.

Fencing will need to be placed around the exterior storage if raw products and a Fence Permit will need to be applied for.
Sediment screening will be needed to protect the wetland area. Landscaping screening will be needed west of the site along Airport Road and on the northside of the site. Trees are placed adjacent to the ROW.

Staff is working with the applicant to extend 21st Avenue along this proposed property with the process of a DEED Grant. Upon a road being built an outlot can be replatted as a buildable lot. Landscaping screening will need to be addressed as well as the type of trees determined where they do not exceed 30 feet.

**General CUP Review Standards:** According to Section 3 of Chapter IV of the Zoning Ordinance, the Planning Commission shall grant a Conditional Use Permit if at the proposed location complies with the following standards:

1. *The proposed use does not violate the health, safety or general welfare of Princeton residents?*
   
   **Comment:** This business has been operating since 1994 with two expansions and has not shown characteristics of health or safety problems.

2. *The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation?*
   
   **Comment:** Filtration is addressed on the current sites and will be continued to this site.

3. *Adequate parking and loading is provided in compliance with the Ordinance.*
   
   **Comment:** Sylva’s office site will provide onsite parking if additional employees were to be hired.

4. *Possible traffic generation and access problems have been addressed.*
   
   **Comment:** There maybe a small increase in truck traffic, but access will be from their current site and not a problem.

5. *The proposed use can be accommodated with existing public services and will not overburden the City’s service capacity.*
   
   **Comment:** The proposed use will not add to the existing public services.

6. *The proposed use conforms to the City’s Comprehensive Plan and is compatible with present and future land uses of the area.*
   
   **Comment:** The Comprehensive Plan has this area designated as Industrial and is compatible with the present and future land uses of the area.

**Recommendations:**

Upon review of the Conditional Use Permit request, staff recommends that this permit be granted with the following conditions:

1. The current CUP’s Resolution #05-01 and #07-52 conditions be followed.

2. No more then 30 (thirty) feet in height of exterior materials on site.


4. Hard surfaced parking must be available for additional employees.

5. Exterior raw storage must be fenced with a fence permit applied for and approved.

6. Landscaping screening approved by staff.
Sylva Corporation, Inc. is seeking an expansion of it's existing Conditional Use Permit to cover the John Westling property of which Sylva currently has a purchase agreement.

Sylva initially plans to store finished pallets, (that are ready to ship), on a portion of the usable property.

Plans are being developed that include the expansion of Sylva's product lines and will necessitate the need for building space, additional equipment, and added employees.
Memorandum

To: Planning Commission
   Robert Barbian, City Administrator

From: Eric Zweber, AICP

Date: February 19, 2020

Re: Princeton Comprehensive Plan Update
   WSB Project No. 02257-180

Thank you for inviting WSB to review the Comprehensive Plan update. The second draft of the Comprehensive Plan is complete. The first draft of the Comprehensive Plan had been reviewed by the Planning Commission on February 26, 2018. The second draft had been reviewed by the Planning Commission on December 18, 2019. Since that meeting, City staff has met with the surrounding townships, slight amendments have been made to the industrial tasks, and grant opportunities have been added to the parks chapter.

ENGAGEMENT PROCESS FOR THE COMPREHENSIVE PLAN

WSB conducted ten engagement activities to create the first draft of the Comprehensive Plan update, which are described in the table below.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint City Council/Planning Commission Meeting</td>
<td>February 9, 2017</td>
</tr>
<tr>
<td>Planning Commission Meeting #1</td>
<td>March 20, 2017</td>
</tr>
<tr>
<td>Planning Commission Meeting #2</td>
<td>July 17, 2017</td>
</tr>
<tr>
<td>Economic Development Authority Meeting #1</td>
<td>July 20, 2017</td>
</tr>
<tr>
<td>Music in the Park</td>
<td>August 1, 2017</td>
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<tr>
<td>Economic Development Authority Meeting #2</td>
<td>September 21, 2017</td>
</tr>
<tr>
<td>ChiliFest</td>
<td>September 23, 2017</td>
</tr>
<tr>
<td>Utility Bill Survey</td>
<td>October 2017</td>
</tr>
<tr>
<td>City Council Update</td>
<td>November 9, 2017</td>
</tr>
<tr>
<td>Planning Commission Review</td>
<td>February 26, 2018</td>
</tr>
<tr>
<td>Planning Commission Review</td>
<td>December 18, 2019</td>
</tr>
</tbody>
</table>

MAJOR REVISIONS WITHIN THE SECOND DRAFT OF THE COMPREHENSIVE PLAN

There are three major changes to the second draft of the Comprehensive Plan update:

- Expanded Land Use Map to include parcels within about 2 miles to the west and about three miles east of the Princeton City Boundary.
- Removing the Medium Density Residential land use category and adjust the Low Density Residential to 1 to 3 units/acre and the High Density Residential to 4 or more units/acre.
- Add the Transportation Plan from the 2008 Comprehensive Plan into the Appendix of this second draft of the Comprehensive Plan.
Land Use Map

City staff reviewed the Land Use Map with the Planning Commission during the April 15, July 15, and October 21 Planning Commission meeting. The revised map is located on page 72 of the second draft of the Comprehensive Plan. This map removed the Medium Density Residential land use category from the land use map of the first draft of the Comprehensive Plan.

Medium Density Residential

There were eight references to the Medium Density Residential land use category in the first draft of the Comprehensive Plan. Those references have been removed and replaced with the High Density Residential land use category and any density range references have been updated.

2008 Transportation Plan

City and WSB staff reviewed the Transportation Chapter and Map from the 2008 Comprehensive Plan and determined that those policies and improvements are still relevant. A statement of that relevance has been added to page 70, of this second draft of the Comprehensive Plan. In addition, the 2008 Transportation Chapter and Map are included in Attachment 3 on pages 76 through 90 the City’s comments to the Sherburne County in Attachment 4 on pages 91 through 93 of the second draft of the Comprehensive Plan.

NEXT STEPS

The Planning Commission is being asked to review this second draft of the Comprehensive Plan and conduct a public hearing. The public hearing notice was published in the Union-Times on February 13, 2020. Following the public hearing, the Planning Commission is being asked to recommend to the City Council the adoption of the Comprehensive Plan update.

Thank you,

WSB

[Signature]

Eric Zweber, AICP

Attachments: February 2020 Draft Comprehensive Plan

alp
MEMORANDUM

TO: Planning Commission Members
FROM: Community Development
SUBJECT: West Rivertown Apartments Concept Plan
DATE: February 12, 2020

Background:
The development of two apartment building is proposed as shown on the attached map labeled exhibit 1. Note a public road is shown indicating an intersection on County Rd. 31. The new road is proposed to be 32' wide with a pedestrian trail, 10' wide on the west side of the road. The proposed right of way is 60'

The Developer, Patrick Briggs, Briggs Properties Inc. is looking for feedback on the project and design. Please see the following comments gathered from City and Public Utilities supervisors on the concept. The comments are made to provide the developer direction in order to move forward in deciding the directions to pursue for the development.

The site proposed and other lands owned by Briggs Properties were subject to development discussion in the past. The plan from the past is attached as exhibit 2. Also attached as exhibit 3 is a map depicting the lands owned by the developer. None of the plans proposed were finalized or platted. In addition, discussion of the establishment of the Tax Incremental Financing (TIF) District occurred around 2007. At that time the district included all of his lands plus lands to the west adjacent to 21st Avenue. A 25-year TIF district has been requested for the project.

At this time the consideration for site plan is to center on the two apartment buildings shown on exhibit 1. It has been presented that building 1 will be along 1st Street and the other behind. Building 1 is proposed to start in 2020 with occupancy in 2021 and building 2 proposed to start in 2022 and occupancy in 2023. Each building is to have 49 units. The three-story building is to have some inside parking available.

Analysis:
In review of the concept there are a few areas of questions that further information on the project is needed. These areas will be covered. As well, the considerations and decisions being made on the concept for the two apartment buildings proposed as West Rivertown Apartments will likely impact future the development decisions for other holding by Briggs Properties Inc.

Water availability: There is a 12” water line along First Street. The developer will need to plan an 8” connection to be extend down to the end of the planned road construction and place a hydrant. In addition, a current 1” lateral exists on first Street, Public Utilities will want the old lateral for the house previously removed, abandoned. It is proposed that at this spot a 6” water be installed to serve the first building. As additional lands are developed the 8” water in the road will eventually need to be looped to 21st Avenue for flow redundancy and pressure.

Fire Service and access: There are a number of interconnected issues related to providing access to higher density properties. One such source to obtain a preview of issues is Appendix D of the Minnesota State Fire Code. Each apartment will need to be accessible, within the required distances via a Fire Access Road. The current plan to build apartment 1 does not present an issue as it is accessible along First Street. The second apartment presents issues as the parking lot does not accommodate an aerial fire truck. In a cursory review the Development Review Team took note that in the old concept a third building and a road in the back providing access to both the third and second building would be a good plan. There are a number of ways to solve fire access issues and the developer will need to determine the best solution for
the project being considered now as well as the impacts on future development. While the current concept does not meet fire code the City and Fire Chief are open to solutions and will review what is provided. It must be noted that other lands, future densities, land uses, costs and development will be impacted by the decisions made with this phase of the development. Probably best to provide an aerial fire truck negotable parking lots with FDC’s on the front of each building along with Knox boxes at front entrance doors.

No storm water information has been provided and the impervious surfaces proposed will require improvements for ponding for storage, infiltration areas and other related items that will be reviewed when received. In addition, there does not appear to be areas designed for snow storage which may create site issues and vision safety issues on or around the site.

A trail is proposed along the new street. The initial analysis has determined that a sidewalk of 5 to 6 feet be the preferred improvement installed along the road and along the entire route as the road is extended. The best location being at the westerly edge of the right of way in order that the boulevard has a snow storage area. The placement of electrical equipment such as transformers is recommended to be west of the road right of way to have good vision and snow storage. The basis for a sidewalk vs a trail being that it serves a local purpose and not an access route to a recreational community asset. A street crossing with appropriate pedestrian ramps is recommended to be installed by the developer with the road.

Zoning, easements and setbacks seem to be fine. A street lighting plan is requested as well as landscaping plans. No recreational areas have been proposed or submitted. Park dedication requirements of improved lands and or fees are necessary, some of which may be TIF eligible.

A 25-year TIF district has been requested with the current project. TIF districts for housing are limited to serve specific public purposes as established by State Statutes. In addition, an analysis will need to be performed to justify meeting and obtaining TIF approval. The analysis determines the justified public support provided to the project. The City’s consultant Northland Securities, Inc, a qualified provider of these services will be providing a proposal. For the analysis of the development a deposit from the Developer has been requested to cover the cost. To conduct the study the Developer will need to provide project designs, costs, rents and various project details. The quality of information and timeliness of information provided will impact timelines to complete the analysis and process of considering the adoption of a TIF.

Exhibit 2, the plan from 2008 shows quite a few twin homes in addition to the apartment buildings. The city will be looking for a road connection to 21st Avenue for this type of density to be accommodated safely. It is anticipated that 21st Avenue provides a safer street design for traffic to more readily to access Cty Rd. 31 as well as travel to destinations north and south. It is anticipated that 21st Avenue will become the main access point for this subdivision.

The City will support a Developer request to Mille Lacs County on the authorization of a street access and pedestrian crossing.

Recommendation:

City staff has preliminarily concluded that, provided certain conditions are met the project would be a great addition to the community.

The information above is preliminary in nature and comments are to provide direction to Briggs Properties and their engineer. The Planning Commission involvement at this time is to let the Developer be aware of their views and likely hood of any issues they see in order for the development to gain approval. Please make your comments know at this time.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JANUARY 2, 2020 4:30 P.M.

Acting Mayor Jules Zimmer called the meeting to order. Council members present was Jack Edmonds, Jenny Gerold, and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell and Fire Chief Ron Lawrence. Absent was Mayor Brad Schumacher

**Cemetery and Community Garden – Randy Hatch with the Civic Betterment Group**

Jenkins reported that the Community Garden was started on a very small scale at the Depot in 2016 when a Statewide Health Improvement Grant was received. It was very successful and well received, but it was small and only allowed a limited number of volunteers to participate. Randy Hatch had a vision for a Community garden that was modeled after the Isanti County Community Garden in Cambridge. This type of garden allows community members to lease a 10 x 10 plot for their garden. Due to the lack of available space at the Depot, staff requested Council approval to use some space in the parcel adjacent to Oak Knoll Cemetery in which the City uses for their bareroot tree nursery and excess material storage. The Volunteer Group elects a Board of Gardener’s to oversee the garden, assign plots, provide education, enforce rules, etc. In 2017, the City Council approved that on Resolution 17-17 (attached)

As you are aware, the City received a complaint from Anita and Kevin Gerrard regarding the use of a portion of land in the cemetery for the community garden. It was discussed in the open session of the November 14th meeting:

**OPEN FORUM**

Kevin Gerrard stated he still has concerns about the Community Garden being near the cemetery. He has contacted Valerie Gamble from the Mn Department of Health as well. She was going to look into it more and get back to him.

Andrea Gerrard also commented on the Community Garden. She was not even aware there was one, until there was a heated discussion on the Princeton Bulletin Board Facebook page about other people taking things from the gardens.

She said the staff memo mentions an alleged hayride. She was on that hayride and was not aware that it would be going through the cemetery and watched the tractor go over a stone. The community garden is a good idea, but feels it should be located elsewhere. We need to find a way that it doesn’t appear to be part of the cemetery, and more accessible to everyone. She mentioned a community garden in St Cloud that allows anyone to take some vegetables if they put in an hours’ worth of work.

The Council asked who put on the Tractor and trolley ride. Gerrard responded that Kinship did the tractor ride, and the Fair Board did a trolley ride.

Edmonds said the tractor and trolley ride are different and feels the Council would agree that those should not go through the Cemetery. He will talk with the Fair Board.

It was discussed under “unfinished business” as well.

A. **City Land, Cemetery, Garden and Material Storage**

Jenkins advised that in 2017, the City Council approved a small portion of land adjacent to the cemetery to be used as a Community Garden.
PID 24-029-1000 includes the largest portion of the cemetery. It includes the: Original, enlargement of Original, First addition, Second addition and most of the 3rd addition.

PID 24-029-0902 includes one row from the 3rd addition, the 4th and 5th additions.

PID 24-029-0900 is 10.37 acres and includes the Oak Knoll 6th addition, Community Garden area, and the material storage area that fronts the exit ramp of Hwy 169.

The Community Garden use was approved by the City Council in 2017 (Resolution 17-17, and memo follows). In 2017, City Staff took the plot reservations and worked with Volunteer Randy Hatch. Beginning in 2018, The Civic Betterment Club took over the Community Garden. A Board of Gardner’s is chosen yearly and plot reservations begin at the Business Expo in April.

Analysis
In my brief research, I found 14 cities that have a community garden located in their Cemeteries.

The locations I found were: Laramie WY, Pittsburgh PA, Orlando FL, Schenectady NY, Milton WI, Tuftonboro NH, Mitchell SD, Watertown WI, Heber City UT, Monongahela PA, Worcester MA, Marquette MI, Almond WI and Hornell NY

I also contacted the MN Department of Health and was forwarded on to the Agricultural Department. Their Response:

There are not any regulations that I am aware of, related to produce safety, that would completely prevent a community garden, especially in a section of the land that does not have any burial sites.

There are state statutes that regulate public cemeteries (MN Statute Ch. 306), but nothing appears to directly address gardens or produce growing.

Thank you,
Valerie Gamble,
Produce Safety Program Manager

In an additional letter that was received by Mrs. Gerrard, there are allegations of 2 hayride events that went into the cemetery, Garbage being thrown in the cemetery, etc. Permits were requested for the Community Garden Sheds, poles, water, potty, tables and large manure pile.

Permits are not required for sheds less than 200 square feet (per MN State building code), for poles, temporary porta-potties or tables.

The Cemetery has always been used by the City to store excess material, Grow bare-root trees, etc.

The City was not aware of any hayrides, or events that were held in the cemetery.
Recommendation

1. To consider directing staff to do an Administrative Lot Line adjustment to move the 6th Addition to Parcel ID 24-029-0902.

2. To consider the uses of PID # 24-029-0900 which currently includes the Community Garden Bareroot tree Growing area and excess material storage.

Staff will provide how many available sites are in the cemetery. The council agrees that a lot line adjustment needs to be occur to move the 6th addition into the cemetery PID.

Staff will invite the civic betterment club to a study session.

The city’s portion of Oak Knoll Cemetery has a total of approximately 8100 grave sites. Of those, approximately 1000 full grave sites are available to purchase, and approximately 470 cremation sites. The lots highlighted in Orange, are the lots that were recently set aside for cremation only. Each "lot" contains 32 cremation spaces.

6th Addition, Block 2 has 192 cremation spaces. 34 of them include an urn, and 12 are sold with no burials yet. It has 144 full spaces, with burials in 15 of the spaces, and 31 of the spaces sold.

6th Addition, Block 3 has 288 cremation spaces. 2 of the spaces include an urn. No other spaces are sold as of yet. It has 24 full spaces, with burials in 4 of the spaces, and 18 of the spaces sold.

An aerial map was provided that showed the garden area, Block 2 and 3 along with the burials, sold spaces and spaces still available for purchase.

Recommendation

1. To consider the uses of PID # 24-029-0900 which currently includes the Community Garden, Bareroot tree Growing area and excess material storage.

Edmonds asked for clarification that this does not cost the city anything. Randy Hatch replied that there is no cost to the city. They have an agreement with the Fairgrounds for the manure after the fair that they compost down and use the next year. Gerold added that Public Works has utilized some of that compost as well.

Hatch reported that there are 60 plots, with approximately 20 gardeners. The Depot is used mostly for perennials and have raised beds that are a great option for anyone that is physically disabled and unable to use the regular gardens. They currently have 9 open spaces, which they will likely fill at the Business Expo in April.

Hatch stated that the Civic Betterment Organization collects the funds and will issue payment for the garden for things like the Porta-potty that is made available at the gardens.

J Gerold asked the Board of Gardeners would consider a rule recommendation by the Council. Hatch said they would. J Gerold said she would like to add a rule that if they would
like to hold a promotional hayride or something similar, that they come to the City Council for approval prior.
Randy said they have a monthly meeting, and a picnic once or twice during the year.

Edmonds said the Hayride / Trolley ride that came up in the prior meeting was something that the Ag Society did and is separate from the Community Garden. He said he spoke with Michelle McPherson from the Ag Society and she said if that was an issue, she wishes the complainant had come to her.

Zimmer would like the 2020 rules to come to the Council to review and approve once the Board of Gardeners approve them.

Tim Hennagir asked if the Community Garden pays for the water that they use. B Gerold responded that water is provided to the entire cemetery.

Hatch said he doesn't foresee the rules changing much. The group gets things squared up in April and planting usually begins around Mother's Day. Barbian asked if the Council would be okay with approving the 2019 rules and then if any changes are made, the Council can review those then.

J Gerold stated she feels this is a great use of the space. said she thinks it is a great use of space. Randy said it is about the hobby, and people growing for their own use.

J GEROLD MOVED TO APPROVE THE 2019 RULES, WITH THE ADDITION OF A RULE REQUIRING THEM TO GET COUNCIL APPROVAL IF THEY WISH TO DO ANY HAY OR TROLLEY RIDES AS A PROMOTIONAL EVENT. REYNOLDS SECONDED THE MOTION. VOTE 3:1 WITH EDMONDS OPPOSED AS THE PREVIOUS HAYRIDE AND TROLLEY RIDE WERE DONE BY THE AG SOCIETY. THE MOTION CARRIED

Barbian asked for clarification that the Council would also like staff to contact the AG Society about their use of the City's property.

**Grant Applications – Otto Bremer and No Child Left Inside Grants**

Hillesheim reported on the Otto Bremer and No Child Left Inside Grants that she would like to apply for to help with the Riverside Park Project and Canoe and Kayak rental program. She will be applying for $40,000 from Otto Bremer and $7000 from the No Child Left Inside grant.

EDMONDS MOVED TO APPROVE STAFF TO APPLY FOR THE OTTOM BREMER GRANT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REYNOLDS MOVED TO APPROVE STAFF TO APPLY FOR THE NO CHILD LEFT INSIDE GRANT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**City Website Design**

Hillesheim went over 3 different templates and asked the Council which design they preferred. Staff and Council consensus was template number 1.

**Flight Expo Grant Application**
Sharon Sandberg with Flight Expo reported on their desire to expand their program, and has been working with Hillesheim on a grant. Sun Country has approached them as well, as they are very interested in their program.

Hillesheim added that they have been in contact with the school district and Superintendent Ben Barton is also very interested.

Sandberg said she has approached a builder and they are looking at a 60 x 60. She would like to get the numbers finalized. Hillesheim added that they have talked about applying for $100,000 on the grant.

They would be required to have sprinklers, so they would be looking at a private lot adjacent to the airport. There are still some land issues to resolve that would allow this project to continue. The Airport Advisory Board and staff is working on finding a resolution.

Hillesheim stated that Sandberg has been filling out the grant application and she has been reviewing it and offering some suggestions. Sandberg added that she is applying for a few grants.

J Gerold asked where the matching funds would come from. Sandberg responded that she is going to apply for a few grants and do some fundraising. Barbian does not foresee the land issues being resolved in 27 days when the grant is due. Sandberg responded that she is going to talk to them and explain the situation and see what they suggest.

Zimmer said he supports the concept as it would be a great thing. Reynolds added that he knows the land issues need to be resolved, but it has been an ongoing problem for many years.

Council Goals

Staff will go through the lists and remove any of the projects that have been completed and put them on the February Study Session

Adjournment

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 8:25PM. REYNOLDS SECOND-ED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

__________________________

Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON JANUARY 9, 2020 7:00 P.M. AT PRINCETON CITY HALL

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Engineer Jen Edison and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

Staff advised that there were no changes to the agenda.

REYNOLDS MOVED TO APPROVE THE AGENDA WITH NO CHANGES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of December 12, 2019
B. Special Meeting minutes of December 19, 2019
C. Regular meeting minutes of December 26, 2019
D. Study Session meeting minutes of January 2, 2020

J GEROLD MOVED TO APPROVE THE REGULAR MINUTES OF DECEMBER 12, 2019, SPECIAL MEETING MINUTES OF DECEMBER 19, 2019, REGULAR MEETING MINUTES OF DECEMBER 26, 2019 AND STUDY SESSION MEETING MINUTES OF JANUARY 2, 2020. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Accept resignation of Liquor Store Clerk Jorge Salinas effective January 2, 2020
   2. John Bjorstad resignation from Airport Board effective October 2019
   3. Approve hiring of Liquor Clerk Kendra Maalis effective 1-10-2020


C. Donations
   1. Resolution 20-02 accept donation of $200 from John & Carol Hulett for Fire Department

J GEROLD MOVED TO APPROVE RESOLUTION 20-02. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

2. Resolution 20-04 accept donation of Ammunition from Walmart for the Police Dept.

ZIMMER MOVED TO APPROVE RESOLUTION 20-04. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
3. Resolution 20-05 accept donation of $1000 from Shield Services for K9 program

ZIMMER MOVED TO APPROVE RESOLUTION 20-05. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4. Resolution 20-06 accept donation of $200 from Hoffman Oil for Shop with a Cop

ZIMMER MOVED TO APPROVE RES 20-06. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM --

Kevin Gerrard came forward to discuss the community garden. He spoke with Clerk Jenkins and was told the council has approved the use of the land for the garden. However, he believes the Council only approved the 2019 rules. Barbian clarified that because they do not have 2020 rules as of yet, the Council approved the 2019 rules for 2020. If the garden would like to change the rules, the amended ones would come to the Council to review and approve those changes.

Gerrard stated he does not believe the distance from the graves is 40 feet such as the email from the state said. B Gerold pulled up the map and measured it at 42 feet. Gerrard stated he does not have an issue with the garden. He did question the water usage in the cemetery and asked if anyone can use that water. Schumacher responded that the water is there for people to use in the cemetery, so he could utilize that to water plants in the cemetery. Gerrard asked to see the water usage in the cemetery. Schumacher stated the water usage in the cemetery is not an issue with the Council.

PRESENTATIONS / SPEAKERS --

PUBLIC HEARINGS

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Planning Commission Minutes of December 16, 2019
B. Fire Advisory Minutes of November 5, 2019
C. Airport Advisory Board minutes of December 2, 2019
D. Fire Advisory Board minutes of December 3, 2019

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for the Princeton Senior Party

Zimmer explained that the Liquor Store has donated a 6 pack of pop for each student for many years. However, students are not longer drinking as much pop, so they are looking for monetary donations instead.
ZIMMER MOVED TO APPROVE THE REQUEST OF $300 FOR THE SENIOR PARTY. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 20-01

Jenkins advised that this is the standard resolution that is done at the first meeting of every year to designate bank depositaries, collateral authorities, newspaper, Building Inspections and adopting the rules of procedure.

EDMONDS MOVED TO APPROVE RESOLUTION 20-01. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 788 – Amend age to purchase Tobacco Products – FIRST READING

Jenkins advised that the FDA just passed a law that increased the legal age to purchase Tobacco from age 18 to 21 years of age. Ordinance 788 amends the City’s code to read 21 years of age to match that of the FDA’s requirement.

ZIMMER MOVED TO INTRODUCE ORDINANCE 788. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 20-03 – premise permit for American Legion Post 560 for Neighbors Grill

Jenkins reported that the Legion is requesting a premise permit to sell pull tabs for charitable gambling at Neighbors Bar and Grill. The State Gambling Department requests a resolution showing that the Council approves.

ZIMMER MOVED TO APPROVE RESOLUTION 20-03 APPROVING A PREMISE PERMIT FOR THE AMERICAN LEGION TO SELL PULL TABS OUT OF NEIGHBORS BAR AND GRILL. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. 2019 Wastewater Treatment Facility Restoration Projects

B Gerold said some work was going to be done in the fall, but weather did not allow that. Staff did do some live staking in the fall, but more work is required. The contractors have said they will be holding the estimate and will be doing the work in the spring. Gerold estimated about 90% of the project is successful.

NEW BUSINESS

A. Appoint Council liaisons and Acting Mayor

The following is a list of the current Council liaison appointments for the City’s boards and commissions. If the Council wishes, appointments should be made for 2019.
Board/Commission | 2019 Appointments
--- | ---
Planning Commission | Jeff Reynolds
Park Board | Jules Zimmer
Airport Advisory Board | Brad Schumacher
Public Utilities Commission | Jack Edmonds
Economic Development Commission | Brad Schumacher & Jenny Gerold
Fire Advisory Board | Jenny Gerold
Housing & Redevelopment Authority | Brad Schumacher
Tree Board | Jeff Reynolds
Cable Commission | Brad Schumacher
Mille Lacs Co. Historical Society | Jack Edmonds
ECRDC Board | Brad Schumacher
Chamber of Commerce | Jules Zimmer

Edmonds stated that he and Gerold have spoken regarding this, and feels it would be good to have another council member the PUC liaison. They will switch the PUC and EDA liaison positions.

EDMONDS MOVED TO APPROVE THE FOLLOWING LIAISONS.

Planning Commission | Jeff Reynolds
--- | ---
Park Board | Jules Zimmer
Airport Advisory Board | Brad Schumacher
Public Utilities Commission | Jenny Gerold
Economic Development Commission | Brad Schumacher & Jack Edmonds
Fire Advisory Board | Jenny Gerold
Housing & Redevelopment Authority | Brad Schumacher
Tree Board | Jeff Reynolds
Cable Commission | Brad Schumacher
Mille Lacs Co. Historical Society | Jack Edmonds
ECRDC Board | Brad Schumacher
Chamber of Commerce | Jules Zimmer

ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Board and Commission Appointments

**Park Board – 1 open position, 3 year term (2022)**

Carla Vita

2019 Council liaison: Jules Zimmer

**Airport Advisory Board – 2 open positions, 3 year term (2022)**

Troy Minske
Gene Stoeckel

Just found out John Bjorstad resigned in Oct, so one open position to fill his seat with a term **ending 12-31-2021**

John Sautter
2019 Council Liaison: Brad Schumacher
Planning Commission – 2 Open positions, 3 year term (2022)
Dan Erickson
Victoria Hallin
Andrea Gerrard

2019 Council Liaison: Jeff Reynolds

Housing and Redevelopment Authority - 1 open position, 5 year term (2024)
Wanda Gunnink’s term expired 12-31-2018. Contacted her last year and again this year with no response. Also informed Kathy Kleinbaum (HRA director) that Ms. Gunnink’s term was expired.

NO APPLICANTS

2019 Council Liaison: Jeff Reynolds

Public Utilities Commission - 1 open position, 3 year term (2022)
Gregory Hanson
Paul Whitcomb

2019 Council Liaison: Jack Edmonds

Cable Commission - 1 position, no term – no applicants

Jenkins stated that she will send another letter to Wanda Gunnink regarding her expired term on the HRA.

ZIMMER MOVED TO APPOINT CARLA VITA TO THE PARK BOARD FOR A 3 YEAR TERM, WHICH ENDS 12/31/2022. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REYNOLDS MOVED TO APPOINT TROY MINSKE AND GENE STOECKEL TO THE AIRPORT BOARD FOR A 3 YEAR TERM, WHICH ENDS 12/31/2022, AND JOHN SAUTTER TO FINISH JOHN BJORSTAD’S TERM WHICH EXPIRES 12/31/2021. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS MOVED TO APPOINT DAN ERICKSON AND VICTORIA HALLIN TO THE PLANNING COMMISSION 3 YEAR TERMS, WHICH END 12/31/2022. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS MOVED TO APPOINT GREG HANSON TO THE PUC BOARD FOR A 3 YEAR TERM, WHICH ENDS 12/31/2022. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. WSB Proposal & fee estimate for Professional Engineering Services for Comprehensive Sewer Plan
Edison presented a proposal to provide professional engineering services for the Comprehensive Sanitary Sewer Plan (Plan) Update. The Plan will include the creation and calibration of a new SewerCAD computer model of the sanitary sewer system. Completion of the updated Plan will rely on as much information as possible from the City’s Draft 2018 Comprehensive Plan Update to maximize efficiency and minimize cost. The Plan will be completed based on the following sequence of tasks:

**Task 1: Project Management and Coordination**
Project management is a key task included in each project undertaken by WSB. This task consists of management, project coordination, and communication with the City on the project. Proper completion of this task will help keep all affected parties routinely updated and informed regarding project challenges, as well as keep the project on schedule and within budget. The proposed work plan will include two (2) meetings with City staff. Additional meetings can be added and will be charged on an hourly rate.

**Kick-off Meeting:** Meet with City staff to reach consensus on the future land use plan to be analyzed, boundaries of future development, population projections, and wastewater flow projections.

**Draft Report Review Meeting:** Meet with City staff to review the draft report.

**Task 2: Update GIS data**
The City’s current GIS Sanitary Sewer data will be updated to include pipe diameter, pipe material, and invert information. WSB staff will go through all sewer as-builds for the City of Princeton and enter this information into the GIS database. WSB will link the correct as-builds to their corresponding pipe segments, and those as-builds will be accessible through the City’s DataLink GIS Application by clicking on a sewer pipe.

**Task 3: SewerCAD Model**

**Task 3.1:** Estimate existing wastewater flows by sanitary sewer district based on land use.

**Task 3.2:** Calibrate the estimated wastewater flows using meter data from the wastewater treatment plant, any available lift station runtime data, and any additional testing and metering data as described under Tasks 4 and 5.

**Task 3.3:** Construct a new computer model of the sanitary sewer system using SewerCAD v8i modeling software, based on sanitary sewer system GIS data. Input lift station dimensions and controls based on record plans.

**Task 3.4:** Input the calibrated wastewater flows into the SewerCAD model by sanitary sewer district.

**Task 3.5:** Analyze the calibrated model to identify critical areas of the system, diagnose potential issues, and recommend future improvements. Generate model output for use in the Plan.

**Task 4: Comprehensive Wastewater Plan**

**Task 4.1:** Review the City’s Draft 2018 Comprehensive Plan Update and other previous plans and studies to account for previous sanitary sewer service planning efforts.

**Task 4.2:** Prepare text and tables analyzing the capacity within the City’s sanitary sewer system based on existing and projected wastewater flows.
Task 4.3: Identify the sanitary sewer system improvements that will be necessary to convey projected wastewater flows and prepare cost estimates for those improvements.

Task 4.4: Prepare GIS maps of the existing and future land use and service areas, existing system, residual capacity, and proposed system and phasing.

Task 4.5: Prepare a draft report based on our findings.

Task 4.6: Finalize the Plan based on comments from City staff and provide a hard copy to the City. The final report will include a description of the work completed, assumptions made, and figures as listed above. It will also include an electronic copy of the City’s newly created SewerCAD model.

Additional Testing and Metering
The following additional tasks are recommended to further calibrate the SewerCAD model. It is more cost effective to complete these calibration activities at the same time as the model construction. WSB will obtain approval from the City before initiating any of these tasks.

Task 5: Lift Station Drawdown Testing (should City not have design flow records)

Task 5.1: Perform pump drawdown tests for each pump at each lift station.

Task 5.2: Analyze existing flow estimates, future flow projections, and remaining capacity calculations for each lift station based on test results and identify any required improvements.

Task 6: Gravity Main Flow Metering

Task 6.1: Install flow meters inside selected gravity mains to measure actual wastewater flow rates at three locations for two weeks in the winter (dry weather) and at four locations for three weeks in the spring (wet weather). Locations will be selected based on the major districts within the system in order to calibrate the flows for each district and to evaluate relative inflow and infiltration rates. We will provide one field staff member to conduct the installation and removal of the metering equipment. We assume that City staff member(s) will be available to assist this person during equipment installation and removal, as well as to conduct independent weekly maintenance, in compliance with confined space entry requirements (at least two people required at all times).

Fee
WSB will complete the proposed base work plan for $27,600. WSB will obtain approval from the City before initiating any of the additional testing or metering tasks. The hourly breakdown by task for each employee class proposed for the project is shown on the attached spreadsheet. The proposed fee is based on our 2019 hourly rate schedule.

No Despit Rate Total Fee
Task 1 Project Management $5,900
Task 2 Update GIS Data $2,800
Task 3 SewerCad Model $8,500
Task 4
Comprehensive Sanitary
Sewer Plan $10,400  
Subtotal $27,600

**Additional Testing/Monitoring**  
Task 5 Lift Station Drawdown Testing $275/Lift Station  
Task 6 Gravity Main Flow Metering* $1,250/Meter Location

**System Road manhole will be monitored in the spring under this scope**  
**Schedule**  
WSB will complete the Plan within six (6) months of receipt of a written authorization. An estimated timeframe for completing the Plan includes the following milestones:

- **Task Estimated Completion Date**  
  City Council authorizes proposal January 9, 2020  
  Kick off meeting Jan.-Feb. 2020  
  Complete GIS data entry and SewerCAD model May 2020  
  Complete draft plan June 2020  
  Complete final plan July 2020

This proposal represents our total understanding of the project and the proposed scope of services. If you are in agreement with the scope of services, please sign the bottom of this letter and return a copy to WSB. Our receipt of an executed copy will be WSB’s authorization to proceed. Should the City request additional services outside of the above scope of services, we will work with you to establish a revised scope and fee. Please contact me at your convenience if you have any questions or concerns related to this proposal as presented. We appreciate the opportunity to assist you and your staff with the completion of the Comprehensive Sanitary Sewer Plan.

Edison added that that there are some changes to the flow testing, so we cannot wrap up the report until the spring testing is completed.

B Gerold stated that some of the testing can be done in house, which will save some money.

Barbian said this looks at the entire system and allows the City to plan for future needs. Hillesheim added that there is $25,000 in the CIP for this project.

**J GEROLD MOVED TO APPROVE WSB’S PROPOSED PROPOSAL AND FEE ESTIMATE FOR THE COMPREHENSIVE SEWER PLAN. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

D. Scope of Services for Flow Monitoring at Smith Systems Road

Barbian advised that this study will not be needed as it will be covered in the above Comprehensive Sewer Plan that the Council just approved.

**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 $99,303.38 and the items listed on the liquor bill list and general city bill list which will be checks 80504 to 80587 for a total of $815,263.96. Reynolds seconded the
MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Hillesheim reported that the EDA did approve a façade grant for the quilt shop and that is on the bill list that was just approved.

ADJOURNMENT
There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 7:49PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON JANUARY 23, 2020 7:00 P.M. AT PRINCETON CITY HALL

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

Staff advised that there were no changes to the agenda.

J GEROLD MOVED TO APPROVE THE AGENDA WITH NO CHANGES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of January 9, 2020

REYNOLDS MOVED TO APPROVE THE REGULAR MINUTES OF JANUARY 9, 2020. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Annual Mobile Food Unit License for Firehouse BBQ

ZIMMER MOVED TO APPROVE ANNUAL MOBILE FOOD UNIT LICENSE FOR FIREHOUSE BBQ. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

   2. Solicitor permits for Custom Remodelers – 3 month license for Anthony Armstrong, Toby Haluptzok, Benjamin Polsfuss & Madison Fohrenkamm
       a. Benjamin Dufresne pending police background check

ZIMMER MOVED TO APPROVE SOLICITORS LICENSES FOR ANTHONY ARMSTRONG, TOBY HALUPTZOK, BENJAMIN POLSFUSS & MADISON FOHRENKAMM FROM CUSTOM REMODELERS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Personnel
C. Donations
   1. Resolution 20-07 accept donation from Princeton Twice New Clothing for Fire
   2. Resolution 20-08 accept donation from Princeton Twice New Clothing for Police

EDMONDS MOVED TO APPROVE RESOLUTIONS 20-07 AND 20-08. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM –

Kevin Gerrard started off by thanking Bob Gerold from removing the snow from the sidewalk, and the Chief Frederick for making sure the graffiti was removed from a property near his place.

He did want to bring up a concern about the PUC meeting yesterday. He did arrive a bit late to the open forum, but he had his hand up and was not allowed to speak.

J Gerold said at the meeting that she would like to improve the communication between the
City and the PUC. She suggested having someone from the PUC attend the City Council meetings, but that suggestion did not seem to be supported. He said if the PUC chooses to be separate from the City, they should be treated as such and bring some competition into the City.

He reported that a comment was made that there was good communication prior to Mayor Schumacher being elected.

In terms of his previous concerns about the Community Garden and the Civic Betterment Group, he would like to open a dialog with them, but will not go into that further tonight.

PRESENTATIONS / SPEAKERS – None

PUBLIC HEARINGS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONENCE AND BOARDS / COMMITTEES

A. PUC Agenda packet for January 22, 2020

Schumacher stated that he agrees with J Gerold that it would be nice for someone from the PUC to attend the Council meetings. J Gerold said she had requested that someone attend the study session monthly, and for the new Electric Superintendent Ryan Grant to attend to the Manager’s Meetings at City Hall.

Schumacher stated he would like to see a Council member attend the manager’s meetings as well. Barbian said the Manager meetings are for the department heads, and he would want to run it past them to discuss their thoughts on that.

B. Fire Advisory Minutes of January 7, 2020

J Gerold has a change under #7, and would like the motion to show that she removed herself from the discussion and abstained from voting on that item due to the possible conflict of interest. Barbian will make that correction.

PETITIONS, REQUESTS, AND COMMUNICATIONS - None

ORDINANCES AND RESOLUTIONS

A. Ordinance 788 – Amend age to purchase Tobacco Products – FIRST READING

Jenkins advised that the FDA just passed a law that increased the legal age to purchase Tobacco from age 18 to 21 years of age. Ordinance 788 amends the City’s code to read 21 years of age to match that of the FDA’s requirement.

ZIMMER MOVED TO APPROVE ORDINANCE 788. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 20-09 – AIR Grant

Hillesheim reported that in support of the efforts of Flight Expo, Inc. and the efforts of Sharon Sandberg, City staff have been working to guide the application to the MN DEED Airport Infrastructure Renewal Grant program. In review of the operational goals of Flight Expo, staff
is very supportive and currently awaiting a draft application to make a determination on the
application submittal. Should the application not be ready in 2020 an application in 2021
would be appropriate.

Following is Background information on Flight Expo and the project:

Flight Expo, Inc. is a nonprofit organization located in Princeton, MN with a mission of pro-
moting aviation through education and preservation of aircraft, special hands on events for
the general public, ground school and other various tools. This is done by equipping and ed-
ucating today’s and tomorrow’s generations with the tools they need to obtain their FAA air-
craft and power plant certification and their FAA private and commercial pilot’s license. The
program is developing a new generation of innovators by inspiring participants, especially
young students, in aerospace technology, engineering and construction, through the aircraft
restoration process.

Flight Expo Inc is addressing an upcoming shortage of mechanics, scientists and engineers
and other aviation aspects in the United States. Flight expo motivates youth to learn to enjoy
subjects in the field of technology. Aircraft construction and restoration provides an exciting
opportunity to motivate today’s youth. With our hands-on training they learn how to apply
STEM methods through Flight Expo’s Build a Plane program, which is in its 3rd year.

Funding would increase the ability of Flight Expo to expand and partner with the Jane
Goodall Environmental Sciences Academy starting this spring. JGES is a project-based
school, enrolling 100 students from 19 communities across central Minnesota. Students will
now be able to use the Build-a-Plane program with credits for their high school diploma and
graduating with an Aircraft and Powerplant mechanic license. Currently, Flight Expo, Inc. will
have 2 students participating in the program, with the hopes of expanding into more students
by next fall.

Analysis:
The project has been divided into phases. Phase 1 of the project is to use grant funding to
help connect the property to city water and sewer and to make all necessary adjustments to
incorporate the property into the airport as the project continues. Flight Expo, Inc. is in need
of a larger space with taxiway access that is equipped to grow for future expansion.

City Staff have made Flight Expo, Inc. aware of the lengthy process of making adjustments to
the Airport Layout Plan and other possible obstacles.

Flight Expo, Inc., aware of the time required, is moving forward with the project request.

Recommendation:
City staff requests the Council’s approval of Resolution 20-09 and permit staff to move for-
ward with the application process as they see appropriate.

J Gerold mentioned the land usage issues that were discussed at a previous meeting and
how they will be addressed in the grant application. Barbian said they have changed the ap-
lication slightly, but if they cannot get the grant approved this year, they will try again next
year.

REYNOLDS MOVED TO APPROVE RESOLUTION 20-08. SCHUMACHER SECONDED THE
MOTION. THE MOTION CARRIED UNANIMOUSLY
UNFINISHED BUSINESS

A. PUC – Mayor Schumacher’s in Lieu of Property Tax Proposal

Schumacher said he has been working on this, and provided his suggestions. He would like the Council to review his suggestions and come up with ideas to help assist in covering the lost tax revenue. The taxpayers are subsidizing the PUC, and this will help. The figures he used in his proposal were numbers from Elk River and some other cities that have similar situations.

He would like to have this on for discussion for the February Study Session, and have the Council members come up with some suggestions and discuss those as a group.

J Gerold asked when it was last increased. Jackson thought it was 2007 to 2008 when it was increased to 52,500 per year.

Zimmer would like to see what other SMMPA members are contributing to their cities. He would like to know what properties does PUC owns or use, and what the taxes would be on those parcels, buildings, etc.

B. Request for Proposal – Design and Construction Engineering for Riverside-Riebe Project

Hillesheim advised that the City of Princeton has a received a grant in the amount of $220,000 to be used for improvements to the Riverside-Riebe Park project with an estimated project budget of $461,465. Due to the diligence and hard work this winter, the Fishing Pier is currently being constructed by the Public Works Department. The remaining projects will commence this spring with a project completion date of June 30, 2021.

Analysis:
The City of Princeton staff have been working to create an RFP for design and construction engineering services for the following improvements:
- pedestrian trails, cart-in campsites, Picnic/viewing areas, picnic shelter, vault toilet, boat ramp with floating dock, and parking lot rehabilitation.

The RFP outlines the project details.

Recommendation:
City staff recommend the council’s approval of the RFP for Design and Construction Engineering Services, with the submittal deadline of 8:00 a.m. February 6, 2020.

J GEROLD MOTIONED TO APPROVE THE RFP FOR THE RIVERSIDE-RIEBE PARK PROJECT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Mn DNR Conservation Partners Legacy Grant Application

Hillesheim advised that the Minnesota Department of Natural Resources (DNR) manages the CPL program to provide competitive matching grants from $5,000 up to $400,000 to local, regional, state, and national nonprofit organizations and government entities. Grants must re-
store, protect or enhance prairies, wetlands, forests, or habitat for fish, game, or wildlife in Minnesota. A 10% match of non-state funds is required for all grants. The match may be cash or in-kind resources. The amount and source of match must be identified at the time of application. Total project costs may not exceed $575,000. CPL is a reimbursement-based grant program.

The current method of treating biosolids at the Princeton Wastewater Treatment Plant involves planting *Phragmites Australis* into concrete and earthen lined beds and allowing the high rate of evapotranspiration associated with these plants to dewater the sewage sludge. Typically, *Phragmites* beds take 8-12 years with intermittent loading before the beds need to be emptied and reused. The highly dewatered biosolids are then removed and either land-filled, or land applied, to reuse the nutrients in the sludge.

Guidance on the use of *Phragmites* reed beds to dewater treated sewage sludge, also called biosolids, in wastewater treatment facilities has significantly changed since they were installeed at the Princeton Waste Water Treatment Plant in 2012. The non-native Phragmites Australis reeds are now listed on the invasive species list and are likely to be moved to the irradiate list in the next few years.

The City of Princeton is being urged by both counties' soil and water departments to begin the process of removing these reeds from the reed beds. After testing completed by the University of Minnesota Extension Service, it has been determined the reeds growing within the former holding pond are also the non-native reeds and prove the reeds are indeed spreading. Increasing the severity and complexity of the issue.

**Analysis:**
The City of Princeton staff, specifically Chris Klinghagen and Bob Gerold, have been researching the most effective, inexpensive and environmentally safe ways to handle the removal of these invasive reeds. The cost is estimated to be around $250,000, but could change dramatically depending on MPCA decisions regarding land application of the reeds or the requirement of transporting the sludge to the landfill. Quotes are currently being gathered to get an accurate picture of the total cost of the project.

Staff have been researching funding options to help supplement the CIP funding set aside for this project of $100,000. The funding from the MN DNR Conservation Legacy Partners Program is for the control of invasive species, with funded projects needing to be completed by June 30, 2023.

**Recommendation:**
City staff are requesting the Council's approval to apply for the necessary funds to eradicate the invasive Phragmites Australis reed beds from the wastewater treatment plant.

EDMONDS MOTIONED TO APPROVE STAFF TO APPLY FOR THE GRANT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**B. Discussion on Municipal Marijuana options if Recreational use is legalized**

Schumacher stated he asked for this to be put on the agenda for discussion. Whether the council believes it will be legalized or not, it may be something to start looking into. He questioned whether it could be treated like municipal liquor where the city would be the only one selling it. Or, if the City can determine it would not be allowed to be sold in the city limits. Staff included 2 articles about legalized marijuana.
Toven would have to look into it. He assumes it would be treated as an adult business, so it would likely fall under similar laws and requirements. He can look at other states to see how they regulate it on the city level.

J Gerold added that she thinks it would be a good idea to have Attorney Toven look into this a little, as she feels it is bound to be legalized at some point.

Hillesheim stated she has received some inquiries about the medical marijuana and whether it is allowed in the City.

Zimmer said he would like to see it on a Study Session. We would want to hear from Social Services, Police Departments and other officials on how they view it.

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 $172,733.07 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80591 TO 80653 FOR A TOTAL OF $275,046.37. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS - none

*** CLOSED SESSION *** consideration of land purchase, Statute 13D.05, Subd. 3

REYNOLDS MOTIONED TO CLOSE THE MEETING AT 7:48. J GEROLD SECONDED THE MOTION.

REYNOLDS MOVED TO OPEN THE MEETING AT 9:20, ZIMMER SECONDED THE MOTION.

Toven reported that the City Council discussed the possible purchase of a parcel of land. Council discussed some provisions and directed staff to work out the details and make an offer on the parcel.

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 9:20PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor