CITY OF PRINCETON
Planning Commission
Agenda
March 16th, 2020
7:00 P.M., City Hall

1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on February 24th, 2020 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A. Rezoning for a parcel at the Fairgrounds A-2 Agricultural 2 District to B-3 District - Tab B
   B. Lot Split for 920 West Branch Street (PID #24-028-3404) – Tab C
   C. Variance to allow Solar Garden in Zone A of Princeton Airport - Tab D
   D. Conditional Use Permit and Preliminary Plat Review for Restaurant & Brewery at Golf Course – Tab E

5. Old Business:

6. New Business:

7. Communication and Reports:
   A. Verbal Report
   B. City Council Minutes for February, 2020 - Tab

8. Adjournment
The meeting was called to order at 7:00 P.M., by Victoria Hallin. Members present were Eldon Johnson, Jeff Reynolds, Scott Moller, and Gene Stoeckel (Princeton Twsp. Rep.) Staff present were Robert Barbian (City Administrator), Stephanie Hillesheim (Comm. Dev. Specialist), and Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent was Dan Erickson.

**APPROVAL OF MINUTES OF REGULAR MEETING ON JANUARY 27, 2020**

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE MINUTES OF JANUARY 27, 2020. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

MOLLER MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA WITH NO ADDITIONS. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:**

A. **Conditional Use Permit for Sylva Manufacturing**

Mary Lou DeWitt, Comm. Dev. Zoning Specialist Memo:

**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 to the 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 be 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 may be 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 #07-09 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.

7. **Storage of bulk production inventories are not anticipated to have odors, although should they become a major problem for residential neighborhoods, the bulk storage portion of the permit can be reviewed by the Planning Commission.**

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Larry Doose, Applicants Memo:

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.

Larry and Yvonne Doose, introduced themselves to the Planning Commission Board and explained that they have been owners of that business in the Industrial Park site since 2005. They sell bulk and bagged products. The business has been growing and they are purchasing this land from John Westling to expand to.

Hallin opened the public hearing.

Barbian said that this is an interesting business. They serve a large regional market with finished product and bulk storage. There possibly could be a new product line also.

Doose said down the road they may add building space.

Barbian said they are working with DEED to extend the road to make this a buildable site in the future. They would like a shop there maybe in the future.

Moller asked where they access the property is now.

Larry Doose said from their current site and then maybe from the cul-de-sac that the City owns. The internal road is what they are currently using.

Barbian said to go over the City road might not be workable. It might not be able to handle the weight of their trucks. He will have to talk to Public Works. Long term is using their site until road is built.

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

DeWitt reviewed items on her memo and read the seven conditions.

Larry Doose spoke that they have been at this site for 15 years and have not had issues. They would like number 7 removed from the conditions. How do you determine offensive smell. Each person can have a different determination on that.

Hallin said it was added just as a caution for the site. It will not impede their production.

Yvonne Doose commented there could be more odors than their existing operation. As long as the process they are doing right now is not changed then it will be okay. There has not been any complaints. They have been operating their business for 15 years and no one has noticed the raw piles. If they add products there might be a different smell then the current product
has and that is a concern to them to have this as a condition. They do not want this to precluded them from using their land.

Barbian said the language was put in there because the applicant is looking at a new product line.

Hallin would like to leave number seven, but change the language somewhat.

Yvonne Doose said maybe wording such as, if storage of the bulk inventory had major changes in the process and produced offensive odors. They are not changing the process and do not expect to have any extra odors than there are now. Wood chips have a smell, but it is not offensive.

The Planning Commission Board and the Doose’s discussed different language that could be added.

Robert Peters, resident commented if they are expanding the business, and now north of the site residential homes could come in the future. There are no smells now, but what if it happens in the future because the residents are getting sick.

Yvonne Doose asked when this proposed residential site is going to build.

Barbian said a concept plan has come to the City.

Jack Edmonds, Councilor said that when he got the packet that number 7 was not in there. He does not see any reason to have it as a condition. To anticipate there might be a smell there someday is ridiculous. He had been a member on the Planning Commission Board a few years back and if he were still on the Planning Commission he would strike it out as a condition.

Yvonne Doose asked where this proposed residential site is and after she was shown on a City map, she said that area is trees and swamps.

Johnson commented that if homes are built on that site and there are complaints of the wood chipping business when it has been here since 2005 that would not be right.

JOHNSON MOVED, SECOND BY MOLLER, TO STRIKE NUMBER SEVEN FROM THE CONDITIONS. UPON THE VOTE, THERE WERE 3 AYES, 1 NAY. (AYES: HALLIN, JOHNSON, AND MOLLER. NAY: REYNOLDS)

MOLLER MOVED, SECOND BY JOHNSON, TO APPROVE ITEM #20-01 CONDITIONAL USE PERMIT FOR SYLVA MANUFACTURING TO ALLOW THE EXPANSION OF OUTSIDE STORAGE TO THE MANUFACTURING FACILITY ON THE LAND NORTH OF THEIR CURRENT SITE ON OUTFLOT A, AIR PARK ADDITION, PID #24-071-0010, WITH THE FOLLOWING SIX CONDITIONS: 1. THE CURRENT CUP’S RESOLUTION #05-01 AND #07-09 CONDITION BE FOLLOWED.
2. NO MORE THEN 30 (THIRTY) FEET IN HEIGHT OF EXTERIOR MATERIALS ON SITE.

3. CITY STORM WATER ORDINANCE AND N.P.C.A. COMPLIANCE FOLLOWED.

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.

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

The Planning Commission Board reviewed the Findings of Fact:

1. Does the proposed use violate the health, safety or general welfare of the Princeton residents? No. This business has been operating since 1994 with two expansions and has not shown characteristics of health or safety problems.

2. Has the proposed use been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation (if applicable)? Yes. Filtration is addressed on the current sites and will be continued on this site.

3. Is adequate parking and loading provided in compliance with the Ordinance? Yes. Sylva’s office site will provide onsite parking if additional employees were to be hired.

4. Have possible traffic generation and access problems been addressed? Yes. There may be a small increase in truck traffic, but access will be from their current site and not a problem.

5. Can the proposed use be accommodated with existing public services and not overburden the City’s service capacity? Yes. The proposed use will not add to the existing public services.

6. Does the proposed use conform to the City’s Comprehensive Plan and is compatible with present and future land uses of the area? Yes. The Comprehensive Plan has this area designated as Industrial and is compatible with the present and future land uses of the area.

The Planning Commission approved the Conditional Use Permit with the six conditions.

B. Comprehensive Plan

Eric Zweben, WSB Engineering introduced himself to the Planning Commission Board. 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. What is required to be part of the Comprehensive Plan, housing, land use, and parks.
What makes the most sense for the community. 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. There are three major changes to the second draft of the Comprehensive Plan update:
1. Expanded Land Use Map to include parcels within about two miles to the west and about three miles east of the Princeton City Boundary.

2. 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.

3. Add the Transportation Plan from the 2008 Comprehensive Plan into the Appendix of this second draft of the Comprehensive Plan.

2008 Transportation Plan: The 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.

Hallin opened the public hearing.

Barbian said that there were just a few minor modifications that staff has made for improvements.

Moller asked if the adjacent townships have tried to corporate to match this plan.

Barbian said the townships are going to be asked to contribute in the transportation plan. This would need a consultant that the City would need to retain.

Joel Minks, 6166 80th Avenue, lives in Princeton Township. He has property outside city limits along Brickton Road, north of the city. Princeton township does have a Comprehensive Plan and it has not been updated in 10 years. They have a more progressive Zoning Administrator and plans will be updated. The corridor along Hwy. 169 is already zoned commercial. His question he has is the City acceptable to the idea servicing the area with city sewer and selling the service to land owners in the township.

Barbian said to bring city services we would listen to the property owner and consider the options.

Joel Minks said he is away from the city by two or three properties and is not budding up to the city as in annexation. He would like city sewer.

Barbian said attachments or extensions could be made and there are ways to get it attached.

Joel Minks said in the past there was talk about creating a sewer district and not attaching to the township.
Barbian said talk to the township on it. It is a free county.

Moller said if the City does change a property that does not go with the Comprehensive Plan then what.

Zweber said the Comprehensive Plan would need to be changed and there would be notices sent for public hearing and findings of fact review. There would be steps that would need to be done.

Joel Minks said he has 63 acres and showed Zweber where his property is located.

Zweber said that area is zoned commercial on our Land Use Map and matches the current townships map.

Robert Peters asked if there are residential additions in Princeton, is that covered with the schools, businesses, and such.

Zweber said it is looked at through the economic business. The School District is a different entity and review growth in their own plans.

Hallin said the City has been following a Comp Plan update for each 10 years. We follow what is going on in the community and have that in the updated Comp Plan.

Barbian said that the Comp Plan puts shape to the growth. Transportation routes are based on the Land Use Plan.

Johnson discussed an area of high ground properties between County Road 1 and Rum River to be changed from Parks & Open Space to Residential, Low Density. There is buildable land there.

Zweber said the designation does not stop at the bluff, but certain footage from the bluff. He will talk to Barbian about the site and see about making changes.

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

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE COMPREHENSIVE PLAN WITH THE AMENDED CHANGE AND FORWARD TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

This will go to the City Council Study Session on March 4th with an updated map and then should be ready for the March 26th Council meeting.

OLD BUSINESS: None
NEW BUSINESS:
A. West Rivertown Apartments

Community Development Memo:

Background:
The development of two apartment buildings 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 (TID) 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 one is proposed to start in 2020 with occupancy in 2021 and building two 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 one 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 not 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, 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 County Road 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 preliminary 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.

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

Barbian said this is a concept plan only. They are looking at putting one building up this year and the other building will follow. The building to the north would be the first building that would be built. A road would need to come in here for the second building to be built.

**REPORTS:**
1) **Consideration of Aero Business Park Expansion**
Barbian and Hillesheim showed an area west of the city that could be an Industrial Park expansion. Barbian said infrastructure would need to be put in, but no lift station would be needed. The water connection is nearby. This complies with the Comprehensive Plan and staff is looking at grants.

2) **AT&T Tower Update**
Barbian said the AT&T Tower will build this year.

3) **Solar Garden**
Barbian said they are planning to proceed with the variance request for the allowance to have the Solar Garden. This is the property adjacent to the Airport and a portion of the Solar Garden will fall into Zone A. Fencing and trees will need to be looked at. This will be on the Planning Commission March 16th meeting.
B. City Council Minutes for January, 2020
The Planning Commission Board had no comments.

MOLLER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:36 P.M.

ATTEST:

Victoria Hallin, Vice Chairperson

Mary Lou DeWitt, Comm. Dev. Zoning Specialist
REQUEST
Michele McPherson, Fair Board President has submitted an application to rezone one of the Fairground properties from A-2 Agricultural to B-3 General Commercial District. The property site is located at 1400 3rd Street North.

BACKGROUND
This parcel is one of five parcels the Mille Lacs County Agricultural Society owns that is known to residents as Mille Lacs County Fairgrounds. The request for rezoning is parcel PID #24-029-0901 and located on the northwest corner of their site and east of Hwy. #169.

Mille Lacs County currently has a billboard sign on the site and has an opportunity to replace that billboard signage with an updated LED sign that will be used for advertising the Fair activities and off-premise advertising that will have a changing copy where they will be selling ads. MnDOT’s permitting requirements fall under MN Statute 273 – Outdoor Advertising Statue. The sign is outside the highway right-of-way, but they have permitting authority by statute. MnDOT should be reviewing the changing board frequency and brightness of the signage. That being said, MnDOT requires the zoning of the site to be commercial or they will not issue a permit. The north lot adjoining this parcel is zoned B-3 General Commercial District and would not create spot zoning.

The sign vendor will be contacting the Princeton Public Utilities on what power will be needed to the site.

EXISTING LAND USES
The existing land use is consistent with Mille Lacs County Agricultural Society and will remain with that use. MN Statues, Chapter 38, County Agricultural Societies, Fairs, Extension Service exempts fairgrounds from the local zoning regulations.

FUTURE LAND USE PLAN (Comprehensive Plan)
The Future Land Use Plan designates this area as Parks & Open Space. The neighboring site north of this parcel is designated as Commercial. If the Planning Commission and City Council approve the zoning change to B-3 District, staff will amend the City’s Future Land Use plan of the Comprehensive Plan and also amend the Zoning Map.

RECOMMENDATION
Based on the above analysis, staff recommends the Planning Commission recommend to the Council approval of the rezoning of the property at 1400 Third Street North, PID #24-029-0901
from A-2 Agricultural 2 to B-3 General Commercial District, based on the following Findings of
Fact:

1. The proposal complies with the B-3 General Commercial District use since the site is adjacent
to the B-3 District.

2. There have been no changes in the character of the vicinity. The use will stay the same.

3. The MN Statues, Chapter 38, County Agricultural Societies, Fairs, Extension Service exempts
fairgrounds from the local zoning regulations. This rezoning does not constitute spot zoning.

PROPOSED BILLBOARD SIGN:
Staff has provided a photo of the proposed replacement of the Mille Lacs County Agricultural
Society billboard. The signage will have LED lighting and the sign area will be 10’ feet in height
with 38.5’ feet in width, a total of 385’ square feet. The sign height will be 24’ square feet. The
examples provided show the advertisement for the Fair and Speedway. Michele McPherson
said there may be offsite advertising also, which the MN State Statue allows under Chapter 38
regarding income from the rental or lease of property may be used for any or all of the
following purposes:

(1) Acquisition of additional real property;
(2) Construction of additional buildings; or
(3) Maintenance and care of the society’s property.

There is no action required by the Planning Commission on the signage.
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist
SUBJECT: Lot Split at 920 West Branch Street
DATE: March 11th, 2020

BACKGROUND
Kelly Johnson, (KDJ Custom Homes, LLC) applicant has submitted a Lot Split application for the property located at 920 West Branch Street, PID #24-028-3403.

ZONING
The property site is located in the R-3, Multiple Family Residential District. The proposed use will be for a single family structure on each lot. For a single-family dwelling, the minimum finished ground level main floor area of the various kinds of dwellings shall be as follows:

* one story with basement – 1,000 square feet
* one story without basement – 1,100 square feet
* New one or two-family dwellings that for each unit there be an enclosed garage for at least two cars, constructed of a minimum of three hundred ninety-six (396) square feet (18’ x 22’)
* Lot area minimum square feet 12,500
* Lot width minimum square feet 80 feet (shall be taken at the setback line)
* Maximum lot coverage 30%
* Front yard minimum 30 feet
* Side yard minimum 10 feet
* Street side yard minimum 20 feet
* Rear yard minimum 30 feet
* Maximum height 30 feet

With the Lot Split, Parcel A would have 24,042 square feet and Parcel B would have 12,532 square feet.

PROPOSAL
This is a vacant lot that fronts West Branch Street and to the rear is Hwy. 95. When the parcel was being surveyed the property pin was located in West Branch Street. This creates the lot without the required street frontage, the owners of A and B would have to cross private property to access the street. City Attorney advised to eliminate any issues it would be best the property owner Deed to the City of Princeton for right of way, drainage, and utility purposes a Quit Claim Deed and the City Council will review that at their March 26th meeting. If approved the City will pay $1.65 Deed tax due and the document will be recorded along with the Lot Split Resolution at Mille Lacs County.

Since the property abuts MnDOT right of way, a permit is required to perform any work in the State Right of Way. Staff has forward the proposed lot split to Jonathan Mason, MnDOT permit governing authority and he will write a formal response. MnDOT will be looking at no additional increase in storm water runoff to the State Highway 95 right of way. The Developer would need to provide computations of all storm water directed toward the right of way to MnDOT. MnDOT does not have setback requirements, they require that whatever is being built
can be maintained without entering into State Right of Way to do those duties. Access to the lots will only be allowed from West Branch Street.

CONCLUSION/RECOMMENDATION
The proposed Lot Split appears to meet the standards for the Zoning Ordinance. Staff would recommend approval of the Lot Split at 920 West Branch Street, subject to the following conditions (as listed in the Ordinance):

Permitted Uses
In the R-3 Multi-Family District, no building or land shall be used and no building shall be erected, converted, or structurally altered, unless otherwise provided herein, except for one or more of the following, as well as similar uses:

* Any use permitted in R-2 District;
* Single family dwelling unit;
* Two family dwelling unit;
* Condominiums;
* Multi-family structures;
* Townhouses;
* Group homes or foster homes serving mentally retarded or physically handicapped persons and licensed day care facilities not exceeding 16 persons;
* Buildings temporarily located for purposes of construction on the site for a period of time not in excess of such construction;
* Decorative landscape features including, but not limited to, pools, arbors, hedges, wall, shrubs, and trees;
* Private garage and carport or parking space;
* Private swimming pool, tennis court, or other site necessary to conduct a home sporting event;
* Accessory buildings not exceeding 1000 square feet related to the above principal use;
* Parks & open spaces.

Conditions of Approval:
If the Planning Commission approves the Lot Split, they can forward recommendation for approval to the City Council for their review at the March 26, 2020 meeting. Conditions of approval:
1. City Council approve the Quit Claim Deed prior to approval of the Lot Split.
2. Written approval from MnDOT obtained and given to the City prior to issuance of building permits.
3. That the grading & stormwater plan be approved by the city.
4. The R-3 Multi-Family Residential Zoning Ordinance requirements be followed.
5. Access to the parcels is only from West Branch Street.
6. Grading plans need to be submitted to the City prior to the building permit approval.
7. Developer will need to contact Princeton Public Utilities and Public Works for water and sewer hookup from West Branch Street and where to access hookup will be for the second site.
8. Developer will need to contact Princeton Public Utilities on power to the two sites.
9. A Digging Permit will be obtained from the City prior to digging in the street.
10. A building permit and SAC/WAC permit must be applied for and approved prior to construction for each site. Staff will provide the addresses for each site.
TO: Planning Commission
FROM: Community Development
SUBJECT: Solar Garden
DATE: March 12, 2020

Background:
Connexus Energy and EDF Renewables have finalized the location of the Solar Garden. Please see attached maps depicting the location and layout. A portion of the Solar Garden is in Zone A and therefore requires a Variance be considered in order for construction to proceed. The proposed Solar Garden is ~23 acres and sits on a 90-acre parcel.

This project is also subject to Sherburne County Zoning. Currently the property is zoned Urban Expansion which does not allow for solar gardens. A request for a change in zoning and interim use permit is in process with Sherburne County.

Analysis:
Discussions between the City, Connexus Energy, EDF Renewables and the Manager of Aviation Safety and Enforcement for MNDOT Aeronautics have concluded that "Minnesota Rules (8800.2400) prohibits land use structures in Zone A but permits auto parking and recognized 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, MN DOT would not be taking action against the project should a variance be approved for the use. Although appropriate safeguards are appropriate to put in place protection in order that obstructions do not exceed protected airspace heights of both natural and manmade improvements, especially within the approach zone.

In discussions of the variance two items have been agreed to by the owner of the property, to provide an extension of the Non-Build Easement be added and recorded on the remaining south-west corner of Existing Zone-A and that heights limitation of all new natural planting shall utilize materials that shall not exceed air space limitations and an easement shall be granted allowing access for all maintenance of any and all obstructions.

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.

Variance Standards:
A variance shall not be granted by the Planning Commission unless it conforms to the following standards:
1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?
2. Is the variance consistent with the Comprehensive Plan?
3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?
4. Are there circumstances unique to this property not created by the landowners?
5. Will the issuance of the variance maintain the essential character of the locality?
6. Does the alleged practical difficulty involve more than economic considerations?
**Recommendation:**

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

Therefore it is recommended that the Planning Commission consider the variance application and set the following standards allowing the solar garden use.

- A. That a no build easement be added to the balance of zone A.
- B. An access easement be established on the parcel for access to enable maintenance of the air space from all-natural obstructions.
- C. All new plantings have mature heights that do not exceed air space limits, which are to be included in the 7460 application to the FAA.
- D. The solar glare analysis is completed and accepted by MNDOT and FAA.
- E. All solar panels and fencing not exceed a height of 12’.
- F. The solar garden use require renewal at which time the panels require repowering, approximately 25 years.
- G. That the developers agree to not object to future installation of utilities or road extensions adjacent or around the solar development to achieve cost efficiencies.
- H. That the garden be located a minimum of 10 feet from the RPZ.

Further, separate from the variance request, a zoning change has been requested for the parcel. The solar development is approximately 23 acres a part of a 90-acre parcel. It is recommended that the City request Sherburn County rezone only the 23 acres, leaving the balance of the parcel as Urban Expansion so that competing land uses do not occur.
EDF Renewables Distributed Solutions
10 NE 2nd St.
Suite 400
Minneapolis, MN 55413

Mr. Bob Barbian
City of Princeton
705 2nd Street North
Princeton, MN 55371

RE: AUTHORIZATION FOR VARIANCE SUBMITTAL – PARCEL ID 01-005-4000

Dear Bob and City of Princeton,

Please let this letter formally serve as notification to the City of Princeton that Ian Schonwald, care of EDF Renewables, is authorized to pursue the variance request for the Clear Zone Easement associated with the proposed solar project and shade-tolerant seeding mix. Ron Bowen, care of Prairie Restoration, Inc. is the fee title owner of the land with parcel ID 01-005-4000.

Thank you for your time.

Sincerely,

Ian Schonwald
Manager - Midwest Business Development
EDF Renewables
Minneapolis, Minnesota

Ron Bowen
Owner - Prairie Restorations, Inc.
Princeton, Minnesota
Related Information

Baldwin Township has already reviewed the project and voted to publicly support the project (please note that this is not formal approval or receipt of a conditional use permit or building permit).

Connexus is a member-owned, Minnesota cooperative, and all electricity produced by the proposed solar project will be utilized by local entities.

We look forward to answering any questions that you and your legal team might have.

Thank you for your time.

Sincerely,

Ian Schonwald
Manager - Midwest Business Development
EDF Renewables
Minneapolis, Minnesota

Brian Burandt
VP - Power Supply and Business Development
Connexus® Energy
Ramsey, Minnesota
Explanation of Request:

The parcel of land under examination is the SW portion of ID 01-005-4000 and is located at 45.550720°, -93.597185°. The land is owned by Ron Bowen of Prairie Restoration, Inc.

The proposed project partially falls at the end of "Zone A" as outlined in the Airport Zoning Act, revised and adopted by the City of Princeton on June 29, 1978.

As part of this Act, a Clear Zone Easement was established to ensure that objects (such as trees or buildings) do not penetrate airspace and create a flight safety hazard, and to prevent the creation of future obstructions.

Although the Clear Zone Easement currently does not allow for the solar project, EDFR and Connexus Energy believe that the project is in line with and in support of the intent of the Airport Zoning Act and subsequent Clear Zone Easement.

Adherence to the Spirit of the Airport Zoning Act

The airport is located over 2000 feet from the proposed solar project, at their respective closest points. Section IV.A.4.a of the Airport Zoning Act outlines the dimensions of the "Approach Zone", land including that which extends from the runway that "...inclines upward and outward at a slope of...40:1". Using the ratio provided, the distance from the closest point of the runway to the proposed solar array would produce a height of 50 feet, above which any object would be in the flight path. The solar array at its highest point would be 10-12 feet high.

Currently, there exists a line of trees that are closer to the runway, in Zone A, and are approximately 35-40 feet tall. They seemingly pose no threat to planes or the City would have undoubtedly removed them by now.

Section V.A.2 outlines allowable uses for land located in Zone A. Among those uses allowed are agricultural, cemeteries and parking lots. Each of these possible uses often contain objects that equal or exceed the approximate height of the solar array at its peak height. Corn at its peak equals such heights; larger tombstones and mausoleums exceed such heights; parking lots with larger vehicles equal or exceed such heights.
REQUEST
Todd Olin, Sambatek on behalf of James & Amanda Berglund, owner of the property and the Golf Club have applied for a Conditional Use Permit and a Preliminary Plat application to construct a restaurant and brewery as an ancillary/supporting use to the existing Golf Course in the R-3 Multiple Family Residential District.

BACKGROUND
The subject property is located east of 4th Avenue South and north of the Golf Club Road. The site is Outlot 4, PID #24-320-0440, north of the current Club House. The proposal is for a restaurant and brewery to be built on this site and once they open the doors, the current Club House will be demolished. The new facility will also host the golf course rentals of the golf carts and playing a round of golf.

CONDITIONAL USE PERMIT STANDARDS
The Planning Commission shall order the issuance of such permit only if it finds that such use 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.
2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.
3. Adequate parking and loading is provided in compliance with the Ordinance.
4. Possible traffic generation and access problems have been addressed.
5. The proposed use can be accommodated with existing public services and will not overburden the City’s service capacity.
6. The proposed use conforms to the City’s Comprehensive Plan and is compatible with present and future land uses of the area.

CONDITIONAL USE PERMIT
Golf courses are a permitted use in the R-3 District with the issuance of a Conditional Use Permit. With this being a different parcel, a CUP will be necessary for the project to move forward.

Conditions of approval of the CUP may include, but are not limited to, the following:
1. Ingress and egress to property and proposed structures thereon with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other catastrophe;
2. Off-street parking and loading areas where required, with particular attention to the items in Subd. 1 and the economic, noise, glare, or odor effects of the conditional use on nearby property;
3. Refuse and service areas, with particular reference to the items in Subd. 1 and Subd. 2 above;
4. Utilities, with reference to location, availability, and compatibility;
5. Diking, fencing, screening, landscaping, or other facilities to protect to protect adjacent or nearby property;
6. Sign, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
7. Required yards and other open space;
8. General compatibility with present and future land uses of the area; and
9. Hours of operation.

CONCLUSION
Based on the findings that the proposed Conditional Use Permit met the standards for the restaurant and brewery as an ancillary/supporting use to the existing Golf Course, as listed in the Zoning Ordinance, the Planning Commission may approve the Conditional Use Permit located on Outlot 4, PID #24-320-0440, subject to the following conditions:

1. The site plan be approved by the City including the storm water by City Engineer.
2. The Final Plat of the site be approved by the City Council.

PRELIMINARY PLAT REVIEW
The proposed restaurant and brewery building will be 9,160 square feet; hosting a brewery, kitchen, stage, private dining, bar office/store, and bar. An outdoor patio will be located on the east side of the building.

Zoning: The site is located in R-3 Multiple Family Residential District. The site area is 3.14 acres. The building area is .21 acre and the green space area is 1.76 acre.

Setbacks: Front yard 30 feet
               Side yard 10 feet
               Street side yard 20 feet
               Rear yard 30 feet

Parking: Parking required 112 stalls
         Parking provided on-site 89 stalls
         Parking provided off-site 23 stalls
         ADA parking required / provided 5 stalls (The plans show the ADA stalls are 8’ feet and the minimum parking stall is 9’ feet by 18’ feet, total of 180 square feet.)

The Planning Commission may allow sharing of required off-street parking by two separate uses provided the normal peak parking times of the two uses do not coincide. Only the off-street parking spaces not normally used by the off-peak use shall be counted as off-street parking for the peak use. Each use shall have the total required off-street parking available during their respective periods of peak parking use. A long-term agreement in he form of a non-reversible easement shall be negotiated whereby both uses are bound to the establishment and maintenance of the shared off-street parking.
All parking facilities designed for a capacity of five (5) or more parking stalls shall have a setback from all adjoining property lines of three (3) feet.

The entire parking area, including parking spaces and maneuvering lanes, required under this section shall be provided with a durable, dustless surface in accordance with specifications approved by the City Engineer. The parking area shall be hard-surfaced within one year of the date the permit is issued.

The owner of any parking or loading area shall maintain the area in good condition without holes and free of all dust, trash, and other debris. The loading area is on the northwest side of the building and shall be marked by appropriate signs.

The parking lot layout has three islands. Staff has reviewed the plans and believes this should be adequate maneuvering with the 26’ foot drive lanes.

**Bicycle Parking:** The total parking requirement is one space for each off-street parking spaces required. The bicycle parking spaces shall be equipped with bicycle racks. This should be located near the front of the building.

**Street Access:** Access to the site will be as it currently is off of 4th Avenue South and Golf Club Road. There is an existing 33’ foot R.O.W. of Golf Course Road. The plans show vacating Golf Club Road that could be the frontage road to this site. This vacation will be coming to the Planning Commission at their April 20th meeting where more explanation is provided. Their plan is to create an easement for utility, drainage, maintenance, and access in place of this where people canoeing will be able to use the current Golf Course parking lot and walk to the river access area.

**Landscaping:** Sidewalks along the building are 6 feet in width. The plans show 50% sodded and landscaped with approved vegetation around the site and 8% of the internal parking area shall be landscaped. The applicant is proposing to add evergreens on the west side of the site to give the residential area additional blockage.

**Dumpster:** The location of the enclosed dumpster is on the southwest corner of the lot. The materials will match the building.

**Sanitary Sewer:** There is a 20 foot sanitary sewer easement that runs north to south through the middle of their current parcel and the proposed site. On the current site this easement is located under an existing building. On the proposed site the plans show a patio area being built over the easement. The City Engineer will be reviewing the plans and commenting.

There are two brewery grain silos on the west side of the building. The applicants will need to provide to the City the amount of yeast product that will be going into the sewer system.

**Storm Culvert:** There is an existing storm culvert on the northeast corner of their current Golf Course parking lot. This culvert will stay in place with an 8 foot walking bridge over it to the
restaurant and brewery site. Golf carts will not be allowed on the bridge and there will be post installed to prevent a motorized vehicle on it.

**Lighting:** Princeton Public Utilities would like the applicant to install a street light at 4th Avenue South and Golf Club Road and will talk with the applicant about specifications possibilities.

There are four light poles shown on the plans in the parking area. All sources of parking area lighting shall be fixed, directed and designed so as to not create a nuisance to any abutting residential properties.

**Signage:** There is an existing monument sign on the northwest corner of the current site off of Golf Club Road. The plans show a new monument sign placed on the Golf Course Road easement. Signage should be placed on the parcel and not the easement. At this time, signage is not being reviewed. A building permit will have to be applied for and reviewed, prior to installing any signage.

**CONCLUSION**
The Final Plat review that will be presented at the April 20th meeting should address staff’s concerns.

1) City Engineer comments on storm water and sewer.
2) Golf Club Road vacation and easement agreement
3) Handicap parking stalls size
4) Calculations of brewery product going into the sewer system
5) Princeton Public Utilities recommendations for watermain relocation
6) Long term agreement for shared parking and maintenance between the two sites
7) Agency Stormwater and Floorplan approvals as noted requirements in platting process
8) City Engineer approval of above documents
Mayor Brad Schumacher called the meeting to order. Council members present were Jack Edmonds, Jenny Gerold, Jules Zimmer 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, Fire Chief Ron Lawrence and Attorney Damien Tovon.

Firefighter Compensation

Lawrence advised that the firefighters put their life on the line every time they respond to a call. From driving to the station to responding to any type of call. This also takes the firefighters away from their families and family events. The training demands also put a strain on the firefighters and their families. I am very fortunate to have a great fire department and firefighters. Their dedication to the community is second to none.

Firefighters are currently making $10/hr. In 2003, we took a $1/hr cut in pay to help offset the deficit that the City was in. We got that $1/hr back in 2006. We have not had a raise since then. Our great fire department is made up of volunteers throughout the community. A nation-wide problem of decreased volunteerism is growing, and volunteers are becoming harder to obtain. We strive to take care of our volunteers as best we can. The townships and City of Princeton have been very good to the fire department since I became Chief. We have gotten some new and safer equipment. We have also been able to upgrade our fleet.

He is asking for approval from the City Council to give the firefighters a $1/hr raise to be effective 01/01/2020. This raise is within my budget and will not increase the costs to the townships or City.

The Captains are at $11 per hour, and assistant Chief is at $12 per hour.

While the hourly rate has not increased, there have been some changes over the years, such as being paid for training, which they were not previously.

The council would like to see what firefighters in other local departments receive for pay to see if these numbers are in line with other departments.

Lawrence added that his budget is planned for an increase of $1 per hour.

J Gerold stated she will abstain from voting.

REYNOLDS MOVED TO APPROVE THE PAY INCREASE OF $1 PER HOUR FOR THE FIREFIGHTERS. ZIMMER SECONDED THE MOTION.

Lawrence added that he will request pay information from other local departments.

VOTE 4:0:1 REYNOLDS, ZIMMER, EDMONDS AND SCHUMACHER IN FAVOR. J GEROLD ABSTAINED, THE MOTION CARRIED.

Public Safety Storage Building

Frederick reported that the Princeton Fire Department’s cold storage building collapsed March of 2019. The building stored the Incident Command Trailer, Fire Safety Trailer, Light tower, Trench rescue equipment and miscellaneous fire equipment. Since the loss of the building the fire department has been storing items outside and at various storage locations within the city. The City of Princeton received insurance money for the total loss of the building. The insurance payout is $122,000.00. Insurance typically allows 2 years for reimbursement for replacement construction costs on a commercial project. This means that the con-
struction and billing needs to be completed by March 2021. To complete prior to March of 2021 construction of the replacement building is best to occur the summer of 2020.

The Princeton Police Department cold storage building also has deficiencies as it is an old hanger similar to the hanger that collapsed. There is no electricity, during warmer winter days, water accumulates in the hanger and then freezes making for unsafe conditions. During the spring the hanger floods and remains this way for a few weeks. Both situations make it difficult to access and store equipment. At this time, with the storage of the fire department equipment there is no room to secure evidence that we have normally stored in this building. How evidence is stored is also becoming increasingly more important as seized property can become a liability. Adding police evidence storage space to the construction of fire department storage brings an economy of scale to the project.

Over the past six months we have researched adding to the existing building and the cost to build a new storage building for both the Princeton Fire and Police Department. The cost to add an additional storage area to the current building is approximately $120.00 per square foot or $720,000.00 of same or similar construction for the shell of the building with no build out inside. In addition to the higher cost another consideration is that the diminished accessibility for the remainder of the lot.

Another option explored is building a 60 X 104-foot stand-alone building. We would propose to set the building to the lot North of the Princeton Public Safety Building west parking area for ease of efficient access and security. After researching this building with contractors, we estimate the cost would not exceed $225,000.00 provided we sub contract out the main elements of construction.

The main elements of the project are as follows:
1. Excavation/grading
2. Framing
3. Over-head doors, Service doors & windows
4. Concrete
5. Insulation
6. Electrical, including outlets and lights

We have received some of the estimates for the parts listed above. Additional quotes would be obtained if this is the route decided upon. The building is planned as cold storage so plumbing would not be considered.

A step to start is to have a site plan for the building completed so a grading plan can be established. This will also be used to obtain more accurate quotes. To proceed WSB will be needed to layout the building and site. Authorization to proceed is requested.

J Gerold asked if the estimated cost of $225,000 is with staff doing the project management and getting separate bids. Frederick some savings with them doing the project management, getting separate bids and some internal work that staff could do as well. To keep costs down. J Gerold questioned if lot 7 would no longer be sellable. Barbian replied that Lot 7 has been somewhat set aside for various city usages being it is adjacent to the Public Safety Building.

Staff will bring this back to the Council at the February 13th meeting.

Council Goals
Schumacher wanted to add the removal of the cross-wind runway from the City's plan under #9 on the short-term items, and sewer system to the 7th Ave project.

B Gerold explained that MnDOT wants the West Branch entrance removed, so the thought was to add the 13th intersection, which is why that was put on the list.

Barbian will make the changes as discussed and send out an updated list that the Council can use to rate each item;

J Gerold reported on the PUC meeting on the 22nd. Greg Hanson was appointed as Chair. They are sitting well with their reserves for the water department, but electric is only at about 90 days, and they would like to get that to 180 days.

They are concerned about possible changes of the "in lieu of taxes". She suggested that Butcher attend the Council Study Sessions and that Electric Superintendent Grant attend the Monday Manager meetings. Butcher has sent her an email on his suggestions regarding meeting attendance, and she will read through that and report back to the Council.

**PUC Payment in Lieu of taxes**

Schumacher stated that the plan he had staff include in the agenda packet is based on one that Elk River has in place.

Zimmer added that it is good that we are looking at this since it has not been adjusted since 2007. He would like to see a couple council members, and the City Administrator sit down with PUC and work out a place that works for them and the City.

Schumacher stated that the Council should come up with a plan so we have a base to start with in negotiations. J Gerold suggested staggering the increase over a few years.

Zimmer asked if staff could get some numbers from other SMMPA members to see how they handle it in their communities.

**Accept Mindi Siercks Resignation as Public Utilities Chairperson**

Jenkins reported that she received the resignation letter in the mail today. It was scanned in and sent out to the Council.

Reynolds asked if we want to advertise the open seat. J Gerold responded that the Council needs to first accept her resignation.

Toven added that it is best to accept it with the March 31st date she listed as the effective date.

ZIMMER MOVED TO ACCEPT MINDI SIERCKS RESIGNATION FROM THE PUC EFFECTIVE MARCH 31, 2020. REYNOLDS SECONDED THE MOTION. VOTE 4:1, EDMONDS OPPOSED. THE MOTION CARRIED.

Schumacher asked if we should advertise or select someone. Reynolds responded that he would like to see it advertised. Schumacher suggested selecting the current PUC Liaison to finish Siercks term. Toven stated he is not sure if that would be allowed. Schumacher re-
sponded that the Ordinance states there can be one council member on the Public Utility Commission.

Zimmer stated he feels by appointing a Council person, it would be taking away that opportunity for residents that would be interested. With the last term that was filled, there were several applicants that were interested.

Edmonds would like it to be advertised and open to applicants.

Tim Hennagir asked where that was located in the Ordinance. Hillesheim looked it up and stated it is in section 290.03.

SCHUMACHER MOVED TO APPOINT PUC LIAISON JENNY GEROLD TO FINISH MINDI SIERCKS TERM THAT ENDS ON DECEMBER 31, 2020. REYNOLDS SECONDED THE MOTION. VOTE 3:2 ZIMMER AND EDMONDS OPPOSED,

Toven stated that Councilor J Gerold should refrain from voting as it could be considered a Conflict of Interest. Schumacher stated that Council members vote for themselves when the Liaison’s are chosen and said this should not be any different.

J Gerold stated that if it is not illegal for her to vote, the vote would stand at 3:2

THE MOTION CARRIED 3:2

*** Closed Session *** - consideration of land purchase – Statute 13D.05, Subd 3

REYNOLDS MOVED TO CLOSE THE MEETING AT 6:21PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REYNOLDS MOVED TO CLOSE THE MEETING AT 7:11PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Toven reported that the City Council had a continuation of discussions regarding a proposed land purchase. Negotiations have been ongoing. At last meeting. If an agreed upon price is determined, a purchase agreement will be reviewed and approved in an open meeting at an upcoming meeting.

Adjournment

J GEROLD MOVED TO ADJOURN THE STUDY SESSION AT 7:12PM. REYNOLDS SECONDED 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 FEBRUARY 13, 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, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Damien Toven. Absent was Community Development Specialist Stephanie Hillesheim.

AGENDA ADDITIONS/DELETIONS

Barbian advised that we no longer need the closed session as he will provide an update under the report section.

REYNOLDS MOVED TO APPROVE THE AGENDA WITH THE REMOVAL OF THE CLOSED SESSION AND THE ADDITION AN UPDATE ON A PROPOSED LAND PURCHASE UNDER REPORTS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of January 23, 2020
B. Study Session Meeting minutes of February 6, 2020

EDMONDS MOVED TO APPROVE THE REGULAR MINUTES OF JANUARY 23, 2020 AND STUDY SESSION MEETING MINUTES OF FEBRUARY 6, 2020. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Solicitor permit for Benjamin Dufresne from Custom Remodelers
   2. TNT Fireworks retail sale permit for Walmart parking lot 6-15-20 – 7-9-20
   3. Sherburne County Historical Society Gambling permit for raffle on April 4, 2020

ZIMMER MOVED TO APPROVE THE SOLICITOR LICENSE FOR BENJAMIN DUFRESNE FROM CUSTOM REMODELERS, TNT FIREWORKS RESALE PERMIT AND SHERBURNE COUNTY HISTORICAL SOCIETY GAMBLING PERMIT FOR APRIL 4, 2020. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Personnel
C. Donations
   1. Resolution 20-10 donation from Walmart, First Bank & Kwik Trip for Rockin on the Rum
   2. Resolution 20-11 donation from Princeton Twice New Clothing for the Flower Project
   3. Resolution 20-12 donation from Service West Contracting for Riverside fishing pier
   4. Resolution 20-13 donation from East Central Energy for Riverside Park Project
   5. Resolution 20-14 donation of Airport commission pay to the Airport by Barry Ramage Jr.

Councilor Gerold Public Statement

I was asked to be the PUC Liaison due to my business management experience, knowledge, training, professionalism and positive attitude. I had previously sat on the hiring board for the new General Manager. If I am good enough and trusted to be the board liaison in a 5-0 vote, why am I not good enough and trusted to be a voting member? Council, please remember, you unanimously voted for me to be the liaison to the board. Am I only good enough to relay information back to you and you are not interested in my vote? My “votes” are obviously valuable and trusted by every resident and tax payer of the City of Princeton that voted for me to be a Council Member.

We have all been voting for ourselves to be on all of the boards and commissions for Princeton. This has been going on with City Council for decades! Jules recently voted for himself to represent the city with the Park Board and Chamber of Commerce. Jeff recently voted for himself to represent the city with the Planning Commission. Brad recently voted for himself to represent the city with the Airport Board, EDA, Cable Commission and Housing Redevelopment Authority. Jack recently voted for himself to represent the city with the EDA and Historical Society. I recently voted for myself to represent the city with the Fire Advisory Board and the PUC. Why is this time any different? If this is a “conflict of interest”, why hasn’t it been brought up previously…. for decades? MN State Statute allows for one City Council Member to serve on the board. How can this then be considered a conflict of interest? Is the MN state statute wrong? I have never been in direct opposition of the PUC. Nor, do I have any such desire to disband or shut it down.

I have no personal agenda other than to have all involved get along and be professionally cohesive. In my opinion, and others that I have spoken to, this is a very good step in accomplishing that goal. I do not appreciate the accusation of simply being a “follower”. Anybody that knows me, knows that that statement could not be further from the truth. I never would have been so successful in my professional career if that had been my “M.O.”! And…. I will not waiver to bullying or false accusations as “that” would be “dirty politics”. Since being elected, I have always taken the approach of determining what I think is in the best interest of every single resident and tax payer in this community. I have done that with every vote…every single vote. And, I will continue to do just that. Thank you!

OPEN FORUM –

Rick Schwartz stated his concern is not necessarily what J Gerold had talked about in her statement. He does not have any issues with her, but is questioning why the application process was not followed this time as it has been in the past. He is also questioning why this decision was made at a Study Session instead of a regular Council meeting. He asked that this be re-opened and applications allowed.

Barbian said while the Council has used the application process in the past, it is their prerogative on how people are appointed to the various Boards and Commissions.

Zimmer wanted to clarify why he did not vote for J Gerold to finish the term. He goes back to when the Park Board did not have enough for a quorum when he was asked to be a voting member. When the Park Board did receive enough applicants, he stepped down as a voting member so interested residents could be on the Board. Edmonds added that he felt the same. He has nothing against J Gerold, but thought the application process should have been followed.
Schumacher stated he felt this would provide seamless leadership for the residents, being we were not expecting the resignation.

J Gerold said she remembers when Findell resigned, Edmonds wanted to nominate Council Member Paul Whitcomb to the opening.

Schwartz asked if the Council if they have read his email. His application was in within a few hours of Siercks’ resignation being accepted. The Council responded that they had read his email.

Schumacher stated he wants a seamless transition. Schwartz would like it reopened and handled the way it has been in the past. Schumacher thanked him for his comments.

Tim Seircks, 218 11th Ave S. He has some questions for J Gerold. He asked why she stepped down on a firefighter pay increase, but did not step down on the budget when her husband’s department is included. J Gerold responded that the pay increase would be a conflict. Toven added that voting on the budget is not against the law. In regard to voting for herself to be appointed to the board, it is best practice to not participate, but it is okay to do so.

He added that Reynolds had said he would like to see the open seat advertised as well. Reynolds responded that he did consider the previous applications, but feels the solution presented was suitable.

Tim Hennagir questioned if the study session minutes should be amended to reflect Toven’s meaning in a statement that it is best practice not to participate. Toven replied that would be up to the Council if they wanted to make that change. Per the League of MN cities, it is best practice not to participate, but does not state it is a direct conflict.

Tim Hennagir asked if the PUC manager and commissioners were notified of Gerold’s appointment and when. Jenkins replied that with Schwartz email that was received, she conferred with Barbian Friday morning and the PUC had not been notified.

Hennagir asked when packets were sent out for meetings and to whom. Jenkins responded that for regular meetings the agendas are published and sent out the Tuesday prior to the meeting. She has a list of various board members, councilors and residents that have requested to receive the agendas.

Maureen Gould former applicant for the PUC stated she does not question J Gerold’s qualifications, but also feel the applicants that applied in the past should have been considered. It is not seamliness that is important, but transparency. She feels the previous applicants should be considered.

PRESENTATIONS / SPEAKERS — None

PUBLIC HEARINGS - None

FYI — REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Mille Lacs Historical Society Meeting minutes of December 18, 2019
B. Park Board minutes of January 27, 2020
C. Marijuana Regulation – Attorney Research Information

Schumacher asked Toven if he knew of other cities that have contacted the League. Toven responded that he was told there were quite a few other cities that had inquired as we were doing.

D. Planning Commission Minutes of January 27, 2020
E. Airport Advisory Board minutes of January 6, 2020
F. Proposed Land Purchase

Barbian advised the land being considered is part of the Marshall Property. The City is looking at 42 acres, which would be used as industrial properties. These are referred to shovel ready sites. The City has some options, and looking at grants that would be available, looking at grants that would be available sites. The city will be working over the next few months on.

Hennagir thanked the Council in being so precise in going in and out of closed meetings. Schumacher thanked Toven for creating that process.

PETITIONS, REQUESTS, AND COMMUNICATIONS - None

ORDINANCES AND RESOLUTIONS - None

UNFINISHED BUSINESS

A. Wanda Gunnink appointment to the HRA Board

Jenkins reported that she sent another letter to Ms. Gunnink notifying her that her term on the HRA Board had ended in December 2018. Her application to continue on that Board was returned to staff. If appointed, her term would now end December 31, 2023.

ZIMMER MOVED TO APPOINT WANDA GUNNINK TO THE HRA BOARD FOR A TERM THAT WILL END DECEMBER 31, 2023. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Local Fire Department compensation rates

Lawrence advised that as requested, he contacted some local departments to find out what their compensation rates were.

- **Baldwin** - $10.00/hour for firefighters. $30.00 per training.
- **Big Lake** - Starting pay is $12.00/hour for calls, meeting, and trainings. Step increases for 14 years. Top pay is $15.00/hour.
- **Cambridge** - $10.00/hour for calls. $6.00 to show up for a call. $20.00 per meeting or training.
- **Cold Spring** - $11.50/hour for calls and training.
- **Elk River** - $14.00/hour for firefighter. $15.00/hour for officers. Cost of living raise every year.
Ishanti: Starting pay for new firefighters is $10.80/hour. Top pay is $16.00/hour. They also get a .50 increase for the following certifications:

<table>
<thead>
<tr>
<th>Firefighter 1</th>
<th>Firefighter 1</th>
<th>Hazmat</th>
<th>EMR</th>
<th>Ropes/Knots</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire Officer</td>
<td>EMT</td>
<td>Paramedic</td>
<td>5 Years</td>
<td>10 Years</td>
</tr>
<tr>
<td>15 Years</td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

Milaca: $20.00/call. $15.00/training or meeting.

Mora: New firefighter is $10.00/hour. $11.00/hour after their FF1, FF2, Hazmat classes are completed. After 5 years on they receive $12.00/hour. $13.00/hour for additional classes. Top pay is $15.00/hour.

North Branch: $12.00/hour for calls, trainings, and meetings. Moved to a stipend system.

Zimmerman: $0.00 for calls. $75.00 per training night. One paycheck right before Christmas. Averages $2100.00 per firefighter.

C. Public Safety Storage Building

Frederick advised the Princeton Fire Department’s cold storage building collapsed March of 2019. The building stored the Incident Command Trailer, Fire Safety Trailer, Light tower, Trench rescue equipment and miscellaneous fire equipment.

Since the loss of the building the fire department has been storing items outside and at various storage locations within the city. The City of Princeton received insurance money for the total loss of the building. The insurance payout is $122,000.00. Insurance typically allows 2 years for reimbursement for replacement construction costs on a commercial project. This means that the construction and billing needs to be completed by March 2021. To complete prior to March of 2021 construction of the replacement building is best to occur the summer of 2020.

The Princeton Police Department cold storage building also has deficiencies as it is an old hanger similar to the hanger that collapsed. There is no electricity, during warmer winter days, water accumulates in the hanger and then freezes making for unsafe conditions. During the spring the hanger floods and remains this way for a few weeks. Both situations make it difficult to access and store equipment.

At this time, with the storage of the fire department equipment there is no room to secure evidence that we have normally stored in this building. How evidence is stored is also becoming increasingly more important as seized property can become a liability. Adding police evidence storage space to the construction of fire department storage brings an economy of scale to the project.

Over the past six months we have researched adding to the existing building and the cost to build a new storage building for both the Princeton Fire and Police Department. The cost to add an additional storage area to the current building is approximately $20,000.00 of same or similar construction for the shell of the building with no build out inside. In addition to the higher cost another consideration is that the diminished accessibility for the remainder of the lot.
Another option explored is building a 60 X 104-foot stand-alone building. We would propose to set the building to the lot North of the Princeton Public Safety Building west parking area for ease of efficient access and security. After researching this building with contractors, we estimate the cost would not exceed $225,000.00 provided we sub contract out the main elements of construction. The main elements of the project are as follows: 1. Excavation/grading 2. Framing 3. Over-head doors, Service doors & windows 4. Concrete 5. Insulation 6. Electrical, including outlets and lights.

Staff has received some of the estimates for the parts listed above. Additional quotes would be obtained if this is the route decided upon. The building is planned as cold storage so plumbing would not be considered. A step to start is to have a site plan for the building completed so a grading plan can be established. This will also be used to obtain more accurate quotes. To proceed, WSB will be needed to layout the building and site. Authorization to proceed is requested.

Schumacher asked if the lot line could be changed for the proposed storage building, to allow the area to be used in the future for more building storage expansion.

Barbian said staff can do a little more research and bring it back to the Council.

Reynolds asked if the Council could approve the building, with the exact site to be determined. Frederick responded that in discussions with contractors, we will need to have a site selected so a plan can be drawn up.

Schumacher would like to see it in the site to the west, if that property purchase goes through. He knows there would need to be a culvert, but would like to readjust the original proposed site.

D. RFP – Riverside-Riebe Park Improvements

B Gerold 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. The City of Princeton released 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.

Analysis:
The City of Princeton staff received two proposals in response to the RFP. Both proposals meet the needs and expectations as outlined within the RFP. The following is a simplified overview of each proposal:

WSB, the City of Princeton’s engineering firm, assembled a well thought out proposal with an experienced team. Their proposal budget was estimated at $59,000. To include: design development, bidding, construction administration, topographical survey and staking.

Warren White, Professional Engineer most recently worked with the City of Princeton on the design and construction of the newly installed fishing pier. Mr. White’s proposal was very clear and concise outlining his years of experience. To include: design development, bidding, construction administration, topographical survey and staking estimated at $30,000.
The estimated budget for engineering services as allowed in the grant is $35,000.

**Recommendation:**
City staff recommend the council’s approval to hire Warren White, Professional Engineer for the work outlined in the RFP for Design and Engineering Services for the Riverside-Riebe Park project.

B Gerold has reviewed the bids and is looking for approval to hire Warren White to do the Engineering for this project.

Schumacher questioned if we had worked with him before. B Gerold said we have worked with him on the pier, and he was very good to work with.

Edmonds added that it looks like a pretty big savings. B Gerold replied that with White, the staking for the grading is included in the big, with WSB it is billed for by the hour. said the staking for the grading, is included in his bid. With WSB, it is by the hour.

Edmonds asked if we are confident in his experience. B Gerold responded that White has done several similar projects on the river in other communities.

EDMONDS MOVED TO APPROVE THE HIRING OF WARREN WHITE FOR ENGINEERING FOR THE RIVERSIDE-RIEBE PARK PROJECT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

A. Approve Public Works CIP pickup Truck purchase

Gerold reported that Public Works has the purchase of a truck in the CIP for 2020 at $34,000. Staff has received 2 bids, with the lowest being from Princeton Auto at $30,523. The Truck is a 2020 K2500 Regular cab 4 x 4.

Staff is requesting approval to purchase the 2020 K2500 not to exceed $34,000 with added equipment and approval to sell the 2006 Ford F250 at Public auction.

ZIMMER MOTIONED TO APPROVE APPROVAL TO PURCHASE THE 2020 K2500 NOT TO EXCEED $34,000 WITH ADDED EQUIPMENT AND APPROVAL TO SELL THE 2006 FORD F250 AT PUBLIC AUCTION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Appointment of Election Judges

Jenkins advised that the following persons are being recommended for approval as election judges for the 2020 Presidential Primary on March 3, 2020, the Primary Election to be held on Tuesday, August 11, 2020, and the General Election on Tuesday, November 3, 2020. The hourly wage will be $10.00 for judges and $10.50 for head judges. Judges are also expected to attend a 2-3-hour training session prior to the election through Mille Lacs County. Staff will likely request the council to appoint additional judges August and November election.
REYNOLDS MOTIONED TO APPROVE DONALD BRITT, KIM BUISMAN, ANNA SORENSON, JESSICA WRIGHT, JIM OLIVER AND JEN BREVITZ AS ELECTION JUDGES. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Emergency Operations purchase request

Lawrence reported that Emergency Management has been looking at upgrades that we can do to our E.O.C. We have decided that additional cabinets, counter tops, printers, phone bank charger, and digital clock would be beneficial equipment to the E.O.C. We have gotten quotes for the mentioned supplies.

We have the funds available in our Radiological Emergency Preparedness (R.E.P.) program budget. R.E.P. has approved to purchase these items. We are asking for council approval as well. These funds are gone at the end of their fiscal year which is June 30th, 2020. The total cost for this project is less than $12,000.00. We will have some left-over money that we will re-evaluate after this project to look for other improvements.

ZIMMER MOTIONED TO APPROVE THE PURCHASE OF ADDITIONAL CABINETS, COUNTER TOPS, PRINTERS, PHONE CANK CHARGER AND A DIGITAL CLOCK FOR NOT MORE THAN $12,000. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Approve sale of WWTP old mower at Public Auction

Klinghagen stated that the Wastewater Department purchased a mower last year that was planned for on the CIP. Staff is asking for approval to sell the old mower, which is a Ferris with Snow Blower and Cab at public auction.

ZIMMER MOVED TO APPROVE THE SALE OF THE OLD FERRIS WITH SNOW BLOWER AND CAB AT PUBLIC AUCTION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. WWTP Roof Replacement

Klinghagen reported that the Wastewater Department has a roof replacement in the CIP for 2020 at $45,000. Staff has received 2 quotes:

McDowall Company: $45,000 to $50,000 for the main building

Clearview Construction: $35,782.22 for main building and chemical building
REYNOLDS MOVED TO ACCEPT THE ROOF REPLACEMENT BID FROM CLEARVIEW CONSTRUCTION FOR THE MAIN BUILDING AND CHEMICAL BUILDING FOR $35,782.22. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $233,021.59 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80663 TO 80757 FOR A TOTAL OF $296,773.25. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

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

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:00PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

__________________________
Shawna Jenkins Tadych
City Clerk

__________________________
Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON FEBRUARY 27, 2020 7:00 P.M. AT PRINCETON CITY HALL

Acting Mayor Jules Zimmer 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. Absent was Mayor Brad Schumacher

AGENDA ADDITIONS/DELETIONS

Zimmer said we would like to move up 11.1 since Engineer Todd McLouth has another meeting to attend.

Zimmer reported that the Staff had received an email from Rick Schwartz asking to be put on the agenda. J Gerold feels all Council members should be present, so suggested moving it to the March 5th Study Session.

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of February 13, 2020

REYNOLDS MOVED TO APPROVE THE REGULAR MINUTES OF FEBRUARY 13, 2020. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. accept resignation of Liquor clerk Kendra Maalis effective date of 2-15-20
   2. accept resignation of Liquor clerk Amber Merten effective date of 3-3-20
   3. Approve hiring of Liquor Clerk Barbara Olson
   4. Approve hiring of Liquor Clerk Michelle Gardecki
C. Donations

J GEROLD MOVED TO APPROVE THE CONSENT AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Unfinished Business – 11.1 Feasibility Report, reconstruction of City/Township Roadways 33rd and 82nd Ave

Barbian reported that in August of 2019 the City Council and Town Board met to discuss the reconstruction of 33rd and 82nd Ave. At the August 22nd Council meeting there was a council consensus on a few items which included the Township identifying a project, and the city consider partnering on it with outside funding for the school portion or an assessment.

After informing the Township and the School of the City’s position there was little discussion but a mention of the town considering advancement of a project until recently. City staff had looked into a number of funding sources pursued to no avail. The township is now ready to award a bid. In the last two weeks staff has worked to determine a method in which the project can advance under conditions indicated previously.
It has been determined that the City would be able to put an assessment in place provided the project is not awarded until after the preliminary assessment is considered and passed. The first step in the process would be for the City to order a Feasibility Study/Report. This would be followed by considering a resolution to accept the Report leading to calling for Public Hearing. After the Public Hearing the Council would consider the Preliminary Assessment resolution.

The dates in which this is laid out are: February 27th, March 5th and March 26th.

In sorting through the short time line and discussing the project with the Town Engineer, Todd McLouth with Loucks Inc. and Jen Edison of WSB it would be most efficient for Todd McLouth to complete the assessment process. Find attached the proposal for services.

Analysis:
In August the Council indicated that working as good neighbors was something, they had an interest in pursuing. The time line for this consideration is short although workable. To move the project forward and establish a working relationship with the Township of Princeton the City need decide. The basis for moving forward with an assessment is in place by ordering the feasibility study be completed.

Recommendation:
It is up to the City Council to determine if they wish to proceed.

EDMONDS MOVED TO PROCEED ON A FEASIBILITY STUDY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

Randy Hatch reported on the Community Garden. The group got together and discussed some of the issues that were a concern of the council. They are moving forward on the garden and opening plot enrollment at the Expo. They did apply for some grants, and received a $1000 grant from the Mille Lacs Casino. They are planning to build at least 4 raised beds for elderly and disabled. They may put up an additional 2 as they received a grant from the Lion’s as well. They are also interested in doing an annual garden, so they are in need of someone that does garden design. There are some gardeners that are interested in doing a small bee colony as well. They have a lot of research yet to do, but he asked the Council if they could think about whether that would be something that would be allowed.

Edmonds said in regard to the previous hay rides for the fair, he suggests Hatch meet with McPherson with the County to come up with a suitable route.

Zimmer stated that the rules that were approved were the 2019 rules. Hatch responded that the 2020 rules are the same, and he will provide them to the City Council.

Kevin Gerrard added that he recently spoke to the Mille Lacs Casino regarding the garden being near the cemetery and they were not aware of that. Edmonds asked Clerk Jenkins how much time she has spent researching garden’s and cemeteries. She responded at least 15-20 hours.
PRESENTATIONS / SPEAKERS – None

PUBLIC HEARINGS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. PUC Agenda packet for February 26, 2020
B. Sylva Corporation CUP

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for Summer Baseball

Jordan Neubauer is the head coach and stated that this program has been in place for many years. Up until about 10 years ago, it was supported by the VFW. In the last 10 years, they have not been able to provide much financial support for the program. They are asking for a Wine and Spirits Grant to help cover the costs for umpire services.

J Gerold stated that she is in support of sports, but is concerned it could set a precedent with every other sports group requesting funds as well.

Edmonds said it does meet the requirement of having a local connection. J Gerold asked when Neubauer needs to have an answer. Edmonds suggested discussing it at the Study Session. He feels there should be some guidelines set when choosing some of these groups. J Gerold asked when they need to have an answer. Jack suggested discussing it at the Study Session. He feels that maybe there should be some type of guidelines to choosing these types of groups.

ORDINANCES AND RESOLUTIONS

A. Resolution 20-15 – calling for public hearing for quit claim for right of way, drainage and utility purposes.

Barbian advised that this was to call for a public hearing on a quit claim for right of way, drainage and utility purposes for a proposed Lot Split on West Branch.

EDMONDS MOVED TO APPROVE RESOLUTION 20-15 CALLING FOR A PUBLIC HEARING. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 20-16 Business Development Public Infrastructure Application

Hillesheim reported that Sylva Corporation is currently in the process of purchasing the adjacent property to the north of their operations, known as Outlot A. With the purchase of this property they are immediately intending on utilizing the site as outside storage for finished product, (February 24, 2020 the Planning commission approved the Conditional Use Permit for the property to allow outside storage.) but they are also looking to expand their product line at this site, which would require new equipment, a 5,000-10,000 square foot facility and create 8 jobs. This project requires bulk storage which was also approved for the site.
The parcel currently has no road frontage and is currently regarded as an Outlot which cannot be improved. It is necessary to extend city infrastructure (road and sewer) to the lot to move forward with platting the parcel to qualify the site as buildable.

City staff have been working with the Sylva Corporation to ensure the location of the expansion will be in Princeton and have been discussing the opportunity of applying for the Greater MN Business Development Public Infrastructure Grant Program (BDPI) through the Minnesota Department of Employment and Economic Development (MN DEED).

Eligible projects under the BDPI include publicly owned infrastructure that supports economic development projects, including wastewater collection and treatment, water, storm sewers, utility extensions, and streets. Economic development projects include manufacturing, technology, warehousing and distribution, research and development, agricultural processing, and industrial park development.

**Analysis:**
Sylva Corporation is willing to sponsor the application which upon receiving will reduce the local cost of the project for the City. The estimated cost to construct a cul-de-sac extension for the property is approximately $575,000. This grant requires a match equal to the amount of the grant. The grant will be used to cover more than the cost of the infrastructure assessment the Sylva Corporation would be responsible for.

The grant is applied for and administered through the City of Princeton.

The council has identified the connection of 21st Avenue a priority, though this project would not complete the connection, it would be a step forward in the process.

**Recommendation:**
City staff requests the Council’s approval of Resolution 20-16 to permit staff to move forward with the application for BDPI funding as they see appropriate.

EDMONDS MOVED TO APPROVE RESOLUTION 20-16. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS**

A. Feasibility Report, reconstruction of City/Township Roadways 33rd and 82nd Ave. – moved up in between the consent agenda and Open Forum

**NEW BUSINESS**

A. Central MN EMS Grant

Lawrence advised the Central MN EMS grant is open and I am asking for permission to apply for this grant. The grant is up to $500.00 and is not matching. I am hoping to use it for an AED or other EMS supplies.
J GEROLD MOTIONED TO APPROVE LAWRENCE TO APPLY FOR THE CENTRAL MN EMS GRANT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Fire Act Grant

Lawrence stated that the Fire Act Grant is open and I am asking for permission to apply for the grant. We are looking to apply for new hoses and drop tanks. We are low on hoses as our current hoses are old and we lose 3-4 hoses a year after our hose test. Our drop tanks are at least 20 years old with leaks and made of metal that make them heavy to lift. This is a 5% matching grant. I estimate our cost not to exceed $1000.00.

REYNOLDS MOTIONED TO APPROVE LAWRENCE TO APPLY FOR THE FIRE ACT GRANT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Reallocation of Park CIP Funds

B Gerold reported that there is $24,000 allocated for Playground Shades for Rainbow Park in the CIP. Instead of purchasing those shades, the Park Board would like to reallocate those funds to be used for playground equipment at the Civic Center Park.

EDMONDS MOTIONED TO APPROVE THE REALLOCATION OF CIP FUNDS TO BE USED TO PURCHASE PLAYGROUND EQUIPMENT AT CIVIC CENTER PARK. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. AARP application for Outdoor Exercise Equipment

Hillesheim reported that the City of Princeton has the opportunity through AARP to apply for funding for outdoor exercise equipment designed for use by residents of all ages. The grant is does not require a match.

ANALYSIS of FUNDING:
AARP focuses on projects that allow people to age in place and provide inclusive opportunities for aging adults to maintain healthy and connected lifestyles.

Through this grant the City of Princeton would apply for funding to provide workout equipment located along 4th Ave South between the Library and Riverside Park and at the Civic Center.

Referred to as Multigenerational Fitness Parks, there are many benefits to providing opportunities for all ages to exercise including increased time spent outdoors, energy, community connectedness, and health benefits.

The estimated cost of the grant application is approximately $80,000 for the equipment, installation and surfacing.

RECOMMENDATION:
City staff requests the Council’s approval to permit staff to move forward with the application for multigenerational fitness park equipment funding through AARP as they see appropriate.

ZIMMER MOVED TO APPROVE STAFF TO APPLY FOR MULTIGENERATIONAL FITNESS PARK EQUIPMENT THROUGH THE AARP. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. RFP for Engineering Services

Hillesheim advised that the City of Princeton is currently considering entering a land purchase agreement for a property to construct an industrial park. City staff have been working with the ECRDC, Mille Lacs County, MN Department of Employment and Economic Development and the Federal EDA to establish the feasibility of applying for state and federal grant funding. Funding will supplement funding for infrastructure improvements for the proposed industrial park site, and the modernization of sanitary sewer and transportation infrastructure for the current industrial park.

Funding through identified programs requires following strict guidelines. One of the guidelines requires the City of Princeton to have an engineer establish a preliminary plan and estimate before moving forward with the application. Hiring an engineer to advance this process is obligatory.

Analysis:
It is in the best interest of the City of Princeton to hire one firm to complete this plan, as well as help manage the project advancing to maintain consistency throughout the project. To ensure this is a possibility, the Federal Government has outlined the procurement process in 2 C.F.R. 200.317. To certify the Request for Proposals meets guidelines set forth, the City of Princeton will rely on the expertise of the ECRDC for guidance.

The intent of this REQUEST FOR PROPOSAL (RFP) is to identify a qualified Engineering firm to provide professional services. The project involves the use of various funding sources including the Federal Economic Development Authority (EDA), Minnesota Department of Employment and Economic Development (DEED) with various state and federal program requirements.

All project costs, including (but not necessarily limited to) design, engineering, consultants, testing, materials, construction, construction engineering and contingencies will be established through the RFP process and provide the City of Princeton with the information necessary to plan ahead for future improvements and decide if this is the direction the City Council would like to move forward.

Recommendation:
City staff recommend the council’s approval of the RFP for Engineering Services, with the submittal deadline of 8:00 a.m. March 11, 2020.

REYNOLDS MOVED TO APPROVE THE RFP FOR ENGINEERING SERVICES TO ESTABLISH A PRELIMINARY PLAN FOR INFRASTRUCTURE IMPROVEMENTS FOR THE PROPOSED INDUSTRIAL SITE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
BILL LIST
Zimmer moved to approve the bill list which includes the manual checks as listed on the manual bill list for a total of $153,672.74 and the items listed on the liquor bill list and general city bill list which will be checks 80761 to 80820 for a total of $458,160.60. Reynolds seconded the motion. The motion carried unanimously.

MISCELLANEOUS

Hillesheim thanked B Gerold and the Public Works Department for their work on the ADA fishing Pier in Riverside Park.

ADJOURNMENT
There being no further business:

J Gerold moved to adjourn the meeting at 8:02. Reynolds seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor