1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on March 19th, 2018 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business:
   A. Comprehensive Plan Review

6. New Business:
   A. ALDI Site Plan – Tab B
   B. Concept Plan 55+ Single Family Housing – Tab C
   C. Concept Plan Sherburne Lakes Senior Living – Tab D

7. Communication and Reports:
   A. Verbal Report
   B. City Council Minutes for March, 2018 - Tab E

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON MARCH 19TH, 2018,
AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Victoria Hallin, Jeff Reynolds, Eldon Johnson, Scott Moller, and Eugene Stoeckel (Princeton Twsp. Rep). Staff present were Robert Barbian (Administrator) and Mary Lou DeWitt (Comm. Dev. Assist).

APPROVAL OF MINUTES OF REGULAR MEETING ON FEBRUARY 26TH, 2018
REYNOLDS MOVED, SECOND BY MOLLER, TO APPROVE THE MINUTES OF FEBRUARY 26, 2018. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:
A. #18-04 Variance for Rear Yard Setback at 103 11th Avenue South
Community Development Assistant Memo:

BACKGROUND
Cindy Esler, has submitted an application for a variance for a rear yard setback of 21.8 feet from the required 30 foot setback. The property site is located at 103 11th Avenue South and R-2 Residential District.

ANALYSIS
The subject parcel is located on the west side of 11th Avenue South and on the north side of 2nd Street South. This is a corner vacant lot that would face the backside of Mille Lacs County Historical Museum.

Ms. Esler has recently purchased the lot and intends to build a 24’ x 50’ single family home with an attached two car garage, a total of 1,776 square feet. The Ordinance states for a single-family dwelling, the minimum finished ground level area of a one story without a basement is 1,100 square feet. The main floor of this home without the attached garage will be 1,217 square feet. There will be an entry porch to the front door that has a depth of 8’ feet and 20’ in length.

The R-2 Residential District minimum lot size is 9,800 square feet and this lot size is 9,927 square feet. Both side yard setbacks have been met. The Ordinance allows a reduction to the 25 foot front yard minimum setback to 20 feet when a front porch is attached. The only setback that cannot be met is the rear yard of 30 foot minimum setback reduced to 21’ feet 8” inches. A variance of 8’ feet 2” inches is requested. There is a row of trees on the rear property line that will be a screening and reduce the visual impact of the home.

Variance Review Standards: According to Section 2 of Chapter IV of the Zoning Ordinance, request may be made for variance from the literal provisions of the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.
A variance shall not be granted by the Planning Commission unless it conforms to the following standards:

1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?  
   **Comment:** One of the purposes of the Zoning Ordinance is to establish regulations to promote the public health, safety, morals, and general welfare of the residents of Princeton, which is accomplished through regulating the location of structures. The proposed home would be 21’ feet 8” inches instead of the required 30’ foot setback from the rear property line. The row of trees along the property line will give adequate screening from the neighboring property.

2. Is the variance consistent with the Comprehensive Plan?  
   **Comment:** This is consistent with the Comprehensive Plan as residential improvements of neighborhoods and encouragement of residential growth.

3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?  
   **Comment:** The focus of this review is whether the request of building a new home in the site is reasonable. Staff believes placing the proposed home closer to the rear yard setback is reasonable. The layout of the lot makes it difficult to meet the setback requirements.

4. Are there circumstances unique to this property not created by the landowner?  
   **Comment:** The Narrow shape of the lot makes the placement of the home unique where meeting all the setback requirements and still meet the single family home minimum size requirement difficult.

5. Will the issuance of the variance maintain the essential character of the locality?  
   **Comment:** The issuance of the variance appears that it will maintain the essential character of the locality. This is a residential neighborhood and the proposed single family home would keep with the surrounding area.

6. Does the alleged practical difficulty involve more than economic considerations?  
   **Comment:** Yes, the alleged practical difficulty involves more than economic considerations as it makes a residential lot difficult to build on.

**CONCLUSION**
To approve the variance request, the City must find that the proposal uses the property in a reasonable manner, and that the applicant has demonstrated that there are practical difficulties, unique to the property not created by the property owner, that interfere in using the property in such a manner.

**RECOMMENDATION**
Staff would recommend approval of the variance for the rear yard setback of 21’ feet 8” inches for the proposed home, based on the findings:
1. The variance is in harmony with the general purposes and intent of the Zoning Ordinance.
2. The variance is consistent with the Comprehensive Plan.
3. The property owner propose to use the property in a reasonable manner permitted by the Zoning Ordinance.
4. There are circumstances unique to the property not created by the landowner, with the shape of the lot.
5. The issuance of the variance will maintain the essential character of the locality.
6. The alleged practical difficulty does not involve economic considerations.

**Variance to construct a home with the rear yard setback 21’ feet 8” inches instead of the required 30’ foot setback.**

Based on the findings that the variance meets the listed variance review standards in the Ordinance, staff would suggest approval of the variance, subject to the following conditions:
1. A Building Permit and Water & Sewer Permit shall be obtained prior to construction.
2. A Digging Permit and deposit will need to be obtained for street excavation for sewer and water hook-up.
3. Sodding or seeding along with driveway completion must be completed prior to issuing a Certificate of Occupancy. If unadvisable, a temporary Certificate of Occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

End of Staff Memo

Letter from Cindy Esler, applicant:

Dear City of Princeton,
I am writing this to let you know that I really need this rear setback variance. I need 8’2” on the rear setbacks. I have spent $20,000.00 for this land. I have my house sold already, and I have paid out other monies to get this process going. The smallest sized house for a slab home is 1,100 sq. ft. within the City of Princeton. So this house with the mechanical room is just over 1,200 sq. ft. With that being said if I can’t build this house I don’t know what I am going to do. I have a piece of property I can’t use and a lot of money spent for nothing. So I am begging you please give me this variance.

Thank you very much, Cindy Esler

End of Memo

DeWitt gave a review of the variance request.

JOHNSON MOVED, SECOND BY HALLIN, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Cindy Esler, applicant is not sure what type of driveway she will put in, either asphalt or cement.
JOHNSON MOVED, SECOND BY HALLIN, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE ITEM #18-04 VARIANCE FOR A REAR YARD SETBACK FROM THE REQUIRED 30 FOOT SETBACK TO 21’8” FEET, PROPERTY IS LOCATED AT 103 11TH AVENUE SOUTH, PID #24-280-0072, WITH THE FOLLOWING CONDITIONS:
1. A BUILDING PERMIT AND WATER & SEWER PERMIT SHALL BE OBTAINED PRIOR TO CONSTRUCTION.
2. A DIGGING PERMIT AND DEPOSIT WILL NEED TO BE OBTAINED FOR STREET EXCAVATION FOR SEWER AND WATER HOOK-UP.
3. SODDING OR SEEDING ALONG WITH DRIVEWAY COMPLETION MUST BE COMPLETED PRIOR TO ISSUING A CERTIFICATE OF OCCUPANCY. IF UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.

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

The Planning Commission reviewed the Findings of Fact:
1. Is the variance in harmony with the purpose and intent of the Ordinance? Yes.
2. Is the variance consistent with the Comprehensive Plan? Yes.
3. Does the proposal put the property to use in a reasonable manner? Yes.
4. Are there unique circumstances to the property not created by the landowner? Yes, shape of the lot.
5. Will the variance maintain the essential character of the locality? Yes.
6. Does the alleged practical difficulty involve more than economic considerations? Yes.

**B. #18-05 Antenna Tower Overlay District and Conditional Use Permit in R-2 Zoning District at 705 2nd Street North**
Robert Barbian, City Administrator Memo:

**BACKGROUND**
The City of Princeton has submitted an application for a variance to allow a zero setback from the subdivision along a building line and common wall of the Princeton City Hall building for the purpose of selling the southerly division to Princeton School District. The property site is located at 705 Second Street North and zoned R-2 Residential District.

**ANALYSIS**
The subject parcel is located on the east side of 8th Avenue North and one block north of First Street. This block consist of an interconnected building used for the City Administration, School Administration District Office, Family Center Pre K, and Transition Learning Center.

The renovations at the City Administration & School Administration Offices have been completed with the establishment of a common wall where the Police garage had previous
been, now renovated to District offices. A purchase agreement has been reviewed and is in place to complete the sale. The agreement is scheduled for action by the City Council and the School District Board. To complete the transaction and sale a property division with a 0 setback for the common wall is required.

**Variance Review Standards:** According to Section 2 of Chapter IV of the Zoning Ordinance, requests may be made for variance from the literal provisions of the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.

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

1. **Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?**
   **Comment:** One of the purposes of the Zoning Ordinance is to establish regulations to promote the public health, safety, morals, and general welfare of the residents of Princeton, which is accomplished through regulating the location, height, and bulk of the buildings and other structures. The division of the City Hall building to accommodate the School District facility reduces the need for another structure to be built.

2. **Is the variance consistent with the Comprehensive Plan?**
   **Comment:** The purpose of the Comprehensive Plan is to protect the best interest of the surrounding area or the City as a whole. The use of the building to house City Hall and the School District complies with the surrounding area.

3. **Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?**
   **Comment:** The proposed use of the property is reasonable and allowed by the Ordinance. The 0 setback has been addressed per building code and public safety.

4. **Are there circumstances unique to this property not created by the landowner?**
   **Comment:** The Police Department moved to a new Public Safety building where their building was vacant and would house the School District needs.

5. **Will the issuance of the variance maintain the essential character of the locality?**
   **Comment:** The issuance of the variance will maintain the essential character of the locality with the design of the structures.

6. **Does the alleged practical difficulty involve more than economic considerations?**
   **Comment:** Yes, because of the location of the old Police Department building that is centered between City Hall and the School District buildings, made it difficult to host another entity.

**CONCLUSION**
If the Planning Commission finds that the application for the variance of a 0 setback for division
of the City Hall building to the School District meets the review standards as outlined in the Ordinance, staff would recommend approval.

An approval will result in staff processing an Administrative Boundary Line Adjustment for the site allowing for the City Hall building and School District to complete the transaction.

End of Staff Memo

HALLIN MOVED, SECOND BY REYNOLDS, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Barbian explained the variance request. He said there is a common wall agreement between the City of Princeton and the School District. There is also an easement for a second exit where it meets building code procedure. This had been discussed at the proposed development review meetings.

Stoeckel asked if the parking lot is still the City Hall’s parking lot.

DeWitt explained that there has been a verbal agreement for many years that the School District can use the front row parking that is closest to their building. The City will continue to own the parking lot.

HALLIN MOVED, SECOND BY JOHNSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

JOHNSON MOVED, SECOND BY HALLIN, TO APPROVE ITEM #18-05 VARIANCE FOR ZERO SETBACK FOR DIVISION OF CITY HALL BUILDING AND SCHOOL DISTRICT LOCATED AT 705 SECOND STREET NORTH, PID #24-360-0020. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission reviewed the Findings of Fact:
1. Is the variance in harmony with the purpose and intent of the Ordinance? Yes.
2. Is the variance consistent with the Comprehensive Plan? Yes.
3. Does the proposal put the property to use in a reasonable manner? Yes.
4. Are there unique circumstances to the property not created by the landowner? Yes.
5. Will the variance maintain the essential character of the locality? Yes.
6. Does the alleged practical difficulty involve more than economic considerations? Yes.

C. #18-06 Antenna Tower Overlay District and Conditional Use Permit in R-2 Zoning District at 705 2nd Street North
Robert Barbian, City Administrator Memo:

REQUEST
The City of Princeton Administration is requesting an Antenna Overlay Zoning District to be
located in the R-2 Residential Zoning District, and the granting of a Conditional Use Permit, for the installation of communications equipment; consisting of a cell tower and equipment building.

The use is proposed to be on the northwest side of the City Hall parking lot. Depending upon the final design 3-5 parking spaces would be repurposed. The site is located east of 8th Avenue North and a block north of First Street.

BACKGROUND
The City of Princeton has been considering the placement of a tower to improve communication capabilities in the Princeton area for a number of years. The primary reason for this consideration is to improve public safety communications. The City has a deficiency in emergency communications for public safety, see attached letters from Todd Frederick, Police Chief and Ron Lawrence, Fire Chief.

The tower will also serve the communication needs of the public works, public utilities, and SCADA related data transmissions. In July of 2017 the City Council considered establishing a partnership with the Mille Lacs County Sheriff Department to build a tower. The site being considered was the Public Safety Building. The effort in July failed primarily due to excessive costs. Shortly after that time it was also determined that the Public Safety building site was not able to accommodate the necessary height due to Federal Aviation Administration regulations.

Improving the Emergency Communications capabilities is currently a concern both locally and regionally. Locating a suitable location for the tower was continued by previous City staff.

The preliminary discussed tower is 190’ feet with an equipment building designed to be approximately 20’x25’, meeting downtown architectural code.

ANALYSIS
The Antenna Tower Overlay District (AT) is an overlay zoning district; land zoned into the AT maintains its original zoning classification. All permitted accessory and conditional uses allowed in the underlying zoning district will continue to be allowed on land rezoned to AT, subject to all restrictions and requirements applicable in the underlying district. In addition to the uses allowed in the underlying district, the following uses shall be allowed as a conditional use in AT:

Antenna arrays, including radio, television, commercial wireless telecommunication, microwave transmitting and receiving equipment, supporting towers, buildings, and enclosures accessory to the tower and antennas.

New commercial wireless telecommunication service tower shall not be approved unless it can reasonably be documented by the applicant that the telecommunications equipment planned for the proposed tower cannot be accommodated on an existing or approved tower or building within a one mile radius.
Staff has researched the possibility of using water tower or building and because of the type of communications tower that is needed, it will need to be on its own site.

In the R-2 Residential Zoning District public buildings and facilities are an allowed use with a conditional use permit.

VARIANCE REQUEST
The variance request is to allow a 0 setback for the installation of a tower and building in the R-2/AT Districts and removing the required 8’ foot chain link fence in lieu of other safety measures to be taken around the antenna and supporting equipment.

The requirement for the antenna tower setback to the height of the tower from property lines is to accommodate tower failure. Since the writing of this ordinance a number of tower construction standards have changed. Design engineering enables a collapse of a tower to be within the structure itself allowing for the decrease fall zone. The tower design will be required to be within the fall zone of all existing structures.

Tower designs have changed. Current measures have combined anti-climb measures with aesthetics measures which allow for goal accomplishment while minimizing impact. This be included in the final design allowing for a more condensed area of placing a structure in an urban setting.

Variance Review Standards: According to Section 2 of Chapter IV of the Zoning Ordinance, request may be made for variances from the literal provisions of the Zoning Ordinance in instances when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance. A variance shall not be granted by the Planning Commission unless it conforms to the following standards:

1. Is the variance in harmony with the general purposes and intent of the zoning ordinance?
Comment: The purpose of the ordinance is to promote the public health, safety, morals, and general welfare through various means such as regulating the location, height, and bulk of the buildings and other structures. The proposed antenna tower will be for the public safety and welfare for the entire community to address public safety communications.

2. Is the variance consistent with the Comprehensive Plan?
Comment: The purpose of the Comprehensive Plan is to protect the best interests of the surrounding area or the City as a whole. The antenna tower is necessary for the emergency responders to communicate inside public buildings.

3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?
Comment: The proposed use of the property is reasonable and allowed by the Ordinance. The 0 setback and removing the 8’ foot fence requirement and have been addressed where all public safety is met.
4. Are there circumstances unique to this property not created by the landowner?  
**Comment:** Yes, the site is currently used as a City Hall parking lot and will be continued in that use. Approximately 3 – 5 spaces will be used.

5. Will the issuance of the variance maintain the essential character of the locality?  
**Comment:** The issuance of the variance will maintain the essential character of the locality with the design of the structures.

6. Does the alleged practical difficulty involve more than economic considerations?  
**Comment:** Yes, the proposed antenna tower is to improve the communication issues for the emergency responders.

**CONCLUSION**
If the Planning Commission finds that the application for the rezoning adding the AT Overlay District, granting the Conditional Use Permit for installation of a Public Building & Facility and Variance for the 0 setback meets the review standards as outlined in the Ordinance staff would recommend approval.

An approval for the AT District is zoning action and is a Planning Commission determination and proceeds to the City Council for informational purposes only.

The approval for the Variance is a Planning Commission determination and proceeds to the City Council for informational purposes only.

The Planning Commission will need to make a separate motion for each item.

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

HALLIN MOVED, SECOND BY MOLLER, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Barbian gave an overview of the Antenna Overlay Zoning District along with the Conditional Use Permit and Variance. The tower would be in the northwest corner of the City Hall parking lot. It would take approximately 3 -5 parking spaces. The building would house a simulcast system. The tower would satisfy a number of uses for the public need and the private need. A search of location was done by City staff and the center of downtown was the best location. The simulcast would transmit the best here and be able to transmit into the buildings. The setback would be near the lot line for the tower and building. The design phase would have to be reviewed. The Zoning requires an 8’ foot chain link fence and the Variance requested is removing the fencing in lieu of other safety measures to be taken and allowing a 0 setback for the installation of the building and tower. If we did an L shaped building, there would not be a need for a full fence. The newer towers are designed differently from those you see where they have three or four support legs. This tower would be an anti-climb tower and we could also install barb wire 15 – 20 feet high on the tower.
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Don Hubbard, 802 Second Street North, asked if this tower will interfere with the reception at home with his television and internet service. What will be the height of the tower.

Barbian said 190 feet the height will be. There should not be interference with the homeowners reception of television and internet service.

Erickson advised those for the public hearing that all comments will be taken first and then staff will respond to them.

Mary Berry, 31835 124th Street, asked what the position of the building and tower will be and if they will be cutting down any trees.

Dyann Berg, 806 Second Street North, asked if this is for the Police transmission, why it is not placed by the Police Station.

Dylan Howard, 13613 299th Avenue, said he likes the placement of it at the City Hall parking lot better than the public parking lot that was discussed at last month’s meeting. He would like to see a map of where they have looked and where the tower best placement would be. If the City is renting a position on the tower, will there be a reduction of tax dollars to residents. The residents should be aware what the rental amount will be. Have they looked at Baldwin Townships tower and how they acquired it.

Mary Berry thanks the City staff for looking into this more. They did work hard on looking at this.

Barbian responded that at this time, he is not aware of any trees that will be removed except for the corner tree. This will be in the design phase. The intent is to make sure there is buffering and greenery planted. The primary issue to be addressed is for emergency responders are able to transmit into the schools and other buildings. The area of concentration has been centered two blocks north and south of Rum River Drive from 4th Street South to 6th Street North.

Hallin mentioned that last month there were a few people that mentioned they could not get service in KBob restaurant.

Erickson said the Fire Chief mentioned the tower had to be placed somewhere between the Princeton Middle School and Princeton High School for the best transmission.

Berg said what about by the library.

Erickson commented that area is in the Wild & Scenic land use so it would not work there.

Barbian said the approval of the Antenna Overlay District for in City owned land is a key step to funding. The private sector can build the tower and we would rent it to them. This would save
the City the cost of building the tower and they would get to use the tower for a number of years. There are key steps that need to be addressed such as a funding plan. The public will be aware of the cost factor and any open bids. He is not aware of the Baldwin Township tower and will have to look at it. As far as the fencing, we are not sure what will be needed for that, but the tower will be designed to look good for the neighborhood.

Hallin said we looked at the best location for sites where the transmission is best. Last month we were told from the Fire Chief they had no communication availability in the Bright Child building when they were doing a training.

Todd Frederick, Police Chief said that two years ago Princeton was listed as a priority with a tower at a property height and coverage where the signals will go through the building walls.

Don Hubbard asked Frederick how much of this inability to get the frequency inside a structure there is. Hubbard was a Police Officer in Princeton.

Frederick said the older the building is, the harder it is to transmit through. You can put boosters on the building, but that still does not mean it will transmit through. With the new tower they are hoping no boosters will be needed.

Erickson said when the City was looking at site and they did consider private property. He spoke to Chief Frederick and he said that if the tower was on private property and the lease ran out, the City would be looking again for another site. That would put the City in a tough financial position. Erickson believes the City owned property is the best alternative. He does not support the City being in a business, but does support this tower.

Mary Berry, said landscaping is to create a look that covers things that are not attractive. The roundabout she worried about and it turned out good. She looks forward to seeing what we could do with the landscaping here.

Bob Peters, 903 Sixth Avenue North, is not in favor of installing the tower at City Hall. What if the City sells City Hall building then what happens to the tower in the parking lot.

Barbian said that would be up to the City Council to separate out the area of the tower from the sale. The City would maintain the tower as public property.

Johnson asked if that could be in the motion.

Barbian said it could be suggested to the City Council to maintain the tower as City property if there was ever a sale of the City Hall building.

Dylan Howard, 33572 Xenon Drive North, would the County consider this commercial and tax this site differently.
Barbian is not sure on that.

Dave Cook, 8468 321st Avenue NW, said there is a tower NW of Hwy. #95 and Hwy. #169 and a few others around the perimeter, why do we need this one. Can this type of system be on one of those where we do not need it.

Hallin commented that those towers are full and cannot fit anymore.

Frederick said that the radio system is not covered by Mille Lacs County. Sherburne County has theirs already. The tower on the north by the schools would not work.

Bob Peter’s asked if we need that high of a tower.

Barbian said if we want to write a check for the whole tower it would not need to be that tall, but it would be over $300,000 that we would have to pay. The three users would maximize the tower and the final height would be in the design. It is reasonable to capture two private sectors maybe three. This would maximize the revenue for the city and that is why it is being looked at taller than what is necessary. The simulcast equipment will be expensive and hopefully we can get some grant funds.

Mary Berry asked if subcommittees would be needed.

Barbian said the tower would be an engineered feature. There would be a Site Plan Review. A neighborhood person would be welcomed informally.

HALLIN MOVED, SECOND BY JOHNSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE AND FORWARD TO THE CITY COUNCIL WITH THE RECOMMENDATION OF APPROVAL ITEM #18-06 FOR THE ESTABLISHMENT OF ANTENNA TOWER OVERLAY ZONING DISTRICT IN R-2 RESIDENTIAL ZONING DISTRICT, ALONG WITH GRANTING OF A CONDITIONAL USE PERMIT FOR THE INSTALLATION OF A CELL TOWER AND BUILDING FOR COMMUNICATIONS, LOCATED ON THE NORTHWEST CORNER OF THE CITY HALL PARKING LOT AT 705 SECOND STREET NORTH, PID #24-360-0020. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission reviewed the Findings of Fact:
Rezoning to Antenna Overlay District
1. Is the rezoning consistent with the Princeton Land Use Plan? Yes.
2. Have there been changes in the character of development in the vicinity? No.
3. Does the rezoning constitute spot zoning of the property? No.
Conditional Use Permit
1. Does the proposed use violate the health, safety or general welfare of the Princeton residents? Yes.
2. Has the proposed use been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation (if applicable)? No.
3. Is adequate parking and loading provided in compliance with the Ordinance? Yes.
4. Have possible traffic generation and access problems been addressed? Yes.
5. Can the proposed use be accommodated with existing public services and not overburden the City’s service capacity? Yes.
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.
Are there conditions that could be attached to the granting of a permit that would mitigate any potential adverse impact? No.

D. #18-07 Variance for Antenna Tower and Building for Zero Setback and Removing Required 8’ Foot Chain Link Fence requirement at 705 2nd Street North

HALLIN MOVED, SECOND BY REYNOLDS, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

Barbian gave a review of the variance requested of a zero setback and removing the required 8’ foot chain link fence requirement. The building could be a 20’ x30’ foot building and the tower may be on the back of it so it may not need to be fenced. The tower will be anti-climb.

Dylan Howard likes the idea of an anti-climb tower.

HALLIN MOVED, SECOND BY REYNOLDS, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

JOHNSON MOVED, SECOND BY HALLIN, TO APPROVE ITEM #18-07 VARIANCE FOR THE INSTALLATION OF A TOWER AND BUILDING IN THE ANTENNA TOWER OVERLAY DISTRICT ALLOWING ZERO SETBACK AND REMOVING THE REQUIRED 8’ FOOT CHAIN LINK FENCE IN LIEU OF OTHER SAFETY MEASURES AROUND THE ANTENNA AND SUPPORTING EQUIPMENT. THE SITE IS LOCATED ON THE NORTHWEST CORNER OF THE CITY HALL PARKING LOT, LOCATED AT 705 SECOND STREET NORTH IN R-2, RESIDENTIAL ZONING DISTRICT. PID #24-360-0020.

Chief Frederick said it would be good idea to have a fence so the Trespass Law would be in place. He would like the Planning Commission to research it more.

Barbian would work it through with Staff at the design process of the Site Plan Review.

Johnson said if there is a no trespassing sign located on the building site that establishes a perimeter that says stay out.
UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission reviewed the Findings of Fact:
1. Is the variance in harmony with the purpose and intent of the Ordinance? Yes.
2. Is the variance consistent with the Comprehensive Plan? Yes.
3. Does the proposal put the property to use in a reasonable manner? Yes.
4. Are there unique circumstances to the property not created by the landowner? Yes.
5. Will the variance maintain the essential character of the locality? Yes.
6. Does the alleged practical difficulty involve more than economic considerations? Yes.

OLD BUSINESS:
A. #18-02 Antenna Tower Overlay District and Conditional Use Permit to allow a City Cell Tower & Building in B-1 District in City Public Parking Lot
This item was on the February 26, 2018 Planning Commission meeting and the public hearing was closed after public input. The Planning Commission tabled the item so City staff could explore the other sites that had been mentioned at the meeting. On the agenda tonight was an alternative site at the City Hall parking lot in the R-2 Residential District for the Antenna Tower Overlay District to host the cell tower and building that was approved. Staff recommended denying this application.

HALLIN MOVED, SECOND BY REYNOLDS, TO DENY ITEM #18-02 ANTENNA TOWER OVERLAY DISTRICT AND CONDITIONAL USE PERMIT TO ALLOW A CITY CELL TOWER & BUILDING IN B-1 BUSINESS DISTRICT IN THE CITY PUBLIC PARKING LOT LOCATED AT PID #24-040-0370. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

B. #18-03 Variance for Tower & Building in Antenna Tower Overlay District in City Public Parking Lot
This item was on the February 26, 2018 Planning Commission meeting and the public hearing was closed after public input. The Planning Commission tabled the item so City staff could explore the other sites that had been mentioned at the meeting. On the agenda tonight was an alternative site at the City Hall parking lot for the Variance for the tower & building in Antenna Tower Overlay District in R-2 Residential District to host the cell tower and building that was approved. Staff recommended denying this application.

HALLIN MOVED, SECOND BY JOHNSON, TO DENY ITEM #18-03 VARIANCE TO ALLOW A CITY CELL TOWER & BUILDING IN ANTENNA TOWER OVERLAY DISTRICT IN B-1 BUSINESS DISTRICT IN THE CITY PUBLIC PARKING LOT LOCATED AT PID #24-040-0370. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.
C. Comprehensive Plan Review
Barbian said that the Comprehensive Plan Review was discussed last month. He is looking for feedback from the Planning Commission if they would like to continue the Comprehensive Plan moving forward or look at other alternatives options they may like to see on it. The Transportation Plan and Infrastructure Plan need to be redesigned. Barbian suggest holding off a month or two before a public hearing on this. There is more work to do on the two before he would want to bring a public hearing. There should be more collector systems for the local and county roads. He could send them a sample of this by email.

Erickson said there are a lot of task that the Planning Commission members need to review.

Barbian said that is the main purpose of the Planning Commission to look through those for what is best for the community.

Erickson asked how those task are addressed.

Barbian said they should determine what is most important and collaborate with the City Council and staff. You need to know your land use. For example, 21st Avenue South and the Airport runway issues.

The Planning Commission would like to keep it on the Planning Commission agenda for further review.

NEW BUSINESS:
A. Administrative Boundary Line Adjustment for City Hall Building and School District
DeWitt informed the Planning Commission Board that this is in regards to the Variance that was approved tonight for the zero setback line for the subdivision along a building line and common wall of the Princeton City Hall building for the purpose of selling the southerly division to Princeton School District. Staff will be putting together an Administrative Boundary Line Adjustment for the City Hall building and School District. The Resolution will be recorded with Mille Lacs County.

REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE STAFF TO PROCESS THE ADMINISTRATIVE BOUNDARY LINE ADJUSTMENT FOR THE CITY HALL BUILDING AND SCHOOL DISTRICT. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS:
A. Verbal Report
Barbian said things are going well. Next month will be more reports.

Eugene Stoeckel said to they need to get rid of the cross wind runway and have a committee on it.
Barbian said yes, there will need to be a committee for the process to be finalized. Land use also needs to be cleared up. A task force will be established. He is keeping the priorities in line and the City communications antenna is first.

B. City Council Minutes for February, 2018
The Planning Commission Board had no comments.

REYNOLDS MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:41 P.M.

ATTEST:

_____________________________         _______________________________
Dan Erickson, Chairperson          Mary Lou DeWitt, Comm. Dev. Assistant
BACKGROUND
ALDI Store has submitted a Site Plan application for the construction of a 22,245 square foot grocery store. The site address is 1911 5th Street North located on Lot 1, Block 1, Rivertown Crossing. This property is zoned B-3 Commercial Zoning District. The parcel is 2.47 acres located west of Princeton Wine & Spirits and north of the Walmart Retail Store.

PARKING
The proposed 98 parking stalls meet the Ordinance standards for the stall sizes and aisle widths. The parking plan include 94 stalls, 4 handicap stalls. One parking space for each 250 sq. ft. for useable floor area and one for each employee of the largest shift which would equal 94 parking stalls required.

LANDSCAPING
At least 25% of the land area shall be sodded and landscaped with approved ground cover, shrubbery and trees. At least 3% of the internal parking area shall be landscaped. The plans show 50% of the building perimeter shall be landscaped in an area not less than 5’ feet wide. The proposed landscape plan includes all required components including details of all proposed vegetative landscaping materials, non-vegetative landscaping, and screen materials, planting and construction schedule. All areas disturbed during construction shall be restored as soon as possible. Seeding and/or sodding occur according to code. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

The dumpster location is on the southeast side of the site and sits down within the recessed loading dock below ground which provides the majority of the screening. There is a 4’ foot decorative fence constructed on top of the wall as well to provide some additional screening and they are proposing landscaping along the side of the dock that will screen anything that sticks up from above the top of the dock wall. The plans show a row of 16 yellow dogwood 24” shrubs along with a 6’ foot white columnar pine as screening.

Impervious area is 72.2% where the Ordinance states maximum lot coverage of 60%. The City Engineer has reviewed the drainage plans and has no concerns.

BUILDING MATERIALS
The exterior of the building is to be constructed with modular brick, edge metal, and aluminum composite panels.
SIGNAGE
ALDI's is proposing to replace the current pylon sign at Princeton Wine & Spirits with a new multi-tenant pylon sign located on the Liquor Store site. This pylon signage will need an agreement between ALDI's and the City. They also are requesting a monument sign on the northeast corner of the site. Examples of what ALDI's is intending for the pylon and monument signage are included for review. Staff will review the signage submitted with the Building Permit that they meet the Signage Ordinance requirements prior to approval of the permit and installation.

CITY ENGINEER
Please see attached memo from Andy Brotzler, City Engineer. All comments and recommendations need to be addressed.

RECOMMENDATION: Staff would recommend approval of the Site Plan with the following conditions:
1. The Plans reflect the conditions and conclusions of the City Engineer.
2. Knox Box be placed on the building in coordination with the Fire Chief.
3. The Building Permit for the pylon sign, monument, and wall signage meet the ordinance and approved by staff and the Building Inspector prior to issuance of a Building Permit and installation of all signage.
4. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permit, Water Access Charge (WAC), Sewer Access Charge (SAC), and Signage Permit.
Memorandum

To:       Bob Barbian, City Administrator
          City of Princeton

From:     Andy Brotzler, PE, City Engineer

Date:     April 9, 2018

Re:       ALDI Store #102, Princeton, MN Site Plan Review Comments
          WSB Project No. R-010817-000

We have completed a review of the preliminary site plan submitted on March 23, 2018 for ALDI Store #102, Princeton, MN. Based on this review the following comments are noted:

General Comments

1. The construction of a 5-foot concrete sidewalk along the 21st Avenue from the existing pedestrian ramp at the Walmart driveway, north to 5th Street North is to be added and constructed by Aldi’s.

2. The proposed driveway locations have been reviewed and are deemed to be acceptable.

3. A cross-access agreement between ALDI’S and the City of Princeton will be required for the proposed shared driveway.

4. Storm sewer design calculations for a 10-year event are to be provided to evaluate the adequacy of the proposed storm sewer and inlets for the site.

5. Storm sewer shall be reinforced concrete pipe (RCP).

6. It is not clear why the proposed watermain is routed around the perimeter of the building to the rear of the building.
   a. Extension of proposed watermain to the front of the building is to be considered.
   b. In the event the proposed watermain entry remains at the rear of the building the following should be addressed:
      i. Proposed watermain shall be buried with a minimum cover of 7.5 feet.
      ii. Pipe profiles and cross-sections shall be provided for all shown utility crossings to verify that no conflicts exist.
      iii. The proposed watermain shall be located a minimum of 10 feet from the east property line.
   c. The watermain split between fire suppression system and domestic service shall occur within the building.
Fire Marshal Comments

1. Fire hydrant locations around the perimeter of the site are to be shown for review.

2. The Fire Department fire sprinkler connection shall be shown and located at the front of the building.

3. Plans are to show how and where utilities and water service enter the building.

4. The rear of the building must be accessible and always kept clear.

5. Gas and electric meters must be ten feet from where the water service enters the building.

6. Parking is not allowed at the entire front of the building and must be posted at 20 feet on center (No Parking) with 7-foot signage.

7. Cart storage must be fire sprinkled.

Please do not hesitate to contact me at (763) 287-7191 or abrotzler@webeng.com with questions.
Memorandum

To: Bob Barbian, City Administrator
    City of Princeton

From: Andy Brotzler, PE, City Engineer

Date: April 9, 2018

Re: Concept Plan Review Comments – Price Custom Homes

Following is a summary of the concept plan review from the Development Review Committee meeting on April 5, 2018 for the Price Custom Homes project:

1. It is understood that the development streets are proposed to be public streets. As such, the proposed streets shall meet the city standard for urban design with a 32-foot curb-to-curb dimension.

2. Proposed rights-of-way shall be 60 feet in width.

3. The proposed street connection to Old CR 18 shall be designed to intersect at 90 degrees.

4. The proposed street extension to the hockey arena property shall be designed to intersect the property at its southeast property corner, improving the entry to the hockey arena parking and moving it away from the residential rear yard.

5. Based on the current concept plan, the right-of-way for the proposed east-west street should be moved north to the property line to eliminate the currently shown outlot area.

6. Shifting the eastern segment of the proposed road south will add value to the land to the south and should be considered.

7. Watermain for the project will need to be connected to existing watermain within the hockey arena property. The developer will need to secure a 20-foot permanent drainage and utility easement to facilitate this connection.

8. Watermain will need to be connected to the existing 8-inch watermain located at the northeast corner of the site.

9. The developer will need to provide a sanitary sewer lift station to facilitate sanitary sewer service. It is anticipated that the lift station will be sited near the northeast corner of the project with a forcemain connection south to existing sanitary sewer within Old CR 18. The location of the lift station will need to be evaluated further. It is anticipated that the lift station will need to be located within either an easement or platted outlot with a paved access from the site to a public street.

10. An easement/corridor for the extension of sanitary sewer and water service to the existing building(s) south of the proposed development will need to be provided.

11. Berming and landscaping is an ordinance requirement between the proposed site and existing industrial and commercial uses to provide screening.

12. The developer will need to provide street lighting.

13. Fire Code allows up to 30 homes to be served without a second access point/road.

Please let me know if you have any questions or additional comments that should be added.
MEMORANDUM

TO: Planning Commission
FROM: Robert Barbian
SUBJECT: Concept Plan Sherburne Lakes Senior Living
DATE: April 16, 2018

Background:
A concept development plan has been presented to the City for Sherburne Lakes. The development design is for approximately 124 manufactured homes. The concept involves targeting a senior clientele with amenities.

There are a number of items under review by the developer in considering the feasibility of moving forward. Some of which are the installation of a water system and a sewer collection system which includes a lift station. A deposit has been set in place for the City to study the methods in which sewer and water service can be made available. Preliminary results have been presented to the developer.

As the City Engineer was reviewing the method to serve the development the owner of the Princeton Golf Course and their engineer, Bogart Peterson presented a concept to develop the property along 4th Avenue South. This potential development has a number of impacts. Included is the impact on how Sherburne Lakes would be served with sewer and water.

At this time preliminary information has been assembled by WSB and Bogart Peterson and distributed to the developers.

The City is waiting to hear from the owners of the Golf Course to see what their intentions are.

The next step for the Sherburne Lakes concept review will be for the City to consider staff comments and recommendations which will be finalized in the near future.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON MARCH 1, 2018 4:30 P.M.

****************************************

Mayor Paul Whitcomb called the meeting to order. Council members present was Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Liquor store manager Nancy Campbell, Wastewater Plant Manager Chris Klinghagen and Fire Chief Ron Lawrence.

Great Northern Trail Payment Options

Barbian advised that the City of Princeton has been planning for the extension of the Great Northern Trail for a number of years. The City successfully applied and was awarded a TAP grant of $509,691.00. The overall project is estimated to cost $1,055,450.00.

In order to keep the TAP grant and move the project forward the City will need to proceed to complete the final design engineering.

The Great Northern Trail has funding needs of $454,472.00. To fund this, City Administration with assistance from WSB and Northland Securities, Inc has gathered two funding alternatives for Council consideration.

City staff would like a determination from the Council on funding and authorization to have the design engineering advanced.

ANALYSIS of FUNDING:

Option 1. Utilize a General Obligation debt issuance paid by tax collections.
In this scenario, staff has looked at issuing $479K bond with repayments over 10 years and over 15 years. The attached chart has been prepared to provide an overview of the impact on the City tax rate. As you will see the amortization influences the impact. The property tax rate will increase 19.80 with a 15-year bond or 26.85 with a 10-year bond on a home with a taxable market value of 150K. Other properties are shown on the attachment.

Option 2. Utilize General Obligation or Cash Reserves paid by a Franchise Fee.
In this scenario staff and WSB considered a few alternatives and settled on an initial scope labeled, Parks & Trails Franchise Fee. In this scenario the amount was increased slightly to encompass additional funds for a few high impact/visual projects such as toys at the splash park. The attached Franchise Fee Analysis shows 547K being raised over three years. As the chart is reviewed the alternatives show the Franchise fee being equal for both gas and electric. The rate utilized for a residential customer is 1.50 per month per meter. To note the small Commercial and Large Commercial/Industrial fee is 2.50 and 55.00 respectively. This providing some equalization of the larger property values and gas and electric usage.

RECOMMENDATION:

Barbian asked the Council their thoughts on funding options and mentioned modifications can be made while proceeding with the project.
Andy Brotzler introduced Jen Edison, who has worked with several cities that have implemented franchise fees.

Edison stated that the City of Rogers uses Franchise fees, and has an ordinance in place that states the funds can only be used in particular ways. They also revisit it every 5 years.

Brotzler said the council would need to decide what the anticipated projects are that the funds would be used for. It could be set to review it in 4-5 years and it could be ended, or continued with new projects being slated for the funds.

Edmonds asked how flexible the funds are. Edison said it is not a slush fund. For an example, the City of Rogers has a plan and are very open with where those funds are spent.

Barbian asked if you could add in road reconstruction as well. Brotzler replied that he suggests slating it for Parks, Trails and sidewalks for now. In a few years when it was time to review the Franchise fees, road work or other type of projects could be added.

Reynolds asked how the trail will be paid for, as it will take a few years to collect the necessary funds. Barbian responded that they can either use reserves to pay for it, or take out a short-term note, which would both be paid back by the franchise fees.

Whitcomb asked what determines the fee that churches, schools and other tax-exempt properties would pay. Edison stated that those would be looked at in terms of numbers of meters and usages.

Zimmer asked how these fees were determined. Brotzler responded that they originally started with a higher number, replicating other City's franchise rate fees ($4 per utility) this proposed fee is smaller than typical franchise fee. In Elk River and Rogers, it ends up being about $10 per residential property, but they use them for streets projects.

Reynolds likes the idea of the franchise fees, but would like to see it scaled back just a little bit, as there are 2 other new fees that they are now seeing on their utility bills.

Zimmer asked if you need to set a time line. Edison recommends setting a time line as to when to review the franchise fees.

Walker said he thinks you may want to leave it a little more open ended, as there are a lot of projects that could be done. He mentioned the bridge over the river to Riebe Park.

Edmonds questioned how the city collects the fees. Edison responded that the City can determine if they would like it yearly, quarterly, etc. said Rogers and Elk River both collect a quarterly check.

Brotzler said one thing to consider if they left it more open, the public will want to see a pretty clear plan in what the dollars will be used for. It could be set up so the Council needs to reviews and determine new projects every 3-5 years. Putting it out 10 years may be a big tough for residents to take.
Walker said Mille Lacs County is also working on their trail plan, so we may eventually need to link up to their trail.

Whitcomb asked if you can reallocate any left-over funds there were funds after the designated projects were paid for. Edison responded that the Council would need to pass a new ordinance.

Brotzler added that there is a fair amount of work to do to implement franchise fees. It will likely be a 6-8-month process.

The projects don’t need to be determined now, but Edison stated that when you go to the Public with the information, some projects do need to be determined. Said when you do go to the residents with this, you really need to have some projects determined.

Barbian said they may want to have an open house on the franchise fee plan, where the council could also get project ideas from the public.

Zimmer asked how much time we have with this grant. Brotzler stated that the project needs to move forward. Barbian added that the Council needs to decide tonight how to fund the city’s portion of the project.

WALKER MOVED TO APPROVE MOVING FORWARD WITH SETTING UP AND IMPLEMENTING A FRANCHISE FEE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Great Northern Trail Design Engineering contract

Brotzler provided a summary of the project, fees and provided an update on the remaining tasks requiring authorization to deliver the Great Northern Trail project in 2019. In order for the overall project to remain on schedule for a March 2019 bid opening, the remainder of the tasks will need to be authorized in March 2018. This will allow adequate time for the right-of-way process to be performed by Sherburne County.

PROJECT BACKGROUND
This project is a TAP bike/pedestrian trail project and is funded with federal and local dollars. The project connects an important gap in the Great Northern Trail (GNT) through the City of Princeton. The trail will run from the north at, Great Northern Depot and Rum River Trail at the Mark Park Athletic Facility and end at a future connection at Rum River Drive on the south end. (see Figure 1). The City has begun discussions with some of the property owners along the corridor, although it is assumed a maximum of 15 parcels will require some level of permanent and/or temporary easement. The following is a list of some of the design challenges that will need to be addressed during the design process:

- Steep slope on the west side of Rum River Drive
- Utility relocations along the corridor
- Pedestrian crossing upgrades at Rum River Drive and Northland Drive signal
Ensuring adequate drainage design (ditch capacity)
Wetland impacts and mitigation
Challenges associated with crossing below the TH 169 bridge

PROJECT DESCRIPTION
The project will include construction of a ten (10) foot wide, 9,500-foot-long bituminous trail with a two (2) foot clear zone on both sides. Construction activities will include grading, trail construction, retaining wall construction, drainage, landscaping, wayfinding signage and crosswalk signing.

The project has been awarded $509,691 of federal grant funding. The total estimated project cost included in the 2013 grant application was $811,392.85. Based on previously authorized and completed work, a technical memorandum was completed in 2017 to develop an updated estimated project cost of $994,163.

PROJECT APPROACH 1 SCOPE OF SERVICES

WSB's project scope and proposed work plan are based on our understanding of the project as outlined above. In order to complete the required preliminary and final design, federal environmental document and associated permitting for the project, we propose the following scope of services:

1. Technical Memorandum (Cost Feasibility) (Completed): WSB has prepared a technical memorandum that describes the proposed improvements and anticipated cost of the improvements. The memorandum compared the cost and the funding for the project.
2. Preliminary Design: Sherburne County has completed the topographic survey for this project. It is our understanding from preliminary discussions with Sherburne County that they will complete the survey and prepare topographic base files for the project. Based on this, no estimated fee for the survey has been included in this proposal. WSB will use this data to prepare initial layouts and cost estimates.

   A. Review Base Layouts and Site Visit: WSB will meet with Sherborne County survey staff to ensure the necessary topography is surveyed. WSB will review the base files created by Sherborne County and provide feedback to Sherborne County to ensure an accurate base file is created and will be used during design. The base files have not been created as of yet.
   B. Conceptual Layouts: WSB will create preliminary geometric layouts of proposed improvements. The layouts will include alignments that match trail and bikeway guidelines. Initial construction limits will be developed.
   C. Utility Coordination: WSB will coordinate with the private utility companies and ensure the private utilities are shown correctly. Potential utility relocations will be discussed and be coordinated with the preliminary design.
   D. Hydraulic Design: WSB will determine preliminary hydraulic design and treatment requirements for the project.
3. **Right of Way Acquisition**: Sherburne County will follow the federal right-of-way process and acquire the necessary right-of-way to construct the project, WSB will complete the parcel sketches and legal descriptions.
   A. Parcel Sketches and Legal Descriptions: WSB will provide legal descriptions and parcel sketches for the parcels that require either permanent or temporary easement, the sketches and legals will be drafted based upon the initial construction limits as set by the design team. WSB will show the trail improvements, construction limits, existing and proposed right-of-way lines and existing topography.

4. **Final Design**: WSB will prepare final design plans and work through the federal design process with MnDOT State Aid.
   A. Plan Sheet Preparation: WSB will prepare all the necessary plan sheets including:
      - Title Sheet
      - General Layout
      - Statement of Estimated Quantities
      - Tabulated Quantities
      - Construction Notes and Standard Plates
      - Typical Sections
      - Miscellaneous Details
      - Construction Plans
      - Retaining Wall Plans
      - Intersection Details
      - Signal Plans
      - Drainage Plans
      - SWPPP/Erosion Control Plans
      - Cross Section Sheets
   B. Bid Preparation and Specifications: WSB will compile the necessary federal and City documents for the project manual.

5. **Project Memorandum**:
   A. Early Notification Letters and Coordination
      WSB will send out letters to the following agencies to determine the potential presence of environmental resources within the project area:
      - Minnesota DNR
      - MnDOT Cultural Resources Unit
      - MnDOT Office of Environmental Services
      WSB will also conduct a check of data bases for contaminated properties in the area. If additional investigation is needed due to potential contamination, WSB will inform the City and work with the City to determine the appropriate course of action. Additional investigation on specific sites is not included in this scope of work.

   B. Wetland Delineation
WSB has performed a wetland delineation along the corridor in November. The delineation report will be submitted for approval in April. WSB will identify possible impacts, create the wetland replacement plan, and attend one (1) TEP meeting. The cost of wetland mitigation credits is not included in this scope of work.

Brotzler added that Sherburne County has applied for a grant at the intersection where they will be putting in the roundabout, so that will reduce the cost a little.

They met with Andrew Wittier from Sherburne County, and Sherburne County will take the lead on the project. They would like to put the trail and roundabout together in one bid. They also expect some funds from Baldwin Township on the roundabout project.

Walker asked Jackson if we can fund the trail until we began collecting the franchise fees. Barbian said the rates will likely be higher in a few years, so if they are going to bond for it, they may want to look at doing that soon.

REYNOLDS MOVED TO APPROVE THE DESIGN CONTRACT AND SCHEDULE FOR THE GREAT NORTHERN TRAIL WITH WSB. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**WWTP CIP Truck purchase and disposition of old truck**

Klinghagen reported that the Wastewater Treatment Plant is looking at purchasing a 2018 Chevy Silverado 1500 4x4 for $30,104.07

Currently, there is $31,000 budgeted for this new piece of equipment in the Sewer CIP for purchase in 2018. This is to replace a 2007 Dodge Ram 1500 we are requesting to sell at Public Auction.

WALKER MOVED TO APPROVE THE TRUCK PURCHASE FOR NOT MORE THAN $30,104.07. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 5:35PM. WALKER SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins  
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON MARCH 8, 2018 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmerman, and Jeff Reynolds. Others present: Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney Kelli Bourgeois and Damien Toven.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of February 22, 2018
B. Study Session Meeting Minutes of March 1, 2018

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 22, 2018 AND STUDY SESSION MEETING MINUTES OF MARCH 1, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Gambling permit for Princeton Lion’s Spring Raffle
B. Personnel
D. Donations

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

OPEN FORUM

PUBLIC HEARINGS

A. Resolution 18-15 Easement vacations for Arcadian Homes

   Barbian advised that this will be developed and the easements need to be vacated.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:02 PM

ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:02 PM WITH NO COMMENTS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO APPROVE RESOLUTION 18-15 VACATING THE EASEMENTS AT THE ARCADIAN HOMES SITE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

   Barbian stated that the site needs to have the easements vacated to be developable.

   Edmonds asked if they will still be required to have a storm water area. Barbian replied that they will and it will be reviewed in the site plan review.
Walker mentioned the old railroad right of way. He stated they had tried to get ahold of the property owner but were not able to do so. Edmonds stated it would be nice to use that as a trail since it is not being used.

EDMONDS MOVED TO APPROVE RESOLUTION 18-15 VACATING EASEMENTS ON THE ARCADIAN HOMES SITE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 18-16 Easement vacation for Pondview Estates Second addition

Barbian reported that this was originally platted for 4-plexes, but the developer would like to develop it into twin homes instead. Therefore, they are requesting the easement vacations and the final plat to be approved.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:07PM

REYNOLDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:07PM WITH NO COMMENTS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO APPROVE RESOLUTION 18-16 VACATING EASEMENTS IN PONDVIEW ESTATES SECOND ADDITION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS
A. Fire Department Hiring request

Lawrence advised that the PFRD conducted interviews last night and had a great showing. There were a lot of applicants that appeared to be good candidates. In the last proposal to council, he said he asked for permission to hire 5 new firefighters.

The hiring committee has recommended that six of the new applicants be hired instead of five. One of our applicants has competed her fire training and will not require this training. The cost to bring her on will be minimal and a benefit to the department.

He stated he is seeking permission to hire six due to the quality of the applicants that they interviewed.
ZIMMER MOVED TO APPROVE THE FIRE DEPARTMENT TO HIRE 6 VOLUNTEER FIREFIGHTERS. REYNOLDS SECONDEd THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Pondview Final Plat

Barbian advised that AX Holding Co., on behalf of Tim Smith, has submitted the Pondview Estates Second Addition Preliminary and Final Plat applications for review. The plat involves the creation of ten (10) twin home lots from the platted twelve (12) townhome lots as currently described as Pondview Estates Addition, Block 1, Lots 5 thru 16. See attachment.

The subject property is located west of Rum River Drive North and north of 15th Street North. The site is in Pondview Estates Addition that was platted in 2001 with R-3 Multiple Residential Zoning. This plat is a high-density townhouse area with a mix of twin homes.

Pondview Estates Second Addition proposes Lots 1-10, Block 1, on what is currently known as Pondview Estates, Lots 5-16, which is located on the southwest corner of the Pondview Estates plat, on the west side of 16th Avenue North.

The subdivision does not meet the requirements for a Short Plat by our Subdivision Ordinance standard, and so it must follow the Preliminary and Final Plat procedures. The preliminary plat must be reviewed and approved by both the Planning Commission and City Council. The necessary public hearing notices have been sent to property owners 350 feet from the site.

Lot: Size & Width: The minimum lot area is 6,000 square feet for twin home lots, and the minimum lot width is 40 feet; both requirements are met with the proposed lots.

Landscaping: Sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

Other Regulations: The proposed twin homes shall meet all regulations, including setbacks, height, type, minimum floor area, driveway, etc. If the driveways are not finished, and the builder is requesting a Certificate of Occupancy, an escrow will be required.

Vacation of Easement: The Pondview Estates original plat has drainage & utility easements that will need to be vacated. The applicant has submitted a vacation application and the City Council called for a public hearing for the vacation request at their February 22nd meeting. The Council held the public hearing on March 8th.

New drainage and utility easements are to be dedicated in the plat of Pondview Estates Second Addition and are shown on the final plat.

The Planning Commission approved the Preliminary and Final Plat, at their February 26th meeting with the recommendation for approval to the City Council contingent upon the Council’s vacation of easements approval.

ENGINEER COMMENTS
Based on the proposed re-platting, modifications to existing infrastructure will be required as follows:

1. The existing hydrant shown adjacent to Lot 7, Block 1 will need to be relocated to the lot line between Lots 8 and 9, Block 1.
2. There are twelve (12) existing sanitary sewer and water services that were installed for the original lot configuration. From the south, the sixth and tenth water service will need to be removed to the corporation stop at the watermain. The excavation for the removal of the tenth water service from the south will coincide with the above-noted hydrant relocation.
3. An engineering plan, details and specifications signed by a licensed engineer should be provided to detail the above-noted utility system modifications.
4. The Developer shall remove the existing concrete valley gutter at the previously planned driveway locations and install concrete surmountable curb and gutter of a type to match the existing curb and gutter.

CONCLUSION

If the recommended conditions are met, the Preliminary Plat and Final Plat meet the Zoning and Subdivision Ordinance standards, therefore, the Planning Commission recommends approval to the City Council of the Drainage and Utility Vacation Easements and Final Plat, subject to:

1) Applicant shall address the City Engineer’s four comments outlined above.
2) The City Council approve of the vacation of easements.
3) All necessary building permit applications need to be submitted and approved by the Building Inspector prior to building.
4) A Digging Permit and $2,000 deposit will be required prior to each street excavation for the two water service removals and relocation of the hydrant.

Walker said it looks like there is better drainage planned than what was on the original plat.

MOVED TO APPROVE PONDVIEW SECOND ADDITION FINAL PLAT WITH THE FOLLOWING CONDITIONS:

1. THE EXISTING HYDRANT SHOWN ADJACENT TO LOT 7, BLOCK 1 WILL NEED TO BE RELOCATED TO THE LOT LINE BETWEEN LOTS 8 AND 9, BLOCK 1.
2. THERE ARE TWELVE (12) EXISTING SANITARY SEWER AND WATER SERVICES THAT WERE INSTALLED FOR THE ORIGINAL LOT CONFIGURATION. FROM THE SOUTH, THE SIXTH AND TENTH WATER SERVICE WILL NEED TO BE REMOVED TO THE CORPORATION STOP AT THE WATERMAIN. THE EXCAVATION FOR THE REMOVAL OF THE TENTH WATER SERVICE FROM THE SOUTH WILL COINCIDE WITH THE ABOVE-NOTED HYDRANT RELOCATION.
3. AN ENGINEERING PLAN, DETAILS AND SPECIFICATIONS SIGNED BY A LICENSED ENGINEER SHOULD BE PROVIDED TO DETAIL THE ABOVE-NOTED UTILITY SYSTEM MODIFICATIONS.
4. THE DEVELOPER SHALL REMOVE THE EXISTING CONCRETE VALLEY GUTTER AT THE PREVIOUSLY PLANNED DRIVEWAY LOCATIONS AND INSTALL CONCRETE SURMOUNTABLE CURB AND GUTTER OF A TYPE TO MATCH THE EXISTING CURB AND GUTTER.
5. ALL NECESSARY BUILDING PERMIT APPLICATIONS NEED TO BE SUBMITTED AND APPROVED BY THE BUILDING INSPECTOR PRIOR TO BUILDING.
6. A DIGGING PERMIT AND $2,000 DEPOSIT WILL BE REQUIRED PRIOR TO EACH STREET EXCAVATION FOR THE TWO WATER SERVICE REMOVALS AND RELOCATION OF THE HYDRANT.
WALKER SECONDED THE MOTION. EDMONDS THE MOTION CARRIED UNANIMOUSLY.

B. Police CIP Squad purchase and disposition request

Frederick advised that Ford of Hibbing has the state bid for ordering a replacement squad for the year of 2018. This vehicle will be replacing a 2013 Ford Utility with approximately 84 thousand miles to date. The total purchase price including delivery is approximately $26,428.45 for a 2018 Ford Police Utility Interceptor. This vehicle is in the Police Department normal replacement of squads which is in the 2018 Capital Improvement Budget.

The add on options for the squad have been limited to items such as keyed alike to other purchased squads, removing carpet and adding rubber floors, adding LED spot lamp to driver’s side door, wiring package, wiring tunnel (front engine compartment to rear cargo).

In addition to the squad purchase price, there will be equipment needed to outfit the squad. At this point, we will be working with an installer to test and inspect all the equipment and decide what can be transferred or needs to be purchased for the new squad.

He stated he is also seeking council authorization to dispose of the 2013 Ford Utility Police Interceptor (Squad 526) when the 2018 is in service around June of 2018.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE PLANNED CIP SQUAD PURCHASE FOR $26,428.45 AND THE DISPOSITION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MISCELLANEOUS

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 $91,546.33 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77056 TO 77132 FOR A TOTAL OF $179,144.15. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT
There being no further business:

MOVED TO ADJOURN THE MEETING AT 7:21PM. SECOND THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

Shawna Jenkins  
City Clerk

ATTEST:
Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON MARCH 22, 2018 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Robert Barbian, Finance Director Steve Jackson, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Engineer Andy Brozaler, and Attorney Kelli Bourgeois and Damien Toven. Absent was Police Chief Todd Frederick.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 8, 2018

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 8, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Councilor Jeff Reynolds arrived

CONSENT AGENDA

A. Permits and Licenses
   1. Pizza Pub of Princeton Liquor License May 1st - December 31, 2018
B. Personnel
C. Donations
D. Miscellaneous
   1. Police School Liaison contract

Walker asked if the Police Liaison contract can be moved from the Consent Agenda to New Business

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

OPEN FORUM

PUBLIC HEARING

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board meeting minutes of February 15, 2018
B. Park Board Meeting minutes of February 26, 2018
C. Planning Commission meeting minutes of February 26, 2018
D. Verbal Planning Commission Report on approvals
   1. CUP and Variance for Cell tower
   2. Variance for Zero setback on City Hall / School district Office buildings
   3. Variance for rear yard setback for home at 103 11th Ave S
PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant request from Princeton Lion’s for Spring Raffle

A representative from the Princeton Lion’s provided a few examples of the families they have assisted in Princeton, and they built a shelter in Rainbow Park last summer.

WALKER MOVED TO APPROVE THE REQUEST OF THE PRINCETON LIONS OF $250 TO PUT TOWARDS PRIZES FOR THEIR SPRING RAFFLE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Wine and Spirits Grant request from Princeton All Night Senior Party

Campbell reported that the liquor store has participated in the All Night Senior Party every year, by donating a 6 pack of pop for every student that will be attending.

WALKER MOVED TO APPROVE THE REQUEST OF ONE 6 PACK OF POP PER STUDENT FOR THE ALL NIGHT SENIOR PARTY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Res 18-17 accept agreement 3-2018 for First Street Traffic signal maintenance

Gerold advised that the County board has agreed to accept the responsibility of three-quarters of the existing traffic signal operations and maintenance costs for the signal located at the intersection of Rum River Drive and First Street. When the last agreement was drawn up long ago, for some reason it was drawn up that the City was responsible for all of the maintenance.

EDMONDS MOVED TO APPROVE RESOLUTION 18-17 AND AGREEMENT 3-2018. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 762 – Antenna Overlay district at City Hall – FIRST READING

Barbian reported that the Planning Commission held a Public Hearing for this new chosen location on Monday, March 19th.

EDMONDS MOVED TO INTRODUCE ORDINANCE 762. REYNOLDS SECONDED THE MOTION.

Walker stated that in the Planning Commission minutes, he saw that there was a subcommittee set up and this was the site they chose. Barbian stated that they did determine that the city hall parking lot is a good location. Walker stated that he still feels the first location is the best location, but he does not want to go against an advisory board’s recommendation.

VOTE: 4:0:1, WALKER ABSTAINED. THE MOTION CARRIED

UNFINISHED BUSINESS
A. Veterans’s Moving Wall

Gerold and Lawrence advised that the Police, Fire and Public Works Departments have been working for the past month with the Chamber of commerce in regard to the planning of Emergency Operations for the Moving Wall Event on July 4th, 5th and 6th. Their goal will always be to ensure that the event is safe and successful for the community.

At this time, they do not have a full understanding of possible overtime expenditures for the departments. They are asking for Council approval of possible overtime expenditures for the event so they can provide a safe and memorable experience for all attendees.

Walker questioned if there would be some grants available to help cover some of the additional costs.

B. Liquor Store LED Lighting

Campbell stated that the Liquor Store has $35,000 in the 2018 CIP for 2018 to change all the lights over to LED. Both bids received came way under the $35,000 budgeted.

Staff has received 2 bids, one from Princeton Electric for a total of $7,168.21 and the other from Bob Hoskins Electric for $6,890.00

While Princeton Electric is $278.21 higher than Bob Hoskins Electric, she said she prefers to go with Princeton Electric as they have done all the previous work in the Liquor Store and they have been very happy with their work.

Zimmer moved to approve the bid from Princeton Electric for a total of $7,168.21. Reynolds seconded the motion. The motion carried unanimously.

C. 21st Ave Roundabout update

Barbian reported that the County Board met on the 20th, and they have agreed to the shared funding agreement, where the county will advance the amount they agreed to fund the amount at one time, instead of over a few years that they originally wanted to do.

Brotzler said the contractor is still scheduled to begin work in the beginning of April. They will be working on a press release soon. They are working with the contractor and police chief to determine the best way to work around the June 2nd parade, as the planned regular detour would put the traffic on the parade route.

NEW BUSINESS

A. National Day of Prayer Mayoral Proclamation

Zimmer moved to proclaim May 3rd as a Day of Prayer. Edmonds seconded the motion. The motion carried unanimously.
B. National Donate Life Month Mayoral Proclamation

Whitcomb stated that he recently read that with the ability to add yourself to a donor list while applying for hunting and fishing licenses, there have been 32,500 more people signed up.

ZIMMER MOVED TO PROCLAIM APRIL AS DONATE LIFE MONTH. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Milaca Mutual Aid Agreement Renewal

Gerold advised that the mutual aid services between Princeton and Milaca expired in May 2016. There have been no changes to the agreement, but staff would like to have a current agreement in place.

WALKER MOVED TO APPROVE THE MUTUAL AID AGREEMENT WITH THE CITY OF MILACA. ZIMMER SECONDED THE MOTION.

Edmonds asked how Workers Comp coverage would handle things if one of our employees would be working with another city. Toven said it goes by the employee, so our insurance would cover any accidents.

THE MOTION CARRIED UNANIMOUSLY

D. Airport Advisory Board Appointment

Staff has been notified that while Jim Ferlaak did re-apply for another term on the Airport Board, he has changed his mind and does not want to serve on the Board.

Therefore, there is one opening on the Airport Board, with a term that will end December 31, 2020.

Brenton Titcomb, who has reserve a hanger site at the Airport, has applied for the open seat. Walker thanked him for showing an interest in the airport and the ad

WALKER MOVED TO APPOINT BRENTON TITCOMB TO THE AIRPORT BOARD, WITH A TERM ENDING DECEMBER 31, 2020. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Park Board Appointment

Gerold advised that the Park Board is short members, so they have not had a quorum. Robert Peters has applied to serve on the Park Board.

ZIMMER MOVED TO APPOINT ROBERT PETERS TO THE PARK BOARD, WITH A TERM ENDING DECEMBER 31, 2020. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
F. Public Works pickup truck purchase

Gerold advised that the Public Works has the purchase of a truck in the CIP for 2018 at $36,000.

Staff has received 2 bids, with the lowest being from Princeton Auto at $32,393.08.

The Truck is a 2018 Silverado 1500 4 x 4.

Truck that is replacing is on loan through the police department, so it will be dispositioned through them at some point.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE 2018 SILVERADO 1500 4X4 FOR $32,393.08. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

G. Police School Liaison contracts

Barbian reported that this was began by Mark Karnowski, and it has been reviewed by the Police Chief. It took a while to go through the School District process.

Walker said there is a lot of discussion of the roll of the police officers in the school. He questioned if a change in procedures is addressed in the agreement. Barbian responded that said the Police chief is involved heavily in those discussions and procedures. If the agreement needed to be changed, and amendment would likely be brought forward.

Zimmer said it is important to know that the officer is still under the city and police chief's directive. It is important for an officer to be in the schools.

ZIMMER MOVED TO APPROVE THE POLICE LIAISON CONTRACTS WITH THE SCHOOL DISTRICT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Barbian advised that the Council has received an invitation to SMMPA meeting and dinner on Thursday, March 29th at the Civic Center.

Barbian reported that Klinghagen and the Wastewater Plant has received an award for Wastewater Compliance.

Barbian stated that the Liquor store also received an unexpected inspection from MN Alcohol and Gambling, which they passed.

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 $115,050.99 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77134 TO 77196 FOR A TOTAL OF $165,628.30. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:31PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor