CITY OF PRINCETON
Planning Commission
Agenda
May 21st, 2018
7:00 P.M., City Hall

1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on April 16th, 2018 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A. #18-08 Rezoning to B-2 District at 601 6th Avenue North - Tab B

5. Old Business:
   A. Concept Plan Sherburne Lakes Senior Living – Tab C

6. New Business:
   A. Downtown Design Guidelines

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

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON APRIL 16, 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 Jeff
present were Robert Barbian (Administrator) and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent was Victoria Hallin.

APPROVAL OF MINUTES OF REGULAR MEETING ON MARCH 19, 2018
REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF MARCH 19, 2018.
UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE AGENDA. UPON THE VOTE, THERE
WERE 4 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS:
A. Comprehensive Plan Review
Barbian said in a month or two this will be on as a public hearing. Transportation and road
system will be looked at. Currently the City Council is reviewing franchise fees that would help
fund the trails and will be linked to Riverside Park. WSB Engineering will be attending the next
Park Board meeting and will come up with a plan on this. There will be a public hearing on May
23rd for the public to make recommendations.

NEW BUSINESS:
A. ALDI Site Plan Review
Community Development Assistant Memo:

BACKGROUND
ALDI Store has submitted a Site Plan application for the construction of a 22,245 square feet
grocery store. The site address is 1911 5th Street North location 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. Know 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.

End of Staff Memo

Andy Brotzler, City Engineer with WSB Memo
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 Marshall Comments – (Loren Kohen)

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.

Ryan Anderson, ALDI Engineer introduced himself to the Planning Commission. He said the shared access and pylon sign still needs to be looked at with the City. The proposed store will fit nice in that area and they are hoping to have it open before the year is out. There is plenty of green space.

Reynolds asked if this is the standard size of the ALDI’s.

Anderson said yes, ALDI’s have increased the size of their stores the last few years so it is what they are making now. The main access is off of Fifth Street North and then a shared access with the City liquor store. There is no storm water management on the site, and the City Engineer wants to see a ten-year event to evaluate the adequacy of the proposed storm sewer and inlets for the site and he will follow up with the City Engineer. There will be a bike rack added to the site and also a sidewalk to Walmart that will be included with the next submittal.

Barbian mentioned that the impervious coverage is a little over the required allowance so as long as the storm water meets the ten-year event it will be okay. The cart storage requirement to be sprinkled will be removed. The City Attorney does not believe a formal easement agreement will be necessary for the shared access with the City liquor store. We can just agree on it.

Anderson said that ALDI has done shared access agreements at some of their other sites and this would need to be discussed at cooperate office.

Johnson believes that an access agreement should be necessary.
Barbiant said it is a natural process to use that shared easement and the two entities would be flexible.

Erickson said ALDI’s would not want to lose the second easement and the agreement should be in place.

Anderson said they would want a document in place to have it for future record.

Erickson likes that the City is flexible, but it is good to have one in place.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE ALDI STORE SITE PLAN FOR THE CONSTRUCTION OF A 22,245 SQUARE FOOT BUILDING LOCATED AT 1911 5TH STREET NORTH ON LOT 1, BLOCK 1, RIVERTOWN CROSSING, IN THE B-3 COMMERCIAL ZONING DISTRICT, WITH THE FOLLOWING CONDITIONS:

1. THE PLANS WILL REFLECT THE CONDITIONS OF THE CITY ENGINEER AND FIRE MARSHALL MEMO DATED APRIL 9, 2018. ALDI STAFF AND CITY STAFF ARE STILL REVIEWING CHANGES THE CITY IS REQUESTING AND THE FINAL CONDITIONS WILL NEED TO BE APPROVED BY THE CITY PRIOR TO ISSUANCE OF THE BUILDING PERMIT.
2. A KNOX BOX BE PLACED ON THE BUILDING IN COORDINATION WITH THE FIRE CHIEF.
3. THE BUILDING PERMIT FOR THE PYLON SIGN, MONUMENT SIGN, AND WALL SIGNAGE MEET THE ORDINANCE AND BE APPROVED BY CITY STAFF AND THE BUILDING INSPECTOR PRIOR TO INSTALLATION. A SHARED PYLON SIGN AGREEMENT WITH THE CITY LIQUOR STORE BE IN PLACE BEFORE ISSUANCE OF THE BUILDING PERMIT.
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.
5. A CROSS-ACCESS AGREEMENT BETWEEN ALDI’S AND THE CITY OF PRINCETON BE IN PLACE FOR THE PROPOSED SHARED DRIVEWAY.

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

B. Concept Plan 55+ Single Family Housing

Andy Brotzler, City Engineer with WSB Memo
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 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 with in 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 industrial and commercial uses to provide screening.

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.

Barbian introduced Dan Schroeder the Realtor representing the party who is selling the land. Schroeder said this is a concept plan and he is here with the owner of the property John Westling. The plans show that the road going into the hockey arena would service this site. The intended developer is looking at buying some land from TUCS Equipment Inc. for an easement. A lift station may be involved and fill possibly. Schroeder showed a plan of what the developer would like to do where it would be a development of single family homes. This would be the most cost effective plan for the site.
Barbian said the site would need to be rezoned to residential and the area would need some fill. A lift station may be needed. The interested party may not proceed with this development, but there could be a different potential buyer that would want to develop this site. Barbian thought it would be best to bring it to the Planning Commission to see their views on this type of development for the site. The City Engineer’s memo indicates the concerns that need to be addressed.

Moller asked how many homes are they proposing for this site.

Schroeder said thirty-eight.

Barbian said he is not sure if one access road would be enough for this site.

Johnson is fine with the residential use for this site.

Moller asked if there are any environmental concerns at this site.

John Westling, owner of the property said no, this property was never involved and the other property had been looked at 20 years ago and any concerns were taken care of.

Barbian said the easement to the hockey arena could be used as a private drive. The water main needs to connect to the hockey arena with an eight-inch loop.

Schroeder said Marty Tucs would sell half his land to the developer, but the developer believes he needs it all.

Barbian said with the Industrial and commercial site by this, there needs to be a landscape plan and street lights.

Schroeder said each home would have a separate lot. Some would be for sale and some for rent.

Reynolds said after the cul-de-sac to the right does it just end.

Schroeder said that is in hopes to buy the extra land from the hockey arena and just a stub there now for future plans of growth if possible.

Barbian said the intended buyer was looking at phases on this project. There would be a temporary cul-de-sac. There was a comment to have more distance from the units. They are at a minimum now and the Fire Department would like to see 20 feet, but that would have to be researched more.

Johnson asked if the City needs to get an easement.
Barbian said an easement would have to be a dedicated easement. Marty Tucs would have to dedicate it.

Johnson said there needs to be a public road.

Stoeckel asked if the City would allow an easement without a stub.

Barbian said no, they need a hammer head or cul-de-sac.

Schroeder said it is a good fit. He does not see this as a commercial spot.

Johnson likes the idea of residential by the hockey arena and Mark Park.

Barbian said if this hooked up to the hockey area there could be a trail to the park.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE CONCEPT PLAN FOR THIS SITE AND ENCOURAGES THE CONTINUED PROCESS OF THE PROPOSED DEVELOPMENT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

C. Concept Plan Sherburne Lakes Senior Living
Robert Barbian, City Administrator Memo:

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 Gold 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. 

Barbian said sewer and water would need to be extended to the site and that is a long extension. The pressure is not as good so it may need to be looped. Staff was initially thinking of going right out of the well of the treatment plant. The golf course was thinking of twin homes on their site and he is waiting to hear back from them. Their Engineer said the new flood plain maps do not have this area in the flood plain. This development could not happen if it is in the flood plain. We may proceed with one or both. The project changes significantly if the golf course does not want to develop on their land.

Johnson asked who pays for the extension of the sewer and water.

Barbian said in this case the city would have to construct this with a public road and then charge assessments.

Johnson said if there are 40 curb stops, there is a lot if assessed and if bonding for this project then the City could end up paying for it.

Barbian said a letter of credit may have to be done for this so the city is not responsible for the infrastructure.

**COMMUNICATION AND REPORTS:**
Barbian had not comments at this time.

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

JOHNSON MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:33 P.M.

ATTEST:

Dan Erickson, Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: Rezoning from B-2 to R-3 District at 601 6th Avenue North
DATE: 05-21-18

REQUEST
Nicholas and Tonia Anderson have submitted an application to rezone their property from B-2 Neighborhood Business to R-3 Multiple Family Residential located at 601 6th Avenue North.

BACKGROUND
This property started as a residential home years ago and then changed into a church and had sold for business use with a zoning changed to B-2, Neighborhood Commercial in 2012. The use was a two unit Garden Supply Store and Dog Grooming Shop. Only the west side of the building is seen from Rum River Drive where the front of the building faces 6th Avenue North.

The new owner would like to bring this building back to a two unit residential rental site with built in garages that were originally there, separating the two units. A site plan of what is intended for renovation is included for your review. The renovation will be to the inside of the building, and exterior. The setback requirements for the B-2 and R-3 Districts are the same except for the front yard setback and maximum lot coverage. The property owner would need to follow the R-3 Zoning Ordinance if the rezoning were approved. The owner has spoken to the City of Princeton Building Inspector on building codes to renovate this back to a residential site and understands a building permit would need to be approved prior to any renovations.

Water, Sewer, and Electrical Hook-up
Currently there is one connection for water, sewer, and electrical to the building. The owner will install separate connections for all utilities where the two units will have their own meters.

Addressing
The proposed addressing will stay as 601 6th Avenue North with the east side of the building being Suite B and the east end labeled Suite A.

Existing Land Uses
The neighborhood contains a variety of land uses from commercial to single family home to multi-family homes. The commercial uses, with the exception of “Neighbors on the Rum”, are located on the southwest side of
Rum River Drive, which is the same side of the road the subject property is located on.

**Future Land Use Plan (Comprehensive Plan)**
The Future Land Use Plan designates the entire half block southwest of Rum River Drive between 6th Street North as Commercial/Residential mixed. In 2012, the neighboring site at 605 Rum River Drive North requested to be rezoned from the R-3 Multiple Family Residential District to B-2 Neighborhood Business District because they were selling the site that was used for business and too small to build a residential home on. The Future Land Use Plan and Comprehensive Plan support the proposed use for residential.

**RECOMMENDATION**
Based on the above analysis, staff recommends the Planning Commission recommend to the Council approval of the rezoning of the property at 601 6th Avenue North, based on the following findings of fact:

1. The proposal complies with the Mixed Residential use since the site is adjacent to neighborhoods.

2. The Mixed Residential is compatible with present and future land uses of the area.

A Planning Commission approval of the rezoning from B-2 Neighborhood Commercial to R-3 Multiple Residential to be subject to the following conditions:

1. The applicant shall follow all building codes and the Zoning Ordinance for the renovation of the building and a Building Permit be submitted and approved prior to renovation.

2. Each unit will have separate utility meters.

(Note: The Rezoning shall go to the Council for final approval).
MEMORANDUM

TO: Planning Commission
FROM: Robert Barbian
SUBJECT: Concept Plan Sherburne Lakes Senior Living
DATE: May 15, 2018

Background:
A request for the extension of utilities has been received by the City. The request is for public services to be extended to the Sherburne Lakes concept plan. The development design concept shows 124 manufactured homes. This number will likely decrease as infrastructure is finalized. The owners are positioning the development to hit a senior clientele.

A number of items are under review. The cost of getting the water distribution system and a sewer collection system including a lift station have been estimated by the City Engineer and presented to the Developer.

As the cost estimate to get utilities to the property was in process the Princeton Golf Course owner and engineer presented a concept to develop the property along 4th Avenue South. The added cost of road reconstruction, service laterals and a modified sewer plan may offset payments by a Golf Course Developer, should one be identified. The current owner has not indicated to the City a desire to step forward. In consideration of this, the initial plan of boring water under the road with the sewer main going a route directly to the plant may be the direction that needs further advancement. WSB will be reviewing and finalizing for the Developer. At this time preliminary information has been assembled by WSB and distributed to the Developer and their Engineer, Boggart Pederson.

To respond to the request for the extension of services, direction from the Planning Commission and City Council on the Sherburne Lakes Concept plan is requested. City & Utility supervisors have discussed various aspects of the proposal. The compilation and consensus of the recommended comments follow:

Conditions for advancement:
- The property is zoned R-3 Multiple Family Residential. The manufactured home use works best with a Conditional Use Permit.
- The recommended Conditional Use Permit will establish standards. The standards will be used to set home areas, drive areas, parking areas, common features, and related development items.
- That the flood plain delineation be completed in a manner which documents the allowance of the proposed uses, including manufactured homes, drives, and all utilities.
- That the Developer be responsible for the costs of extending public utilities; sewer and water to the site in a manner acceptable to the City.
• That the construction of sewer, water, and storm water be within the
development be completed by the Developer with a design acceptable to
the City Engineer. This to include a 10” sewer main, a 12” water main,
and storm water system extended from the east edge of the property to
the west edge and south edge of the property.
• All sewer and water mains be located within out-lots or easements as
determined appropriate by the City Attorney with access rights clearly
designating rights of entry for repair and maintenance.
• That the Developer construct a sanitary lift station to facilitate sanitary
sewer for the development as well as to accommodate those areas
determined appropriate by the City Engineer. With the City entering a
reimbursement agreement upon collection of fees from benefiting
properties over the proceeding 12 years.
• The streets proposed as private drives built by the Developer at a
standard acceptable to the City Engineer allowing access by all and
maintained by the owner.
• That streets allow police authority to enforce no parking zones.
• That an acceptable street light plan be constructed and maintained.
• That the owner of the Manufactured Home Park be responsible for all final
payment of the individual water and sewer bills allowing non paid bills to
be assessed upon the property.
• That any and all substantial changes within the Manufactured Home Park,
specifically those involving lot sizes or dimension changes, road
modifications and other structural items be approved by the City.
• That no more than 30 units be completed without first providing a second
access acceptable to City Engineer.
• That an acceptable Park Land Dedication agreement be completed, which
may include the construction of an ASTO compliant span for pedestrians
connecting the development to 4th Avenue/122nd Street.
• That an acceptable storm shelter plan be put in place.
• That the development construction occur in no more than three phases.
• That the Developer be responsible for a portion of the cost to loop the
water main pending a determination by the City.

**Recommendation:**
That the members of the Planning Commission provide direction on any
specific concerns or issues which need to be addressed. That members
provide direction to staff on proceeding with the development.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON APRIL 5, 2018 4:30 P.M.

Mayor Paul Whitcomb called the meeting to order. Council members present was Thom Walker, Jack Edmonds, 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. Absent was Jules Zimmer

WSB Franchise Fee Proposal

Brotzier stated that as the Council has discussed in the past, the implementation of franchise fees for gas and electric utilities is being considered as a revenue source to fund the City's local share of the Great Northern Trail Project which has been awarded federal funding for a portion of the cost. The City's estimated local share is approximately $450,000. In addition, the replacement of equipment in existing parks has also been identified as a need.

At the March 1, 2018 City Council Study Session, preliminary information was reviewed that compared funding the City's local share for the Great Northern Trail Project with general tax levy funds versus franchise fees along with estimated monthly franchise fee rates and annual revenue. Since this meeting, we have collaborated with staff to create the attached proposed process and timeline for the development and implementation of franchise fees. Also attached is an estimated hourly fee to support the franchise fee process.

Included within the proposed process is the development and refinement of project funding needs for Council review and further consideration on the process. Now, we would like to review the proposed process with Council in draft form and receive feedback to develop a final process, scope and estimated fee for approval at the April 12, 2018 City Council meeting.

Proposed Franchise Fee Process

The public involvement and outreach could include any/all of the following:

- Refine number of meters and types of facilities in Princeton to clarify and refine a proposed franchise fee rate.
- Conduct a public open house meeting to explain the program and obtain feedback from the public. Two meetings.
- Develop frequently asked questions that can be published on the City website.
- Work with the local newspaper to publish an article on the proposed program.
- Post regular website updates and consider other social media avenues for sharing information with the public.
- Develop a power point that can be posted on the website with specific details for public information.

Tentative timeline

April 2018

- April 12, 2018 City Council Meeting – Final proposal of services and estimated fee for authorization.
- Develop parks project list, cost estimates, and exhibits collaboratively with City staff.
- April 23, 2018 Park Board Meeting – Round table discussion to obtain input on park improvement list.
- Initial meeting with private utilities to review proposed timeline.
- Draft “Parks and Trail Improvement Plan”. 
May 2018
- May 3, 2018 City Council Study Session - Present draft “Park and Trail Improvement Plan” with updated franchise fee rates and options (trails only / park improvements and trails).
- Publish information on city web page.
- Prepare comparison of funding methods – needed for public hearing to Tax method – fund improvements through tax generation, highest valued properties pay largest share of costs, properties utilizing Tax Abatement or located in TIF districts do not contribute as well as churches, schools, and non-profits
- Include diagram of what taxes would be on each property type should a tax increase be implemented
- Mid-May - Public informational meeting #1

June 2018
- June 7, 2018 City Council Study Session (alternate date of July 5, 2018 City Council Study Session) to Finalize “Parks and Trail Improvement Plan”.
- Finalize funding levels.
- June 14, 2018 City Council Meeting (alternate date of July 12, 2018 City Council Meeting) to Adopt “Park and Trail Improvement Plan”.
- Authorize preparation of franchise fee ordinance and agreements and order public hearing.

June/July 2018
- Public information meeting #2

July/August 2018
- Public Hearing and adopt franchise fee ordinance and agreements, authorize implementation of franchise fees.
- 60-day notification to utility companies.

October/November 2018
- Utilities start collecting fees.

Edmonds asked if we would lower the park dedication fees if a franchise fee was adopted. Barbian said that was not discussed, but the Council could review that in the future if they chose to. Brotzler stated that cities sometimes struggle with the park maintenance costs, and that is where a franchise fee like this is helpful. It would help pay for items outside what Park Dedication fees will cover.

Walker asked if 10% of the Franchise Fees could be put aside for the Park CIP budget yearling. Gerold said that would help to update and replace some items. Jackson agreed, it would be a definite help to the Park CIP.

Frederick stated that when he was the Park Board Chair, they did have a wish list of items, and it would be really nice to upgrade some items.

Walker added that he thinks 10% would be a nice start, even though the goal is to pay for the trail.
Walker asked how often the utility companies would be issuing payments to the City. Brotzler replied that had not been determined as of yet. Jackson added that bond payments are made twice a year, so it would be nice to have the payments that often.

The Council was in agreement to proceed with the franchise fee process.

**Agreements with the School District**

- Purchase Agreement
- Common Wall Agreement
- Ingress & Egress Easement Agreement

Barbian advised that the issues with the Common Wall has been resolved with the building inspector, so these agreements can be moved forward. He added that these will be put on the consent agenda for approval at the next meeting.

**Fire Department**

- **6% increase**

  Lawrence advised that last year was the busiest year the fire department has experienced. We had a 103-call increase from 2016. The additional call load increased the payroll by more than $11,000.00. This does not include fuel and maintenance for the apparatus.

  Normally the Fire Department has a standard 3% increase every year. Throughout last year, he stated he kept the Fire Advisory Board informed of the added calls. In January, he said he shared with the Fire Advisory Board about the extra cost to the dept. The Fire Advisory Board made a motion to increase this year's budget to 6%. This is a one-time increase. He is respectfully asking the Council to review this request.

  Walker questioned if the funds that are received from the Insurance Companies will cover these increases in the future. Lawrence responded that if the city and townships continue to grow, the standard 3% may need to be increased as the call volumes increase.

  Whitcomb added that the Townships are aware that we receive a lot of medical calls to the Townships, and they do want the department to respond to those.

  The townships allow the fire department to bill for various accidents, and the Townships usually opt to put those funds in the truck and equipment fund.

EDMONDS MOVED TO AGREE TO THE ONE TIME 6% INCREASE, PENDING BOGUS BROOK'S APPROVAL. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**CIP Purchase of Generator for Public Safety Building**
Lawrence reported that in the CIP for this year, you approved the purchase for a generator for the Public Safety Building. The budgeted amount was for $80,000.00. After obtaining three different quotes, Emergency Management has reviewed the quotes and would like to have Princeton Electric start with the purchase. Princeton Electric was the lowest quote.

After discussion with the E.M. team, we would like to upgrade to the 125 KVA generator for future expansion of the Public Safety Building and also purchase the sound enclosure for the generator. Total cost for this project is expected to be around $53,635.00. We are asking to have a spending amount for $60,000.00 in case there are any unforeseen expenditures. I would also like to share that 25% of the total cost will be funded from the Relocation budget. With no additional expenditures, the cities cost would be approximately $40,226.25 and Relocation's portion would be $13,226.25.

WALKER MOVED TO AGREE THE PURCHASE OF A GENERATOR FOR UP TO $60,000. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**PFRD Vehicle purchase**

Lawrence advised that the vehicle committee has researched purchasing a vehicle for the fire dept. We are looking at purchasing a 2006 Ford Expedition from Hugo Fire Dept. It has 41,600 miles. This vehicle may be used to run medical calls instead of creating extra stress on the grass trucks. The purchase price of the vehicle is $5000.00. The vehicle will need to be updated with lettering, but it comes with the light package which itself is worth about $4000.

EDMONDS MOVED TO PURCHASE THE 2006 FORD EXPEDITION FROM THE HUGO FIRE DEPARTMENT FOR $5,000. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Public Works Hot Box trailer disposition request**

Gerold reported that the Public Works Department is requesting disposition of our current Falcon brand hot box trailer for trade in on a new 2018 Falcon 4-ton hot box trailer.

The current trailer does not fit our needs and the proposed model from Laursen Equipment is a better fit for the needs of the city. This trailer will be used for patching streets and parking lots in the city.

The $2,000 for trade in will come from the street maintenance budget

WALKER MOVED TO APPROVE THE TRADE IN OF THE CITY'S CURRENT FALCON HOT BOX TRAILER TOWARDS A NEW 2018 FALCON 4TON HOT BOX TRAILER FOR NOT MORE THAN $2,000. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
Community Solar project discussion

Connie Wangen from the PUC provided a review of the solar program. A panel is subscribed to, and each month you receive a credit on your bill for the solar electricity that your panel generates. Each customer may purchase the output from enough panels to cover up to 75% of their average monthly usage over the most recent 12-month period.

Walker asked how many panels the PUC purchased. Wangen replied they purchased 10 for the water plant and 5 for the shop.

SMPA is interested in building the next solar site in Princeton, but they need to get more subscribers to build here. She said has gone around to several businesses, but they have not sold enough yet for the site to be built.

SMPA currently has a solar plant in Owatonna, and subscribers would immediately begin seeing credits on their account.

Walker stated he thinks the City should participate as well. He thinks the city should match PUC's purchase of 15 panels.

WALKER MOVED TO PURCHASE 5 PANELS FOR THE LIQUOR STORE, AND 10 FOR THE WATERWATER PLANT. EDMONDS SECONDED THE MOTION.

Walker asked how many panels would get SMPA to the 35% they would like to have to build a site here. Wangen said it would be about 2000 panels.

THE MOTION CARRIED UNANIMOUSLY

Forfeited Parcel

Barbian advised that the City of Princeton was sent a memo from Mille Lacs County in regards to a parcel of land that has been forfeited. This site is located west of Highway #169 in wetlands where there is a limitative development possibility.

The parcel next to this site has been in discussion with City staff in 2017 about a possible three phase apartment site. There was interest of this forfeited site being used as a public trail for the apartment complex. Because of the wetlands, a private party would not be able to purchase this site.

Staff is requesting the City Council to give approval to write a letter of proposal to Mille Lacs County to hold this strip of land from sale. The City would have six months of review to make a final decision of whether to purchase it and what price.

There are a couple benefits of obtaining the land such as; installing a public trail and this would increase our park land which would help in applying for future park funding.

The Council was in agreement for staff to send a letter showing interest in possibly purchasing the land.
Administrator Report

Barbian reported that the Central Minnesota Housing Partnership agreements are close to being finalized and he is expecting to bring them to the Council for approval in April or May. There were some previous discussions about establishing a TIF district in 2017, so that will require that process to begin. The Next agenda will include a resolution calling for the public hearing. There were a number of items discussed as part of that project, so staff is making sure the agreements are reviewed and approved.

There will also be a resolution calling for a public hearing for a TIF district for Jumpin Gymnastics, which will allow the city to recoup some of the cost of Aero Business park. A sales agreement is also in the review process.

Moving Wall addendum for estimated overtime.

Gerold reported that staff was able to determine some of the approximate needed overtime costs for the Moving Wall. As of right now, they are estimating about $750 for Public Works, $3,224 for the Police Department and $640 for the Fire Department.

Walker asked if the Sheriff’s department is also participating. Frederick replied that the County has a multitude of events across the county, so they are going to be spread pretty thin.

Walker asked if he has commitments for the reserve officers to be available. Frederick responded that he does not yet, and it said it is a tough weekend to schedule volunteers with the holiday weekend.

Jackson said the Fire Department is also volunteer, so staff isn’t sure how many will wish to volunteer their time. Lawrence said they are aware of the event, but it is early yet.

Walker stated that he is happy to hear that they are planning for things that could happen. Frederick added that he has meetings set up with the state patrol as well, since there are always problems with people parking on the shoulders of Highway 169 and Highway 95 to watch the fireworks.

Adjournment
EDMONDS MOVED TO ADJOURN THE STUDY SESSION AT 5:54PM. REYNOLDS 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 APRIL 12, 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, Police Chief Todd Frederick, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Engineer Andy Brotzel, and Attorney Kelli Bourgeois and Damien Toven.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 22, 2018
B. Study Session Meeting Minutes of April 5, 2018

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 22, 2018 AND STUDY SESSION MEETING MINUTES OF APRIL 5, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Temporary intoxicating liquor license for Princeton Lion's April 21st event
   2. Premise Permit for Princeton Youth Hockey at Pizza Pub – 202 Rum River Dr. - Res- 18-22
B. Personnel
   1. P.W. Kyle Fawkes Step 2 increase (passed sewer test) effective 4-8-18
C. Donations
   1. Resolution 18-18 accepting donation from Coborn's to the Fire Dept
D. Miscellaneous
   1. School Agreements, Purchase, Common Wall and Ingress/Egress (reviewed 4-5-18)

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Planning Commission Meeting minutes of March 19, 2018
B. Park Board Meeting minutes of March 26, 2018
C. Airport Board Meeting minutes of March 5, 2018
D. Fire Advisory Board Meeting minutes of March 6, 2018 & April 3, 2018
E. Administrator update on concept plan, Sherburne Lakes, Golf Course, etc.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Princeton 5k and 10k Race Route Request

Frederick stated he has spoken to the planners of this race. The 5k route is okay, but they would like to work towards a better route for the 10k portion.
WHITCOMB MOVED TO APPROVE THE ROUTE REQUESTED FOR THE 5K AND THAT STAFF CAN WORK WITH THEM TO DETERMINE A BETTER ROUTE FOR THE 10K RACE ON SEPTEMBER 29, 2018. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANI- MOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 18-19 supporting Buddy Poppies

EDMONDS MOVED TO APPROVE RESOLUTION 18-19 IN SUPPORT OF BUDDY POPPIES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANI- MOUSLY

B. Resolution 18-20- call for public hearing on Jumpin Gymnastics TIF 8-3

Barbian reported that this is related to the TIF planned for Jumpin Gymnastics in Aero Business Park. At the next meeting, the Council will be reviewing the purchase agreements.

WALKER MOVED TO APPROVE 18-20 CALLING FOR A PUBLIC HEARING ON THE PROPOSED MODIFICATION OF DEVELOPMENT DISTRICT NO. 8 AND THE ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 8-3 WITHIN THE DEVELOPMENT DISTRICT AND THE ADOPTION OF THE TAX INCREMENT FINANCING PLAN RELATING TO THERETO. ED- MONDS SECONDED THE MOTION. THE MOTION CARRIED UNANI- MOUSLY

Approve agreement with Northland Securities for TIF 8-3

WALKER MOVED TO APPROVE THE AGREEMENT WITH NORTHLAND SECURITIES FOR TIF 8-3. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANI- MOUSLY

C. Resolution 18-21- call for public hearing on Arcadian Homes TIF 7-1

Barbian reported that this is related to the TIF planned for Arcadian Homes.

WALKER MOVED TO APPROVE 18-21 CALLING FOR A PUBLIC HEARING ON THE PROPOSED MODIFICATION OF THE TAX INCREMENT FINANCING PLAN FOR TAX INCREMENT FINANCING DISTRICT NO. 7-1. REYNOLDS SECONDED THE MOTION. THE MOTION CARR- RIED UNANI- MOUSLY

Approve agreement with Northland Securities for TIF 7-1

WALKER MOVED TO APPROVE THE AGREEMENT WITH NORTHLAND SECURITIES FOR TIF 7-1. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANI- MOUSLY

D. Ordinance 762 – Antenna Tower Overlay District – FINAL READING
ZIMMER MOVED TO APPROVE ORDINANCE 762 ESTABLISHING AN ANTENNA TOWER OVERLAY DISTRICT IN R-2 RESIDENTIAL ZONING DISTRICT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Ordinance 763 – fee schedule amendment – FIRST READING

Barbian reported that this is an amendment to add a Concept Plan Review fee to allow the City to recoup some of the costs associated with staff time. Dewitt originally had the fee at $500, but he is suggesting $200.

WALKER MOVED TO INTRODUCE ORDINANCE 763 AMENDING THE FEE SCHEDULE TO INCLUDE A FEE FOR CONCEPT PLAN REVIEWS, WITH CLARIFICATION ON WHICH FEE WILL BE ADOPTED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Franchise fees

Brotzler provided the Council with a proposal for services related to the implementation of franchise fees as a funding method for the City’s local share of the Great Northern Trail Project. Staff and Council have discussed the implementation of franchise fees in gas and electric utilities as a revenue source to fund the City’s local share of the Great Northern Trail Project, which has also been awarded federal funding for a portion of the cost. At the City Council Work Session on March 1st of this year, staff presented preliminary information to the Council that compared funding the City’s local share the trail project with general tax levy funds versus franchise fees. Since this meeting, staff have collaborated to create a timeline and process for the franchise fee implementation.

The scope of services as described in this proposal is based on discussions with staff at the City Council Study Session.

PROPOSED SERVICES

The following tasks will be completed as part of the process for implementing franchise fees:
- Refine franchise fee (meters and fees)
- Meeting with utility companies (1 meeting)
- Meetings (8 meetings)
- Develop FAQ for posting on City website
- Develop Park and Trail Improvement Plan
- Article for newspaper
- Develop informational package

SCHEDULE - The proposed schedule for this project is as follows:

Council authorizes services for implementing franchise fee ......................... April 12, 2018
Present draft Park & Trail Improvements Plan with updated franchise fee rates.. May 3, 2018
Public Meeting #1 ........................................................................................................... May 2018
Finalize Parks & Trail Improvement Plan & finalize funding needs ....................... June 7, 2018

Adopt Parks & Trail Improvement Plan, authorize preparation of franchise fee agreements & order public hearing ................................................................. June 14, 2018

Public Meeting #2 ......................................................................................... June/July 2018

Public Hearing, adopt franchise fee ordinance and agreements, authorize implementation of franchise fees ......................................................... July/August 2018

Utilities start collecting fee ........................................................................... October /November 2018

ENGINEERING SERVICES FEE

We are proposing to complete the work on an hourly basis in accordance with our current fee schedule for an estimated fee of $14,028 (plus $1,700 JTD for preliminary information gathering).

WALKER MOVED TO APPROVE THE AGREEMENT AND COST TO IMPLEMENT FRANCHISE FEES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. HDR Engineering Contract

Barbian said the city is required to have another engineer to review the scope of services that were put together by KLJ, and this is reimbursable expense from the FAA.

MOVED TO APPROVE THE CONTRACT WITH HDR ENGINEERING. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. 2018 Sealcoat Bid Authorization

Gerold is asking for approval to go out for bids for the 2018 Sealcoating. As standard, 25% of the roads every year, so they are on a 4-year rotation.

ZIMMER MOVED TO APPROVE STAFF TO REQUEST BIDS FOR THE CITIES 2018 SEALCOATING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Request to advertise for Public Works Summer help

Geroid advised that the public works department would like to advertise for 2 seasonal positions.

ZIMMER MOVED TO APPROVE STAFF TO ADVERTISE FOR 2 SEASONAL PUBLIC WORKS OPENINGS. EDMONDS 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 $217,680.23 and the items listed on the liquor bill list and general city bill list which will be checks 77201 to 77293 for a total of $278,885.68. Reynolds seconded the motion. The motion carried unanimously.

ADJOURNMENT
There being no further business:

Moved to adjourn the meeting at 7:27PM. Seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON APRIL 26, 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, and Jeff Reynolds. Others present: Administrator Robert Barbjan, Finance Director Steve Jackson, Clerk Shawna Jenkins, Police Chief Todd Frederick, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Kelli Bourgeois and Damien Toven. Absent was Jules Zimmer

AGENDA ADDITIONS/DELETIONS

MILLE LACS COUNTY BOARD OF APPEAL AND EQUALIZATION

Al Heim, Mille Lacs County Assessor provided a brief overview of the property values in the city and the entire county.

They had no appointments or reviews for City properties.

They are required to inspect every property once every 5 years and the City is on slate for review this year.

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of April 12, 2018

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF APRIL 12, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Coborn’s Fireworks for sale permit request 5-1-18 thru 7-7-18
   2. TNT Fireworks for sale at Walmart 6-20-18 – 7-5-18
B. Personnel
   1. approve rehiring of Fred Rittenour for Part Time Public Works effective 4-28-18
C. Donations
   1. Resolution 18-23 accepting donation to the Fire Department
D. Miscellaneous

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Airport Board Meeting Minutes of 4-2-18

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request from Senior Dining
Whitcomb commented that he cannot determine what exactly they are requesting. The city has budgeted for and paid $2,500 in January 2018 to Timber Trails to cover some of the transportation costs. Barbian stated he had put in a call to Brigitte Johnson but he did not hear back before the meeting.

Reynolds feels this should be tabled until the Council we can get more information, and staff could ask Brigitte to attend the next meeting.

REYNOLDS MOVED TO TABLE THE REQUEST BY SENIOR DINING UNTIL THE NEXT MEETING. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 763 – fee schedule amendment – FINAL READING

WALKER MOVED TO APPROVE ORDINANCE 763 SETTING A FEE FOR CONCEPT PLAN REVIEWS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

A. Wastewater Treatment Plant Computer Replacement

Klinghagen advised that about week or so ago, the main computer at the WWTP crashed. Staff had In-Control up to get them back up and running. The life span on the 4 computers is 5-7 years. We set aside money in the CIP ($35,000) for replacing all 4 computers. After our main computer crashed, In-control said we should have two computers that have WIN911 which is for calling out when an alarm occurs, as well as operating certain processes as well.

Only one computer had WIN911 so staff decided to only replace 2 computers and have both new ones with the WIN911 installed. One will be used as a back-up. There are quotes to replace all 4 computers, but staff has determined it is better to have 2 computers with WIN911 versus 4 new computers with only WIN911 software loaded on one.

The other 2 computers will be upgraded during the next replacement cycle. Those 2 computers are not as critical as the 2 that need to be replaced now.

WALKER MOVED TO APPROVE THE PURCHASE OF 2 NEW COMPUTERS FOR THE WASTEWATER PLANT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Fire Relief Association Raffle

Lawrence reported that Princeton Fire and Relief Association would like to hold a raffle and would like the support from the City Council as well as their signature on the permit. The raffle will include guns, money prizes and a vacation stay at a resort. The proceeds would help support the Princeton fire Relief Association. Last year the gun raffle was very successful, as people were asking to buy tickets after they were sold out.
EDMONDS MOVED TO APPROVE THE FIRE RELIEF ASSOCIATION RAFFLE REQUEST TO HOLD A RAFFLE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MISCELLANEOUS

Walker provided a Cable Commission update. He stated he attended the annual meeting last night. The good news is the franchise fee amount is staying the same, although the amount of cable subscribers is going down a little. The city collects about $10,000 per year in Cable Franchise fees.

BILL LIST
REYNOLDS MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $137,598.16 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77299 TO 77360 FOR A TOTAL OF $185,937.71. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:27PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

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Shawna Jenkins
City Clerk

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Paul Whitcomb, Mayor

ATTEST: