1. Call to Order

2. Approval of Minutes of Regular Meeting on May 22nd, 2017 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business:

6. New Business:
   A. Tower Zoning and Essential Services Zoning – Tab B

7. Communication and Reports:
   A. Verbal Report
   B. Planning Commission Board Member – Tab C
   C. City Council Minutes for May, 2017 - Tab D

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON MAY 22, 2017, 
AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

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The meeting was called to order at 7:00 P.M., by Victoria Hallin. Members present were Faith 
Goerner, Jeff Reynolds, and Dan Erickson. Staff present were Jolene Foss (Comm. Dev. 
Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL OF MINUTES OF REGULAR MEETING ON APRIL 17TH, 2017
REYNOLDS MOVED, SECOND BY GOENNER, TO APPROVE THE MINUTES OF APRIL 17TH, 2017. 
UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

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

PUBLIC HEARING:
A. Amendment to B-3 Commercial District for Car Wash Restrictions
Community Development Director Memo:

City staff have recently been reviewing the restrictions for car wash facilities in the B-3 General Commercial District.

The intent of the B-3 General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community.

It is Staff’s belief that the restrictions for car washes in B-3 are unreasonable. Staff is recommending that we modify and eliminate some of the restrictions.

B. Permitted Uses
In a B-3 General Commercial District, unless otherwise provided in this ordinance, no building 
or land shall hereafter be erected, used or structurally altered except for one of the following, 
as well as similar uses:
- Any uses permitted in B-1 and B-2 Districts;
- Car washes and automobile service stations provided that:
  (a) The off-street loading space(s) and building access for delivery of goods shall be separate 
  from customer parking and entrances and shall not cause conflicts with customer vehicles and 
  pedestrian movements.
  (b) The hours of operation shall be limited to 6:00 AM to 10:00 PM, unless extended by the 
  Council as part of the conditional use permit.
  (c) Motor fuel facilities shall be installed in accordance with State and City standards. 
  Additionally, adequate space shall be provided to access gas pumps and to allow
maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.

(d) A protective canopy (auxiliary canopy) located over pump islands may be an accessory structure on the property and may be located twenty (20) feet or more from the front lot line, provided adequate visibility both on and off site is maintained.

(e) All canopy lighting for motor fuel station pump islands shall be recessed or fully shielded.

(f) Litter Control. The operation shall be responsible for litter control within three hundred (300) feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.

(g) All pumps and any related canopy shall be set back at least three hundred (300) feet from residentially zoned or guided property, unless screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(h) No more than one car wash bay shall be allowed.

(i) The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.

(j) The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.

(k) The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.

(l) Neither the car wash nor an accessory vacuum shall be located within three hundred (300) feet of any residentially zoned or guided property, unless completely screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(m) Both the car wash and accessory vacuum shall conform to noise regulations as defined in Section Chapter VI, Performance Standards of this Chapter.

If the Planning Commission is satisfied with these changes, we can hold a public hearing for this amendment at the May Planning Commission meeting.

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

Hallin opened the public hearing.

There were no comments from those in the audience.

REYNOLDS MOVED, SECOND BY ERICKSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.
The Planning Commission Board had no comments.

ERICKSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE ORDINANCE AMENDMENT TO PRINCETON ZONING ORDINANCE #538, CHAPTER V, SECTION 10, B-3 GENERAL COMMERCIAL DISTRICT, PERMITTED USES REGARDING CAR WASH RESTRICTIONS, AND FORWARD ON TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

B. Rezoning PID #90-404-0215 from B-2 Neighborhood Business District to B-3 General Commercial District
Community Development Director Memo:

BACKGROUND
The Zoning Administrator is proposing to rezone PID #90-404-0215 from B-2 to B-3 to better correspond with the Future Land Use Plan of the City’s Comprehensive Plan and to increase economic viability of this lot.

PID #90-404-0215 is located to the south of Shopko and Caribou Coffee. (Imagine was Provided).

RECOMMENDATION
The potential developer has expressed a desire to construct a carwash in this location and due to the restrictive nature of B-2, the Zoning Administrator feels that the best use of this land is to rezone it to B-3.

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

Hallin opened the public hearing.

There were no comments from those in the audience.

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

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE THE REZONING OF PID #90-404-0215 FROM B-2 NEIGHBORHOOD BUSINESS DISTRICT TO B-3 GENERAL COMMERCIAL DISTRICT, AND FORWARD ON TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.
The Planning Commission Board reviewed the Findings of Fact:
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? Yes.
3. Does the rezoning constitute spot zoning of the property? No.

C. Ordinance Amendment to add Solar Energy Farms & Solar Energy System District
Community Development Director Memo:

The City of Princeton has been working with interested partners to bring community solar to our residents.

Community solar is an electric array that generates renewable energy and/or bill credits to multiple subscribers within the community. Subscribers, or program participants, can include local residents, businesses and non-profit organizations. Participating customers pay to subscribe to the program, and in turn, receive a credit on their monthly electric bill based on the solar energy production of the project.

The City of Princeton does not have a solar zoning ordinance and does not address solar anywhere in the Zoning Ordinance.

Staff is recommending a Zoning Ordinance addition. A complete chapter regarding the purpose, definition, requirements and standards, and safety measures are drafted for your review.

Staff is recommending having solar energy farms and solar energy systems as an allowed use in the A-1 and A-2 Agricultural Zones. A conditional use permit would be required for this type of use in MN-1, MN-2, and B-3. It would not be an allowed use with or without a permit in R-1, R-2, and R-3.

If the Planning Commission is satisfied with the addition of a Solar Energy Chapter to the Zoning Ordinance #538, a public hearing will be held at the May Planning Commission meeting.

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

Foss said this is Zoning Ordinance amendment adds solar energy farms and solar energy systems as an allowed use in the A-1 and A-2 Agricultural Zones. A Conditional Use Permit would be required for this type of use in MN-1, MN-2, and B-3 Districts. It would not be an allowed use in R-1, R-2, or R-3 Districts.

Hallin opened the public hearing.
There were no comments from those in the audience.

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

ERICKSON MOVED, SECOND BY GOENNER, TO APPROVE THE ORDINANCE AMENDMENT TO THE CITY ZONING ORDINANCE BY ADDING TO CHAPTER V, SUBSECTION 21, SOLAR ENERGY FARMS AND SOLAR ENERGY SYSTEMS DISTRICT ESTABLISHING THE PERMITTED AND CONDITIONAL USES, PERFORMANCE STANDARDS AND RELATED REQUIREMENTS, AND WORDAGE ADDED TO CHAPTER II, DEFINITIONS, AND FORWARD ON TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS:
A. Kwik Trip Store Site Plan Review
Community Development Director Memo:

BACKGROUND
Steven Low, Store Engineering on behalf of Kwik Trip, has submitted a site plan review application for the construction of a Convenience Store with Integral Carwash and Fuel Sales at US Highway 169 and South Rum River Drive. The property is legally described as LOT 3, BLK 2, EX THEREFORE THAT PORTION OF SAID LOT 3, BLK 2, NOW LYING WITHIN PLAT OF PORINCETON CROSSING SECOND ADDITION. TOGETHER WITH AN EASEMENT OF RECORD.

The property is zoned B-3 General Commercial District. The intent of the B-3 General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community.

This property is designated as Highway Commercial Business on the Future Land Use Plan. Proposed use aligns with both the zoning and future land use designation.

ANALYSIS
The site is located south of Shopko, Caribou and McDonald’s. The site includes one parcel that is 4.4 acres in size. The project includes the construction of a 7,243 square foot, one-story building with fueling canopy and matching stand-alone trash enclosure. The Carwash will be an
additional 3,047 square feet. The building meets all setback and height requirements. Access will be off of Northland Drive from the north side of the site and from 8th Avenue South on the west side of the site.

**Parking:** The proposed 54 parking stalls meet the Ordinance standards for stall sizes and aisle widths. The proposed parking plan includes 30 standard stalls, 2 handicapped stalls, 20 fuel canopy stalls and 2 diesel canopy stalls.

**Landscaping:** Proposed landscape plan includes all required components including details of all proposed vegetative landscaping materials, non-vegetative landscaping and screening materials, planting and construction schedule. All areas disturbed during construction shall be restored as soon as possible. Seeding and/or sodding shall occur according to code.

**Signage:** Proposed signage has not yet been thoroughly examined. Proposed signage will be evaluated at the time of sign permit application. Any proposed signage must meet ordinance requirements and a sign permit must be applied for.

**Building Materials:** The exterior of the building is to be constructed with full brick cladding, standing seam metal roof, store front aluminum openings, and stucco accents. Building elevations are provided.

**City Engineer:** The City Engineer has reviewed the site plan application and submitted comments via a memo dated May 8th, 2017 in regards to the 8th Avenue South extension, Shopko parking lot agreement, grading and erosion plan, utility plan, SWPPP, and storm water management. All of the comments will need to be addressed by Kwik Trip. Upon satisfaction of the Engineer requests, building permits can be applied for.

**Fire Inspector:** The Fire Inspector has reviewed the site plan application and he found no concerns with this plan, and commented that it will be a good addition to the city.

**CONCLUSION**

Based upon the above review standards, city staff would recommend approval of the site plan review for the proposed Kwik Trip Convenience Store and Fuel Sales, subject to the following conditions:

1. The City Engineer recommendations shall be followed as indicated in the memo dated May 8th, 2017 and updated plans submitted.
2. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).
3. An landscape escrow shall be submitted in an amount $10,000 to ensure the project is finalized and consultant fees are covered.

******************************************************************************End of Staff Memo******************************************************************************
Kwik Trip Memo dated April 21, 2017

Dear Ms. Foss:

This letter is intended to accompany the submittal for our application to the City of Princeton for the requested Site Plan Review in the B-3 Zoning District for a Convenience Store with integral Carwash and Fuel Sales. Please accept this letter as requested to be placed on the next available Planning Commission meeting agenda as well as the City Council agenda.

Kwik Trip, Inc. is proposing the construction of a convenience store with a fueling canopy and matching stand-alone trash enclosure. Included with the applications in the submittal are 7 – full size 24x36 and 15- 11x17 copies of the Site Improvement Plans. I have also included the ALTA Survey, Building and Canopy Elevations, Signage Plans, Storm Water Management Plan and an electronic copy of all documents.

Operations
The requested hours of operation will be 24 hours for all use. The type of products that will be sold will be similar to that of our existing stores throughout the mid-west: fresh produce, bakery and dairy, hot and cold food and beverages, fresh meat and groceries, tobacco products, lotto, convenience store merchandise, alcohol, gasoline, diesel, E-85, ice and propane. The outside merchandising of products is being requested next to the store (two ice chests and one propane cage) and underneath the proposed main canopy. To ensure that the freshest products are sold in our stores, we request that daily deliveries be allowed.

Buildings, Architecture and Site Design
The architectural elements in this state –of-the-art building consist of a full brick cladding, standing seam metal roof, store front aluminum openings and stucco accents. Extensive landscaping, modern storm water facilities, monument and wall signage, customer and employee parking, concrete paving with curb and gutter are also included in the overall site design. We are proposing this site will be accessed from one driveway along future 8th Avenue South and one shared access point through the Caribou Coffee Development. These driveways will provide an efficient circulation pattern for vehicles into and out of the site, as well as safe movements internally on the parcel.

Investment in the City
This project will be a multi-million dollar investment in the City of Princeton. Not only in the physical improvements and development of a vacant parcel, but also an investment of approximately 25 to 30 new permanent jobs in the City. The projected payroll here is estimated to be approximately $500,000 annually.
Community Partner
We pride ourselves in being an asset in the communities where we are located. Families can walk or ride their bikes to our stores. Retirees on fixed income can access fresh groceries like milk, eggs, bread and fruit just steps from their car. We take pride in giving back to the communities we serve with charitable donations and by partnering with local non-profits. Kwik Trip would be happy to provide an additional information or answer any questions or concerns the City of Princeton may have with our submittal. Please feel free to call or email with any questions you may have.

Sincerely, Seven Lowe, Store Engineering

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

Memo from Chris Sonmor, WSB PE, City Engineering Firm
Dated: April 21, 2017

RE: 8th Avenue South Drainage Analysis for proposed Kwik Trip

WSB has had a chance to review the existing drainage along Northland Drive and the proposed street extension south to the proposed Kwik Trip site in Princeton, Minnesota. The following is a summary of our analysis.

The original storm sewer design for this area was completed in 1991 by SEH. Without any of the original calculations available to WSB, we have created a new model and calculated the existing drainage areas to evaluate the current conditions, as well as the proposed, with the extension of the 8th Avenue South street extension. Atlas 14 rainfall intensities were used in the model.

Based on our analysis, the existing system is already over capacity for the 10-year design storm. The a5-year event, however, is handled with surcharging in a couple areas of the network. With the addition of the 8th Avenue South street extension, the system is able to handle the increased flows with surcharging in the system. The CB’s at the low point of Northland Drive is the area with the most surcharge. Approximately one foot of freeboard to the rim elevations remains at this location.

Based on the analysis, it appears the most likely reason the system is currently at capacity is because of the impervious area from the Shopko retail site. As you can see in the attachment, there is a large area of impervious surface that drains to the Northland Drive right-of-way, as well as the 8th Avenue South right-of-way, that may not have been accounted for in the original design in 1991. But without having the original calculations and drainage area maps, it is impossible to know what assumptions where made.
It may be possible to move forward with the 8th Avenue South street extension as planned. To move forward, it will be necessary to acknowledge that there will be some temporary flooding at the low point in the 10-year design storm. The flooding should be contained at the low point of Northland Drive. The low point in Northland Drive also appears to be the location of the emergency overflow (EOF) for this section of the street. For design storms greater than the 10-year event, flow appears to go north onto the school property and ultimately to the stormwater basin to the west, which is currently the ultimate discharge location for this system.

We will need to review further with the City whether a deviation from the city stormwater design standards is acceptable or if alternative options should be pursued to accommodate the ultimate design meeting the 10-year storm event design standards.

If you would like to discuss further or have any questions, please don’t hesitate to contact us.

*End of Memo*

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Memo from Eric Eckman, WSB PE, City Engineering Firm
Dated: May 8, 2017

RE: Kwik Trip Convenience Store #928 Site Plan Review

WSB has had a chance to review the civil site plans submitted for the proposed Kwik Trip convenience store located in Princeton, Minnesota. The following is a summary of the comments from the site plan review:

**General**
- It is our understanding that the Developer will be responsible for the construction of the public street extension of 8th Avenue South.
- Plans and specifications shall be submitted for review for the public improvements.
- 8th Avenue South is to be designed as a 10-ton street and in accordance with City of Princeton design standards.

**SP2 – Site Plan**
- Show the improvements for the 8th Avenue South street extension.
- Provide calculations that show the parking requirements of the City Ordinance are met.
- It is our understanding that there is an existing ingress-egress agreement in place to accommodate ingress-egress from the Shopko parking lot. This should be verified.
- It is recommended that truck turning movements be provided for the site.

**SP – Grading & Erosion Control Plan**
- Show the location/route for the emergency overflows (EOF).
SP4 – Utility Plan

- Check the invert elevation of the 6-inch PVC sanitary sewer stub into the main convenience store. The math from the final cleanout to the building at 1% does not appear correct.
- There are two locations where the 6-inch sanitary sewer service crosses storm sewer mains. There is 1.5-feet of separation, but adding installation at these locations could prevent any freezing.

SP-1.4 – Utility Plan (Storm Sewer)

- The site does not meet the requirements for the 1-inch runoff volume for the new impervious area created. One option would be to look at raising the outlet from Basin-30 to increase the volume retained on site.
- A permit will have to be obtained from MNDOT for the installation of the outlet in the TH 169 R/W. Please provide a copy of the approved permit to the City prior to beginning construction.

SP5 – SWPPP

- We would suggest moving the location of the construction entrance to access 8th Avenue South. The construction traffic could damage the Shopko parking lot. Obtain permission from Shopko site if access is to stay at the location in the NE corner of the site.

Stormwater Management Plan

- The total combined runoff flows in Table 2 don’t appear to match the flows in the proposed HydroCAD calculations. The diagram in the HydroCAD model shows that 1S, 2S, 10P and 30P all discharged off site. Please verify the total combined runoffs.
- The total combined runoff for the 2-year event in the proposed conditions is greater than that of the existing ($Q_{EX} = 0.60 \text{ cfs}$ versus $Q_{PROP} = 0.68 \text{ cfs}$). The proposed should be less than or equal to the existing flow. Please revise.
- Section 2.3 indicates that since the site has fueling operations, stormwater is prohibited from being infiltrated. The plan indicates that approximately half of the required 1-inch volume is being infiltrated. The plan indicates that approximately half of the required 1-inch volume is being infiltrated. Please revise the calculations to accommodate for the entire 1-inch volume in the other two basins.
- Please indicate the location/route of the EOF for each of the stormwater basins.
- Please provide test results indicating that the soils in the infiltration basins can infiltrate at the rates used in the HydroCAD calculations. Upon completion of the basins, the infiltration rates shall be verified.
Please address the above comments and provide revised documents for review. If you have any questions, please don’t hesitate to call.

End of Memo

Scott Teigen (Vice President of Kwik Trip Real Estate) was present to answer any questions. This is a sister company to the old Gateway Foods. They came in this business from the grocery end. They have 21,000 co-workers. Everything comes out of Lacrosse, WI. They have their own dairy plant and, bakery. The milk comes fresh each day. They do sell milk in a bag. For food they have soup, pizza, fruit, donuts, and sandwiches. They sell fuel and then the car wash. Very proud of Milwaukee Journal voted them the best place to work for three years in a row. Also in Iowa they were best employer. The Star Tribune had them as second best place to work. Nationally they do spot checks and for the last ten years the best chains to work for they were top for five years and the other five came in second. It is a very nice place to work. What makes co-workers so good, they pay better than in the market and 40% of the shares go back to the co-workers. They all get bonus and profit sharing. Co-workers than think like owners. On the Site Plan there were drainage issues. The gas pumps will be located in the front and there will be a shared driveway with McDonalds and existing mostly on 8th Avenue South. The fuel tanks are underground fuel tanks and the trucks come in front by McDonalds and will drop the fuel and go out on 8th Avenue South. Two bay car wash, plenty of parking, nice landscaping, and 8th Avenue South will be concrete.

Foss said the parking meets all requirements and landscaping. Signage will be looked at later. The building materials meet standards. City Engineer reviewed it and the drainage is less than desired. Temporary flooding in street if more than a ten year rain event. The City Engineer was okay with the plans.

Hallin asked if 8th Avenue South would be used a lot.

Foss said they would like to see that as an exit street. Shopko may use that also. Might have a two way street.

Teigen said it is logical that the traffic comes in from McDonalds and exits behinds Shopko. They believe that 8th Avenue South would feel like an alley and the road by McDonalds would be used more.

Erickson asked how big is the easement by McDonalds.

Roger Winkelman, owner of the property said 24 foot easement.

Erickson said it needs to be striped and that helps.
Teigen said they will do concrete and that will help a lot keeping traffic flowing right.

Goenner asked why they picked Princeton. It is nice they are coming. She is aware of their mission statement.

Teigen said they have to focus on a market and now working on Duluth and Superior and they are looking at highways coming back to the cities from there and thought Princeton would be a good site. They are in their second year of building in St. Cloud. Cambridge and Milaca is also in the areas they are looking at building.

Erickson said the study that had been taken shows Princeton is in need of 1.5 gas stations.

Foss said between here and Milaca is in need of a gas station.

Teigen said how Kwik Trip looks at it is they drive into a community and judge what they see. The owner of Kwik Trip goes and sees and make the final decision. The location is different for them that they have picked and to enter it is also inconvenient, but they feel it will work. There will be good signage and billboards to let people know of the Kwik Trip site.

Erickson commented that the Super America sign you do not see.

Teigen said they are not wanting gas stations to close and there might be one that closes with them opening this Kwik Trip. He does not see anything in Princeton closing unless it was not doing well in the first place. This will be a 2018 project. They have 50 new stores on the plan right now and there might be 80. They will have over 600 stores by the end of 2018. The building that is being built is very high in the ranking.

Foss asked if there will be LED lighting on the canopy.

Teigen said a band with red lighting.

Foss said no signage was being asked of right now.

Erickson said on the ten year flooding is that an issue.

Foss said there is nothing that can be done with the storm issue. It was designed in 1991 and was designed too small. It does not meet the ten year design and overflow routes are present and will handle the runoff. There could be short flooding results. Street would flood on north end of 8th Avenue South and towards the hospital. Winkelman said there has been no flooding by Shopko and this stormwater issue is an over kill. He has never seen a pile of water.
Erickson just wanted to make sure he understands where the drainage issue is.

Foss said northwest of Shopko.

Erickson said he has not seen water issues by Shopko.

Foss said if the Planning Commission approves the Site Plan the conditions in the memo should be stated and all City Engineer’s concerns, along with a landscape escrow of $10,000.

ERICKSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE SITE PLAN REVIEW FOR THE KWIK TRIP STORE LOCATED AT #90-404-0215, WITH THE FOLLOWING CONDITIONS:

2. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING BUT NOT LIMITED TO: BUILDING, SIGNAGE, WATER ACCESS CHARGE (WAC), AND SEWER ACCESS CHARGE (SAC).
3. A LANDSCAPE ESCROW SHALL BE SUBMITTED IN AN AMOUNT OF $10,000 TO ENSURE THE PROJECT IS FINALIZED AND CONSULTANT FEES ARE COVERED.

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

**COMMUNICATION AND REPORTS:**

A. Verbal Report

Foss did not have a verbal report.

B. City Council Minutes for April, 2017

The Planning Commission had no comments.

REYNOLDS MOVED, SECOND BY ERICKSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:46 P.M.

**ATTEST:**

Victoria Hallin, Chair

Mary Lou DeWitt, Comm. Dev. Assistant
MEMORANDUM

TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: Tower Zoning and Essential Services Zoning
DATE: June 19th, 2017

As cell towers become more and more prevalent, Staff feels that now is a good time to evaluate the zoning that we currently have in place for Antenna Overlay District and Essential Services Districts.

The only AT Antenna Overlay District is North of Highway 95/West of Highway 169.

The only ES Essential Services Overlay Districts are the PUC building, the PUC outdoor storage lot and the lot where the water tower is located near Mark Park.

There have been recent requests from cell phone service providers and data service providers to construct towers of varying height and type in the City.

Staff is asking the Planning Commission for suggested areas to evaluate for future Antenna Overlay and Essential Services Overlay District.
Faith Goenner has decided to resign as a Planning Commission Board member. Faith’s input in the Planning Commission decisions will be sorely missed.

We are now in need of two Planning Commission members. If you are aware of anyone that would be interested in being on the Planning Commission Board, this is what is needed:

1. The Planning Commission Board member would need to be a resident in the City limits.

2. We have an option for one position only, if that person owns a business in the City limits and lives outside of town, but in the 55371 zip code, that person could be on the Board.

To have a quorum, we will need all three of you to attend the meetings. I understand this can be difficult in the summer months. Hopefully, we are able to find a member shortly.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON MAY 4 2017 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 Mark Karnowski, Finance Director Steve Jackson, Public Works Director Bob Gerold, Community Development Director Jolene Foss, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Clerk Shawna Jenkins, and Fire Chief Ron Lawrence.

Approve hiring of Liquor Store Clerks Paul Sauder and Kelsey Schmidt

WALKER MOVED TO APPROVE THE HIRING PAUL SAUDER AND KELSEY SCHMIDT ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Liquor Store Hours Discussion

Karnowski stated that beginning Sunday, July 2nd the city’s municipal liquor store (Princeton Wine & Spirits) will be open from 11 AM until 6 PM.

That being the case, the liquor store manager (Nancy Campbell) has posed some interesting questions that relate to the new law. Those questions include:

1. State law requires that all off-sale liquor stores be closed on both Thanksgiving and Christmas and must close by 8 PM on Christmas Eve.

This year both Christmas Eve and New Year’s Eve fall on a Sunday. He asked the Council if they have any preferences regarding staying open until 8 PM on Christmas Eve and/or New Year’s Eve on other years when it does not fall on a Sunday.

2. Martin Luther King’s Birthday Holiday, President’s Day, Memorial Day, Labor Day, and Columbus Day all fall on a Monday. While we’ve tried staying open on both Memorial Day and Labor Day, we’ve learned that, from a business standpoint, it does not pay to be open. So for the past few years the store has been closed both Memorial Day and Labor Day. Unless the Council directs otherwise, PW&S will still close both those days but be open the Sunday before each.

In the past, because Campbell does an exemplary job at managing the city’s off-sale operations and maximizing sales while keeping overhead costs and customer service as ongoing factors to consider, it has been left up to Campbell to adjust the store’s open versus closed days. Still, if the Council feels strongly about any of the above, she would like your input.

Campbell added that they usually close at 4pm on Christmas Eve to give the employees’ time to spend with their families.

Campbell stated that Easter Sunday was not listed in the law, but she wishes to be closed that day so her employees can go to church and spend time with their families. The Council Agreed.
She does request to be closed Sunday, July 4th this year, as Princeton is not a tourist spot so and most people that would be shopping would likely already be out of town.

Walker and Whitcomb stated that they feel Campbell can determine what holidays to be open.

Campbell added that she would like to reevaluate being open on Sunday’s in the fall.

**Airport Master Plan Update**

Kaci Nowicki reported on the Airport Master Plan update.

The Princeton Municipal Airport (the Airport or PNM) in Princeton, MN, serves the general aviation air transportation needs of central Minnesota. A Master Plan study is currently being completed to determine the facilities needed to meet the projected aviation demand in the 20-year planning period (2015-2035). This planning study is a cooperative effort between PNM, the Federal Aviation Administration, the Minnesota Department of Transportation (MnDOT) Office of Aeronautics, and the consultant (SEH, Inc.).

Effective airport planning ensures that an airport is developed in a logical manner that coincides with the demand for facilities. Typically, planning efforts are performed approximately every five to fifteen years. An Airport Master Plan study has never been completed for the Princeton Municipal Airport. This Master Plan effort has been undertaken to ensure that the planning recommendations and alternatives are consistent with the current and future needs of the Airport and community.

As part of this study, aviation activity forecasts were prepared based on responses to user surveys, the airport’s service area, and on analysis of local and national general aviation trends and socioeconomic data. PNM is home to 45 single engine aircraft, one multi engine aircraft, and three helicopters. The Airport is served by one runway: Runway 15/33. Runway 15/33 is 3,900 feet long and 75 feet wide, and is paved and lit. PNM has a total of 37 hangars: two t-hangars buildings (4 units and 15 units), a single t-hangar unit, and 18 box-style hangars on the airfield. The number of based aircraft at PNM is forecasted to increase from 49 in 2015 to 63 by 2035. Aircraft operations are expected to increase at an annual average growth rate of 2.10%, from 12,606 in 2015 to 19,095 in 2035.

The following are future development recommendations outlined in the Master Plan. These recommendations are based on the anticipated needs at the Airport over the next 20 years.

- Runway 15/33
  - Update Runway 15/33’s designation to Runway 16/34
  - Reconstruct Runway 15/33
  - Replace Runway lighting as part of the Runway 15/33 reconstruction project
  - Add a non-precision approach with vertical guidance to Runway 15

- Taxiway System
  - Reconstruct Taxiway A, A1, A2, A4, A5, and C
  - Update taxiways system design and marking standards
- Install taxiway lights on all taxiways

- Miscellaneous
  - Relocate the AWOS (weather station) southwest of Runway 33 to make the existing location available for future hangar development
  - Plan for short-term, mid-term, and long-term hangar development, and construct when demand warrants
  - Install eight additional tiedown (aircraft parking) spaces (total of 24) by 2035, or as needed.
  - Redesign and expand existing apron to meet spacing standards and add tiedowns
  - Monitor the FAA's and EPA's progress for updated regulations and replacements for Aviation Gas (100LL)
  - Add one additional automobile parking space (total of 25 spaces) by 2035 to the existing A/D building parking lot
  - Install full perimeter fencing around the airport property
  - Remedy possible encroachments to Airport Property
  - Mitigate wildlife attractants and hazards
  - Implement sustainability initiatives
  - Update zoning ordinance to reflect the ultimate Runway 15/33 conditions and removal of Runway 4/22

RUNWAY DEVELOPMENT AND ALTERNATIVES ANALYSIS

During the Master Plan meetings with the Airport Advisory Board (AAB), it was determined that the AAB would like to plan for an ultimate runway length of 4,900 feet, as well as add an additional instrument approach procedure (procedure guides pilots to the runway in inclement weather and reduced visibility). While a runway extension is not currently forecasted to be needed in the next 20-years, the AAB felt it was important to protect for an ultimate extension so that the Airport could accommodate it should the need arise. This analysis, and the focus of the Council Work Session with the AAB, examines potential improvements to instrument approaches and runway length.

The sections below examine the current conditions at the Princeton Municipal Airport, and the alternatives considered for Runway 15/33. Runway extensions were considered to both ends of the existing runway, however only extensions to the Runway 33 end were evaluated since any extension to the 15 (north) end would require multiple road relocations due to Runway Protection Zone (RPZ) requirements.

INSTRUMENT APPROACH CONSIDERATIONS

Instrument approach procedures can be broken down into precision instrument or non-precision instrument approaches. Precision instrument approaches are those approaches that provide both vertical and horizontal guidance to the runway. An Instrument Landing System (ILS) is a common example of a precision approach. Most non-precision approaches have only directional guidance to the runway (as with the current approach). The newest approach published at airports is a Localizer Performance with Vertical Guidance (LPV) approach. An LPV approach is considered a non-precision approach yet it provides both horizontal and vertical guidance to pilots. Most LPV approaches require non-precision design standards at an airport. PNM is currently served by three non-precision approaches. The
lowest approach minimums (ceiling and visibility) are to Runways 15 are 500-foot ceiling (cloud ceiling height above ground) and one mile horizontal visibility.

**Instrument Approach Procedures**

<table>
<thead>
<tr>
<th>Runway</th>
<th>Approach</th>
<th>Visibility Minimums</th>
<th>Ceiling Minimums (Above Ground Level)</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
<td>RNAV(GPS)</td>
<td>1 Mile</td>
<td>401' (500')</td>
</tr>
<tr>
<td>33</td>
<td>RNAV(GPS)¹</td>
<td>1 Mile</td>
<td>521' (600')</td>
</tr>
<tr>
<td>15</td>
<td>NDB</td>
<td>1 Mile</td>
<td>581' (600')</td>
</tr>
</tbody>
</table>

Note: All approaches have a circling option

¹Runway 33 RNAV is Not Available (NA) at night.
Source: U.S. Terminal Procedures, October 2014

The MnDOT State Aviation System Plan (SASP) recommends that PNM, as an Intermediate Airport, have a nonprecision approach with vertical guidance on at least one runway end. PNM has two basic non-precision approaches to Runway 15 and one to Runway 33, with no vertical guidance. While there is no immediate need for a precision approach at PNM, as part of the longer-term planning for the Airport, the following alternatives include evaluation of the ability of the existing airport site to accommodate an approach with vertical guidance either through the addition of a precision approach or a non-precision approach with vertical guidance.

There are several constraints to consider when evaluating the ability of the existing runway to accommodate lower approach minimums. These constraints include:

- **Primary Surface** – The Primary Surface is an imaginary obstruction-limiting surface, which must be clear of all objects. The Primary Surface longitudinally centered on a runway, and extends 200 feet beyond each end of the runway.
  - As a utility runway with non-precision approaches, Runway 15/33’s existing Primary Surface is 500 feet wide and 4,300 feet long.
  - If Runway 15/33’s approaches were increased from non-precision (>=3/4 mile) to precision (<=3/4 mile) the width of the Primary Surface increases from 500 feet to 1,000 feet.

- **Building Restriction Line (BRL)** – A BRL is a line that identifies suitable and unsuitable locations for buildings on an airport, with a goal of preventing buildings from obstructing the Part 77 Imaginary Surfaces.

Figure 2 design shows a 25-foot BRL for the existing Runway 15/33. This line represents the closest a 25-foot tall structure can be built adjacent to the runway.

  - If Runway 15/33’s approaches were increased from non-precision (>=3/4 mile visibility) to precision (<3/4 mile visibility), a 25-foot BRL would be 250 feet further from the runway centerline.

- **Runway Protection Zone (RPZ)** – The RPZ is a trapezoidal shaped area off of each runway end designed to enhance the safety and protection of people and property on the ground. It is desirable to clear the entire RPZ of all above-ground objects. Per FAA Memorandum issued September 27, 2012, *Interim Guidance on Land Uses Within a Runway Protection Zone*, the FAA recommends that if any part of an airport project changes
the size or location of an RPZ, an airport should take all measures possible to remove and prevent any incompatible land uses from the RPZ. Roads are considered an incompatible land use.
- The existing dimensions for Runway 15/33's RPZs are 500 feet by 1,000 feet by 700 feet, compromising of 13.77 acres. The existing RPZs are depicted on Figure 2.
- If Runway 15/33's approach minimums improved from 1 mile to ¾ mile, the RPZs increase in size (to 1,000 by 1,700 feet by 1,510 feet, compromising approximately 49 acres).
- Additionally, if Runway 15/33's approach were improved further, to less than ¾ mile, the size of the RPZs increase to 1,000 feet by 2,500 feet by 1,750 feet, compromising of approximately 79 acres.

• Future Princeton Business Center – The City of Princeton is evaluating an area approximately 1,000 feet northwest of Runway 15/33 for industrial use, shown on Figure 2 as the Future Princeton Business Center. Impacts to this potential industrial park area should also be considered in the runway alternatives. Figure 2 shows the existing condition of the Airport with the existing instrument approach minimums. The Airport currently owns all the land inside the BRL and RPZs, and there are no incompatible uses. However, adding additional approaches with lower minimums would expand both of these areas. The specific effects are examined further in the alternatives below.

ALTERNATIVE 1A
Alternative 1A improves the non-precision approaches to both ends of Runway 15/33 to visibility minimums not lower than ¾ mile (Figure 3). These approaches could include an LPV with 7/8 mile which would meet the MnDOT recommendation of having an approach with vertical guidance. This approach requires a larger RPZ on each end of the runway, which would extend outside the current airport property. This would require property acquisition, as it is recommended that an airport control all land within the RPZ to limit non-compliant land uses. In addition, 100th Avenue and 1st Street would also require relocation outside of the RPZ on the north end (FAA does not consider roads a compatible land use in RPZs). A total of 23.7 acres, including two residences on the Runway 15 end, would need to be acquired by the Airport to safely control all of the RPZ areas. In addition, an LPV approach would require a clear TERPS approach surface for vertically guided approaches which is 30:1, compared to the existing 20:1, resulting in potential tree removal. A variation of this alternative would include establishing an approach of not lower than ¾ mile to only one end, instead of both ends. If that were pursued, an improved approach to the south end (less impactful than improvements to the north end) require 9.3 acres of property acquisition, but would not introduce any incompatible uses to the RPZ. However, adding an LPV approach would lower the TERPS Approach Surface slope from a 20:1 slope to a 30:1 slope, resulting in several tree obstructions both on and off of airport property which would require removal. This sub-alternative is shown on Figure 3B.

ALTERNATIVE 1B
Alternative 1B is similar to Alternative 1A in that it adds a non-precision approach with minimums not lower than ¾ mile to the Runway 15 end; however, it also includes a ½ mile precision approach to the Runway 33 end. A precision approach also requires the installation of a Medium Intensity Approach Lighting System with Runway Indicator Lights (MALSRL), glideslope antenna, and localizer antenna (see Figure 4). Both the glideslope and localizer
antennas have critical areas to protect against signal interference. These critical areas need to be clear of obstructions, as well as adhere to their own grading standards. The ILS approach requires an even larger RPZ on the south end, which increases the amount of property acquisition to a total of 61.7 acres. Similar to Alternative 1, two residences require acquisition and 1st Street and 100th Avenue would need to be relocated. In addition, because approach minimums of \( \frac{3}{4} \) mile increase the primary surface width to 1000 feet, two hangars would need to be removed, construction of hangars on the newly constructed taxi lane south of the apron area would be removal.

**ALTERNATIVE ANALYSIS 1 SUMMARY**

Table 1-2 summarizes the two instrument approach alternatives for PNM. Both alternatives are similar in the primary constraining factors. The main difference between the two alternatives is Alternative 1B’s \( \frac{3}{4} \)-mile approach triggers the needs for expanded instrument facilities as well as having a more restrictive RPZ.

**Alternative 1 Analysis Summary**

<table>
<thead>
<tr>
<th></th>
<th>Alternative 1A</th>
<th>Alternative 1B</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bldg Obstructions</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Runway 15 RPZ (North end)</td>
<td>Structures in RPZ (require removal)</td>
<td>Structures in RPZ (require removal)</td>
</tr>
<tr>
<td></td>
<td>Relocate 100th Ave &amp; 1st Street</td>
<td>Relocate 100th Ave &amp; 1st Street</td>
</tr>
<tr>
<td></td>
<td>Future Princeton Business Center in RPZ</td>
<td>Future Princeton Business Center in RPZ</td>
</tr>
<tr>
<td>Runway 33 RPZ (South End)</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Other Impacts</td>
<td>N/A</td>
<td>Hangars to be removed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>MALSR, Localizer, and Glideslope to be added</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prevents hangars on recently constructed taxi lane</td>
</tr>
<tr>
<td>Property Acq.</td>
<td>23.7 acres (2 Residences)</td>
<td>61.7 acres (2 Residences)</td>
</tr>
</tbody>
</table>

**ALTERNATIVE ANALYSIS 1 - PREFERRED ALTERNATIVE**
The AAB chose to not pursue a precision approach due to the increase in size of the BRL (resulting in structure/hangar removal) and other associated impacts for a precision approach. The AAB indicated it would like to consider pursuing an LPV approach with minimums not lower than \( \frac{3}{4} \) mile to the Runway 33 end (a variation to Alternative 1A).
RUNWAY LENGTH CONSIDERATIONS

The purpose of the runway length analysis is to determine if the length of the existing runway is adequate for existing and projected aircraft operations at PNM. Runway 15/33 is currently 3,900 feet. Runway length is dependent on many factors including: airport elevation, temperature, wind velocity and direction, ambient air temperature, aircraft weight, flap settings, length of haul, runway surface (wet or dry), runway gradient, presence of obstructions, and any imposed noise abatement procedures or other prohibitions. While the FAA does not have standards for runway lengths, FAA AC 150/5325-4B, Runway Length Requirements for Airport Design, provides guidance to determine the recommended runway length for an airport based on the above factors.

The process to determine recommended runway length begins by determining the landing weight of the Critical Aircraft and the aircraft anticipated to regularly use the Airport within the planning period. For aircraft weighing 60,000 pounds or less, the runway length is determined by family groupings of aircraft having similar performance characteristics (i.e. small and large airplanes). Small airplanes are defined by the FAA as airplanes weighing 12,500 pounds or less at Maximum Takeoff Weight (MTOW), while large airplanes in this context exceed 12,500 but weigh less than 60,000 pounds. For aircraft weighing more than 60,000 pounds, the required runway length is determined by aircraft specific length requirements.

Table 1-3 shows the FAA recommended runway lengths for PNM computed using the guidance provided in FAA AC 150/5325-4B, Runway Length Requirements for Airport Design. The runway lengths in AC 150/5325-4B are calculated based on the anticipated types of aircraft using the facility, the Airport elevation, and site meteorological conditions, such as the mean maximum temperature of the hottest month of the year. According to the National Weather Service, the mean maximum temperature of the hottest month in the City of Princeton, Minnesota is 82.0°F and occurs in July. The Airport has an elevation of 980 feet above mean sea level.

<table>
<thead>
<tr>
<th>Aircraft Type</th>
<th>FAA Recommended Runway Lengths</th>
</tr>
</thead>
<tbody>
<tr>
<td>Small Airplanes (12,500 lbs or less)</td>
<td>Runway Length</td>
</tr>
<tr>
<td>w/ Approach Speeds &gt;50 knots</td>
<td></td>
</tr>
<tr>
<td>Small Airplanes with &lt;10 Passenger Seats</td>
<td></td>
</tr>
<tr>
<td>95% of these Small Airplanes</td>
<td>3,400'</td>
</tr>
<tr>
<td>100% of these Small Airplanes</td>
<td>3,900'</td>
</tr>
<tr>
<td>Small Airplanes with ≥10 Passenger Seats</td>
<td></td>
</tr>
<tr>
<td></td>
<td>4,200'</td>
</tr>
<tr>
<td>Large Airplanes (12,500 lbs to 60,000 lbs)</td>
<td></td>
</tr>
<tr>
<td>75% of the Fleet at 60% Useful Load</td>
<td>5,400'</td>
</tr>
<tr>
<td>75% of the Fleet at 90% Useful Load</td>
<td>7,250'</td>
</tr>
</tbody>
</table>

Source: AC 150/5325-4B, Runway Length Requirement for Airport Design

PNM’s Critical Aircraft (King Air 90) places the Airport in the group of Small Airplanes with approach speeds greater than 50 knots and less than 10 passenger seats. Within this grouping of aircraft, FAA recommends choosing a runway length to accommodate 95% or 100% of Small Airplanes based on the airport’s location and the amount of existing or planned aviation activities. The “95% of Small Airplanes with less than 10 passenger seats” criterion applies to airports that are primarily intended to serve medium size population communities with a diversity of usage. It also applies to those airports that are primarily in-
tended to serve low-activity locations, small population communities, and remote recreation-
al areas. The "100% of Small Airplanes with less than 10 passenger seats" criterion applies
to an airport that is primarily intended to serve communities located on the fringe of a metropoli-
tan area or a relatively large population remote from a metropolitan area. The City of
Princeton falls within the 100% category, on the fringe of a metropolitan area, with a rec-
commended runway length of 3,900 feet. Based on the FAA’s runway length recommenda-
tions in AC 150/5325-4B, Runway 15/33’s existing length of 3,900 feet is adequate to ac-
commodate the aircraft fleet currently using and forecasted to use PNM (small aircraft with
less than 10 passenger seats); therefore no runway extension is recommended in the near-
term. Furthermore, no user indicated in the user surveys a need for a longer runway at
PNM. However, the Airport Advisory Board has indicated the desire to plan for a longer run-
way as part of the Airport’s long-term plan. The following alternatives evaluate various run-
way extension options and the ability of the existing airport site to accommodate a longer
runway.

RUNWAY IMPROVEMENT CONSIDERATIONS
There are several considerations to developing alternatives for Runway 15/33, which in-
clude:

- **Runway Protection Zones (RPZs)** – Per FAA Memorandum issued September 27,
  2012, *Interim Guidance on Land Uses Within a Runway Protection Zone*, the FAA rec-
  omends that if any part of an airport project that changes the size or location of an
  RPZ (protected area off the end of a runway), an airport should take all measures pos-
  sible to remove and prevent any incompatible land uses from the RPZ. Roads and
  structures are considered an incompatible land use.

- **MN Airport Zoning** – In Minnesota, land use safety zoning is required under Minneso-
ta Rules Chapter 8800.2400, and include Safety Zone A, Safety Zone B, and Safety
  Zone C. These zones are intended to restrict land uses that may be hazardous to the
  operational safety of aircraft using the airport. and to protect the safety and property of
  people on the ground in the area near the airport.
  - **Zone A**: No buildings, temporary structures, exposed transmission lines, or other simi-
    lar above-ground hazards are permitted within Zone A, and shall be restricted to those
    uses which will not create, attract, or bring together an assembly of persons thereon.
    Existing nonconforming uses may be permitted; however, future non-compatible uses
    would be prohibited.
  - **Zone B**: Zone B is restricted to sites of three or more acres, which use will not create,
    attract, or bring together a site population that would exceed 15 times that of the site
    acreage, and have no more than one building plot. Existing nonconforming uses may
    be permitted; however, future non-compatible uses would be prohibited.

- **Future Princeton Business Center** – The City of Princeton is evaluating an area ap-
  proximately 1,000 feet northwest of Runway 15/33 for industrial park expansion, shown on
  Figure 2 and 5 as the Future Princeton Business Center. This area is partly
  within the current Safety Zone A (non-compliant) and B (compliant) boundaries. Im-
  pacts to this potential industrial park area should also be considered in the runway al-
  ternatives.

- **Consideration of Runway Lengths Longer than 4,900’** – 4,900 feet was used as the
  maximum extension length as MnDOT Aeronautics requires runways with a length
greater than 4,900 feet to have a precision approach to at least one runway end. The
  addition of a precision approach would require significant impacts including property
acquisition, more restrictive airport zoning, hangar removal, road relocation and other impacts, as shown in Alternative 1B (Figure 4). As a result, runway alternatives with lengths over 4,900 feet were not considered.

- Runway End Extensions – Runway extensions were considered to both runway ends; however, only extensions to the Runway 33 (south) end were evaluated since any extension to Runway 15 (north) end would require multiple road relocations due to RPZ requirements. Runway 15/33 alternatives analysis will examine the ability of the existing airport site to accommodate a runway extension. Figure 5 summarizes the considerations to developing these runway alternatives.

ALTERNATIVE 2A – 4,400’ RUNWAY
Alternative 2A includes an extension of 500 feet to the south for a total length of 4,400 feet, and 1-mile nonprecision approaches to both ends, as depicted in Figure 6. This 500 foot extension is the maximum extension that can be accomplished within the existing airport property. A length of 4,400 feet is slightly longer than the length needed for a King Air 200 (small aircraft with ≥10 Passenger Seats). Although no King Air 200 (or similar) users are requesting a longer runway at this time, it is feasible that a King Air 200 user would require 4,400 feet at PNM in the future. The 500-foot runway and taxiway extensions would require approximately 0.37 acres of wetland fill to accommodate the required grading standards of the safety areas. Additionally, this alternative would impact the existing service road leading to the Flight Service Station (FSS) equipment on the southwest side of the runway. This road will need to be relocated as it will continue to be needed for the FSS equipment. Because Alternative 2A keeps the RPZ within airport property, no property acquisition is required. Since the Airport Zoning Safety Zones extend proportionately with runway length, the Airport Zoning would be impacted on both runway ends. The existing and future Zones A and B are shown on Figure 7. New incompatible land uses would result (see orange areas on Figure 7). On the north (Runway 15) end, there is a residential area that would be a new use within Zone B and the church would also be a new use within Zone B. While these uses would be “grandfathered” into the new zoning, no expansion of these sites would be permitted. On the south (Runway 33) end, Prairie Restorations would be encompassed within Zone B. The area currently in agricultural use (a compatible use) by Prairie Restorations would be limited for future development to uses compatible with Zone B. This alternative would cost approximately $1.65 million in 2017 dollars. Based on current anticipated funding ratios, the City of Princeton would be expected to pay 10%, or $165,000.

ALTERNATIVE 2B – 4,900’ RUNWAY
Alternative 2B maximizes the runway length permitted (4,900 feet) without a precision approach per MnDOT Aeronautics requirements by increasing the runway extension to the south. As such, this alternative includes a 1,000-foot extension for a total runway length of 4,900 feet (Figure 8), while keeping the existing approach minimums of 1-mile. A 4,900-foot long runway is longer than that required for a King Air 200 type aircraft (which requires 4,400 feet) but less than the next FAA grouping of aircraft (large aircraft weighing between 12,500 pounds and 60,000 pounds) which typically require around 5,500 feet at locations similar to Princeton. This longer extension would increase wetland impacts to 0.53 acres of wetland fill and require 4.7 acres of property acquisition. Similar to Alternative 2A, the access road to the FSS equipment would need to be relocated or removed. Alternative 2B also results in additional non-compatible uses being introduced into the future Zones A and B as shown in orange on Figure 9. Similar to Alternative 2A, the new Safety Zone B would en-
compass the same church and residential area. Additionally, one residential use area (currently in Zone B) would be a new incompatible use within Zone A. As with Alternative 2A, these uses would be “grandfathered” once the zoning is revised, but no expansion of these sites would be permitted. On the Runway 33 (south) end, a portion of Prairie Restorations property would be within future Zone A; no additional structures would be permitted in this area. Two existing structures would be incompatible uses within this zone. Additionally, other portions of the Prairie Restorations property currently in agricultural use would be limited for future development to uses compatible with Zone B. The residential area south of 315th Avenue would be a new incompatible land use in Zone B (due to incompatible lot size). This alternative would cost approximately $2.9 million in 2017 dollars. Based on current anticipated funding ratios, the City of Princeton would be expected to pay 10%, or $290,000.

<table>
<thead>
<tr>
<th>Alternative 2 Analysis Summary</th>
<th>Alternative 2A (South Extension 4,400-foot Runway)</th>
<th>Alternative 2B (South Extension 4,900-foot Runway)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Runway 15 (South End) Zoning</td>
<td>FSS Equipment Road to be relocated/closed</td>
<td>FSS Equipment Road to be relocated/closed</td>
</tr>
<tr>
<td></td>
<td>Prairie Restorations new use in Zone B (compatible, future potential development restricted)</td>
<td>Residential new use in Zone B (lot size incompatible)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Prairie Restorations new use in Zone B (compatible, future potential development restricted) and Zone A (structures incompatible)</td>
</tr>
<tr>
<td>Runway 33 (North End) Zoning</td>
<td>Church new use in Zone B (use incompatible)</td>
<td>Church new use in Zone B (use incompatible)</td>
</tr>
<tr>
<td></td>
<td>Residence new use in Zone B (compatible if &gt; 3 acre lots)</td>
<td>2 Residences new use in Zone B (lot sizes incompatible)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Residence new use in Zone A (structure/use incompatible)</td>
</tr>
<tr>
<td>Property Acquisition</td>
<td>0 acres</td>
<td>4.7 acres</td>
</tr>
<tr>
<td>Wetland Fill Impacts</td>
<td>0.37 acres</td>
<td>0.53 acres</td>
</tr>
<tr>
<td>Design Aircraft</td>
<td>King Air 200 (or similar aircraft 12,500 lbs or less with ≥10 Passenger Seats)</td>
<td>Operationally limited aircraft in the grouping that makes up 75% of the fleet of aircraft between 12,500 lbs &amp; 60,000 lbs. at 60% useful load. (Example limitation, aircraft may be limited to dry runway conditions)</td>
</tr>
</tbody>
</table>
The AAB chose 4,900 feet as the preferred ultimate runway length for Runway 15/33. Alternative 2B was preferred because it provides the maximum length (4,900 feet) without requiring a precision approach. However, the AAB requested Alternative 2B be reexamined to determine any opportunity to limit the zoning impacts to the church on the north end of the runway.

**ALTERNATIVE 2C – SHIFTED 4,900’ RUNWAY**

To avoid impacting the church on the north (Runway 15) end, Alternative 2C reexamines Alternative 2B by shifting 4,900-foot runway south. Alternative 2C shifts the entire runway south approximately 1,000 feet as depicted on Figure 10, which is enough to match the outer edge of the future MnDOT Safety Zone B with the outer edge of the Existing Zone B (Figure 11). The impacts of Alternative 2C include an additional portion of the future Princeton Business Center within Safety Zones A and B, as well as including one new building into the boundary of the 40:1 TERPS Departure Surface, potentially requiring removal. A positive impact of Alternative 2C on the north end is that a few structures would be shifted from existing Zone A to future Zone B, which includes less restrictive regulations. All of these impacts can be seen on Figure 10 and Figure 11. Additionally, by shifting the entire runway south, the first 1,000 feet of existing runway would need to be removed, as well as a portion of the existing taxiway and connectors. The new Runway 33 (south) end would also require an additional connector taxiway as shown on Figure 10. On the south (Runway 33) end, there are a few additional impacts that shifting and extending the runway further south would cause. Shifting/extending the runway and taxiway would result in approximately 0.55 acres of wetland fill in order to provide a Runway Safety Area (RSA) and Taxiway Object Free Area (TOFA). In order to ensure compatible land use, additional property would have to be purchased. At a minimum, the entirety of the Building Restriction Line (BRL) as well as the Runway Protection Zone (RPZ) would need to be acquired, approximately 23.2 acres. The Flight Service Station (FSS) equipment access road would also need to be abandoned/relocated. The new boundaries of airport zoning would also include some new and incompatible uses. Prairie Restorations would be a new use within Zone A, and new structures or new incompatible uses on this property would not be allowed. The residential area south of 315th Avenue NW would be a new incompatible use within Zone B, as lot sizes cannot be smaller than 3 acres within this zone (several of the lots in the area are listed as 2.5 acres). These lots would remain, but no new structures on lot sizes less than 3 acres would be allowed. This alternative would cost approximately $6.1 million in 2017 dollars. Based on current anticipated funding ratios, the City of Princeton would be expected to pay 10%, or $610,000.

**REVISED ALTERNATIVE ANALYSIS 2 SUMMARY**

The differences between the chosen Alternative 2B and the revised Alternative 2C are shown below.

<table>
<thead>
<tr>
<th>Runway 15 (South End) Zoning</th>
<th>Alternative 2B (South Extension 4,900-foot Runway)</th>
<th>Alternative 2C (South Extension and Shift 4,900-foot Runway)</th>
</tr>
</thead>
<tbody>
<tr>
<td>FSS Equipment Road to be relocated/closed</td>
<td>Residential new use in Zone</td>
<td>Residential new use in Zone</td>
</tr>
<tr>
<td>Runway 33 (North End) Zoning</td>
<td>Church new use in Zone B (use incompatible)</td>
<td>Additional areas of Future Princeton Business Center in Zone A and B (development considerations)</td>
</tr>
<tr>
<td>------------------------------</td>
<td>-------------------------------------------</td>
<td>--------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Property Acquisition</td>
<td>4.7 acres</td>
<td>Structures moved from Zone A to Zone B</td>
</tr>
<tr>
<td>Impacted Wetlands</td>
<td>0.53 acres</td>
<td></td>
</tr>
<tr>
<td>Design Aircraft</td>
<td>Operationally limited aircraft in the grouping that makes up 75% of the fleet of aircraft Between 12,500lbs &amp; 60,000 lbs. at 60% useful load (Example limitation, aircraft may be limited to dry runway conditions)</td>
<td>Operationally limited aircraft in the grouping that makes up 75% of the fleet of aircraft Between 12,500lbs &amp; 60,000 lbs. at 60% useful load (Example limitation, aircraft may be limited to dry runway conditions)</td>
</tr>
<tr>
<td>Estimated Cost</td>
<td>$2,900,000 ($290,000 local)</td>
<td>$6,100,000 ($610,000 local)</td>
</tr>
</tbody>
</table>

**ALTERNATIVE ANALYSIS 2 – PREFERRED ALTERNATIVE**

The AAB chose Alternative 2C as the preferred ultimate runway condition for Runway 15/33 as it provides the maximum length (4,900 feet) without requiring a precision approach, and minimizes impacts to the church on the north end of the runway.

Walker asked the necessary zoning could be put in place if the extended runway wasn’t put in as of yet. Nowicki stated it would need to be in the plan.

Whitcomb said as nice as the people are to the south, once you start looking at their land, they going to want more $ to sell.

Edmonds says his suggestion is to leave the current size runway the way it is at this time and only remove the crosswind runway. He likes the idea of the new open area for hangers as well.

Walker asked if the state will pay for the rezoning. Nowicki replied that the state will pay for part of that process. Even if we don’t rezone to the south, the process will need to be done to remove the crosswind.
Nowicki stated that the Council does not need to make a decision tonight. Zimmer said he would like some time to think through this.

Walker suggested putting it on the next study session and invite the airport board. Karnowski responded that the Airport Board was informed that the Council would be reviewing this tonight and none of them is in attendance.

Zimmer asked if it would be suitable to talk with Prairie Restorations to ask about their future plans for the land.

Edmonds asked if Baldwin Township will have a say. Nowicki responded that if the zoning needs to be amended, the Township would be invited to be involved in the zoning board.

WALKER MOVED TO TABLE THIS UNTIL THE NEXT STUDY SESSION FOR MORE DISCUSSION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Butterfly Garden**

Karnowski advised that Princeton Public Utilities (PPU) is requesting the city’s permission to establish a 'butterfly garden' between the back wall of the liquor store and the building’s west property line.

They would then plant that area with plant pollinator seeds to create what is called a “monarch waystation”.

The program is the brainchild of the Southern Minnesota Municipal Power Agency (SMMPA) of which the PPU is a member.

Because the proposed butterfly garden will be on city property, a motion from the Council allowing the use on city property for that purpose would be required.

WALKER MOVED TO APPROVE A BUTTERFLY GARDEN TO BE PUT IN BETWEEN THE BACK WALL OF THE LIQUOR STORE AND THE WEST PROPERTY LINE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**NSP Funding Issue**

Foss reported that City Staff has been working with Mr. Wayne Eller of East Central MN Habitat for Humanity in an attempt to close out the Neighborhood Stabilization Program (NSP) that was begun in 2007.

The two remaining single family lots that the City used NSP funds for needs to have replacement residential properties and needs to maintain the affordability requirement for 25 years.

East Central MN Habitat for Humanity has made numerous requests of the City to move forward with the completion of two single family homes on the two remaining NSP lots, and
to also build an additional single family home on a lot that they purchased previously. The requests included the waiving of costs of land purchase, waiving of SAC/WAC fees, reduced building fees, etc.

At the April 2017 Study Session, Council agreed to the requests made by Mr. Eller, with the exception of extending sewer/water to the property at 308 9th Ave. South.

Mr. Eller has informed staff that due to budgetary constraints unless the City is able to extend sewer/water to the parcel owned by Habitat, they cannot do the construction.

If the sewer/water extension is completed this spring, they can complete all three properties by summer 2018.

If the City is unable to reach a negotiation with Habitat for Humanity, it is likely that MN Housing Finance Agency (MHFA) will request recapture of the funds used on these parcels. This amount is in the ballpark of $100,000. The cost to run sewer/water to the premises is around $15,000.

Staff is requesting a motion to approve the requests made by Mr. Eller and East Central MN Habitat for Humanity including the sewer/water extension to 308 9th Ave. South.

Whitcomb asked if PUC has weighed in on this. Foss said Wangen has not yet discussed this with the PUC Board, but will be bringing it to their attention.

Whitcomb said he feels the City will be able to come up with the necessary $15,000 to run the water and sewer to the premises easier than the $100,000 that would need to be paid back.

WHITCOMB MOVED APPROVE THE REQUEST FOR THE CITY TO INCLUDE THE SEWER AND WATER EXTENSION TO 308 9TH AVE SOUTH. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Closed Meeting (Discuss Pending Round-a-bout litigation)**

Whitcomb stated that this agenda item is to discuss pending litigation In the Matter of the proposed 21st Roundabout Project Assessments.

This portion of the properly noticed regular meeting of the City Council of the City of Princeton will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (b) under the attorney/client privilege exception to the Minnesota Open Meeting Law to discuss pending litigation related to the matter of the proposed 21st Roundabout Project Assessments.

The city’s need for absolute confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

- Absolute confidentiality is necessary so that the City Council and legal counsel can have a candid and open discussion to determine the available legal options to handle the pending litigation, including strategy and possible areas of resolution.
• The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine the legal options for handling the referenced pending litigation.
• The only business to be discussed in this portion of the meeting is the pending litigation.
• An open session would be detrimental because it may take place in the presence of individuals involved in the litigation.
• A closed session would benefit the public because the ultimate outcome of the litigation may impact the finances of the City.

ZIMMER MOVED CLOSE THE MEETING AT 6:00 PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER MOVED ADJOURN THE CLOSED MEETING AT 7:15PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO ADJOURN THE STUDY SESSION AT 7:15PM. ZIMMER 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 MAY 11, 2017 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 Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of April 27, 2017
B. Study Session Meeting Minutes of May 4, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF APRIL 27, 2017 AND THE STUDY SESSION MEETING MINUTES OF MAY 4, 2017. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
  1. Public Works – approval to hire PT Seasonal Justin Zahner effective May 15, 2017
  2. Public Works – approval to hire PT Seasonal Alexander West effective June 5, 2017
  3. Approval to Hire Splash Park employee Clara Skeim
  4. Approval to Hire Splash Park employee Kailee Roth
  5. Approval to Hire Splash Park employee Robyn Schramel
C. Donations/Designations
  1. Resolution 17-23 accepting donation to the Police Department

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Minutes of April 20, 2017
B. Park Board Minutes of April 24, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Ordinance 750 – Solicitor permit amendment –FINAL Reading

Karnowski advised that staff found a loophole which would allow “solicitors” to sell without a license (and only “register” with the city) At the end of the current ordinance, it also states that when a solicitor “registers” with the city, the application is signed off on immediately after it is filled out. Therefore, a background check would not be completed in those instances.

Definition of “Solicitor” which would encompass most people wishing to go Door to Door:
“Solicitor” - a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property or services of which the person may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this section if the actual purpose of the person’s activity is to obtain or attempt to obtain orders as discussed above. The term shall have the same meaning as the term “canvasser.”

The proposed amendment simply changes the requirement that Solicitors are required to be licensed and a background check done as it is with Peddlers and Transient Merchants.

If the Council agrees with requiring Solicitors to have a background check done and be licensed, please approve Ordinance #750.

EDMONDS MOVED TO APPROVE ORDINANCE 750 AMENDING CHAPTER 670 OF THE CITY OF PRINCETONS ORDINANCES IN REGARD TO PEDDLERS, HAWKERS, SOLICITORS AND TRANSIENT MERCHANTS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Council Chambers Remodeling Proposal

Karnowski stated at a recent study session. Dr Espe spoke on the School Board’s ideas for the Council Chambers. The U shaped Dias would allow seating for 11 and be moved back a bit, with the floor flattened to eliminate the step which is not ADA compliant. Carpet, paint and for the cabinetry to be removed to allow for more room. The estimated total cost is $40,000. The School District understands that they are a bigger user of the space and stand ready to pay for a greater cost, but are wondering if the City could contribute as well.

Sara Marxhausen advised that Dr. Espe have a conflict and could not attend the Council meeting tonight. She was at the Middle School, but is now the School District’s Director of Human Resources.

Whitcomb asked if it there was a way to use the current Dias instead of building a new one. Marxhausen replied that Crystal Cabinets did look at the current Dias and determined that it should be replaced.

Karnowski said he did speak to the city’s building inspector and the Council Chambers does currently meet the ADA requirements with the ramp and step warning labels.

Zimmer commented that if the council was sitting further back, they would lose some of the personal connection to the residents that come to speak to the Council. Marxhausen responded that the podium will be easily moved, so that should solve that issue.

Edmonds stated that being new on the Council, he has been struggling with this a little. The shared building and Council chambers is a new arrangement and this seems to be a bit too soon. Although he would like to see a technology upgrade.
Reynolds commented that it is obvious they have put a lot of thought into this remodeling plan and he would personally like to see this plan acted in full.

Whitcomb said doesn’t like seeing the floor lowered, as he likes to see the back of the audience. Walker said he agrees with Whitcomb and feels it should be slightly raised.

Whitcomb asked if it would be the School District’s responsibility if the bids came in high. Marxhausen responded that was correct, and they did estimate the costs on the high side. She added that the District recently learned that Crystal Cabinets has donated the materials for the new Dias and they will only need to pay the labor.

Walker said he understands that the School watches their pennies as much as the city does, and knows they will be looking for the best price. He is good with the project.

Zimmer stated that this will be an improvement to the Council Chambers. If he remembers correctly, this design it is pretty similar to how the board room at the old district meeting area is set up.

Whitcomb asked what will happen with the regular meetings during the construction. Marxhausen replied that the School Board had discussed that and were thinking that meetings could be moved to one of the school’s media centers.

School Board member Eric Strandberg added that they are estimating the remodeling to be completed in 4 weeks.

Karnowski stated that from a City staff perspective, the office remodel went on for much longer than estimated and created some ill will. If this will only take a month, the city can work around that, but he suspects it will take much longer. Strandberg said he is a pipe fitter by trade and he is confident that this should only take about a month to complete. They can also require the contractors to use the back school entrance so the city would not be dealing with that traffic.

Karnowski mentioned the City possibly using the Civic Center if it is open for meetings as well.

Walker questioned if some of the room could be used during the construction because most of the work should be happening in the front near the Dias. He said he would like to get this project done and asked the school to do what they can to hurry the project along.

Zimmer asked them to pass along the city’s comments if the project is approved. Karnowski suggested putting time requirements in the bid, so they will be more apt to meet the deadline.

Jackson added that he would like Staff to look at the design and have some input, as the current Dias would not fit all the City staff. So, he would like to see how a table would fit, or if the Dias could be extended on one side.

Karnowski commented that at other cities he has worked at, many people seemed to be confused as to who was elected and who was appointed. With the table, there is a clear separation between the elected officials and appointed staff. Jackson agrees, but if the Dias has seating for 11, it would look strange to only have part of the seats used and a full table off to the side.

Whitcomb asked what the council wishes.
Walker asked if the tables would match the Dias. Marxhausen replied that they will have new matching tables that are on wheels.

REYNOLDS MOVED TO APPROVE THE COUNCIL CHAMBER REMODELING, WITH THE EXCEPTION THAT THE CABINET IN THE REAR CORNER WILL REMAIN. WALKER SECONDED THE MOTION.

THOM ASKED REYNOLDS IF HE WOULD ACCEPT A FRIENDLY AMENDMENT, REQUIRING FINAL STAFF APPROVAL OF THE DESIGN. REYNOLDS ACCEPTING THE AMENDMENT.

Whitcomb added that he would also like to see the school district keep city administration informed weekly on the progress.

Karnowski stated that he appreciates Walker’s amendment involving staff in the discussion and design approval. He asked if staff should veto the project if there cannot be a suitable design agreed upon. Walker stated he just wants to see the best outcome for both the city and school.

Marxhausen replied that it can be difficult to get everyone to all agree on the same thing, but from the discussion tonight she understands that the council would like to see.

Walker said he is sure Crystal Cabinets can do a drawing with the design plan, floor elevations, etc. He thinks the school and city can come up with something that accommodates both the School Board and the City Council.

VOTE 3:2, EDMONDS AND WHITCOMB OPPOSED, THE MOTION CARRIED

B. Airport Crack Sealing Bid Recommendation

Karnowski reported that the project scope includes crack sealing airfield pavements, including the runway, taxiways, and apron areas.

On Friday, April 21, 2017, the SEH on behalf of the City of Princeton accepted quotes for the airport crack sealing project. The estimate for the project was $33,400.00. Three (3) quotes were submitted, with the results as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Base Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Struck &amp; Irwin Paving, Inc.</td>
<td>$25,813.00</td>
</tr>
<tr>
<td>Fahner Asphalt Sealer, LLC.</td>
<td>$27,228.00</td>
</tr>
<tr>
<td>Asphalt Surface Technologies Corp. (ASTECH)</td>
<td>$44,285.00</td>
</tr>
</tbody>
</table>

Based on past experience with Struck & Irwin Paving, as well as company reputation, it is our recommendation that the City of Princeton award the 2017 Crack Seal project to Struck & Irwin contingent on receipt of the FAA grant. In reliance on our experience with all of the contractors and information provided in the bid packages, we have determined that 1) they have a sufficient understanding of the project and equipment to perform the construction for which it bid; and 2) according to their bonding agent they presently have the financial ability to complete the project bid. SEH makes no representation or warranty as to the actual financial viability of the contractor or its ability to complete its work.

The total project costs are estimated to be as follows:
Constructions (Struck & Irwin) $25,813.00
Design/Construction Administration Eng. (SEH) $13,700.00
Administrative (City of Princeton) $1,000.00
TOTAL PROJECT COSTS: $40,513.00

The project is eligible for federal grant funding at 90 percent and MnDOT funding at 5 percent of project costs. Ultimately, it is expected the local share for crack sealing work from the City of Princeton will be approximately $2,026.00. Since the final eligibility determination is made once the grant application is submitted, there could be some changes in the final local share.

WALKER MOVED TO AWARD THE 2017 AIRPORT CRACK SEAL PROJECT TO STRUCK AND IRWIN IN THE AMOUNT OF $25,813.00. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. PFRD Retirement Benefit Increase request

Adam Cook advised that the Princeton Fire and Rescue Department's Relief Association is respectfully requesting that the Princeton City Council approve the Association's benefit level from $3,000 to $3,075 per year of service.

The Princeton Fire Relief Association is made up of 31 active paid-on-call members of the Princeton Fire and Rescue Department. The purpose of the association is to provide retirement, disability and death benefits to the members or beneficiaries of members of the department. The pension benefit is also one way to encourage volunteer or paid-on-call members to "stay on the job".

The State of Minnesota has provided the major share of funding for the association through distribution of the money collected from a gross earnings tax on fire insurance premiums sold in the state, also known as "2% Money". The funds are allocated back to the departments based on the population and property values in the area served by that department. There is a strong relationship between state fire aid and the number of fire-related calls a fire department responds each year. The state fire aid was established in 1985 and has been the most stable source of funding. According to the most recent state auditor's report, Princeton Fire Relief Association is in the 89% in the amount received and the 88% in pension amount. The relief association does benefit from the population and valuation that comes from the areas of Princeton Township, Wyant Township, Blue Hill Township, Greenbush Township, City of Princeton that is served by Princeton Fire and Rescue Department.

The City has also shown continued support of the Relief Association as example by this year's budgeted contribution of $19,135.

State law requires that a relief association be governed by a nine-member board of trustees. The Princeton Fire Relief Association is directed by six trustees elected by members of the Fire Department, the fire chief, the city Administrator, and the Mayor. Monthly board meetings and a minimum of four quarterly meetings are held each year to oversee the management of the Association's funds.

The members of the Relief Association are covered by a defined benefit plan. The benefit level of the plan is determined by the number of members, their length of service, and the value of the relief fund. Benefit level studies are performed on an annual basis. When a benefit level
increase is warranted an approval request is made to the City Council. This year the relief board approved a request to council for an increase effective March 21st, 2017. The per year benefit level would go from $3,000 to $3,075.

The Princeton Fire Relief Associations assets are invested through The Parr McKnight Wealth Management Group, of Wells Fargo Advisors. The Parr McKnight Group specializes in working with relief associations to help them formulate an investment policy statement, manage and supervise their investments, receive on going trustee education and assist in the reporting process. They currently work with over 65 relief associations in the state of MN. The relief association has adopted an Investment Policy Statement for the investment for our pension fund. Our target investment allocation is sixty percent in stocks, thirty-five percent in bonds and five percent in cash. We rebalance to our target allocation annually. The Relief Board believes in long-term investing and has resisted attempting to time market moves.

The Princeton Fire relief board believes that it has fiduciary responsibilities to both the membership and to the Council. The responsibility to the membership is to seek the highest financially sound benefit level. The responsibility to the Council is to not expose the city to any financial risk which could lead to mandatory contributions. Historically after the State and City contributions our investments only needed returns of 4% to cover normal costs and stay one hundred percent funded. Even with this increase for 2017 we are projecting a funding ratio over 107%.

The PFRD's Relief Association Retirement Benefit level was increased from $2,875 to $3,000 on September 3 of 2015. Previous to that, the benefit had not been increased during the previous 12 years because of the economic slowdown.

The Relief Association is asking for approval to increase the benefit by $75. This would change the yearly benefit level from $3,000 to $3,075 per year of service.

The Relief Association membership thanks the Council for its past and future support.

Zimmer asked how PFRD stacks up to other local communities. Lawrence and Cook responded that it the benefit level is all over the board. Whitcomb said this is a good way of retaining firefighters.

Walker said this is only about a 2% increase and is in favor of it.

ZIMMER MOVED TO INCREASE THE RELIEF ASSOCIATION BENEFIT LEVEL FROM $3,000 TO $3,075 PER YEAR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. PFRD New Recruit Update

Chief Lawrence said the new recruits are all excited and doing well. He is requesting that the City Council approve designating the following three new recruits to the status of ‘probationary firefighter’ pending a successful completion of their medical physical and psychological exam:

Toni Ickler
James Ahner
Mark Ellington
Those are the final two steps in the hiring process and should be completed by May 20th.

WALKER MOVED TO DESIGNATE TONI ICKLER, JAMES AHNER AND MARK ELLINGTON AS PROBATIONARY FIREFIGHTERS PENDING SUCCESSFUL COMPLETION OF THEIR MEDICAL, PHYSICAL AND PSYCHOLOGICAL EXAM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. PFRD New Helmet Purchase proposal

Karnowski advised that the PFRD has obtained 3 quotes for fire helmets and fronts. Chief Lawrence wishes to share with the city council that we are ready to purchase the helmets. CIP amount was for $6500.00 and the total price will be just short of the $6500.00.

ZIMMER MOVED TO INCREASE THE RELIEF ASSOCIATION BENEFIT LEVEL FROM $3,000 TO $3,075 PER YEAR. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. City Policies

Karnowski reported that Staff has spent some time over the past few months sifting through various policies that have been adopted or drafted but not presented for Council consideration.

There are 33 policies that have been adopted since 1995. They include:

- Technology Policy
- Fire Department Billing Policy
- Business Subsidy Policy
- Police Ride Along Policy
- Liquor Store Grant Policy
- Employee Wellness & Recognition
- Investment Policy
- Web Page Hosting Policy
- City Property Salvaging Policy
- Fundraising on City Property Policy
- Boulevard Tree Policy
- Vehicle Use Policy
- City Hall Use Policy
- SCDP Anti-Displacement Policy
- Right-of-way Vacating Policy
- Annexation Policy
- Library Community Room Policy
- Vacation of City Property Policy
- Mark Park Softball Field Policy
- Fixed Asset Policy
- Fund Balance Policy
- Sewer Maintenance Policy
- Geocaching Guidelines Policy
- Web Page Linking Policy
- Hepatitis B Policy
- Facebook Policy
- Insuring Not Public Data Policy
- Assessment Deferment Policy
- Data Practices Policy
- Snow Removal Emergency Policy
- Security Camera Policy
- Donation of Surplus City Equip. Policy
- PFRD Lost Pager Policy

The policies that have been drafted over the years to address specific issues but then not presented for Council consideration include:

- City Spokesperson Policy
- Public Forum Comment Policy
- Conflict of Interest Policy
- Driver’s License Check & Flagging Policy
- Professional Service Contact Policy
He asked the Council to review the five policies that have not been considered by the Council and let staff know if any should be adopted. The one he feels may be important would be the conflict of interest policy. The League did not have a standard or sample, but staff drafted one and the attorney did review and approve it.

Karnowski added that in regard to the driver’s licenses, staff is usually aware if someone has issues with their license. His suggestion would be that the employee be required to make the city aware if there are any changes.

Walker stated he understands the gist of the conflict of interest policy, but asked who would be affected. Karnowski stated it could affect everyone. Walker responded that when it comes to possible conflicts of interest with the Council, they usually police themselves. Karnowski provided an example. While he has never seen it happen in Princeton, it could be something like a council member calling the public works director and telling them to come and plow their driveway.

Walker said he doesn’t want this to be used against people, but if any of these issues occur, he would like it to come before the council. He would like it to be very clear that if someone does not self-report on a conflict of interest that it needs to come before the council. He is in favor of approving the conflict of interest policy with that stipulation.

Whitcomb asked staff to make that change and bring the conflict of interest back for approval.

E. Public Works Pickup purchase

Gerold stated that Public Works is looking at purchasing a 2017 Chevy Silverado 1500 for $29,777.68. Currently, there is $30,000 budgeted for this new piece of equipment in the Parks CIP. This is to replace a 2005 Chevy we are requesting to sell at Public Auction.

WALKER MOVED TO APPROVE THE PURCHASE OF A 2017 CHEVY SILVERADO 1500 FOR $29,777.68 AND TO SELL THE 2005 CHEVY AT PUBLIC AUCTION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. BerganKDV Engagement Term Agreement

Jackson reported that back in 2013, the City went through the Request for Proposal (RFP) process to the select an auditing firm. The City sent out five requests and received two proposals in response to its RFP. In addition to the two responses, we received a letter from one of the companies simply stating that at that time they were not going to submit a proposal. The other companies did not respond in any manner. The RFP at that time did indicate the possibility of negotiating a three year extension at the end of the initial period.

In 2013, the City selected Kern DeWenter Viere (which is now the merged company of BerganKDV) as their proposal was the lowest over the 3 year period by $330. I am recommending the attached extension agreement since the amounts being proposed are very reasonable. The fees increase by 0.9% for 2016, 1.4% for 2017 and 2.4% for the final year of 2018. These increases are actually less than in the expiring agreement which averaged 2.5% per year.

So based on the well-earned excellence of the firm, their vast experience with city and school district audits and the extensive work with the City of Princeton, staff is recommending the ap-
proval of the agreement as proposed.

Walker asked how they have changed with the merger. Jackson said he has not seen any changes.

WALKER MOVED TO APPROVE THE AGREEMENT WITH BERGANKDV. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

G. Airport Entitlement Agreement

Karnowski advised that at the most recent Airport Advisory Board Meeting, there was a discussion regarding the possible loaning of unused entitlement funds to other airports for a limited period of time. The airport engineer advised that there are advantages to airports that do that as then an airport can acquire more than the maximum $600,000 allowed by the FAA.

Last year the city loaned Fergus Falls $50,000 which they have since re-paid.

This year, the AAB unanimously recommended that the City Council approve a one-year loan of $100,000.

As was the case last year, the airport engineer (SEH) does all the paper work pro bono as a service to the airports they work with so there is no city cost. The documentation is attached and will be mailed if the Council concurs with the AAB’s recommendation.

He asked how the Council wished to proceed.

REYNOLDS MOTIONED TO APPROVE THE AIRPORT ENTITLEMENT AGREEMENT WITH WADENA AIRPORT FOR $100,000. WALKER SECONDED THE MOTION.

Edmonds asked how long the loans are. Karnowski responded that they can vary in length. The city is looking at a large project in the future, so they are trying to lay out the funds for the future project. When the loan is repaid, it is considered “new” money, so it can be banked for a little while.

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 $82,895.22 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75528 TO 75601 FOR A TOTAL OF $168,038.97. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

*** CLOSED SESSION REGARDING PENDING LITIGATION ON 21ST ROUNDABOUT ***

Whitcomb stated that the agenda item for this meeting is to discuss pending litigation in the Matter of the proposed 21st Roundabout Project Assessments,
This portion of the properly noticed regular meeting of the City Council of the City of Princeton will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (b) under the attorney/client privilege exception to the Minnesota Open Meeting Law to discuss pending litigation related to the matter of the proposed 21st Roundabout Project Assessments.

The city's need for absolute confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

- Absolute confidentiality is necessary so that the City Council and legal counsel can have a candid and open discussion to determine the available legal options to handle the pending litigation, including strategy and possible areas of resolution.
- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine the legal options for handling the referenced pending litigation.
- The only business to be discussed in this portion of the meeting is the pending litigation.
- An open session would be detrimental because it may take place in the presence of individuals involved in the litigation.
- A closed session would benefit the public because the ultimate outcome of the litigation may impact the finances of the City.

The City Council will now go into a closed session. Only the officials and consultants of the City who reasonably require access to this data may be in attendance at any portion of the meeting for this agenda item. The meeting should not be taped or otherwise electronically recorded since it has been closed under the attorney-client privilege.

REYNOLDS MOVED TO CLOSE THE MEETING AT 8:26PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO ADJOURN THE CLOSED SESSION AT 9:01PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REYNOLDS MOVED TO HAVE STAFF WRITE THE APPROPRIATE LETTER TO MNDOT STATING THEY ARE COMMITTING TO THE PROJECT AND WOULD LIKE TO BID IT OUT FALL/WINTER OF 2017/2018, FOR THE WORK TO BE COMPLETED IN 2018. EDMONDS SECONDED THE MOTION. VOTE: 4;1 WALKER OPPOSED, THE MOTION CARRIED

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 9:02 PM. WALKER 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
MAY 25, 2017 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 Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Wastewater Treatment Plant Manager Chris Klinghagen, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of May 11, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 25, 2017. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Fireworks Display for Fairgrounds on July 4, 2017
   2. Intoxicating On-sale and Sunday Liquor License for Pizza Barn

B. Personnel
   1. Public Works – Nicholas Nelson Step 3 Increase effective 6-11-17

C. Donations/Designations
   1. Resolution 17-24 accepting donation for Fireworks

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

OPEN FORUM

PUBLIC HEARINGS

A. TH95 / CR157 – Roundabout Project

Brotzler advised that the City Council received the feasibility report for this project on April 13, 2017 and called for the improvement hearing to be held on May 25, 2017. The TH 95 and 21st Avenue Roundabout Project consists of reconstructing the intersection of TH 95 and 21st Avenue (CR 157). The project also includes proposed trail extensions along TH 95 and 21st Avenue, as well as watermain realignment crossing TH 95. The intersection at TH 95 and CR 157 (21st Avenue) in Miles Lacs County, in the City of Princeton, is projected to experience growth and development in the coming years. In order to address safety and access concerns and to accommodate future increases in traffic, a roundabout has been proposed for this intersection. The roundabout is proposed as a single lane roundabout with the capability to expand to a multi-lane roundabout as traffic increases in the future. The medians and truck apron will be constructed larger than normal, so expansion can occur towards the middle of the roadway, rather than expanding the overall footprint. The roundabout will include three street legs, with a driveway connecting to the roundabout on the north side. If development to the north of the roundabout occurs in the future, a fourth street leg can be connected to the roundabout in place of the existing driveway. A multi-use trail will be constructed to circulate the roundabout; this will include exit and entrance ramps for cyclists that may be utilizing the TH 95 shoulders. There will also be a multi-use trail running along the south side of TH 95 from 1st Avenue to CR 157.
A public open house for the proposed improvements was conducted on December 1, 2016, for affected property owners. Preliminary information was presented regarding the proposed improvements, funding, schedule, and impacts associated with the project. Comment cards were made available to attendees at the meeting; however, no responses were received prior to completing the feasibility report.

Funding/Financing
The total project cost is estimated at $1,627,310, and includes all proposed street, utility, and trail improvements as well as all engineering, legal, financing, and administrative costs. Detailed cost estimates can be found in the feasibility report. The estimated cost is based on projected construction costs for 2017 and includes a 10% contingency and 25% indirect costs. The indirect costs include right-of-way, engineering, legal, and administrative costs associated with the project.

The proposed project funding is as follows:
- HPP (Federal) Funding $794,253.00
- State TH Matching Funding $236,000.00
- TED Funding $110,187.00
- Local (General Tax Levy/Special Assessments) $466,870.00
Total $1,627,310.00

WHITCOMB OPENED THE PUBLIC HEARING AT 7:14

Nancy Howard asked about the assessment amounts, as she was not able to see them well on the screen. Walker gave her a copy of the presentation. She asked if additional property owners will be assessed. Brotzler replied that the assessed properties have been determined. He stated he knows most people are here as they are concerned about the assessments. However, this hearing is for the improvement itself, even though assessments are discussed. The property owners can object and appeal at the assessment hearing when that is held.

Whitcomb reminded everyone that with the project being pushed out until next year, the Council and staff will be looking hard for more funding sources for the local portion.

Joe Glenn questioned why the assessment hearing is held after the project. Brotzler replied that most assessment hearings are held after the project is completed, so the actual costs are known.

Dan Howard questioned the method of using a per acre basis, verses a property’s value. Brotzler responded that he has never done an assessment on valuation. It is fairly standard to use a per acre method of determining assessments. Another method is a trip generator, which looks at how vacant properties are zoned and how many trips per day they would generate. That method ends up working out the same as the per acre preliminary numbers they have come up with for this project. When looking at vacant properties, they use a .75 factor which considers future storm ponding, easements, etc.

Walker said the council has looked at ways of spreading out the assessments. The City is going to have to pay that local share, but as of now the council does not know how much will be levied for and how much will be assessed.

Bob Soul Jr. asked if the County was going to contribute to the project. Whitcomb responded that the hope is that the County will contribute to the project. Edmonds agreed and said he really feels the County should be contributing to this project and hopes they decide to.
ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:26PM. EDMONDS SECONDED THE MOTION.

1. Resolution 17-25 ordering improvement, preparation of plans and specs

EDMONDS MOVED TO APPROVE THE RESOLUTION 17-25, ORDERING IMPROVEMENT AND THE PLANS AND SPECIFICATIONS FOR THE PROPOSED TH95 AND 21ST AVENUE (CR157) ROUNDABOUT PROJECT. REYNOLDS SECONDED THE MOTION.

Walker said at the last meeting he was questioning the local share, but when it was originally discussed he did vote to move forward with the project. He will vote in favor again, but does have a couple reservations.

THE MOTION CARRIED UNANIMOUSLY

Brotzler informed the Council that they will be seeing some documents coming through for approval. The bid opening will be set for this fall or early winter.

Karnowski added that staff has been working to get MnDOT to allow the project to be bid in the winter, when prices are usually lower. This timeline will also allow staff to continue trying to find additional funding sources and to work with the County to get their assistance as well.

PRESENTATIONS

A. Central MN Housing Partnership – Res 17-26 multi-family housing development

Deanna Hamish spoke about what they would like to do with the area. They are hoping to fix up the townhomes and build additional units. They have a waiting list of 40 for the current townhomes. The current townhomes are 2 and 3 bedrooms units. The proposed apartment complex would include a couple 4 bedroom apartments. Also in the plan is 4 units designated for the homeless, and they would provide some support to them through "Rise".

They are asking for a letter of support from the Council and the Resolution supporting multi-family housing.

Foss added that this is the same request that Central MN Housing Partnership brought before the council a year ago.

WALKER MOVED TO APPROVE THE RESOLUTION 17-26 AND THE LETTER OF SUPPORT FOR CENTRAL MN HOUSING PARTNERSHIP. REYNOLDS SECONDED THE MOTION.

Edmonds asked if local contractors would be used if they go forward with the project. Hamish replied that the main contractor is from Avon, but they have asked the company to allow local subcontractors to bid on the work.

THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Fire Board Minutes of May 2, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Council Action Request for Greater Life Church event in Riverside Park
Karnowski advised that request is for the 6th annual celebration being held by Greater Life Church at Riverside Park.

EDMONDS MOVED TO APPROVE THE REQUEST BY GREATER LIFE CHURCH TO USE RIVERSIDE PARK FOR THEIR 6TH ANNUAL CELEBRATION ON AUGUST 19, 2017. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Council Action Request for Movies in Mark Park

Karnowski advised that this request came in late today. Keller Williams would like to use Mark Park to do some movie nights in the summer that will be free and open to the community. The dates are to be determined.

Walker stated that he is okay with this request, but it does not get dark until late and believes the parks close at 10pm. He questioned if it can be approved pending an end time.

Edmonds said it may be better to see what they may need before deciding if the park will work. Karnowski said we can find out by the study session and report back to the Council.

ORDINANCES AND RESOLUTIONS

A. Ordinance 751—Rezoning portion of Princeton Crossing, 1st Addition – First reading

Foss advised that the Planning Commission has reviewed the request to rezone PID # 90-404-0215 from B-2 to B-3 to better correspond with the Future Land Use Plan of the City's Comprehensive Plan and to increase economic viability of this lot.

PID# 90-404-0215 is located to the south of Shopko and Caribou Coffee.

WALKER MOVED TO INTRODUCE ORDINANCE 751. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 752 —adding a Solar Zoning Ordinance – First reading

Foss reported that the City of Princeton has been working with interested partners to bring community solar to our residents. Community solar is an electric array that generates renewable energy and/or bill credits to multiple subscribers within the community. Subscribers, or program participants, can include local residents, businesses and non-profit organizations. Participating customers pay to subscribe to the program, and in turn, receive a credit on their monthly electric bill based on the solar energy production of the project.

The City of Princeton does not have a solar zoning ordinance and does not address solar anywhere in the Zoning Ordinance.

The Planning Commission is recommending the approval of a Zoning Ordinance addition. A complete chapter regarding the purpose, definition, requirements and standards, and safety measures are drafted for your review.
Staff is recommending having solar energy farms and solar energy systems as an allowed use in the A-1 and A-2 Agricultural Zones. A conditional use permit would be required for this type of use in MN-1, MN-2, and B-3. It would not be an allowed use with or without a permit in R-1, R-2, R-3, B-1 or B-2.

If the Council is satisfied with the addition of this Solar Energy Chapter to the Zoning Ordinance #538, a motion to introduce would be in order.

WALKER MOVED TO INTRODUCE ORDINANCE 752. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 753 – Amendment to Car Wash restrictions in B-3 – First reading

Foss advised that the Planning Commission has recently been reviewing the restrictions for car wash facilities in the B-3 General Commercial District.

The intent of the B-3 General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community.

It is the Planning Commission’s belief that the restrictions for car washes in B-3 are unreasonable. The Planning Commission is recommending that we modify and eliminate some of the restrictions.

B Permitted Uses

In a B-3 General Commercial District, unless otherwise provided in this ordinance, no building or land shall hereafter be erected, used or structurally altered except for one of the following, as well as similar uses:

* Any use permitted in B-1 and B-2 Districts;

* Car washes and automobile service stations provided that:

(a) The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.

(b) The hours of operation shall be limited to 6:00 AM to 10:00 PM, unless extended by the Council as part of the conditional use permit.

(c) Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.

(d) A protective canopy (auxiliary canopy) located over pump islands may be an accessory structure on the property and may be located twenty (20) feet or
more from the front lot line, provided adequate visibility both on and off site is maintained.

(e) All canopy lighting for motor fuel station pump islands shall be recessed or fully shielded.

(f) Litter Control. The operation shall be responsible for litter control within three hundred (300) feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.

(g) All pumps and any related canopy shall be set back at least three hundred (300) feet from residentially zoned or guided property, unless screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(h) No more than one car wash bay shall be allowed.

(i) The car wash shall be designed to be an integral part of the principal building, and may not be a separate freestanding structure.

(j) The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.

(k) The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.

(l) Neither the car wash nor an accessory vacuum shall be located within three hundred (300) feet of any residentially zoned or guided property, unless completely screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(m) Both the car wash and accessory vacuum shall conform to noise regulations as defined in Section Chapter VI, Performance Standards of this Chapter.

If the City Council is satisfied with these changes a motion to introduce are in order.

WALKER MOVED TO INTRODUCE ORDINANCE 753. REYNOLDS SECONDED THE MOTION.

Edmonds asked how they city would regular the loading spaces if it is on private property. Foss replied that it would be looked at during a site plan review.

VOTE: 4;1, EDMONDS OPPOSED. THE MOTION CARRIED

UNFINISHED BUSINESS

NEW BUSINESS
A. 2017 Sealcoating bids

Gerold reported that staff advertised for Sealcoating bids with a deadline of 11pm on Monday, May 22nd 2017.

The Bid was advertised on the City’s Website, in the Finance and Commerce Magazine and the Union Eagle.

The City’s total estimated yardage is 133,162.

The following bids were received.

**Allied Blacktop**  
10503 89th Ave. N.  
Maple Grove MN 55369  
763-425-0575  
Contact: Peter Capistrant  
Email: pete@alliedblacktopmn.com

- **Total City cost of $127,835.52**  
- **$.96 per square yard**

**Caldwell Asphalt**  
24060 175th St. N.E  
Hawick MN 56273  
320-243-4023  
Contact: Troy Caldwell

- **Total City cost of $155,799.54**  
- **$1.17 per square yard**

**Pearson Brothers**  
11079 Lamont Ave. N.E.  
Hanover MN 55341  
763-391-6622  
Contact: Jack or Russ Pearson  
Email: chris@pearsonbrosinc.com

- **Total City cost of $131,830.38**  
- **$.99 per square yard**

Staff recommends a motion to approve the 2017 Sealcoating Bid of $.96 per yard from Allied Blacktop.

Walker asked what Gerold was expecting in terms of a cost. Gerold responded he was expecting to be about $1.05 or so per square yard, so he is very pleased with the bid results.

**WALKER MOVED TO AWARD THE 2017 SEALCOATING PROJECT TO ALLIED BLACKTOP FOR $.96 PER SQUARE YARD. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

B. Airport Hanger Addressing

Karnowski reported that Ascend Aviation—a company that used to be located at the Princeton Airport and who provides pilot training has recently returned to our airport.

They requested that the city assign an address to the hangar they’re currently using so UPS and others can deliver packages to them.
Staff has completed work on a plan and it has been reviewed and approved by the City Airport Engineer (Joel Dresel). It names the taxiways in the airport after airplane manufacturers (alphabetically) and numbers each of the hangars and currently vacant hangar spaces.

Staff also sent a draft copy of the proposal to both the Airport Advisory Board members and others with interest in the goings on at the airport. Staff received only 2 responses suggesting that we switch the street names around so the street names coincide with the manufacturer of an airplane in one of the adjacent hangars. While the suggestions are interesting, staff feels that maintaining the street names in alphabetical order will assist folks trying to locate a particular hangar.

So in the interests of expediency and being responsive to a ‘new’ business concern at the airport. Staff is recommending that the Council approve the addressing plan attached.

Zimmer asked if it goes through the county, and 911 services. Kernowski replied that the plan is to get it to the property owners, post office and the County right away.

WALKER MOVED TO APPROVE THE AIRPORT ADDRESSING PLAN. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Wastewater Treatment Plant Issue

Kernowski reported that starting about April 1st, we have had 8 events where someone has dumped something into the sanitary sewer system that has come close to killing all the ‘bugs’ that make the sewer plant work. Our WWTP crew has adjusted and has been able to temporarily modify the treatment plant to minimize the impact. But, as the weather gets warmer, the impact may be such that we won’t be able to adjust. The dates and times of the events are:

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The crew is working on figuring out who is dumping and what it is that’s being dumped. While we’re making progress, so far, we haven’t been able to pinpoint the source or the material.

Staff is confident that we will eventually figure it out but, in the meantime, our cost to adjust the plant operations when we a ‘slug’ of the material is getting expensive because of the additional electricity and chemical costs we use to address the problem each time it happens.

It appears to be some kind of cleaning fluid that has a citrus scent. But staff is not sure if whoever is dumping the material is even aware of the impact of what they’re doing.

At this point staff just wanted to update the Council on the situation in hopes that coverage in the local newspaper may result in someone figuring out that they’re putting our WWTP opera-
tions in jeopardy or, perhaps, we'll actually get a tip from someone that helps us pinpoint the problem.

Edmonds said it must be a significant amount. Klinghagen said can see how many gallons are coming in, and it does not seem to increase in that manner, so it is something that is highly concentrated. It is hard to determine when it is dumped, as the flow varies through the day and night.

Walker asked if there was a way to divert it. Klinghagen responded that by the time the alarms go off, it is in the main system. There is no way to be alerted to it prior to it hitting the plant.

MISCELLANEOUS

A. Present Recognition for Todd Frederick's 6 years with the Park Board.

Whitcomb thanked Todd Frederick for his 6 years on the park board and provided him with a plaque.

Karnowski reported that the first meeting in June is on the night of the parade. The thought is to move it to the Tuesday the 6th (which would require cancelling the fire board meeting) or Wed night the 7th.

WALKER MOVED TO MOVE THE JUNE 8th COUNCIL MEETING TO WEDNESDAY JUNE 7th DUE TO THE PARADE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $154,031.78 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75605 TO 75675 FOR A TOTAL OF $185,642.57. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business.

WALKER MOVED TO ADJOURN THE MEETING AT 8:05PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, 

Shawna Jenkins 
City Clerk

ATTEST:

Paul Whitcomb, Mayor