CITY OF PRINCETON
Planning Commission
Agenda
July 16th, 2018
7:00 P.M., City Hall

1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on June 18th, 2018 - Tab A

3. Agenda Additions/Deletions

4. New Business:
   A. Site Plan Review for West Birch Apartments – Tab B

Public Hearing:
   A. Conditional Use Permit for West Birch Apartments – (Also Tab B)

5. Old Business:

6. New Business:
   A. Façade Improvement Grant Program – Tab C

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

8. Adjournment
MEMORANDUM

TO: Planning Commission Members
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: West Birch Apartments Site Plan and CUP
DATE: July 12th, 2018

BACKGROUND
The property site is located in R-3 Multiple Family Residential along West Branch Street. This was where the old Arcadian Home site was located and the City purchased the property with NSP Funds and demolished the three buildings because of their inhabitable condition.

Central MN Housing Partnership, Inc. (CMHP) is proposing to utilize Low Income Housing Tax Credits and bond funds to build a multi-family, 16-unit apartment building. CMHP is the owner of West Birch Townhomes, a 24 unit, four-building property constructed in 1998. The new 16-unit apartment building will be built directly east of the townhome property. The townhomes and apartment building will together be named West Birch Estates, a 40-unit property offering a mix of apartment and townhome units with sizes from one to four bedrooms.

SITE PLAN ANALYSIS
Signage: The site plan shows the placement of a monument sign, no sign plans were provided. The applicant is aware that plans will need to be reviewed. Staff recommends delegating to staff.

Landscape: The plans show overall landscaping. A few details needed to complete review.

Maximum Lot Coverage: The Zoning Ordinance states maximum lot coverage of 60%. The plans show 47%.

Parking: The parking area, parking spaces and maneuvering lanes meet ordinance requirements of being a durable dustless surface. Storm water flows and specifications are being reviewed by the City Engineer. Documentation of the maneuverability of a 46' fire truck is being requested as well as the posting of No Parking Signs on the drive to the underground parking. Upon submittal of verification and or revisions meeting requirements the parking area shall be completed to approve specification within one year of the date of the building permit issuance.

Fire protection: A clear area by building fire connection and installation of Knox box at front door. A hydrant and post indicator valve added by the building. The hydrant location to be at the southeast corner of the Center Island after confirmation of sufficient flows or along the east property line in the existing easement. The hydrant roughly centered between the northeast corner of the building and the entrance to the underground parking garage. A hydrant in the Center Island requires a 15’ easement from the road to the hydrant.

Building Materials: All siding and roofing used in residential construction shall consist of materials commonly used in residential construction, but may also include other building materials which the Planning Commission finds to be in similar form, function, and esthetically pleasing. Metal roofs in residential districts required to be standing seam.
Zoning: The property is zoned R-3 Multiple Family Residential: A 16 unit apartment building is allowable in the R-3 zoning. The required set backs are 15’ side, rear 30’ and front 30’. The set backs are met. The maximum height in R-3 is a 3 story building, not to exceed 30 feet. The three story building with underground parking is proposed to be 46’. Therefore consideration of a Conditional Use Permit (CUP) is required. An application has been filed and an analysis of the CUP consideration follows.

CONDITIONAL USE PERMIT REQUEST:
Zoning Ordinances limit a building’s height to be no greater than 30 feet in height unless a conditional use permit is issued. An application has been filed by the developer with all appropriate notifications completed by City staff.

Consideration of a Conditional Use is required.

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

1. The proposed use does not violate the health, safety or general welfare of Princeton residents? 
   Comment: The proposed structure is a 16 unit apartment building and will not violate the public safety and general welfare.

2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation? 
   Comment: The City Engineer has reviewed the proposed storm water plan and provided questions and comments to obtain an acceptable storm water plan. It is recommended that approval be subject to the recommendations of the City Engineer.

3. Adequate parking and loading is provided in compliance with the Ordinance. 
   Comment: Parking is provided in compliance with the Ordinance.

4. Possible traffic generation and access problems have been addressed. 
   Comment: The access to this apartment site will be off of West Branch Street. The 16 unit apartment building does not pose a concern with overall traffic generation or access.

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

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

CONCLUSION:
Conditional Use Permit: To allow construction of a multi-family residential structure exceeding 30 feet in height as measured to the eaves.
SITE PLAN REVIEW RECOMMENDATION:

That the Planning Commission consider approval, denial or conditional approval of the Site Plan and Conditional Use Permit applications. The Conditional approval to include the following conditions:

- That a Conditional Use Permit be issued.
- That the City Engineer approve the Storm water plan with appropriate sewer/water related connection items, including appropriate fire hydrant connections.
- That the monument sign and landscaping plan be approved by staff.
- That all building permits be submitted and approved.
- Documentation of authorization allowing sidewalk connections and erosion control on neighboring property.
- Verification of maneuverability within drives/parking area of 46’ truck, clear area by building fire connection and installation of Knox box at front door.
- Any unknown sewer lines are abandoned in a manner acceptable to the Public Works Director.
- That a clear area by building fire connection and installation of Knox box at front door.

CONDITIONAL USE PERMIT RECOMMENDATION:

The CUP meets the review standards in the Ordinance provided the conditions of the Site Plan Review are met. Therefore staff recommends subject to the Site Plan conditions being met approval of the CUP.
CITY OF PRINCETON DOWNTOWN
FAÇADE IMPROVEMENT GRANT PROGRAM

PROGRAM PURPOSE
The objective of the downtown façade grant program is to provide financial assistance for property owners or tenants seeking to improve or restore commercial properties within the City of Princeton’s downtown. The grant program is intended to stimulate architecturally appropriate building improvements mindful of the historical significance and uniqueness of the downtown. The appearance of the downtown business area reflects not only the local business climate, but also the history, character, and quality of life of the Princeton community.

Façade Improvement Grants
APPLICATION ELIGIBILITY REQUIREMENTS
Property owners or tenants of commercial or mixed-use structures located within the downtown are eligible to apply. For purposes of this grant, the geographic boundaries will be in the B-1 District of the downtown. If a tenant is applying, the permission of the property owner is required. Property taxes and all other City account must be current. Property owners or tenants may not receive more than one award per calendar year.

ELIGIBLE IMPROVEMENTS
All grant-funded improvements are target for the external front facades although and visible rear and sides are eligible. The improvements must be permanent and fixed in type and/or nature. Improvements must meet all City of Princeton code requirements including zoning, building, and safety codes. The applicant must obtain all necessary permits and pay any corresponding fees. The City of Princeton Planning Commission reserves the right to determine the eligibility of all items in a project’s scope of work. Eligible items include, but may not be limited to:
* Façade rehabilitation
* Door and window repair and replacement, if part of a larger project or historic restoration
* Exterior painting
* Masonry cleaning and/or repair
* Cloth awnings
* Lighting
* Shutters
* Gutters
* Hardscape service: decks, fountains, patios, etc.
* Signage
* Design/Architect Fees
INELIGIBLE IMPROVEMENTS
* Cost of new construction, repair, or replacement of a new roof unless it is a significant 
  Architectural element of the building and is visible from street level in the immediate 
  Vicinity of the building 
* Tinted windows 
* Landscaping 
* Vinyl awnings 
* Removal of architecturally significant features 
* Purchase of property 
* Sandblasting 
* Electronic signs 
* Security systems 
* Paving 
* Land acquisition 
* Equipment 
* Furnishings 
* Costs for a graphic designer to develop a logo or brand 
* Inventory and operating capital 
* New construction or additions that would increase space 
* Any activity started prior to receiving final approval of grant funds

BUY LOCAL
Whenever possible, applicants are strongly encouraged to use local contractors to complete all 
tasks associated with their renovation. This will not only help garner support to continue this 
program, but more importantly help boost our local economy.

APPLICATION REVIEW PROCESS
In order to qualify, applicants cannot start on their project until after receiving the necessary 
approvals. If work begins before application or approval, grant funds will not be awarded.

1. Applications and supporting documentation are submitted to the City of Princeton.
2. The application is reviewed by the Planning Commission; approved projects will receive a 
   letter of intent committing to providing the grant funds upon completion of the project. 
   If denied, applicants may submit a revised application.
3. Applicants sign an agreement wit the City of Princeton.
4. Applicants take out appropriate building or sign permits. Projects must be completed 
   Within 12 months of the approval date. Minor changes to the project will require 
   Submittal and approval by the Building Inspector and Zoning Administrator. Significant 
   changes, as determined by the Building Inspector and Zoning Administrator, will require 
   approval of the Planning Commission. The City of Princeton reserves the right to withhold 
   funding for project that are not completed on time or significantly change in scope.
5. Payment is made on a reimbursement basis upon completion of the project. Applicants 
   Shall provide itemized paid invoices for the project for eligible expenses of the grant.
EVALUATION CRITERIA
The City of Princeton Planning Commission’s decision to accept an application will be based on available funds, the merits of the proposed project, and the support it provides to the general beautification of downtown Princeton. All approved projects will meet the criteria presented in this document.
* Appropriateness to the original historic façade of the building or architecturally appropriate design
* Significant improvements of the visual appearance of the building and surrounding area
* The level of investment being made to the property
* Collective participation of adjacent property owners, if applicable
* Relationship of the project to the overall existing architecture

Façade Improvement Grants
Grants will be awarded on a first-come, first-serve basis. This is a reimbursable program. Grants made under this program shall not exceed $2,500 and generally will not exceed 50% of the total project cost. Grant requests for architectural or design fees and stand-alone signage shall not exceed $300.

APPLICATION SUBMISSION
Please send the completed application form and accompanying materials to:

City of Princeton
Attn: Façade Department Program
705 Second Street North
Princeton, MN 55371
763-389-2040
rbarbian@princetonmn.org
DOWNTOWN FAÇADE IMPROVEMENT GRANT PROGRAM APPLICATION

Applicant Name: ____________________________________________

Phone Number: ___________ Email: ____________________________

Business Name: ____________________________________________

Business Address: __________________________________________

Property Owners Name: ______________________________________

Describe Project Scope: ______________________________________

___________________________________________________________

Project Budget: List individual project elements (e.g. awing, lights, sign, painting of trim, etc.)

___________________________________________________________

___________________________________________________________

___________________________________________________________

___________________________________________________________

Total: $ __________________

Required Attachments:
* Photographs of existing façade
* Written authorization from property owner (if Tenant is the applicant)
* Bids, estimates, contracts, and/or design drawings, if appropriate

Have you checked with the Building & Zoning Office to determine if permits are needed?
Yes ___________ No, but I will check with them prior to the start of any work ___________

Applicant’s Certification
The applicant has reviewed the grant application materials and downtown design guidelines. The applicant certifies that all information in this application and all information furnished in Support of this application is given for the purpose of obtaining a grant through the City of Princeton Downtown Façade Improvement Grant Program, and is true and complete to the Applicant’s knowledge and belief.

Signature: ____________________________ Date: _________________
CITY OF PRINCETON BUSINESS FUND

AN ECONOMIC DEVELOPMENT PARTNER PROMOTING BUSINESS AND ECONOMIC DEVELOPMENT

LOAN APPLICATION

Applicant’s Name and Contact Information

Company Name: ___________________________ Date: __________

Type of Company/Organization: LLC  LLP  Partnership  S Corporation  C Corporation
   Sole Proprietorship  Non-Profit Organization

Company Mailing Address: ____________________________________________________________

Project Address (If Different) __________________________________________________________

Contact Person: ___________________________

Contact’s Address: _________________________________________________________________

Telephone Number: ________________ Tax ID#: __________________________

Email Address: ___________________________ Website: ________________________________

Management Information (owner(s), officer(s), director(s), & shareholder(s) who own 20% or more shares of the company)*

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*Personal financial statements and tax returns are required for those with 20% or greater ownership interest. The City of Princeton and/or its agents reserve the right to obtain credit bureaus on any business or individual in connection with this application.

Bank Information

Name of Lead Bank and Contact Person: ________________________________________________

Phone Number: ___________________________ E-mail Address: ____________________________

Page 1 of 3
Loan Application

Amount of Loan Request: ___________________ Use of Funds: ________________________________

Anticipated Uses and Sources of All Project Funds
Sources include the loan you are requesting from the City of Princeton, plus any other financing that will go into the project, including but not limited to bank financing and owner cash. Uses include equipment purchases, working capital, construction costs, etc. The total sources must equal the total uses.

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Total:

Project Job Creation

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THE FOLLOWING EXHIBITS MUST BE COMPLETED WHERE APPLICABLE AND INCLUDED AS PART OF YOUR APPLICATION.
The City of Princeton reserves the right to request additional information above and beyond this list.

☐ Business Plan, covering the following:
  ☐ A brief business description and company history;
  ☐ A project summary;
  ☐ A discussion of the business industry, sales, markets and competition; and
  ☐ A summary of all those listed under “Management”.

☐ Business Tax return balance sheet and income loss statement for the last two years with an interim statements less then 90 days old from date of application.

☐ When requested, two years projected balance sheet and income statement.

☐ Personal financial statement of principal owners and first two pages of most recent income tax return (all owners with 20% or more ownership).

Note: If you do not currently have a Business Plan, the Small Business Development Center may be of assistance:
Example forms, including income statements, balance sheets, personal financial statements and business plans can be found at www.score.org/template_gallery.html.
Please Answer the Following Questions  (Check box that applies)  

Has the company, any officer, subsidiary or affiliate of your company been involved in any bankruptcy or insolvency proceedings in the last 36 months?  □  □

If yes, please provide the details as a separate exhibit.

Has the company, any officer, subsidiary or affiliate of your company been involved in any lawsuits in the last 36 months? If yes, please provide the details as a separate exhibit.  □  □

Does the company, any officer, subsidiary or affiliate have any outstanding tax liens?  □  □

Does the company, owner(s), or member of Management Team have a controlling interest in other Business:  

If yes, please provide their names and relationship with your company along with a current balance sheet and income statement for each as a separate exhibit.  □  □

Does your company buy from, sell to, or use the services of any concern in which owner(s), Shareholder(s) or member(s) of the management team have a significant financial interest?  If yes, please provide the details as a separate exhibit.  □  □

Are any of the individuals listed under “Management” on parole or probation?  If yes, please provide the details as a separate exhibit.  □  □

Have any of the individuals listed under “Management” been convicted of a crime?  If yes, please provide the details as a separate exhibit.  □  □

BY SIGNING BELOW, THE APPLICANT

• Certifies that to the best of its knowledge and belief, the information being submitted to the City of Princeton is true and correct;
• Certifies that the applicant is in compliance with all laws, regulations, ordinances, and order of public authorities applicable to it;
• Certifies that the applicant is not in default under the terms and conditions of any grant or loan agreements, leases, or financing arrangements with its other creditors;
• Certifies that the City of Princeton fund and its agent for any reasonable expenses made in connection with this loan request, including, but not limited to, title work, legal fees, appraisals, recording/filing fees, etc.;
• Certifies that the applicant has disclosed and will continue to disclose any occurrence or event that could have an adverse material impact on the project. Adverse material impact includes but is not limited to lawsuits, criminal or civil actions, bankruptcy proceedings, regulatory intervention or inadequate capital to complete the project; and
• Understands that unless it qualifies as a trade secret, all information submitted to the City of Princeton is subject to Minnesota’s Open Records Law.
• Agrees to pay the loan issuance fees for legal and recording fees up to $500.00 in the event credit is extended.

Signature  Title

Print Name  Date  Social Security #

Signature  Title

Print Name  Date  Social Security #

Please submit application and $50.00 application fee to:  
City of Princeton, 705 Second Street North, Princeton, MN  55371
Qualifications

✓ Building to be improved must be located downtown within the B-1 zoning district.

✓ Building must be determined to be suitable for investment

✓ Funds must be used to improve, rehabilitate or repair

✓ The property must be structurally and financially feasible for rehabilitation. The sum of the cost of rehabilitation should not exceed 50% of the current market value of the property.

✓ Personnal Guarantees are required.

Types of Loan

Designed to encourage and support economic growth and community revitalization efforts.

These loans fund reinvestment into downtown buildings & facilities.

The loans are below market rates and can include terms which defer payments of principle and interest if justified.

The length of the loan term varies with the type of improvement and building condition. The maximum term is 15 years with an average term of 7 to 8 years. Loans can be amortized for up to 20 years when accompanied by a balloon payment.

The loans require a mortgage on the property and are due upon sale, transfer or conveyance.

Eligible Loan Improvements

✓ Improvements must be permanent general improvements. Permanent general improvements include replacement, conversions, alterations, renovation, or repairs on and in existing structures.

✓ The improvements must correct defects and deficiencies in the property relating to health, safety, habitability, function, and energy consumption.

✓ Each improvement must be made in compliance with all applicable health, fire prevention, building, housing and energy codes and standards.

✓ Estimates & Bids are required.

✓ All expenditures must occur after a loan application has been submitted and written approval received.

How Can I Apply?

You can apply by contacting the City of Princeton Community Development department and completing the application.

Call 763-389-2040 for more information.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JUNE 7, 2018 4:30 P.M.

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

Resolution 18-32 – Approving Aldi Easement

Barbian advised that this easement was brought up at a previous meeting, and Attorney Paul Dove has reviewed this document.

EDMONDS MOVED TO APPROVE RESOLUTION 18-32. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Ladder One Discussion

Lawrence reported that the current ladder truck failed inspection last month. If we were to refurbish the truck, it could be more than $300,000. If we replace the bucket that would be about $60,000.

He feels a ladder truck is needed in the city. The closest ladder truck is about 30 minutes away. That time could make a big difference in an emergency. Without a ladder truck the Department’s ISO rating may go down to a 5.

Whitcomb asked if they look at these trucks every year. Lawrence said he asked the inspector, as he questioned how the ladder developed 15 cracks in the past year when it has not been used extensively.

Jackson said the interest rate they quote isn’t bad, but the city could probably do a bit better. Staff thinks this needs a lot of discussion, as the townships should probably buy into it.

When engine 8 was purchased, the Townships did pay a portion of that. Lawrence said the Townships are aware of the engine that is listed in the CIP.

Whitcomb said the Township always asks what it will cost them individually, so suggested that staff work out those numbers. Lawrence replied that they will work out the numbers and get that information to the Townships. This would be the first out truck for calls they receive.

Zimmer said a new one is the way to go, as you are not buying someone else’s problems. He asked how long a new one would last. Lawrence replied that the ladder alone is warrantied for 20 years.

Jackson asked if the truck committee has looked at getting a ladder verses an engine and ladder. Lawrence replied that the entire truck committee has not discussed this as of yet.
**Tornado / Attack Sirens**

Lawrence said dispatch could not set the sirens off yesterday, so they have been doing some additional testing, which of course prompted phone calls to City Hall and the Police Station. The siren near McDonalds has 3 of the 4 drive motors are out and needs to be replaced. Zimmer asked when that was put in. Lawrence said it is likely over 20 years old, as the motors last 20 years.

They would also like to install one on the west side of town in the future.

**ZIMMER MOVED TO APPROVE THE REPAIR OF THE ONE NEAR MCDONALDS FOR $2,700. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

**Sewer Billing Discussion**

Connie Wangen, Public Utilities Mgr. has brought forth a few billing policy issues. Here is a brief summary of each of the policy issues on billings that City Council input and direction is requested.

1. **Billing Consistency Issue:** There are rental properties of a similar or same classification that are charged Sewer usage in two different manners.

   a. There are about 7 properties used as duplexes served with one water lateral, sewer lateral and one meter that are sent one water bill and one sewer bill plus an additional bill for the second unit for sewer at the minimum usage rate. The first bill sent for sewer and water is based upon water usage for the property. There are about 17 properties that are duplexes or more that have one water and one sewer bill-based usage. No additional units are billed for usage.

   b. Staff believes establishing the same treatment of the 24 properties is appropriate.

The Council agreed that there should be one sewer fee per water/sewer line. It would be up to the landlord to determine how to split that fee up among the tenants.

2. **Hockey Center sewer usage & bill:** Currently the hockey center monthly sewer bill is based upon the average water usage occurring in January, February, and March. They have requested that the usage be based upon an average annual usage due to the high usage occurring in the winter months. In addition, they have requested that a reduction be allowed for the 1” of rink ice disposed of outside at the end of the season due to the water not going to the sewer. For the two rinks this has been estimated at 15,702 gallons. The calculation, for usage, not the ice would occur annually. This year the bill would be $922.53 per month. Under the current system which gives no allowance for the seasonality of the business or disposal of ice the bill equates to a monthly charge of $1,551.38.
Whitcomb asked what is done with the layer of ice. Frederick replied that the ice is chipped off and put out into the parking lot to melt.

3. Princeton Mall sewer usage & bill: The owner, Jon George has requested that he receive a sewer bill equal to the average annual usage rather than that based upon the seasonal January, February and March billing average. This changes his rate for meter one from a 2017 rate of 47.25 to a seasonal calculation amount of 86.63 to an annual calculation of 72.66. For meter 2 from a 2017 rate of 94.50 to a seasonal calculation of 136.50 to an annual calculation of 131.25.

Barbian also mentioned the Washboard, which is on a well. It would be beneficial to ask to put a meter on the well to determine how much water is being used to calculate the sewer properly.

4. Billings for nonprofits and churches: In the past sewer and water billings to nonprofits and churches were set to be at residential rates. The Public Utilities changed in the recent past to have churches and nonprofits billed at commercial rates. For sewer billing the rate for commercial and residential is the same except when it is a minimum bill. In this case residential is 21.00 and commercial is 42.00 per month. There are three of the 10 city services that are consistently at minimal sewer usage. They are Princeton Pantry, Bethany Lutheran Church and First Congregational Church. Would you like to charge current policy?

The council's consensus is to leave the churches as residential.

The rink is very seasonal, in that it doesn't get used much during part of the year.

Council wants to leave the mall billing calculations as it is.

Sidewalk Plowing discussion

At the January Study Session, the council discussed sidewalk snow clearing. Some business owners along the west side of Rum River Drive feel the City should also clear their sidewalks. The City currently cleans the East side of Rum River Drive from the Roundabout down to Smith Systems Road, and the Trail that goes down First Street and loops around to Hwy 95 and goes down 21st and around the Walmart and Liquor Store areas.

Most cities only clear sidewalks adjacent to City owned property. If the City only cleared sidewalks that were adjacent to City owned property, it would be the sidewalks along the Public Works Building, the Civic Center, Hwy 95 / Rum River Drive Roundabout, City Hall, the Mall Parking lots, Library and Mark Park.

Roxy with Hayes K9 Grooming stated that she understands why the city plows a portion of the East Side of Rum River Drive but does not feel that the city should be plowing along First Street and all the way to Walmart, and the Liquor store. Also, there are cars parked
when and where they should not be and she questioned why those vehicles are not being towed.

Carol Ossell read the comments from the January 4th minutes that were included in the packet. She said she does not understand why the city does one side, and not the other side.

Whitcomb responded that the City owns both mall parking lots and is responsible for doing the sidewalks on the roundabout and over the bridge on Rum River Drive. The past plow route continued down the East side of Rum River Drive, which began with a previous Public works Supervisor. With these complains, he feels maybe the City should stop doing that, and only clear the sidewalks directly adjacent to City property.

Ossell asked why the city plows Rum River Drive and First Street, as they are County Roads. Jackson replied that the City does receive compensation from the County for plowing those 2 roads.

Ossell said the downtown looked very bad after one of the spring snowstorms, with large ridges of snow along the curbs.

Zimmer commented that in looking at the options that were brought up at the January Study Session, he agrees with Whitcomb that the city should change their policy and only clear sidewalks adjacent to city owned property. At that meeting, it was also mentioned that there would need to be some public relations to notify people that are on the current snow plow route so they are aware they will need to begin clearing their sidewalks.

Edmonds asked Gerold for the standard routine when the city has a snow storm.

Gerold responded that there are a lot of variables in what time they start. Many times, they start at about 2am, as it takes approximately 8 hours with all trucks after a 4-inch snowfall. Many times, a snowfall takes 2 days to really clean up well.

If a snowfall is large, they run the grader against the traffic. They put the side blade on the sidewalk to pull what they can be reach. They then go the correct direction to pile the snow up, then the blower comes and blows it into trucks for removal.

Whitcomb said every city has the same problems when there is a big snow event. Down in St Paul, it takes weeks to clean up after a large event, and they have a very large crew that is working 24 hours a day.

Frederick responded to Haye’s complaint regarding about the illegally parked cars. He cannot tow a vehicle immediately. He has to identify the owner, wait a certain amount of time, ticket the owner and then they can tow. It does put Public Works in a tough situation when plowing if there is a vehicle in the way.

The Council did not want to make any changes to the current snow plow policy with only 3 council members present. Staff will put it on the June 28th meeting.
Liquor Store Employees – Accept resignation of Caitlan Hovde, and hire Ashley Johnson

Campbell reported that Caitlan Hovde was a no show / no call for 3 days. Campbell left her a couple messages, but they were not returned.

She has interviewed a few applicants and is requesting to hire Ashley Johnson.

ZIMMER MOVED TO ACCEPT THE RESIGNATION OF CAITLAN HOVDE, AND TO HIRE ASHLEY JOHNSON. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED

Adjournment

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 5:47PM. EDMONDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A SPECIAL MEETING OF THE PRINCETON CITY COUNCIL
HELD ON JUNE 22, 2018 6:00 P.M.

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

PFRD Grass #6 replacement

Lawrence advised that several months ago, council approved the expenditure of $10,000.00 to buy a different truck to replace Grass 6. With our efforts this spring and summer, we have been unable to find a vehicle.

On Friday it was brought to my attention that one of our firefighters that works at an auction barn, has a 2016 Dodge 3500 4x4 coming up for auction. It has approximately 13,000 miles, 4 door, 8’ box with a gas motor. This is what we have been looking for as a replacement for Grass 6.

It is known that the vehicle has a minimum bid of $20,000.00. The value is over $40,000.00. I am asking council to consider approving the spending of no more than $35,000.00 to possibly acquire this vehicle. We have this money in our truck and equipment fund.

He apologized for the late notice as he was just informed about it Friday afternoon.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE 2016 DODGE 3500 4X4 UP TO $25,000. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Adjournment

ZIMMER MOVED TO ADJOURN THE SPECIAL MEETING AT 6:12PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

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Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JUNE 14, 2018 6:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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

6:00 PM STUDY SESSION ON FRANCHISE FEES AND THE PARK PLAN

Brotzler and Edison went over the Franchise Fees, Park Plan draft and timeline for the process.

Zimmer asked if the Council can look at the Franchise fees once the trail is completed and decide whether to choose additional projects or stop collecting the franchise fees. Edison responded that was correct. Barbian added that he recommended sticking to the list of projects that are detailed in the park plan. Brotzler stated that the council could not change the list of projects from what was listed in the plan. Edison and Brotzler said it shows transparency to the public, and it is important to be as specific as possible.

Walker commented that he would like the Park Board to prioritize the listed projects after the Trail is completed.

Edmonds asked if the council could decide to continue the Franchise fee after the 5 years. Brotzler replied that it could be reviewed, a new project list created, a public hearing held and the agreement modified. Edmonds added that he supports the franchise fee to pay for these types of projects.

Barbian added that these funds are also a great option for the local match portion of grants that the city may apply for.

Reynolds stated that this will take some pressure off the city’s budget. Walker added that it would still be nice to continue putting some in the Park CIP for projects that are not known at this time.

Zimmer said he is comfortable with it being reviewed in 5 years. The Park Board is very excited about these projects.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of June 14, 2018
B. Special meeting minutes of June 22, 2018

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 14, 2018 AND SPECIAL MEETING MINUTES OF JUNE 22, 2018. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Approval to hire Adam Cook for GMII effective 7-9-18
   2. Accept resignation of GMI Mihai Miu effective 6-28-18
C. Donations
D. Miscellaneous
REYNOLDS MOVED TO APPROVE THE CONSENT AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

PRESENTATION

A. 2017 Audit

Jackie Knowles, presented the audit. She stated as every year, the city shows some lack of segregation of accounting duties. Although the city meets the definition of significant deficiency, it is not possible to correct without additional personnel. Staff takes other measures to reduce exposure, such as requiring three different people at all times to sign or stamp every check.

Another suggestion is to develop a plan for negative fund balances and close funds with limited activity.

WALKER MOVED TO APPROVE ACCEPT THE 2017 AUDIT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

Ossell introduced a few of the business owners in attendance: Charlie Ossell, Elaine Hierlinger, Belinda Jones and Patrick Roehl.

Ossell stated that she contacted Mille Lacs County and was informed that they provide the City with $4,191 per year for plowing and sidewalk clearing. Bruce Cochran stated that the amount has not changed in the 15 years. She said spoke to County Commissioner Genny Reynolds and it was suggested that the city request that the amount be reviewed and increased.

She added that she called Milaca and Cambridge to ask about how they handle sidewalks and snow clearing. She feels Cambridge does more for the community. Lucas from Cambridge stated they clean the sidewalks in a 9-block area if it is at least a 2 inch snowfall.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Ordinance 765 – amendment to Private wells FINAL READING

Barbian advised that this amendment would simply clarify and clean up some of the language. It is directed at those that have private wells in and just outside of the city limits and is to protect the city’s water supply.

They did meet with the school district about their use of the well and eventual abandonment of that well. Since they have increased their use, they are looking for options. This well was in use prior to the original ordinance, so it is grandfathered in. The Council asked for some minor language change in the ordinance to make it clearer.
WHITCOMB MOVED TO APPROVE ORDINANCE 765 WITH THE MINOR WORDING CHANGE AS DISCUSSED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Ordinance 766 – Site Plan Review Fee – FIRST READING

Barbian reported that staff feels there is a need to add a fee for a site plan review, as there was not one in the fee schedule. There was an amount listed for a site plan review escrow.

WALKER MOVED TO INTRODUCE ORDINANCE 766. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Sidewalk Snow Clearing

Barbian stated some of the business owners complained about that sidewalks that City Staff clear and do not clear, and it was discussed at that January Study Session. The Council determined that they would want to make any changes in the middle of winter, and they would revisit it in the summer.

It was discussed at the June study session. The current snow plow route was started many years ago and includes the sidewalk along the East side of Rum River Drive as the city owns both of the parking large parking lots adjacent to the sidewalk, and the trail down First Street and up 21st Ave N. Carol Ossell and Roxie Hayes were in attendance and requested that city staff also clear the west side of Rum River Drive adjacent to those businesses. The 3 councilors in attendance felt that the city should change the policy and only clear the sidewalks directly adjacent to City owned property. However, 2 councilors were absent, so staff was asked to put it on the June 28th agenda.

Whitcomb asked if staff can look at the numbers and determine a cost estimate per road mile.

Edmons asked how much County roadway does the City plow. Gerold replied that they plow Rum River Drive and go out to Highway 95 on First Street. Princeton Township clears County Road 4. Edmons feels the city should not be plowing anything that is outside the city limits.

Jackson clarified that the $4,191 is for the county roads that the city plows, not sidewalk clearing. Whitcomb would like to see an estimated amount of cost per road for each snow fall.

Walker asked if the City Council wants to plow the sidewalks. if so, we should collect some funds to cover those costs. He asked Ossell if they would be agreeable to a snowplow district, and a fee for those property owners. Ossell was in favor of that.

Whitcomb said the problem with doing property that is not ours is that the city becomes liable. Zimmer added that there are properties that are diligently taking care of their sidewalks and they may not be in favor of being charged a fee for that service.

Walker said there would need to be an agreement in place, and the cost of the machine and staff time needs to be determined.
Edmonds thinks the city should only do the sidewalks adjacent to city property, and plow roads that are only in the city limits, even if the County does pay the City.

Ossel asked staff if there is a way to determine how many man hours it takes for clearing the current sidewalks and if the equipment that the city currently has is suitable for additional sidewalks.

Whitcomb said the businesses in Cambridge are also asked to assist in removing snow, even those in the sidewalk district.

Walker said a legitimate discussion is how would the cost be covered if the city began clearing more sidewalks. He said he is sympathetic to what the business owners are asking for. He may be the only one leaning this way at this point, but he would not want to do it without collecting some fees.

Barbian said staff will need to do some research to get an idea of costs, and how that would be covered.

Zimmer stated that when the Safe Routes to School sidewalk was put in, the adjacent residents were sent a letter letting them know they were responsible for shoveling. They have all done a great job keeping that sidewalk cleared.

Zimmer added that said if a business owner doesn’t want to clear snow, they can hire someone to do that. Ossel responded that would likely be a lot more expensive.

Walker suggested having staff figure out the cost and numbers, so we could get a good idea on the cost.

Barbian commented that he can look into the option of a special taxing district as well.

Walker would like to get an estimate on costs and continue the discussion.

EDMONDS MOVED TO TABLE SIDEWALK SNOW CLEARING TO A DATE NO LATER THAN THE LAST MEETING IN AUGUST. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Police State Audit

Frederick reported that the Police Department received notification from the Bureau of Criminal Apprehension that they have successfully completed their triennial year audit. The time frame looked at was April 2015 through April 2018. The compliance review audits criminal history checks, missing persons, stolen vehicles, etc. Included in this audit is the administrative audit which focuses on security of personnel, physical security in regards to criminal justice information as well as building security.

Within the final audit notes the BCA stated our agency is in complete compliance with all state and federal standards and exemplifies what they are striving for with all agencies in Minnesota.
B. Approve Hiring of Public Works GMI

Gerold advised that recently the GMI position in Public works was vacated through attrition. This is a 30 hour per week position that assists the currently staff with various tasks throughout the city.

Staff is requesting to fill this vacancy, possibly with one of the recent applicants for the GMI position, and if that is not successful, staff would advertise for the position.

ZIMMER MOVED TO APPROVE THE HIRING OF A PUBLIC WORKS GMI. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Liquor Store Waste Receptacle area

Gerold reported that the liquor store is looking into moving the area where its dumpster and recycling is currently stored. The staff is baling the cardboard from packaging and placing it in the fenced area next to the building which is then loaded out at a later date.

What is being proposed is to move the storage area north and enlarging it to accommodate a larger dumpster (5yd) which would allow employees to place flattened cardboard in and eliminate the need to bale. This would reduce the labor involved with recycling and reduce the chance of injury from handling the bales.

Staff has received two quotes for concrete and fencing one for $5885.00 and another for $5491.00. Staff is recommending to move the storage area using the lower quotes and requesting the disposition of the cardboard baler which would open up storage space in the backroom. If council concurs, a motion to that effect would be in order.

WALKER MOVED TO APPROVE THE WASTE RECEPTACLE FOR THE LIQUOR STORE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Gerold advised that he received an email from the Chamber of Commerce requesting the use of barricades and the generator for the Moving Wall Event.

WALKER MOVED TO APPROVE THE USE OF BARRICADES AND THE CITY’S GENERATOR. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Brotzler reported on roundabout. The contractor put down the first 2 lifts of pavement on and was scheduled to put the final lift on next week. However, MnDOT certification requirements delayed that slightly, so they are a little behind schedule. It will likely be open towards the end of next week, or the beginning of the second week of July.

In regard to the Moving Wall event coming next week, they assume a lot of the out of town traffic will be coming via Highway 169. They will add a sign to direct people to the Fairground’s entrance on First Street.
Bourgeois reported on the recent Supreme Court Decision on Union Fair Share dues. Effective June 27, 2018 fair share dues cannot be taken from those that are not full members.

Barbian asked if the Council still wished to cancel the July 5th study session.

WALKER MOVED TO APPROVE THE JULY 5TH COUNCIL STUDY SESSION. REYNOLDS 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 $130,731.23 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77614 TO 77679 FOR A TOTAL OF $276,139.94. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:20PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,  

Shawna Jenkins  
City Clerk

ATTEST:

Paul Whitcomb, Mayor