1. Call to Order / Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on June 19\textsuperscript{th}, 2017 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business: None

6. New Business:
   A. WSB Comprehensive Plan Review – Tab B

7. Communication and Reports:
   A. Verbal Report
   B. City Council Minutes for June, 2017 - Tab C

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

**APPROVAL OF MINUTES OF THE REGULAR MEETING ON MAY 22, 2017**

REYNOLDS MOVED, SECOND BY ERICKSON, TO APPROVE THE MINUTES OF MAY 22, 2017.

UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**AGENDA ADDITIONS / DELETIONS:**

REYNOLDS MOVED, SECOND BY ERICKSON, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

**PUBLIC HEARING:** None

**OLD BUSINESS:** None

**NEW BUSINESS:**

A. Tower Zoning and Essential Services Zoning

Comm. Dev. Director Memo:

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.

End of Staff Memo

Foss said that Molly Patterson-Lundgren, Planner with WSB Engineering will do the future Land Use Map and Zoning Map and will look into the Antenna Overlay District. Foss said there are three areas that have the Antenna Overlay District and pointed them out on the Zoning Map.
She received a call from a telephone provider service and they are wanting to put a 100-150 foot tower within the city limits. Princeton Public Utilities does not have room for another one on their water tower. Foss thought she would ask the Planning Commission Board if they had any ideas where a tower would work in the city.

Erickson said the best site is where there are existing towers.

Foss said the caller wanted to have one along Northland Drive by McDonalds and Fairview area. This tower would be for data.

Erickson said towers should be 500 feet from residential areas. He read about law suits that were against the city for allowing towers in a residential area and the City lost. The law suits were in regards to health issues and also the decrease of property values from the towers being close by.

Foss said the fiber that is in the ground is different than this. The person who spoke to her said that we have to allow the towers in the public right-of-way, because it is essential service. He said that the City could put up a tower and rent space from them.

Hallin said there is a tower behind Finish Line, located in Baldwin Township that has a flashing light on it.

Foss said they wanted to go across by McDonalds. She was thinking that maybe placing towers in the floodplain, east of the Golf Course.

Erickson said the Industrial Park is a five acre piece of land that has an easement in it. One of the property sites nearby has wind power windmill and it would work well there.

Foss said the city maybe would buy some land and put up their own tower and rent it out. It is for data upgrading and capacity. Foss will talk to Molly Patterson-Lundgren about them and see what she says.

Erickson said the two on the south end of the city would service anyone. He mentioned the property that Westling owns.

Foss said that property of Westling’s may look out of place for a tower. The other side of the highway where the billboard is could be a good place. Foss will look at the properties south and east from Coborn’s also. For the Future Land Use Map it would be helpful having sites available. She will look into them. The caller suggested the Hy-Tech site, McDonalds, Princeton Public Utilities, and Family Pathways sites.

Erickson said there is residential behind Family Pathways. He reminded Foss about the lawsuit on devaluing property.
COMMUNICATION AND REPORTS:
A. Verbal Report
Foss said she did not have a Verbal Report.

B. Planning Commission Board Member
Mary Lou DeWitt, Comm. Dev. Assistant Memo:

Faith Goenner has decided to resign as a Planning Commission Board member. Faith’s input 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 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.

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

The Planning Commission Board said they will tell resident’s they know of the two openings on the Planning Commission Board.

Hallin mentioned that the EDA Board and City Council do the Pledge of Allegiance at the beginning of each meeting and she is wondering if the Planning Commission would like to start that.

The Planning Commission Board was okay with starting the Pledge of Allegiance at the beginning of each Planning Commission meeting.

DeWitt said she will add the Pledge of Allegiance to the Planning Commission agendas.

C. City Council Minutes for May, 2017
The Planning Commission Board had no comments.

ERICKSON MOVED, SECOND BY HALLIN, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:56 P.M.

ATTEST:

Victoria Hallin, Chair

Mary Lou DeWitt, Comm. Dev. Assistant
Memorandum

To: City of Princeton
From: Molly Patterson-Lundgren
Date: July 7, 2017
Re: Comprehensive Plan

Greetings Planning Commission!

Enclosed are items pertaining to the new comprehensive plan for the City of Princeton. I will be at your meeting on July 17th to discuss these with you.

First are two chapter of the plan in their first draft. These are based on our discussion from March when we talked about changes in City demographics and housing for the City. Please review these and let me know if you have questions or comments.

Second are some items that I will present to you as we begin our discussion on the land use component of the comprehensive plan. These include both the existing and future land use maps and the land use categories table. I will have additional information at the meeting and plan to focus our discussion that evening on the land planning.

Looking forward to seeing you all again!
CHAPTER _____: COMMUNITY PROFILE

Planning for the future of a community requires a comprehensive understanding of what the community looks like today, and the forces that have shaped the social and physical landscape. This chapter will provide an overview of Princeton’s natural and demographic profile, including historical trends. This information will be used to make informed projections of how Princeton is expected to change in the future.

Location & Natural Features

The City of Princeton is located approximately 60 miles northwest of Minneapolis. Access to the city via U.S. Highway 169 from Interstate 94 provides a drive to the northwestern metro suburbs of under an hour, making Princeton an easily commutable City in which to live.

The Rum River with it’s west branch flowing into the main channel in the City of Princeton provides a series of natural areas throughout much of the community that include wetlands. The main channel is large enough for some recreational use.

THE PEOPLE WHO LIVE HERE

Population

![Princeton Population 1990 - 2010](chart)

Source: U.S. Census & MN State Demographer (2015 estimate)
Princeton has experienced moderate population growth since 1990, averaging a seven percent annual growth in the 25-year period from 1990 to 2015. Current population estimates for Princeton indicate the city has 4,736 residents. If population growth continues at the present rate, Princeton could see the population grow to 5,000 residents before the year 2025.

![City of Princeton Population Projections](image)

Source: U.S. Census & MN State Demographer with projection calculated

There are many factors that might influence the population growth rate. Some of these factors include changes in the housing market, economic development trends and investments made both in Princeton and in surrounding communities, the outlook for the tourism and housing industry, and land turnover of large-lot properties are all aspects which may impact population growth.

In comparison to other cities north of the Twin Cities metro, Princeton is comparable in size to Becker, Zimmerman, and Isanti, and about half the size of Big Lake.
Demographics

An examination of Princeton’s age and gender demographics reveals that women make up slightly more than half of Princeton's population. Nearly a quarter (21%) of Princeton’s population are children under the age of 15. Younger to middle-aged adults 20 to 50 years of age are 44 percent of Princeton’s population. This significant segment of the population will be coming into retirement age over the next 20 to 30 years. Communities across Minnesota are preparing for an influx of older residents (aged 65 and older) over the decades to come, requiring foresight when it comes to providing services, housing opportunities and appropriate infrastructure for older adults.

Older residents aged 65 and older made up just over 19 percent of the city population at the time of the 2010 Census, which is the same percentage of the population in the year 2000.
In Princeton, 61 percent of households are in what are considered "family households", where at least two related people live together in a home.

**Household Income**

The median household income in Princeton is $37,304, which is significantly lower than to the median household incomes for Mille Lacs and Sherburne County and the statewide median household income rate. A high poverty rate remains a concern for the City of Princeton, whose rate of those living below the poverty line is 12.5 percent. That rate is 0.3 percent higher than the Mille Lacs County rate, 4.6 percent higher than the Sherburne County rate, and 1.2 percent higher than the statewide poverty rate.

Decisionmakers considering land use, housing, and economic policies for Princeton should be mindful of the impact that these policies will have on Princeton households of poverty. The City might
consider prioritizing policies whose goal is reduction of poverty or increasing economic independence and resilience of Princeton households.

<table>
<thead>
<tr>
<th>PRINCETON</th>
<th>MILLE LACS COUNTY</th>
<th>SHERBURNE COUNTY</th>
<th>MINNESOTA</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDIAN HOUSEHOLD INCOME</td>
<td>$37,304</td>
<td>$49,094</td>
<td>$74,170</td>
</tr>
<tr>
<td>PER CAPITA INCOME</td>
<td>$21,547</td>
<td>$23,603</td>
<td>$29,923</td>
</tr>
<tr>
<td>BELOW POVERTY*</td>
<td>12.5%</td>
<td>12.2%</td>
<td>7.9%</td>
</tr>
</tbody>
</table>

*FOR WHOM POVERTY STATUS HAS BEEN DETERMINED (572 PEOPLE IN PRINCETON)
DATA SOURCE: ACS 2011-2015 ESTIMATES

**Education**

In Princeton, 89 percent of households contain occupants with a high school diploma equivalent or higher. About 15 percent of households have an occupant with a bachelor's degree or higher.

**Educational Attainment in Princeton (Population over Age 25)**

Data Source: ACS 2011-2015 estimates

Twenty-nine percent (29%) of the households in Princeton have at least one child under the age of 18.
Employment and Occupational Status

An analysis of the occupations for the employed population that lives in Princeton reveals that the predominant professional realm for the working population is that which encompasses educational services, health care, and social services. The second largest occupation type of the working population of Princeton is manufacturing.

<table>
<thead>
<tr>
<th>Princeton</th>
<th>1,841</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agriculture, forestry, fishing and hunting, and mining</td>
<td>14</td>
</tr>
<tr>
<td>Construction</td>
<td>62</td>
</tr>
<tr>
<td>Manufacturing</td>
<td>338</td>
</tr>
<tr>
<td>Wholesale trade</td>
<td>20</td>
</tr>
<tr>
<td>Retail trade</td>
<td>254</td>
</tr>
<tr>
<td>Transportation and warehousing, and utilities</td>
<td>40</td>
</tr>
<tr>
<td>Information</td>
<td>17</td>
</tr>
<tr>
<td>Finance and insurance, and real estate and rental and leasing</td>
<td>66</td>
</tr>
<tr>
<td>Professional, scientific, and management, and administrative and waste management services</td>
<td>145</td>
</tr>
<tr>
<td>Educational services, and health care and social assistance</td>
<td>418</td>
</tr>
<tr>
<td>Arts, entertainment, and recreation, and accommodation and food services</td>
<td>121</td>
</tr>
<tr>
<td>Other services, except public administration</td>
<td>257</td>
</tr>
<tr>
<td>Public Administration</td>
<td>89</td>
</tr>
</tbody>
</table>

Source: ACS 2011–2015

It should be noted that the employed population of Princeton may or may not work within the city of Princeton – the table above is merely reflective of the occupations in which employed Princeton residents work, regardless of location.

An inflow-outflow analysis of the city reveals that only about 14 percent of people who work in Princeton actually live in Princeton. The vast majority of people who work in Princeton live outside the
city and travel to Princeton for their job, and another 1,183 people live in Princeton but work outside of the city.

Inflow/Outflow Job Counts in 2014

- **3,116** - Employed in Selection Area, Live Outside
- **1,183** - Live in Selection Area, Employed Outside
- **522** - Employed and Live in Selection Area
The Housing Landscape

According to 2015 estimates, there were 2,160 housing units in Princeton, 2,047 of which were occupied. Of the units that are occupied, 74.6 percent are owner-occupied, and the remainder are occupied by renters according to the 2010 U.S. Census.

Housing unit types
Princeton housing stock is predominantly single-family style which includes single family detached, attached housing units, and mobile homes. Around 28 percent of Princeton housing units are of a multifamily type, which means they exist in buildings with more than one housing unit.

Princeton housing units by housing type
Source: ACS 2015 estimates

<table>
<thead>
<tr>
<th>Housing Type</th>
<th>Units</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single-family units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single-Family Detached</td>
<td>1,169</td>
<td>54%</td>
</tr>
<tr>
<td>Townhomes (single-family attached)</td>
<td>318</td>
<td>15%</td>
</tr>
<tr>
<td>Manufactured Home</td>
<td>76</td>
<td>4%</td>
</tr>
<tr>
<td>Multifamily units</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplex and triplex and quad</td>
<td>62</td>
<td>3%</td>
</tr>
<tr>
<td>Multifamily (5 units or more)</td>
<td>535</td>
<td>25%</td>
</tr>
<tr>
<td><strong>2015 Total</strong></td>
<td>2,160</td>
<td></td>
</tr>
</tbody>
</table>

Age of Housing Stock
Princeton has a very mixed-age housing stock. Nearly 19 percent of the homes in Princeton were built prior to 1940. However, over 35 percent of the homes in Princeton were built after the year 1990. This range signals that homes in Princeton will have a wide variety of needs associated with their maintenance and upkeep, with older homes generally requiring more repair and rehabilitation as they age.
Age of Housing Units

- Built 2014 or...
- Built 2010 to...
- Built 2000 to...
- Built 1990 to...
- Built 1980 to...
- Built 1970 to...
- Built 1960 to...
- Built 1950 to...
- Built 1940 to...
- Built 1939 or...

Data source: ACS 2011-2015 Estimates
CHAPTER ____: HOUSING & NEIGHBORHOODS

Housing comprises one of the largest single land uses within the City. Planning for housing requires an estimation of future needs in terms of amount (number of housing units), type of housing, size and affordability levels. Taking a deeper look at historic and projected demographic data for the City helps to anticipate what the future needs will be for housing in Princeton.

BACKGROUND & TRENDS

A Housing Needs Analysis was completed in October of 2014 for the East Central Regional Housing Collaborative. This was done by the firm “Maxfield Research Inc.” The City of Princeton and its surrounding area were included and much of the following analysis of need is based on the information from that study. It should be noted that because this study was conducted in 2014 and the most recent demographic data from the state demographers office is from 2015, there are some inconsistencies between those data sets.
Data from the study for the City of Princeton was included within the Princeton Market Area (Princeton M.A.). The Princeton M.A. included the entire City of Princeton along with Greenbush and Princeton Townships.

Baldwin Township which is directly south of the City was also included as its own market area (Baldwin M.A.).

Because of the proximity and existing housing stock within the townships surrounding the City, this analysis for future housing needs considers both the entire Princeton M.A. as well as Baldwin M.A. in projecting the future need for housing for the community of Princeton.

The 2014 study shows population projections for the two market areas through the year 2025. It provides these estimates only for the market areas in their entirety. No estimation for the City of Princeton alone is provided.
Utilizing the State Demographers estimation of population for Princeton and Greenbush Townships and the City of Princeton for 2015 the following chart shows a breakout of the estimated and projected numbers for each of those three separate jurisdictions along with the Baldwin Township M.A. which remains the same from the 2014 Housing study. Projected growth of Princeton M.A. for that entire market area is 1% between 2010 and 2025. This rate is shown applied evenly to all three of the separate jurisdictions that make up the Princeton M.A. in the following chart.

Applying the average number of people per household to the estimated population growth will provide an estimated number of housing units needed in the future. In 2010, the average number of people per household (p.p.h.h.) was 2.5. this was down by 16%
from the previous decade where it was 2.81 p.p.h.h. (U.S. Census). This is a trend seen throughout Minnesota and the country. As the population continues to age and people wait to get married and start a family, the p.p.h.h. has been on the decline; the number of individuals residing together in households is getting smaller. Applying the 16% decrease into 2020 would have just under 2 people in each household (p.p.h.h. 1.97)

**BACKGROUND & TRENDS**

- Approximately 60% of the housing units in the Princeton M.A. are located in the City of Princeton.
- While 60% of all housing units (both for-sale and rental) in the Princeton M.A. are located in the City of Princeton, census data indicates there are almost no rental units in the rural areas of the Princeton M.A. (Greenbush & Princeton Townships). Nearly all of the 120 rental units needed between 2014 and 2025 should be planned for within the City limits of Princeton.

---

**Demand for Additional Rental Housing**

![Bar chart showing demand for additional rental housing from 2014 to 2025 in Baldwin Twp. MA and Princeton MA.](chart)

*Source: 2014 Maxfield Housing Study*
• With a total of 157 units of “for-sale” housing is needed in the Princeton M.A., approximately 94 units of that should be planned for in the City of Princeton between 2014 and 2025.

**Housing Goals & Priorities**

• Life-Time Community: Establish Princeton as a lifetime community by recognizing and addressing the housing and economic needs of all age groups.

• Housing: Support the expansion and diversification of the housing stock within the City to include new neighborhoods in higher amenity areas of the community and completion of in-fill development.

• Housing Stock Diversity: Encourage the development of a variety of housing types and sizes, including affordable and upscale, for sale and rental, senior citizen housing, apartments/condominiums, townhouses and assisted living. Support mixed housing styles within a neighborhood.

• Housing Stock Diversity: Encourage the development of a variety of housing types and sizes, including affordable and upscale, for sale and rental, senior citizen housing, apartments/condominiums, townhouses and assisted living. Support mixed housing styles within a neighborhood.

• Housing Locations: Provide more land suitable for creating new residential neighborhoods which include upscale housing. Focus
on new neighborhoods north to Fog Lake and along County Road 102 and Southeast of the City along County State Aid Highway 2.

- Existing Housing and Neighborhoods: Preserve and protect the housing stock, housing values, and neighborhoods through enforcement of the housing and zoning codes:
  
  o Preserving and protecting neighborhood amenities
  
  o Improving and expanding, where appropriate, infrastructure and community facilities such as parks and trails
  
  o Promote enforcement of housing and zoning codes, Develop more flexible zoning ordinance requirements for the traditional residential neighborhoods.

- Existing Housing and Neighborhoods: Preserve and protect the housing stock, housing values, and neighborhoods through enforcement of the housing and zoning codes:
  
  o Preserving and protecting neighborhood amenities
  
  o Improving and expanding, where appropriate, infrastructure and community facilities such as parks and trails
  
  o Promote enforcement of housing and zoning codes, Develop more flexible zoning ordinance requirements for the traditional residential neighborhoods.

- Coordination: Work with Baldwin Township, Princeton Township, and private property owners to plan for suitable expansion through subdivisions planned on a neighborhood basis.

- Downtown Housing: Encourage housing development in and near the downtown area.

- Energy Efficient Design: Promote a more walkable/bikeable neighborhood design. Work with the local development community to create more energy efficient neighborhoods.
Strategies

Types of housing appropriate for Princeton

Based on the anticipated need for future housing, the goals and priorities identified for housing in spring of 2017 and discussions with the City Planning Commission on March 20th, 2017, the following types of housing are appropriate for future development in the City of Princeton.

Single-family detached
Density of 4-6 units per acre

Townhomes
(owner occupied or rental) 4-12 units per acre
Condominiums or apartments 10 - 25 dwelling units per acre

Mixed Use apartments or condo's in buildings with commercial space

**Locations for New Housing**

Along with understanding the amount and type of housing needed for the future of a city, the location of housing is paramount in planning for development. Chapter X on land use will further examine how different uses and neighborhood fit within the City and other chapters of this plan will consider the important elements that tie neighborhoods together as a complete city. The following is an illustration of the different locations in town where housing development will be most appropriate within the next 10 to 20 years.
17 Acres on the north side of town provides the location for over 100 units dwelling units if developed at an average of 6 dwelling units an acre (gross), a low to medium density type of development. The following table shows the number of dwelling units and average lot size that could be provided for in the development of this location.\(^1\) This could be a neighborhood with single-family detached at 4 or 6 dwelling units per acre or a mix of different types of housing units at a higher density.

<table>
<thead>
<tr>
<th>Land Use Designation</th>
<th>Density</th>
<th>Average Lot Size (sq.ft.)</th>
<th>Number of Dwelling Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Density</td>
<td>4 d.u./acre</td>
<td>10,890</td>
<td>68</td>
</tr>
<tr>
<td>Low Density</td>
<td>6 d.u./acre</td>
<td>6,969</td>
<td>102</td>
</tr>
<tr>
<td>Medium Density</td>
<td>8 d.u./acre</td>
<td>5,227</td>
<td>136</td>
</tr>
</tbody>
</table>

\(^1\) This is a general calculation without taking into consideration environmental conditions of the specific property.
On the south end of town there is a 65 acre parcel suitable for housing development. There are some wetland areas on the property and therefore cluster development may be appropriate to avoid these features which might provide a nice open space amenity incorporated in parks or trails for the neighborhood. At a medium density, approximately 650 units might be developed here. Types of housing here could include a mix of twin, townhomes and multi-family apartments or condominiums.

<table>
<thead>
<tr>
<th>Land Use Designation</th>
<th>Density</th>
<th>Number of dwelling units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Density</td>
<td>6 d.u./acre</td>
<td>390</td>
</tr>
<tr>
<td>Medium Density</td>
<td>10 d.u./acre</td>
<td>650</td>
</tr>
<tr>
<td>High Density</td>
<td>25 d.u./acre</td>
<td>1,625</td>
</tr>
</tbody>
</table>
Several blocks of the downtown area have the potential for redevelopment into a higher intensity use. Replacing the strip commercial development with more vertical mixed use would help to provide that greater intensity of use. A mixed-use building which has commercial on the first floor and housing on upper levels would create a larger customer base for downtown businesses and could be designed in a way that reestablishes the feeling of the old downtown. Bringing those structures closer to the street and incorporating parking areas in the rear or internal to the block would further help to reestablish the feeling of the old downtown. Development in this area should also be mindful of pedestrian connectivity to the river and to adjacent historic buildings (primarily on the west side of Fifth Avenue).
<table>
<thead>
<tr>
<th>Land Use Categories – City of Princeton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Future Land Use Map</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Parks &amp; Open Space</th>
<th>Residential – Low Density</th>
</tr>
</thead>
<tbody>
<tr>
<td>A designation for public parks and</td>
<td>This land use designation</td>
</tr>
<tr>
<td>protected natural resources. For those</td>
<td>is intended to provide for</td>
</tr>
<tr>
<td>areas not designated as parks, some</td>
<td>existing housing stock and</td>
</tr>
<tr>
<td>low density housing or low intensity</td>
<td>those new areas of housing</td>
</tr>
<tr>
<td>commercial uses may be appropriate</td>
<td>in the City with the</td>
</tr>
<tr>
<td>when adjacent to similar uses and when</td>
<td>lowest density available.</td>
</tr>
<tr>
<td>placed and developed in a manner which</td>
<td>Densities will range</td>
</tr>
<tr>
<td>protects the natural resources present.</td>
<td>between 4-6 dwelling</td>
</tr>
<tr>
<td></td>
<td>units per acre gross,</td>
</tr>
<tr>
<td></td>
<td>lot sizes from around</td>
</tr>
<tr>
<td></td>
<td>7,000 to 11,000 square</td>
</tr>
<tr>
<td></td>
<td>feet. Typical housing</td>
</tr>
<tr>
<td></td>
<td>styles for these areas</td>
</tr>
<tr>
<td></td>
<td>will have direct entry</td>
</tr>
<tr>
<td></td>
<td>into each dwelling unit</td>
</tr>
<tr>
<td></td>
<td>and includes single</td>
</tr>
<tr>
<td></td>
<td>family detached, duplex/twin</td>
</tr>
<tr>
<td></td>
<td>homes, and townhomes up</td>
</tr>
<tr>
<td></td>
<td>to 4 units.</td>
</tr>
</tbody>
</table>

<p>| Residential – Medium Density           |
|                                        |
| Housing in this district will include  |                                        |
| townhomes and multi-family “walk up”   |                                        |
| style apartment buildings. Some single-|                                        |
| family detached including manufactured |                                        |
| Home Parks are also included in this |                                        |
| land use. Densities for these areas    |                                        |
| will range from 6 to 10 dwelling units |                                        |
| per acre gross.                        |                                        |</p>
<table>
<thead>
<tr>
<th><strong>Residential – High Density</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This district allows for the highest density housing development in the City at 10 to 25 dwelling units per acre gross. Housing style for these areas will typically consist of apartment buildings or condominiums developments on a larger scale.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Commercial/Residential Mix</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>This land use designation is located in the historic downtown area and is intended to provide for a mix of uses for an urban village. Maintaining commercial, services and governmental institution and adding more housing options into this area is the goal. Mix of uses will be both horizontally (a mix of uses across properties in the district) as well as vertically (buildings with a mix of commercial on the first floor and residential on upper stores). While intense uses such as manufacturing is not allowed, the form of development in this district is more important than the specific uses allowed.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Commercial</strong></th>
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<td>Located at gateways and along corridors into the city, uses in this district include general commercial, retail, business service and offices.</td>
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<td><strong>Industrial/Commercial</strong></td>
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<td><strong>Industrial</strong></td>
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MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JUNE 1 2017 4:30 P.M.

Mayor Paul Whitcomb called the meeting to order. Council members present was Thom Walker and Jack Edmonds. Staff present, Administrator Mark Karnowski, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, and Fire Captain Jerry Rud. Absent was Jules Zimmer, Jeff Reynolds and Community Development Director Jolene Foss

Discussion with PFRD – Future equipment needs (ladder truck)

Lawrence and Rud spoke on the Fire Departments current ladder truck. It is a 1985 Sutphen 100’ Aerial Platform. The issues with the ladder truck is that it is non NFPA compliant, there is a significant engine oil leak, it burns oil, outrigger slide tube leaks, wear pads on the ladder are worn out, steering cylinder oil leaks, and the ladder extension cables at maximum wear measurements. The pros of replacing the ladder is it gives the department a better ISO rating, has additional pumping capabilities, safer for firefighters during rescues and Princeton has numerous buildings with three stories or more. A new ladder will be costly to replace and firefighters will need more training to operate it.

Used Ladder trucks can range from $250,000 to $750,000, and most have accurate documentation for tests on the pump and ladder. New trucks can range from $900,000 to 1.5 million. With a new aerial truck, you will have a warranty, better technology, they are safer and in compliance with NFPA.

The good news is a new aerial will qualify under the Fire Act Grant, and the cities Ladder truck is considered high priority on the CIP. Unless the Fire Act Grant is renewed, this is the last year for it. If the city was to receive a grant for this, the local portion would only be about 5%.

Edmonds suggested putting a list together showing the rough cost of repairs and maintenance for the current ladder truck to show the benefit of it being replaced.

Walker said the ECRD group discussed these grants at their recent meeting, and it was questioned whether these grants will be continued. He heard FEMA was also under funded. If the funds are available this year, it may be beneficial to try for it.

Whitcomb asked if the relocation costs could be used for some of this. Jackson said he would talk with the people with Relocation to see if some of those funds could be used.

Walker suggests trying to go for the grant this year.

Karnowski asked how many times the department needs the aerial truck each year. Lawrence replied that it is probably needed approximately 6-8 times per year, but he would like to run it out as a second engine, but does not want to do with that with the current trucks condition.

Karnowski asked what the department could do with the old one. Lawrence said the Fire Act Grant would not allowed it to be sold and used by another fire department. Many times these trucks are really liked by tree trimming services, and it could be sold into that type of situation.
Jackson added that when looking at the Fire Departments Truck Matrix, the Fire Department is really underfunded, so it should be discussed with the Townships and the Fire Advisory Board.

Walker said hydraulic leaks are more dangerous than engine leaks.

**Crystal Cabinets – consideration of Resolution 17-27**

Karnowski reported that Jolene Foss is on vacation and asked him to present the documentation requiring Council action regarding Crystal Cabinets' request for a Business Subsidy.

Crystal is looking at expanding their operations in Princeton and is planning on applying to the Minnesota Department of Employment and Economic Development (DEED) for a $450,000 grant under the Minnesota Investment Fund (MIF) program.

The basis for requesting the grant is the creation of new jobs.

There is a maximum of $500,000 per grant and only one grant per state fiscal year may be awarded to a government unit.

At least 50 percent of total project costs must be privately financed through owner equity and other lending sources (most applications selected for funding have at least 70 percent private financing). Terms are for a maximum of 20 years for real estate and a maximum of 10 years for machinery and equipment.

The interest rate is negotiable.

While the funding is from the state, the actual business subsidy agreement would be between Crystal Cabinets and the City.

The application process requires a public hearing be held. Therefore, the Council is being asked to adopt a resolution calling for the public hearing.

Walker mentioned the city has had problems in the past regarding this type of loan, and questioned if we would be responsible for paying it back. Karnowski responded that there would be something in the agreement that Crystal Cabinets would be responsible to pay back the funds.

Walker stated it is great seeing Crystal Cabinets expanding.

**WALKER MOVED TO APPROVE RESOLUTION 17-27 CALLING FOR A PUBLIC HEARING TO CONSIDER A BUSINESS SUBSIDY AGREEMENT FOR MN INVESTMENT FUNDS FOR CRYSTAL CABINETS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

**Riverside Park Bathroom Proposal Review**

Gerold reported that the city received 2 bids for the proposed Riverside Park Bathroom remodel.
Walker asked for clarification that both bidders are doing the exact work, as the work was listed a bit differently in their bids.

Gerold added that public works employees would be doing the demolition, so the cost from Metro may come down a bit as they included demolition cost.

Edmonds stated it is difficult when you have a local bidder and non-local company that is close in price. He prefers going with the local company.

Walker said it looks like they are both very close in price if you consider the City is doing demolition, and the contingency that RW added in. Edmonds stated that he would prefer RW Builders did the work.

Karnowski asked if they are looking at a tank water heater, or an on demand system. Gerold responded that they are looking at a standard tank heater, as the on demand systems are quite a bit more expensive.

EDMONDS MOVED TO AWARD THE RIVERSIDE PARK BATHROOM PROJECT TO RW BUILDERS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Airport Master Plan – Postpone to July Study Session

Karnowski advised that at the May Study Session, a motion was adopted to table making decisions related to the Airport Master Plan to the June Study Session agenda.

The Council requested that staff talk to Prairie Restorations to inquire about their future plans and receptivity to having their property re-zoned to address the proposed extended runway.

In checking with the airport engineer, they’ve not yet been able to set up a meeting with Prairie Restorations. So Staff is suggesting that the final discussion about the Airport Master Plan be moved to the Council’s July Study Session.

WALKER MOVED TO ADJOURN THE STUDY SESSION AT 5:00PM. EDMONDS 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 JUNE 7, 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, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, and Attorney Damien Toven. Absent was Development Director Jolene Foss and Engineer Andy Brotzler.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of May 25, 2017
B. Study Session Meeting Minutes of June 1, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MAY 25, 2017 AND THE STUDY SESSION MEETING MINUTES OF JUNE 1, 2017 WITH A MINOR CORRECTION. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Temporary Intoxicating Liquor License for Chamber of Commerce Street Fair
B. Personnel
   1. Liquor Store – accept resignation of Christina Thompson effective 5-13-17
   2. Liquor Store – accept resignation of Brandi Defreitas effective 4-29-17
C. Donations/Designations

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

OPEN FORUM

Cindy Pohlcamp stated she has been involved in ministry since 2005. She is coming to the Council tonight to ask that they consider passing a resolution to get the national motto of "In God We Trust" displayed in the Princeton City Chambers. There are 4 in MN, and 600+ cities throughout the United States that have passed the resolution. The 2 Counties that have passed the resolution is Crow Wing and Beltrami County and the Cities of Anoka and Elk River. They are encouraging the national motto to be placed in city buildings and school classrooms.

Whitcomb is not opposed to it, but would like staff to do some research into it and report back to the Council. If the Council decides to go forward with this, staff will contact Pohlcamp.

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Minutes of May 18, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS
ORDINANCES AND RESOLUTIONS

A. Ord 751/Res 17-29–Rezoning portion of Princeton Crossing, 1st Add.– Final reading

Karnowski reported that there have been no changes since the introduction of Ordinance 751. This rezoning will allow the Quik Trip to be built near Shopko.

WALKER MOVED TO APPROVE RESOLUTION 17-29 APPROVING THE REZONING OF A PORTION OF THE PRINCETON CROSSING, 2ND ADDITION PLAT (PID 90-404-0215 FROM B-2 (NEIGHBORHOOD BUSINESS DISTRICT) TO B-3 (GENERAL BUSINESS DISTRICT AND ORDINANCE 751. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 752 – adding a Solar Zoning Ordinance – Final reading

Karnowski stated that there have been no changes since the first reading.

REYNOLDS MOVED TO APPROVE ORDINANCE 752, AMENDING ORDINANCE #538 WITH AN ADDITION OF SOLAR ENERGY FARM AND SYSTEMS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

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

Karnowski advised since the first reading, he spoke to Councilor Edmonds and he would like "within the public right-of-way" added to "a" and "j" under permitted uses.

Edmonds said his concern was without the right of way statement, he felt we were micromanaging private properties. He just wanted to make sure vehicles were not blocking roads.

EDMONDS MOVED TO APPROVE ORDINANCE 753, AMENDING CAR WASH RESTRICTIONS IN B-3. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Resolution 17-28 – approving MnDOT/City/County Roundabout Agreement

Karnowski reported that the City has received the agreement for the Roundabout. It authorizes the expenditure of the state and federal funds, and specifies that Mille Lacs County will administer the funding portion of the project. This is a standard agreement. He added that he recently received an email that stated the County will be requesting a second agreement between the City, PUC and the County. There were some possible issues with the language in the current agreement, so that will be worked out and come to the council for approval at an upcoming meeting.

EDMONDS MOVED TO APPROVE RESOLUTION 17-28 ENTERING INTO MN DOT AGREEMENT 1026206 FOR THE ROUNDABOUT AT HIGHWAY 95 AND COUNTY ROAD 157 / 21ST AVE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
UNFINISHED BUSINESS

A. Phosphorus Trade Project Repair Pay Estimate

Karnowski reported that the City has received an invoice from Minnesota Native Landscapes for repair work completed on Trading Sites 4 and 5. The work was completed on April 24th and 25th. Broetzler made a site visit along with Bob Gerold and Bruce Henningsgaard (MPCA) on May 11th and found the work to be consistent with the planned work and quantities included on this invoice. This invoice amount is consistent with the amount presented and authorized by City Council per WSB’s memo of April 10th, 2017. Staff recommends payment in full for this invoice.

WALKER MOVED TO APPROVE INVOICE 15077 FROM MINNESOTA NATIVE LANDSCAPES IN THE AMOUNT OF $14,600 FOR SITES 4 AND 5. ZIMMER SECONDED THE MOTION.

Edmonds asked if this total is the same as the original estimate. Karnowski replied that it was a bid project, so it is the same amount as what was originally brought forward to the Council when the project was awarded.

THE MOTION CARRIED UNANIMOUSLY

B. Conflict of Interest Policy

Karnowski reported that a recent meeting, the Council looked at some drafted policies that did not appear to have been passed. The Council determined that the only one they felt was needed was a conflict of interest policy. The City attorney reviewed that policy and made the requested modifications. The primary change was that the conflict applied to all city employees and not just supervisors.

Walker stated that it seems like a good idea to have a conflict of interest policy in place.

WALKER MOVED TO APPROVE THE CONFLICT OF INTEREST POLICY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Golf Course Concert Request

Karnowski advised that the city received a request from the golf course. They are having a summer concert on June 24th with the band 'Pandemic' playing. They will play from 8-midnight outdoors with your approval (weather permitting, it will be moved indoors). The Council approved their band to play outdoors for their anniversary party on May 20th but due to the rain they ended up playing indoors. They are requesting approval for 'Pandemic' to play outdoors on June 24th until 12am.

ZIMMER MOVED TO APPROVE THE GOLF COURSE'S REQUEST FOR AN OUTDOOR CONCERT ON JUNE 24TH, TO PLAY UNTIL MIDNIGHT, WITH THE BAND FACING AWAY FROM THE RESIDENTIAL AREA. REYNOLDS SECONDED THE MOTION.
Walker said if they are thinking of doing this often, they should come up with a schedule and bring it to the Council once in the spring. Whitcomb does not want to see it done too often. Walker agreed.

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 $84,659.33 and the items listed on the liquor bill list and general city bill list which will be checks 75677 to 75750 for a total of $231,789.55. Reynolds seconded the motion. The motion carried unanimously

ADJOURNMENT
There being no further business:

Walker moved to adjourn the meeting at 7:20PM. Zimmer seconded the motion. The motion carried unanimously

Respectfully Submitted,                                               ATTEST:

______________________________            ______________________________
Shawna Jenkins                                      Paul Whitcomb, Mayor
City Clerk
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON JUNE 22, 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, and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Development Director Jolene Foss, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Andy Brotzler, and Attorney Damien Toven. Absent was Jules Zimmer.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of June 7, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 7, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Peddling permit for RG Enterprises – Kirby Vacuums
      d. Kasey Altenhofen   e. Jasmine Reddel
   2. Fireworks for sale – 505 19th Ave S

B. Personnel

C. Donations/Designations

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

OPEN FORUM

PRESENTATIONS

A. City Audit Presentation

Jackie Knowles with BerganKDV reported on the City’s 2016 Audit.

Their opinion on the City’s basic financial statements is unmodified and has the highest level of assurance. No reported items on the Minnesota Legal Compliance.

In regard to government auditing standards, there is one carryover internal control comment in regard to segregation of accounting duties, and one new comment regarding donated playground equipment, which was adjusted.

They have provided some management recommendations with the liquor inventory process and test counts, negative fund balances and inactive funds.

Fund revenues, expenditures and balances have remained fairly consistent over the last few years.

EDMONDS MOVED TO APPROVE 2016 AUDIT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
PUBLIC HEARINGS

A. Crystal Cabinets Business Subsidy

Foss reported that Crystal Cabinets Works has requested the assistance of the City of Princeton in the application for both a MN Investment Fund (MIF) and a Job Creation Fund (JCF) loan from the State of MN Department of Employment and Economic Development (DEED).

These loans will be used for a large expansion of their current operations. The expansion will include construction of a new building, new machines and this will facilitate the creation of 20-40 new jobs that meet wage requirements.

These loans are a way for businesses to expand with a low interest loan that is secured through the local unit of government. The City has successfully participated in loan applications like this in the past. When the borrowing entity pays back the loan funds, $100,000 gets paid directly back to the City to be used in a Revolving Loan Fund (RLF) account, while the remainder gets returned to DEED. Crystal is not asking for additional tax incentives, but the State of MN prefers to see a local government commitment. Staff is suggesting that we forgive $1000 per full time job created with a maximum of 40. That would mean that if all 40 jobs were created, $60,000 would be the amount returned to the City of the RLF.

The MIF loan will be for the amount of $450,000. The JCF loan application will be in the amount of $150,000. This amount is less than 10% of the total project cost.

The City Council has identified economic (tax base) growth and job creation as priorities for the City of Princeton. This is a way the City can show its support for businesses and job creators.

Staff is asking for the approval of Resolutions of Support #17-30 and #17-31 contingent on Financial and Attorney review for the application of these loan funds.

WHITCOMB OPENED THE HEARING AT 7:18

There were no comments

EDMONDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:18. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Resolution 17-30 – Support of a job creation fund application

WALKER MOVED TO APPROVE RESOLUTION 17-30 IN SUPPORT OF A JOB CREATION FUND APPLICATION IN CONNECTION WITH CRYSTAL CABINETS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE RESOLUTION 17-31 IN SUPPORT OF A MINNESOTA INVESTMENT FUND PROGRAM APPLICATION IN CONNECTION WITH CRYSTAL CABINETS WORKS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Planning Commission Minutes of May 22, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request – Fairview Scrubby Bear Committee

Karnowski advised that the Fairview Scrubby Bear Committee is requesting a Wine and Spirits Grant request of $100 or more to provide stuffed animals for their pediatric patients.

Edmonds was asking if they can sponsor a hole in their golf tournament. Walker stated if we sponsored a hole, the city's name is out there more. He said it seems like a great program.

WALKER MOVED TO APPROVE $150 WINE AND SPIRITS GRANT TO SPONSOR A HOLE IN THE SCRUBBY BEAR GOLF TOURNAMENT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. City Council Action Request for Claire Bear 5k Run/Walk

Karnowski reported that Jaime Grant with New Life Church would like to hold their 3rd Annual “Claire Bear 5k Run/Walk” on August 26th. The route has been approved by the Police Department.

Edmonds asked if they were looking for a police assistance. Frederick responded that they usually have their people out in vests assisting the runners, but he will likely provide a couple police reservists to help. He said he will also contact the sheriff's office to notify them of the race.

REYNOLDS MOVED TO APPROVE THE ROUTE AND REQUEST FOR THE CLAIRE BEAR 5K RUN/WALK ON AUGUST 26TH, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. City Council Action Request for Princeton Block Party

Karnowski stated that Scott Berry is requesting a road closure, barricades and use of the City's generator for the 8th Annual Block Party on July 28th.

Whitcomb said he did hear from a business downtown that is concerned about the streets closing down when they are open during the day. He asked that they work with the downtown businesses to keep access open for those customers for as long as possible.

Frederick asked what time the event starts. Cyndy Miller responded that it begins at 4pm, but they would like to close the road at noon to get vendors set up.

Frederick asked if they will be serving any alcohol. Miller responded that the VFW may fence off a section in front of their location and serve, but they have not gotten back to her as of yet.

Frederick asked Miller if they could set up the side street first to keep Rum River Drive open as long as possible. Frederick and Gerold discussed the best way to detour the traffic.
WALKER MOVED TO APPROVE THE ROAD CLOSURE FOR THE BLOCK PARTY ON JULY 28 AND USE OF BARRICADES AND THE CITY'S GENERATOR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. City Council Action Request for Summer Bash Dash

Karnowski reported that Mary Beth Torberg with Christ Our Light Church is requesting a Three mile Run Walk from the Fairgrounds main entrance out 14th Ave N, to First Street and following the sidewalk back to the Fairgrounds main entrance. They would like a Police Reserve at the intersection of First Street and 21st Ave South from about 10:30am until the run/walk is complete.

REYNOLDS MOVED TO APPROVE THE ROUTE FOR CHRIST OUR LIGHTS SUMMER BASH DASH ON AUGUST 19TH. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Drug Task Force Update

Frederick an update and timeline in regards to creating a position with the Sherburne County Drug Task Force as well as the hiring of a new officer to fill the position vacated for the task force spot.

- 06-30-2017 - Finalize job description for the drug task force position.
- 07-15-2017 – Complete question and answer for officers regarding position with Sgt. of Sherburne County Drug Task Force.
- 09-01-2017 – Start training requirements for Drug Task Force Officer.
- 10-01-2017 – Start hire processes for new officer.
- 12-01-2017 – New Drug Task Force Officer Start job shadow with Sherburne (1 week).
- 01-01-2018 – Position starts with Sherburne County.

Along with the timeline, he provided a more detailed financial / budget for the position. This includes items that will need to be purchased new, or items that will come out of the department’s yearly budget along with a budget increase though out the years.

- Purchase of a vehicle (civilian) and equipment. Approximately $12,000.00
- Training before position. These classes (3) will be absorbed into the current budget.
- Cell phone. $45.00 a month as well as the purchase of the phone for a total of approximately $650.00
- Overtime budget for DTF Officer. An increase of approximately $5,500.00 a year.
- “Buy Money” $5000.00 a year will be set aside for the use in drug investigations.
Walker questioned if the purchase of the vehicle and equipment would be a yearly cost. Frederick responded that their thought was to cycle them through with the officer, so every 3 years. They are thinking of using a forfeited vehicle, but if they cannot find a good one, they will talk to Princeton auto to see if they can help out.

B. Airport Taxiway asphalt cost update

Karnowski advised that at a previous meeting there was a request from one of the Airport Hangar users (Rick Hoffman) for the city to asphalt the gravel area connecting the old airport runway (currently being used by the public safety folks as a roadway) to the main taxiway to reduce the amount of gravel that ends up on that taxiway. The Council directed staff to get an estimate on the cost for that unbudgeted improvement.

The Public Works Director, Bob Gerold, advises that the estimated cost would be somewhere between $1,200 and $1,500. At this week’s Airport Advisory Board there appeared to be support for that improvement.

The police department has reported that with the new signage, the amount of traffic driving through there has dropped off drastically.

Whitcomb asked how large of an area. Gerold responded that it was measured at 9 feet wide x 145 feet long. They salvaged some milling from a previous project, and it will be about an inch and a half thick.

Walker stated that he does not know if it will increase traffic through the area, but he is in support for the safety of the pilots.

EDMONDS MOVED TO APPROVE PUBLIC WORKS TO PAVE THE 9’ X 145’ AREA ON THE GRAVEL SECTION BETWEEN THE PUBLIC SAFETY BUILDING AND AIRPORT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Elimfest Request

Karnowski advised that Elim Care and Rehab Center is requesting the ability to close off 8th Ave (to the west of Elim’s block) on Sunday, August 20th for their 31st Annual Elim Fest. For nineteen years, they have used 8th Avenue and hope to again use it because of its proximity to Elim and ease of use for their rehab center and Caley House residents.

If their request is approved, they are asking if the Public Works Department can drop off barricades on the boulevard sometime before the event and they will set them up at both ends of the block at around 1:30pm, and they will remove them at or before 8pm after cleanup from the event. As in the past, they will keep a path open on the north side of the street for ambulance and other emergency vehicle access. They would also like to use the city’s portable
generator if possible.

WALKER MOVED TO APPROVE THE STREET CLOSURE OF 8TH AVENUE AND THE USE OF THE CITY'S BARRICADES AND PORTABLE GENERATOR FOR THE EVENT ON AUGUST 20TH. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Elk River Lucas Units Contribution

Lawrence stated that on behalf of the Princeton Fire & Rescue Department, he is respectfully asking the city council to approve a donation of two Lucas devices from Elk River Ambulance to the PFRD.

These units provide mechanical CPR for patients in Cardiac Arrest, freeing the first responders to do other treatment. Elk River Ambulance is only asking that a letter of release of liability be signed.

WALKER MOVED TO APPROVE THE DONATION OF TWO LUCAS DEVICES WORTH APPROXIMATELY $7000 EACH USED FROM ELK RIVER AMBULANCE TO THE PRINCETON FIRE AND RESCUE DEPARTMENT AND FOR STAFF TO DRAFT THE APPROPRIATE LIABILITY OF WAIVER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. New Sewer Camera quote consideration

Karnowski stated that public works received estimates for a new sewer camera. The lower of the two estimates is $32,312.00 with an additional $592 for a pneumatic wheel set.

In addition to the quote, Gerold is planning on spending an additional $4,500 for a new trailer for that new equipment as the current camera has suffered from being transferred from its storage spot at the public works building to various trucks. That said, even with the proposed additional cost of the trailer, he will still be under budget for the total package.

Walker asked what type of trailer they were looking to buy. Gerold replied that they were originally looking at a trailer mounted system, but they determined they could set up a trailer themselves for less money.

WALKER MOVED TO APPROVE THE PURCHASE OF SEWER CAMERA WITH PNEUMATIC WHEEL FOR $32,904. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Kwik Trip Development Agreement

Foss advised that Scott Teigen, VP Real Estate Kwik Trip, is proposing to enter into an agreement with the City of Princeton regarding the development of a city street located at 8th Avenue South, behind Shopko, to facilitate ingress/egress at the proposed new construction of a Kwik Trip Convenience Store and Car Wash.

City Attorney, Paul Dove, has drafted a Development Agreement regarding the design standards and construction of the new City Street. This draft is a standard development agreement,
with the exception of the specific language included that acknowledges that the storm sewer system along Northland Drive which was installed in the early 90’s does not meet a 10-year storm event design.

The Planning Commission held a site plan review and with the guidance of the City Engineer, has determined that approval of the site plan would be in order. The Planning Commission agrees that although the storm sewer is at capacity, the City will allow the addition of the 8th Ave South drainage, with the understanding there may be some localized street flooding during certain rain events. If there were a larger rain event, overland overflow routes are present that will provide flood protection. Planning Commission does not see this possibility as an issue that would prevent the project from completion.

Staff is requesting approval of Development Agreement for construction of 8th Avenue South. The development agreement should be ready for next week. Walker asked for clarification that the development agreement is currently being reviewed by the attorney. Foss replied that was correct.

WALKER MOVED TO APPROVE THE KWIK TRIP DEVELOPMENT AGREEMENT CONTIGENT ON ATTORNEY AND STAFF APPROVAL. EDMONDS SECONDED THE MOTION.

Edmonds asked why they are looking at that location, as in his opinion it seems to be an odd location because of where the entrance would be. Foss said they are working with Shopko, McDonalds and Caribou to redo that entrance, so it will be much improved.

Whitcomb said he feels it will be a welcome addition to the city.

THE MOTION CARRIED UNANIMOUSLY

E. Small Cities Development Program – Mille Lacs County Historical Society

Foss reported that Mr. Barry Schreiber, on behalf of The Mille Lacs County Historical Society, is requesting $15,000 of the Small Cities Development Program funds to use in conjunction with a donated gift of $25,000 for energy improvements, accessibility improvements and code violation corrections.

The Small Cities Development Program allows commercial and residential property owner the opportunity to use funds for necessary improvements, with the potential for the funds to become a forgivable loan after a period of ten years. When previous awardees have sold the property before the 10 year time frame, the returned funds go into a separate budget for reuse.

There is currently approximately $34,000 remaining in the returned fund account.

The Historical Society is requesting the funds in the form of a 10 year, 0% interest loan, reducible by 10% of the original loan amount each year the building is owned by the MLCHS and used for public purposes.

The specific projects that will be completed include: Main entry door upgrade to ADA standards, depot bathroom upgraded to ADA standards, asbestos abatement from depot basement, dry pipe, in ceiling sprinkler system in Amdall room, and ceiling insulation.
Walker questioned if the Small Cities Development program is a forgivable loan. Foss replied that it is a forgivable loan.

Edmonds asked where it originated from. Foss replied that it funnels through from Lakes and Pines. If a property is sold before the time frame is up, the loan is repaid and goes back into a fund to use for future forgivable loans.

WALKER MOVED TO APPROVE THE SMALL CITIES DEVELOPMENT LOAN TO THE MILLE LACS COUNTY HISTORICAL SOCIETY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. Proposed WWTP Telemetry Improvements

Karnowski advised that staff has received a proposal from In-Control to provide the materials and services to improve the reliability, diagnostics and alarm management of the existing city sewer lift stations’ telemetry system.

The new system will monitor lift station pumping operations and provide an alarm system for City staff. Our current system is an isolated system that is not connected to the plant’s SCADA system. In addition, some current station locations currently have difficulty with reliable communications. The current radio modules are obsolete and replacements are no longer available.

The proposed telemetry improvements will integrate lift station monitoring and alarming into the existing sewer plant SCADA system which will provide a common alarm notification system for City staff. New radio modules and antennas will provide increased toughness, enhance security, new communication status alarming and also offers future capabilities for remote lift station control or coordination.

The new system will operate at 900 MHz with frequency hopping data encryption / authentication technology and will not require FCC licensing. Two new telemetry locations on PUC water towers will act as repeaters between the city’s lift stations and the WWTP.

The city has $100K budgeted in the CIP but we will need more than what the proposal indicates because of the need to hire an electrician to do some of the work. Gerold will have an estimate for the electrician work before the Council meeting.

Note that the city did not get a second quote because In-Control was the company specified in the recently completed main lift station upgrade. Because of the need to make sure the entire lift station monitoring system is compatible, In-Control was selected for this project.

Gerold stated that the additional electric work is estimated to be around $15,000. With the electrical work needed, the entire project will likely slightly exceed the amount budgeted for. The biggest variable is if we can use the antenna at city hall, or if they need to use the water tower.

WALKER MOVED TO APPROVE THE BID AS PRESENTED FROM IN CONTROL. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
MISCELLANEOUS

BILL LIST
REYNOLDS MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $135,877.88 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75756 TO 75810 FOR A TOTAL OF $231,404.34. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT
There being no further business:

EDMONDS MOVED TO ADJOURN THE MEETING AT 7:54PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor