1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on July 17th, 2017 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business: None

6. New Business:
   A. RM-1 Residential Manufactured Housing Review – Tab B

7. Communication and Reports:
   A. Verbal Report
      1) Open House Meeting – Tab C
   B. City Council Minutes for July, 2017 - Tab D

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON JULY 17, 2017, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

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 JUNE 19, 2017
REYNOLDS MOVED, SECOND BY ERICKSON, TO APPROVE THE MINUTES OF JUNE 19, 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. WSB Comprehensive Plan Review
Molly Patterson-Lundgren (WSB Engineer) introduced herself and said she has been working on the City Comprehensive Plan and had met with the Planning Commission Board in March 20, 2017 and now would like to go over the draft chapters of the plan.

The population analysis was completed in 2014 for East Central Regional Housing by the Maxfield Research Firm and then another source that was used from the State census information in 2015. There is a 200 population difference between the two. The State does their census information every ten years. The plan is to put the two together where the population is clarified better.

The market area includes the City of Princeton, Greenbush Township and, Princeton Township. Baldwin Township is south of the City and is on its own market area. Princeton is comparable in size to Becker, Zimmerman, and Isanti, about half the size of Big Lake. The data looks at the number of households and the persons per households. We have seen a decrease in the number in each household.

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. The City might consider prioritizing policies whose goal is reduction of poverty or increasing economic independence and resilience of Princeton households.

An analysis of the occupations for the employed population that lives in Princeton reveals that the predominant professional realm for the working population is educational services, health care, and social services. The second largest occupation type is manufacturing. It should be noted that the employed population of Princeton may or may not work within the City of Princeton. The 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 the city.

Hallin asked if the State Demographers census for Princeton is 200 higher in population than Maxfield came up with.

Patterson-Lurdgren said yes.

Foss said that on page eight the graph shows that Big Lake has grown the most in the surrounding areas. The colors in the graph blend so that should be fixed.

Patterson-Lurdgren will fix that where it is clarified better. The housing needs analysis is from the Maxfield study. They are projecting out till 2025 and Patterson-Lundgren asked the Planning Commission if they want the study further out.

Foss said ten years would be good enough.

Patterson-Lurdgren will do another projection to 2030. In Princeton, 61 percent of households are in what is considered “family households”, where at least two related people live together in a home. They are showing a higher demand for rental in the future. If there is a higher level for rentals you then will not see single family built. The older homes will be turned into rentals. You need to think about keeping the older neighborhoods in good condition. Patterson-Lundgren said when she was here in March, the Planning Commission talked about what type of housing would be good here. She showed a map of a few areas that would be a nice housing development. The one on the north end of town is in Princeton Township and is 17 acres. If this were annexed in, she suggest about six units per acre. It just depends on what size of lots is platted. 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 a cluster development may be appropriate to avoid these features which might provide a nice open space amenity incorporated in parks or trials 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.
Erickson said that property may be a possible area for manufactured homes.

Foss questioned if we want manufacture homes there.

Erickson said the owner of Sherburne Mobile Home Park is interested in expanding to the land across the street from the mobile home park. He did have the sewer and water fixed in his mobile home park and is able to hold more mobile homes in there also.

Patterson-Lundgren said it is good the Planning Commission is looking outside the box. We have plenty of land in the two locations for the next ten years and then the existing land available and even some downtown. The material for tonight will be narrowed down with the density and development in areas.

Erickson asked if the road that curves by the wastewater treatment plant could be reopened.

Foss said City staff said if the area by there were to be developed, the road could be reopened.

Patterson-Lundgren said options for other housing ideas would be using the buildings for sale downtown with retail on the bottom and housing on the top. Replacing the strip commercial development with more vertical mixed use would help provide a 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 the structures closer to the street and incorporating parking areas in the rear or internal to the block would further help 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 Rum River Drive.

Erickson said on the west side of Rum River Drive has housing on top and the problem is resident parking. So that would not work here.

Patterson-Lundgren said the example of the existing land use map is a sample. She will have Foss look at it. She really wants the focus on the Future Land Use map. She has some new land use plans. Residential is low density, medium and higher. She is suggesting that we keep mixed use. She combined the schools, churches and such as one district. Many Comprehensive Plans she works on have connectivity and she will work that in. We have goals to complete the pedestrian and trail systems along with automobile routes for future use. She will have those in her next draft.

Foss said to have a two mile growth boundary in the Future Land Use map. It will be helpful to have those in if anyone were to annex into the city.

Patterson-Lundgren said she will put that in. It will just be a line on the map as intentional land use in the townships.
COMMUNICATION AND REPORTS:
A. Verbal Report
There was no verbal report.

B. City Council Minutes for June, 2017
The Planning Commission Board had no comments on the City Council minutes.

REYNOLDS MOVED, SECOND BY ERICKSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:59 P.M.

ATTEST:

Victoria Hallin, Chair  Mary Lou DeWitt, Comm. Dev. Assistant
7. RM-1 Residential Manufactured Housing

A. Intent

The intent of the RM-1 Residential Manufactured Housing District is to promote health, safety, order, convenience, and general welfare by enforcing minimum standards for mobile home parks, the location and use of mobile home parks, and the design, construction, alteration, and arrangement of homes on said lots, authorizing the inspection of mobile home parks, the licensing of operators, and fixing penalties for violations. NO building or land shall be used and no building shall be erected, converted, or structurally altered, unless otherwise provided herein.

B. Permits

1. Valid Permit

It shall be unlawful for any person to construct, alter, or extend any mobile home park or structure within the park that is permanent in nature, where permanent means structures that are not on wheels or mobile, within the limits of the City of Princeton unless a valid permit for the specific construction, alteration, or extension proposed is issued by the Building Official in the name of such person.

2. Applications

All applications for permits shall contain a Preliminary Site Plan which must be submitted to the Planning Commission for review and approval before any building permits are issued and should be submitted to the Zoning Administrator for staff review at least 28 days before the regularly scheduled Planning Commission meeting. The Preliminary Site Plan must include the following items:

a. Name and address of applicant.

b. Location and legal description of the mobile home park.

c. Complete engineering plans and specifications of the proposed park including, but not limited to, the following: the area and dimensions of the tract of land; topography sketch of the land; the number, location, and size of all mobile home lots; the location and width of roadways and walkways; the location of water and sewer lines and riser pipes; plans and specifications of the water supply and refuse and sewage disposal facilities; plans and specifications of all buildings constructed or to be constructed within the mobile home park; the location and details of lighting electrical systems; a landscaping plan approved by the City; and park ground area and recreation equipment be shown on the landscaping plan.
No building permits or grading permits shall be issued for any mobile home park development until the Final Plans are approved by the Zoning Administrator. Said Final Plans must be in accordance with the above approved Preliminary Plans or they must be reviewed and approved by the Planning Commission before the Zoning Administrator can grant approval to proceed.

C. Appeal

If approval of the preliminary or final plans is denied by the Planning Commission, the applicant may file an Application for Appeal, which is available from the Zoning Administrator, to the City Administrator within 30 days of the denial. Such appeal shall be heard by the Board of Adjustment within sixty (60) days of the date that such appeal is submitted to the Zoning Administrator.

D. Inspection of Mobile Home Parks

1. Compliance With Ordinance

The Building Official is hereby authorized and directed to make such inspections as are necessary to determine satisfactory compliance with this ordinance, including the power to enter at reasonable times upon any private or public property for said purposes.

2. Registration Record

The Building Official, the Chief of Police, or their duly authorized representatives shall have the power to inspect the register containing a record of all residents of the mobile home park.

3. Access

It shall be the duty of the park management to give the Building Official free access to all lots at reasonable times for the purpose of inspection.

4. Repairs

It shall be the duty of every occupant of a mobile home park to give the owner thereof or his agent or employee access to any part of such mobile home park at reasonable times for the purpose of making such repairs or alterations as are necessary to effect compliance with this ordinance.
E. Notices, Hearings, and Orders

1. Notice

Whenever the Building Official determines that there are reasonable grounds to believe that there has been a violation of any provision of this ordinance, the Building Official shall give notice of such alleged violation to the person to whom the permit or license was issued, as hereinafter provided. Such notices shall:

* Be in writing;

* Include a statement of the reasons for its issuance;

* Allow 30 days time for the performance of any act it requires. If work cannot be completed in the 30-day period, extensions may be granted if reasons for hardship do prevail and can be verified;

* Be served upon the owner or his agent as the case may require, provided that such notice or order shall be deemed to have been properly served upon such owner or agent when a copy thereof has been sent by registered mail to his/her last known address, or when he/she has been served with such notice by any method authorized or required by the laws of this state.

2. Hearing

Any person affected by any notice which has been issued in connection with the enforcement of any provision of this ordinance may request and shall be granted a hearing of the same before the Planning Commission.

3. Emergency

Whenever the Building Official finds that an emergency exists which requires immediate action to protect the public health or safety, an order may be ordered, without notice of hearing, reciting the existence of such an emergency and requiring that such action be taken as deemed necessary to meet the emergency, including the suspension of the permit or license. Notwithstanding any other provisions of this ordinance, such order shall be effective immediately. Any person to whom such an order is directed shall comply therewith immediately, but upon petition to the Building Official, shall be afforded a hearing before the Planning Commission as soon as possible. Pending any such hearing, such emergency orders shall be in full force and effect until and unless later removed, modified, or changed by the Building Official, the Planning Commission, or the City Council.
F. Environmental, Open Space, and Access Requirements

1. General Requirements

Condition of soil, ground water level, drainage, and topography shall not create hazards to the property or the health and safety of the occupants. The site should not be exposed to objectionable smoke, noise, odors, or other adverse influences, and no portion subject to unpredictable or sudden flooding.

2. Area

Minimum total park area shall be 10 acres.

3. Soil and Ground Cover Requirements

Exposed ground surfaces in all parts of every mobile home park shall be paved or covered with stone, screenings, or other solid material, or protected with a vegetative growth that is capable of preventing soil erosion and of eliminating objectionable dust.

4. Site Drainage Requirements

The ground surface in all parts of every mobile home park shall be graded and equipped to drain all surface water in a safe, efficient manner.

5. Use Requirements

a. No part of any park shall be used for nonresidential purposes, except such uses that are required for the direct servicing and well-being of park residents and for the management and maintenance of the park.

b. Nothing contained in this section shall be deemed as prohibiting the sale of a mobile home located on a mobile home stand and connected to the pertinent utilities.

6. Required Separation Between Mobile Homes

a. Mobile homes shall be separated from each other and from other buildings and structures by at least 20 feet or the sum of the heights of both trailer units, whichever is greater. Mobile homes placed end-to-end must have a minimum clearance of 20 feet.

b. An accessory structure such as an awning, cabana, storage cabinet, carport, windbreak, or porch which has an opaque top or roof, shall, for purposes of all separation requirements, be considered to be part of the mobile home.
c. Minimum lot sizes shall not be less than 5,000 square feet.

7. Open Space

A minimum of 400 square feet per mobile home shall be provided for definable play areas and open space within the mobile home park and 100 square feet per mobile home shall be provided that may be used for compound parking space within the mobile home park. Such areas of open space, play area, and compound parking area shall not be areas included within any setback nor shall they include any areas of less than 20 feet in length or width.

8. Required Setbacks, Buffer Strips and Screening

a. All mobile homes shall be located at least 30 feet from any property boundary line abutting upon a public street or highway and at least 20 feet from other property boundary lines.

b. There shall be a minimum distance of 15 feet between the mobile home stand and abutting park street.

c. All mobile home parks located adjacent to residential, recreational, commercial, or industrial land uses shall provide screening, such as fences, shrubs, and/or trees, which shall be maintained in a neat and orderly fashion along the property line separating the park and such uses.

9. Cluster Development

Cluster development shall be encouraged. In such case, the Planning Commission and City Council may vary or modify the strict application and requirements of Section VI, Subd. 6, Subd. 7 and Subd. 8 as applied herein to more readily accommodate this development concept.

10. Average Density

Notwithstanding the type of development used, the maximum density shall be seven mobile homes per acre.

11. Accessory Buildings

a. One accessory building for outside storage of equipment and refuse is required for the mobile home park. The accessory building shall be a minimum of 48 square feet and shall be designed of weather resistant material that will enhance the general appearance of the mobile home park.
One accessory building for outside storage of equipment and refuse will be allowed for each individual mobile home site. The accessory building cannot exceed the square footage of the principle building and shall be designed of weather resistant material that will enhance the general appearance of the mobile home park.

b. Emergency Shelter Building

Within three years of the adoption of this ordinance, all existing and future mobile home park owners in the City shall provide emergency shelter for their occupants. The shelter must be centrally located in the mobile home park but must be within 700 feet of all park residents. It must be of sufficient size to accommodate all residents of the park and be constructed to standards of the City Code.

12. Park Street System and Car Parking

a. General Requirements

All mobile home parks shall be provided with safe and convenient vehicular access from abutting public streets or roads to each mobile home lot. Such access shall be provided by streets, driveways, or other means.

b. Park Entrance

Entrances to mobile home parks shall be designed to minimize congestion and hazards and allow free movement of traffic on adjacent streets. No parking shall be permitted on the park entrance street for a distance of 100 feet from its point of beginning.

c. Internal Streets

Surfaced roadways shall be of adequate width to accommodate anticipated traffic and shall meet the following requirements:

1) All streets, except minor streets, shall be a minimum of 30 feet in width.

2) Dead-end streets shall be limited in length to 500 feet and shall be provided at the closed end with a cul-de-sac having an outside roadway diameter of at least 100 feet. All dead-end streets shall be marked with approved signs at the entrance to the dead-end street.

3) Minor streets 24 feet in width shall be acceptable only if less than 500 feet long and serving less than eight mobile homes or of any length if mobile home lots abut on one side only.
Chapter V – Zoning Districts

d. Car Parking

Off-street parking areas for the use of park occupants and guests shall be furnished at a rate of at least two car spaces for each mobile home lot. All off-street parking areas shall be paved concrete or bituminous surface or crushed rock treated with oil so it is dust free.

e. Required Illumination of Park Street Systems

All parks shall be furnished with lighting units so spaced and equipped with luminaries placed at such mounting heights as will provide the following average maintained levels of illumination for the safe movement of pedestrians and vehicles at night.

1) All parts of the park systems: 0.6-foot candle.

2) Potentially hazardous locations, such as major street intersections and steps or stepped ramps, individually illuminated with a minimum of 0.6-foot candle.

f. Street Construction and Design Standards

1) Pavements

All streets shall be provided with a paved concrete or bituminous surface. Pavement edges shall be protected to prevent raveling of the wearing surface and shifting of the pavement base. Street surfaces shall be maintained free of cracks, holes, and other hazards.

2) Grades

Longitudinal grades of all streets shall range between 0.4% and 8.00%. Transverse grades (crown) of all streets shall be sufficient to ensure adequate transverse drainage.

If conditions warrant, an adequate storm sewer system shall be provided to dispose of all runoff water. The storm sewer system may be connected to existing City storm sewer system upon City approval.

3) Intersections

Within 50 feet of an intersection, streets will be at right angles. A distance of at least 85 feet shall be maintained between the centerlines of off-set intersection streets. Intersections of more than two streets at one point shall be avoided.
13. Walks
   
   a. General Requirements
      
      All parks shall be provided with safe, convenient, all-season pedestrian access of adequate width for intended use, durable and convenient to maintain, between individual mobile homes, the park streets, and all community facilities provided for park residents. Sudden changes in alignment and gradient shall be avoided.
   
   b. Common Walk System
      
      A common walk system shall be provided and maintained between locations where pedestrian traffic is concentrated. Such common walks shall have a minimum width of four and one-half feet.
   
   c. Individual Walks
      
      All mobile homes shall be connected to common walks, to paved streets, or to paved driveways or parking spaces connecting to a paved street. Such individual walks shall have a minimum width of two feet.

14. Trees
   
   A minimum of one tree per lot is required. In open areas and park areas, a minimum of 20 trees per acre is required.

15. Skirt
   
   All mobile homes shall have skirts (made of metal, plastic, fiberglass or comparable, noncombustible material approved by the Building Official) around the entire trailer. Such skirts shall be painted to match the appropriate trailer so that it will enhance the general appearance thereof.

G. Water Supply
   
   All mobile homes shall be serviced by the City water system.

H. Sewage Disposal
   
   All mobile homes shall be serviced by the City sanitary sewer system.
Chapter V – Zoning Districts

I.  Service Buildings and Other Community Service Buildings

1.  General

The requirements of this section shall apply to service buildings, recreation buildings, and other community service facilities, laundry facilities, indoor recreation areas, and commercial areas supplying essential goods or services for the exclusive use of park occupants.

2.  Structural Requirements for Buildings

All portions of the structure shall be properly protected from damage by ordinary uses and by decay, corrosion, termites, and other destructive elements. Exterior portions shall be of such materials and be so constructed and protected as to prevent entrance or penetration of moisture and weather.

3.  Barbecue Pits, Fireplaces, Stoves, and Incinerators

Cooking shelters, barbecue pits, fireplaces, woodburning stoves, and incinerators shall be so located, constructed, maintained, and used as to minimize fire hazards and smoke nuisance both on the property on which used and on neighboring property, and shall comply with all appropriate ordinances, laws, or other regulations.

4.  Pole-type construction shall not be permitted.

J.  Refuse Handling

1.  General Requirements

The storage, collection, and disposal of refuse in the mobile home park shall be so conducted as to create no health hazards, rodent harborage, insect breeding, accident or fire hazards, or air pollution.

K.  Insect and Rodent Control

1.  Grounds, Buildings, and Structures

Grounds, buildings, and structures shall be maintained free of insect and rodent harborage and infestation. Extermination methods and other measures to control insects and rodents shall conform with any requirements of the County Health Department.
2. Parks

Parks shall be maintained free of accumulation of debris which may provide rodent harborage or breeding places for flies, mosquitoes, and other pests.

3. Storage Areas

Storage areas shall be so maintained as to prevent rodent harborage. Lumber, pipe, and other building material shall be stored at least one foot above ground.

4. Screens

Where the potential for insect and rodent infestation exists, all exterior openings in or beneath any structure shall be appropriately screened with wire mesh or other suitable materials.

5. Brush, Weeds, and Grass

The growth of brush, weeds, and grass shall be controlled to prevent harbor-age of ticks, chiggers, and other noxious insects. Parks shall be so maintained as to prevent the growth of ragweed, poison ivy, poison oak, poison sumac, and other noxious weeds considered detrimental to health. Open areas shall be maintained free of heavy undergrowth of any description.

L. Fuel Supply and Storage

1. Natural Gas or Fuel Oil System

Approved natural gas or fuel oil piping systems shall be installed and maintained in accordance with applicable codes and regulations governing such systems. No outside or buried fuel tanks by each unit will be allowed.

M. Fire Protection

1. Litter, Rubbish, Etc.

Mobile home parks shall be kept free of litter, rubbish, and other flammable material.

2. Fire Extinguishers

Portable fire extinguishers rated for classes A, B, and C fires shall be kept visible in service buildings and at other locations conveniently and readily accessible for use by all of the occupants and shall be maintained in good operating condition. Their capacity shall not be less than 10 pounds.
3. Fire

Fires shall be made only in stoves, indoor incinerators, and other equipment intended for such purposes.

4. Fire Hydrants

Fire hydrants shall be installed if the park water supply is capable to serve them in accordance with the following requirements.

a. The water supply system shall permit the operation of standard City fire hydrants.

b. Fire hydrants, if provided, shall be located within 30 feet of any mobile home, service building, or other structure in the park.

N. Miscellaneous Requirements

1. Responsibilities of the Park Management:

a. The person to whom a license for a mobile park is issued shall operate the park in compliance with this ordinance and shall provide adequate supervision to maintain the park, its facilities, and equipment in good repair and in a clean and sanitary condition.

b. The park management shall notify park occupants of all applicable provisions of this ordinance and inform them of their duties and responsibilities under this ordinance.

c. It shall be the duty of the operator of the mobile home park to keep a register containing a record of all mobile home owners and occupants located within the park. The register shall contain the date of arrival and departure of each mobile home. The park shall keep the register available for inspection at all times by Law Enforcement Officers, Public Health Officials, and other officials whose duty necessitates acquisition of the information contained in the register. The register record for each occupant registered shall not be destroyed for a period of three years following the date of departure of the registrant from the park.

O. Conditional Uses/Interim Uses

The following uses are permitted by the issuance of an interim use permit as outlined in Section IV, subsection 6:

- None
OPEN HOUSE MEETING NOTICE

Rum River Drive (County Road 45) at 125th Street Intersection Analysis
Sherburne County, City of Princeton, MN

The City of Princeton in partnership with Sherburne County and Baldwin Township will be holding an Open House meeting for the Rum River Drive (CR 45) at 125th Street Intersection review and analysis project at the Princeton City Hall, 705 2nd Street North, Princeton, Minnesota, on Wednesday August 23rd, from 4:00 p.m. to 5:30 p.m.

Safety, operational, and access concerns have been identified for the intersection of Rum River Drive (CR 45) and 125th Street. The City together with Sherburne County and Baldwin Township have hired a consultant to: review, analyze and document the existing traffic and operational conditions of the intersection; develop alternative improvement concept layouts, and; prepare a report with conclusions and recommendations.

The meeting will be held to present the preliminary analysis results and improvement options and to receive comments from the public. There will be a short presentation on the project at 4:30pm.

City Hall is handicap accessible. Please contact Charles Rickart, WSB Project Manager at 612.360.1283 or email at crickart@wsbeng.com if you have questions or comments.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JULY 6 2017 4:30 P.M.

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

League of MN Cities Insurance Trust Presentation to Mark Karnowski

Todd Prafke LMCIT Board Chair, Pete Tritz LMCIT Administrator, Dan Greensweig LMCIT Assistant Manager, Dave Unmbach Executive Director and Laura Honeck LMCIT Operations Manager wanted to thank Mark Karnowski on the 8 years that he has served on their Board. Insurance is complicated and very important. The LMCIT has over 1000 member cities, and they all share in risks, rewards, and loss control efforts. Cities receive dividends when possible. They thanked Karnowski, and the City Council for allowing him to serve on their board. Karnowski did a fantastic job.

Karnowski stated that it is complicated and takes a while to get up to speed. Even after 8 years, he doesn't know if he entirely got up to speed. There were always wrinkles and things to research and work through. He thanked them for allowing him to serve.

ASR Radio Discussion with Mille Lacs County

Karnowski reported that on Monday, June 19th, he, Mayor Whitcomb, Councilman Zimmer, Police Chief Frederick, Fire Chief Lawrence, and Finance Director Jackson met with Mille Lacs County Sheriff Brent Lindgren and several of his staff to discuss the feasibility of installing a ARMER ASR radio set-up in Princeton which would improve the County's Sheriff's radio reception in the Princeton area as well as improve the Princeton Police, Fire, Public Works and PUC's radio coverage within the larger buildings in our area.

Apparently, late last fall, Mille Lacs County applied for a $600,000 50/50 state grant to fund the proposed system. Originally, the city was advised the city's share of the local share would be half of the local match requirement or $150,000. The County needs to make a decision on accepting or rejecting the grant this week. The city's agreement to participate may factor into that decision.

Prior to the meeting on the 19th, the city was advised that the city's share would actually be closer to $60,000-$75,000. But then, on the 19th, the city's share went back to something just under $150,000 when one figures in the cost of erecting an antenna support system and the other related equipment.

One of the issues is that the County put in a similar system (that, reportedly, covers a larger area with a taller antenna) in the north end of the County without requiring any of the other benefitted entities to contribute to that project. So the city is wondering why we're being treated differently than the other entities on the north end of the County. The city was advised that the County paid for all of it because their radios didn't work well in the north part of the County and there were no other departments that would benefit from that new tower.
Also, the city (actually Relocation) has already purchased a radio signal enhancement system to be located in the High School that actually provides radio coverage within buildings in a lot of the south end of the city. We’re investigating whether the installation of a second system in the north part of the city would give the city all the coverage it needs. The cost of that second system would be around $15,000.

At issue is finding a source for the requested city share of the matching funds. As the Council is aware we already have some new fiscal demands for the 2018 budget (and beyond). Those include:

1. The necessary local share for the TH95/21st Ave. roundabout project ($400,000±), and

2. The local share of the Bike Trail grant ($545,800±), and

3. The additional cost of participating in the Sherburne County Drug Task Force Program ($110,000/yr.).

Mayor Whitcomb and Councilman Zimmer rightly advised the Sheriff that a decision on committing to the estimated $150,000± was a decision only the full City Council could make.

Lawrence stated that there are pros and cons to both this system and the small unit that will be installed in the high school.

Edmonds asked if the school district is sharing costs of the unit being installed in the high school. Karnowski replied that the High School is designated for the relocation program, so those funds pay for it.

Al Fjerstad with the Mille Lacs County stated that the unit in the high school will likely provide coverage into the hospital and a few other buildings, but it is only one channel. The system is good and has been deployed in a few counties and work well for emergencies.

Reynolds asked how he would compare the high school unit to this $150,000. Fjerstad replied that it will really benefit the city, firefighters and public works. The larger unit would also greatly assist the county, state patrol, and others in the event of a major situation, Lawrence stated that the small system may not provide coverage in all buildings.

Whitcomb said if he remembers right, even a new tower could be an issue in the industrial area. Fjerstad responded that the proposed site of a new tower system would be the public safety building, so the industrial park would benefit and there should be very good service in those buildings. The tower will need to be reinforced to handle a microwave dish, and the estimated cost is really a best guess. The other piece is the county will be picking up the yearly maintenance on the tower, which can be $75,000 - $100,000 a year.

Reynolds asked what the useful life of this type of system is. Fjerstad said the school system is a typical radio repeater. The tower proposed would be as well, but if the city wanted to change it to a to the simulcast system, it could be tied into several other towers.
Zimmer stated that it appears that even if we do all this improvement, there is no guarantee that it will greatly improve the service. Fjerstad replied that if the city decided to move forward with the project, he would put some more research into the coverage of the area. He is pretty certain that while it would probably not be 100%, we would likely have very good coverage with the proposed site.

Zimmer said if this had come up during the budget process, he would be in favor of putting money aside in the CIP for this. The county applied for the grant in October, and approved in April and we just now became aware of it. He understands that something like this is needed for public safety, but the funds are not available right now.

Zimmer asked Jackson where these funds come from if the project was approved. Jackson replied that the only option would be to make a special allocation out of the CIP fund. There are enough funds in the CIP, but it would move some other priority items. The council could put away some extra over the next few years to put those funds back. Zimmer said if we do not take the opportunity now, there may not be another grant to assist in the cost.

Fjerstad stated that they did have a meeting with Motorola, and they were informed about a municipal lease program for the extra costs. They call it a lease, but it is essentially a 0% loan over a couple years. Kanabec County did something similar. There are no penalties to pay off early, and it is at 0%. It would be for the non-grant portion of the project. So it would cover the work that Motorola would need to do. The grant money will buy the equipment but not pay for the installation.

Karnowski asked Fjerstad what the grant amount is and required match. Fjerstad replied that the grant received is for $270,000 and has a 50-50 match. The County was willing to split that 50%. Karnowski said one thing staff is confused about, is they have yet to see what the exact cost will be. Fjerstad stated that if the city will partners with the county, then he can look into it more and narrow down the costs. He wrote down a lot of information on the municipal loan program, but could set up an appointment with them and city staff to find out more details.

Jackson said if the council wanted to go ahead with the project if the no interest loan was available, they could motion to approve pending the approval of the 7 year interest free loan.

Foss asked if they have done the coverage study yet. Fjerstad responded that the did a coverage test 3-4 years ago on the north side with a different type of antenna, and that one showed little coverage in the buildings. They are hoping this antenna in the proposed location will provide much better coverage.

Zimmer said if we were in the budget process, we could budget for it and start setting funds aside, but we do not have funds to do this now.

Whitcomb asked what the cost would be today if we committed to the project. Fjerstad responded that the grant is for $270,000, with a 50% match. Half of that would be to the city, so would be $67,500. The Tower will be about $34,000, and his best guess would be another $40,000 for installation. The City could possibly finance about $80,000 through Motorola.
Zimmer said there in the meeting there was some discussion that the county would want about $80,000 up front. He asked how soon the City would have to pay their portion. Frederick added that if he recalls, the $135,000 would need to be paid by the completion of the project.

Frederick asked for an estimate on the cost of the entire project. Fjerstad remembers it to be approximately $280,000 - $300,000.

Zimmer asked if it would be bonded for. Jackson replied that it would not be at that small amount, unless it was rolled in with another project.

Fjerstad said he is not here to talk the city into the project, just to provide information.

Karnowski stated that the main issue staff has is that the same type of tower was erected on the north side of the county and they paid the full amount. It seems strange that the county will pay for the full amount for one on the north side, but Princeton does not get the same accommodations.

Fjerstad reiterated that there are no hard feelings if the city does not want to move forward with the project.

Reynolds said in the event of a serious event, we would really dislike not having good radio coverage.

Whitcomb said you don’t put a price on public safety, but when an exact cost can’t be provided he thinks it would be best to wait on the project. Zimmer agreed and suggested that the council start planning for this by putting it in the CIP.

Edmonds said he agrees he would like to see other avenues be looked at. Possibly partner with Sherburne County and start planning for it with a CIP.

Lawrence asked Fjerstad if they would be applying for another grant. Fjerstad replied that they may, but usually when you return grant money, it is a strike against you in the future.

Reynolds asked if it would be okay to approve it contingent on it being $60,000 - $65,000, and it would be up to the county to keep it to a certain amount. Fjerstad doesn’t not think the grant will cry up and go away tomorrow, but they do need to know by the beginning of the week.

Frederick asked if the County has voted yet and when their next meeting is. Fjerstad said they had not voted yet, and the next meeting is July 18th.

Karnowski said he understands the counties reluctance to return grant money, as the city has been dealing with that as well. The City has substantial grants for the bike path and the roundabout. He just does not know where the city would come up with the $60,000 that is needed for this.

Zimmer asked if all the large purchases are done via CIP. Jackson said they do have money set aside for 800mgz radio replacements. Frederick added that Chief Wamakie had started that fund and money is put into it each year. They were told the current radios would not be
serviced at some point, so they would need to be replaced. Whitcomb said the thing is, we are prepared for that, where this is out of the blue.

Zimmer said the cleaner way to do it is to start budgeting for it, and get it done whether there is a grant or not. Karnowski stated if the county would have said the south side will need an aerial at some point, the city could have start budgeting for it. Zimmer agreed and said they should have let the city know they were applying for the grant.

Zimmer stated that it can be looked into more if the council is in favor of this type of project. Frederick responded that he feels this type of a tower is a hard sell, as it would not reach the other counties.

Karnowski stated that in regard to grants, the Public Safety building Grant that was applied for was originally approved, but the governor line item vetoed it. It was stated that it was a local need verses a regional need. It might be interesting to pursue state bonding money as a simulcast system would link 3 counties and a several law enforcement and fire departments. He suggested talking to state representatives to show this is a regional need. He thinks it would be a good option to go for a 50-50 match on a larger simulcast system.

Frederick agreed a simulcast tower would be very beneficial, as it would be used well into Isanti and Sherburne County and even partially into Benton County.

Zimmer asked if we pursue the simulcast system, it may be beneficial to look into setting up a committee. Frederick commented that the last he heard, a simulcast system process usually takes a couple years.

WHITCOMB MOVED TO NOT PARTICIPATE IN THE PROJECT AT THIS TIME, AND TO HAVE STAFF BEGIN LOOKING AT THE IDEA OF A SIMULCAST SYSTEM AND BEGAN PLANNING FOR IT IN THE CIP. ZIMMER SECONDED THE MOTION. VOTE: 3; 1, REYNOLDS OPPOSED, MOTION CARRIED

**Airport Master Plan Discussion with Airport Board**

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

Effective airport planning ensures that an airport is developed in a logical manner that coincides with the demand for facilities. Typically, planning efforts are performed approximately every five to fifteen years. An Airport Master Plan study has never been completed for the Princeton Municipal Airport. The Master Plan effort has been undertaken to ensure that the planning recommendations and alternatives are consistent with the current and future needs of the Airport and community.
As part of this study, aviation activity forecasts were prepared based on responses to user survey's, the airports service area, and on analysis of local and national general aviation trends and socioeconomic data. PNM is home to 45 single engine aircraft, one multi engine aircraft and three helicopters. The Airport is served by one runway; Runway 15/33. Runway 15/33 is 3,900 feet long and 75 feet wide, and is paved and lit. ONM has a total of 37 hangars; two T-hanger buildings (4 units and 15 units), a single T-hanger unit, and 18 box style hangars on the airfield. The number of based aircraft at PNM is forecasted to increase from 49 in 2015 to 63 by 2035. Aircraft operations are expected to increase at an annual average growth rate of 2.10%, from 12,606 in 2015 to 19,095 in 2035.

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

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

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

Miscellaneous
1. Relocated the AWOS (weather station) southwest of Runway 33 to make the existing location available for future hanger development
2. Plan for short-term, mid-term, and long-term hanger development, and construct when demand warrants
3. Install eight additional tie down (aircraft parking) spaces (total of 24) by 2035, or as needed
4. Redesign and expand existing apron to meet spacing standards and add tie downs
5. Monitor the FAA’s and EPA’s progress for updated regulations and replacements for Aviation Gas (100LL)
6. Add one additional automobile parking space (total of 25 spaces) by 2035 to the existing A/D building parking lot.
7. Install full perimeter fencing around the airport property
8. Remedy possible encroachments to Airport Property
9. Mitigate wildlife attractants and hazards
10. Implement sustainability initiatives

11. Update zoning ordinance to reflect the ultimate Runway 15/33 conditions and removal of Runway 4/22

Runway Development and Alternatives Analysis

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

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

Instrument Approach Considerations

Instrument approach procedures can be broken down into precision instrument or non-precision instrument approaches. Precision instrument approaches are those approaches that provide both vertical and horizontal guidance to the runway. An Instrument Landing System (ILS) is a common example of a precision approach. Most non-precision approaches have only directional guidance to the runway (as with the current approach). The newest approach published at airports is a Localizer Performance with Vertical Guidance (LPV) approach. An LPV approach is considered a non-precision approach yet it provides both horizontal and vertical guidance to pilots. Most LPV approaches require non-precision design standards at an airport.

Alternative 2A – 4,400’ Runway

Alternative 2A includes an extension of 500 feet to the south for a total length of 4,400 feet, and 1-mile non-precision approaches to both ends. This 500 foot extension is the maximum extension that can be accomplished within the existing airport property. A Length of 4,400 feet is slightly longer than the length needed for a King Air 200 (small aircraft with less than 10 passenger seats). Although non Kind Air 200 (or similar) users are requesting a longer runway at this time, it is feasible that a King Air 200 user would require 4,400 feet at Princeton Airport in the future.

The 500-foot runway and taxiway extensions would require approximately 0.37 acres of wetland fill to accommodate the required grading standards to the safety areas. Additionally,
this alternative would impact the existing service road leading to the Flight Service Station (FSS) equipment on the on the southwest side of the runway. This road will need to be relo-
cated as it will continue to be needed for the FSS equipment. Because alternative 2A keeps
the RPZ within airport property, no property acquisition is required.

Since the Airport Zoning Safety Zones extend proportionately with runway length, the Airport
Zoning would be impacted on both runway ends. New incompatible land uses would result.
On the north (Runway 15) end, there is a residential area that would be a new use within
Zone B and the church would also be a new use within Zone B. While these uses would be
"grandfathered" into the new zoning, no expansion of these sites would be permitted. On the
south (Runway 33) end, Prairie Restorations would be encompassed within Zone B. The area
currently in agricultural use (a compatible use) by Prairie Restorations would be limited
for future development to uses compatible with Zone B.

This alternative would cost approximately 1.65 million in 2017 dollars. Based on current ant-
icipated funding ratios, the City of Princeton would be expected to pay 10%, or $165,000.

Alternative 2B – 4,900' Runway

Alternative 2B maximizes the runway length permitted (4,900 feet) without a precision ap-
proach per MnDOT Aeronautics requirements by increasing the runway extension to the
south. As such this alternative includes a 1,000 foot extension for a total runway length of
4,900 feet while keeping the existing approach minimums of 1-mile. A 4,900 foot long run-
way is longer than that required for a King Air 200 type aircraft (which requires 4,400 feet)
but less than the next FAA grouping of aircraft (large aircraft weighting between 12,500 and
60,000 pounds) which typically require around 5,500 feet at locations similar to Princeton.

This longer extension would increase wetland impacts to 0.53 acres of wetland fill and re-
quire 4.7 acres of property acquisition. Similar to Alternative 2A, the access road to the FSS
equipment would need to be relocated or removed.

Alternative 2C – shifted 4,900' Runway

To avoid impacting the church on the north (Runway 15) end, Alternative 2C reexamines Al-
ternative 2B by shifting the 4,900 foot runway south. Alternative 2C shifts the entire runway
south approximately 1,000 feet, which is enough to match the outer edge of the future
MnDOT Safety Zone B with the outer edge of the existing Zone B.

Alternative Analysis 2 – Preferred Alternative

The AAB chose Alternative 2C as the preferred ultimate runway condition for Runway 15/33
as it provides the maximum length (4,900 feet) without a precision approach, and minimizes
impacts to the church on the north end of the runway.
Nowicki did speak to Prairie Restoration and it was indicated that some of their land on the north side is being looked at for possible development. They are not considering any change in use, at this time, but things can change so would not want to make a commitment.

Karnowski added that some of that land is wetland, so it would never be developed. Its ultimate use is agricultural. However, some of the land that would need to be rezoned if the longer runway was put in is property that could be developed.

Karnowski and Nowicki stated that the city is allowed to go into Baldwin Township to zone properties for the airport.

Airport board Jeff Dotseth questioned if it was easier to get the zoning now, verses down the road. Nowicki responded that it is usually better received when there is a current needed use.

Karnowski stated if the master plan did not anticipate a longer runway, but then the northern part of prairie restoration where to get developed into industrial, you could zone for a longer runway, and those industrial companies would be grandfathered in.

Sharon Sandberg commented that the large airports want those smaller jets out, and Princeton could be an option for them. Nowicki said many of them fly out of Anoka, and they have corporate hanger space.

Whitcomb asked for some criteria on when to expand runways. Nowicki replied that from the FAA’s point of view, they want to see a well-documented need (500 operations per year) and local support for the project to line up the funding to expand a runway.

James Frelkaak said if we were just looking at what it should be today, it would leave it at the current 3900 feet. However, this plan is looking at the next 20 years, and for that he feels the city should go to the 4400 feet, or even the 4900. He would like to see the city make it as long as you can now, in case it is needed down the road. If we were to see a lot of industrial growth, we will need it for the corporate airplanes. The flight school is great, but the corporate airplanes are what really support the airport.

Edmonds said he feels the runway can stay the same for now. He cannot support compromising someone’s property use for 20 years for something unknown. He can support the other projects, just not the expansion of the runway at this time.

Zimmer said FAA stated they felt the current airport is adequate until 2035. He agrees with Edmonds on imposing zoning on a property owner. He is also in favor of leaving it the way it is at 3900 and also supports the other projects.

Karnowski restated that even if we leave it at 3900, if we really need the 4400 feet, you are not precluded from starting the zoning process and if you can demonstrate to the FAA it is needed. If something was built during on those properties during that time, it would be grandfathered in.
EDMONDS MOVED TO NOT EXPAND THE RUNWAY AND LEAVE IT AT 3900 FEET IN THE AIRPORT MASTER PLAN. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Aero Business Park Broker Contract**

Foss reported that the Aero Business Park lots have been available for sale for numerous years. Previous attempts at selling the lots have not been successful. In an attempt to revitalize the efforts, the Economic Development Authority has reached out to numerous real estate brokers. The response was minimal, but included was a proposal from Coldwell Banker Commercial Broker, Ms. Wendy Hendricks. Ms. Hendricks offices out of St. Cloud and is a Princeton native.

The marketing that the Aero Business Park lots will receive with Coldwell Banker Commercial is considerable. Ms. Hendricks publishes the Business Central Magazine, which is a publication of the St. Cloud Area Chamber of Commerce. Business Central was established in January 2000 and has been produced bi-monthly ever since. The goal of the magazine is to provide reliable local business information to companies in Central Minnesota. The Aero lots would have a featured ad in the magazine, along with numerous other outlets that are used by Coldwell Banker Commercial.

Ms. Hendricks is proposing a fee of $5000 per lot sold in Aero Business Park. Staff is requesting the approval of the Exclusive Listing Agreement to continue with the marketing of the Aero Business Park Lots.

Whitcomb asked why the cost is listed as negotiable. Foss replied that the lots vary in assessment costs, and if it was listed as $1, many people would assume it was not "shovel Ready."

Jackson asked if the realtor was aware of the requirements. Foss replied she has provided all the information to the Ms. Hendricks.

**ZIMMER MOVED ACCEPT THE AERO PARK REALTOR CONTRACT WITH MS. HENDRICKS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**Princeton Fireworks Donation Request**

Karnowski reported that when the letter was sent a few months ago, it was routed to the EDA in error. A new one was dropped off Friday last week.

Historically the city has donated $1000 from the Liquor fund, and last year it was $1500.

Edmonds said he was there for a few hours and there were a lot of people.

Zimmer said he would like to donate the $1500 if we did last year, and work the publicity in for liquor store donation next year.
ZIMMER MOVED TO APPROVE A $1500 DONATION FROM THE PRINCETON WINE AND SPIRITS FUND TO THE PRINCETON FIREWORKS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

TAP Bikepath Grant Update

Foss reported that she has requested an extension as the cities portion has increased. They are going to make a formal request to Sherburne County for assistance and are also considering applying for a grant through Otto Bremer and possibly contacting MN DNR.

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 6:24PM. 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
JULY 13, 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, Development Director Jolene Foss, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Andrew Plowman, and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of June 22, 2017
B. Study Session Meeting Minutes of July 6, 2017

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JUNE 22, 2017 AND STUDY SESSION MEETING MINUTES OF JULY 6, 2017. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Peddling permit Lauma Rikmane with Southwestern Advantage
B. Personnel
   1. Jim Roxbury Resignation as Emergency Mngr. effective 6-30-17
C. Donations/Designations

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

OPEN FORUM

Chuck Young stated he is very concerned about the Mille Lacs County Historical Society. His father wrote the letter to Washington DC to get the Depot on the Historical Registry. He feels the assessments should be waived. They have limited funds to work with, and requests the city waive those fees.

Connie Wangen from Princeton Public Utilities is asking the Council to consider approval to provide water and sewer to a new business just outside city limits. It is a property that is very close to wells 7 and 8. The property would have to put in a well and septic, which could be dangerous to the City’s wells. They are looking to protect the city’s water supply.

Wangen stated that the issue is that the property is very close and ready to install the private well and septic so they would like to address this very soon.

Karnowski replied that he was able to contact the property owner about annexation. The property is adjacent to the city, so it is able to be annexed. He understands where the PUC is coming from and does not want to take a chance at affecting the city’s water supply.

Wangen added that another item that the PUC wanted to inform the Council of, is the reduced WAC fees. Sherburne Trailer Park has been interested in hooking up to water, so this may be a good time for them to do that. Karnowski said it has been added to the August Study Session.
PRESENTATIONS

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Minutes of June 15, 2017
B. Planning Commission Minutes of June 19, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Mama Gracie’s Street Closure Request for Sept 4, 2017

Foss advised that Faith Goenner is requesting a small portion of the street in front of her store be closed for their 2nd birthday celebration on September 4. It is Labor Day, so it is likely that most other businesses would be closed. Goenner has talked to most of the business owners than would be affected and they gave their approval.

EDMONDS MOVED TO APPROVE FAITH GOENNER’S REQUEST TO CLOSE A SECTION OF THE STREET IN FRONT OF MAMA GRACIE’S STORE ON SEPTEMBER 4TH FOR THEIR 2ND BIRTHDAY EVENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. In God We Trust Update

Karnowski reported that on Wednesday, May 31, he received a phone call from Cindy Pohlkamp who asked how she could appear before the City Council and request that the city re-establish the city motto ‘In God We Trust’ and also get that ‘motto’ painted on the walls of the City Council chambers.

He said he advised her that she need not be on the agenda but that she could appear at the next City Council meeting (on June 6) and just use the public forum portion of the agenda to make her presentation. As you know, the SOP for any question posed during the public forum portion of a Council meeting is that the city will take the request under advisement for future consideration.

As request by the Council at the June 6th meeting, staff has researched the request.

Internet sources advise that “In God We Trust” was adopted as the nation’s motto in 1956 as an alternative or replacement to the nation’s unofficial motto of E pluribus unum, which was adopted when the Great Seal of the United States was created and adopted in 1782.

"In God We Trust" first appeared on U.S. coins in 1864 and has appeared on paper currency since 1957. A law passed in a Joint Resolution by the 84th Congress and approved by Presi-
President Dwight Eisenhower on July 30, 1956 declared "In God We Trust" must appear on American currency.

This phrase was first used on paper money in 1957, when it appeared on the one-dollar silver certificate. The first paper currency bearing the phrase entered circulation on October 1, 1957. The 84th Congress later passed legislation, also signed by President Eisenhower on July 30, 1956, declaring the phrase to be the national motto.

Karnowski stated he contacted the lead research attorney at the League of Cities to see if they were aware of any other city that received a similar request and to get some suggestions on how to counsel the Mayor and Council regarding the request.

In response, he received a response from the head of the League's Research Department (Jeanette Bach) who advised that the request appears to be coming from one or more national groups that are pushing the idea. This website: http://www.ingodwetrust-america.org suggests that over 600 counties and cities across the US have agreed to adopt and post the motto.

The LMC attorney went on to advise that yes, the council may comply with the request but it is of course, something to consider carefully. Based on U.S. Supreme Court cases, the typical caution about government endorsing a particular religion does not apply to this national motto. It is now considered tradition and historically entrenched. Apparently there have been numerous unsuccessful lawsuits objecting to the phrase.

The attorney added, "For the opposite view, some feel painting this motto on walls in city buildings is divisive to those who may have different belief systems, or no belief system."

Additional info: The oft used phrase, "Separation of church and state" is a phrase used by Thomas Jefferson in 1802 expressing his understanding of the intent and function of the "Establishment Clause" and "Free Exercise Clause" of the U.S. Constitution's First Amendment when he wrote: "I contemplate with sovereign reverence that act of the whole American people which declared that their legislature should 'make no law respecting an establishment of religion, or prohibiting the free exercise thereof,' thus building a wall of separation between Church & State."

The "establishment clause" of the First Amendment to the U.S. Constitution reads:

"Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof..."

Jefferson's metaphor of a wall of separation has been cited repeatedly by the U.S. Supreme Court. In 1879 the Court wrote that Jefferson's comments "may be accepted almost as an authoritative declaration of the scope and effect of the [First] Amendment." In 1947, Justice Hugo Black wrote: "In the words of Thomas Jefferson, the clause against establishment of religion by law was intended to erect a wall of separation between church and state."

However, the Court has not always interpreted the constitutional principle as absolute, and the proper extent of separation between government and religion in the U.S. remains an ongoing subject of impassioned debate.

The final word from the LMC attorney was that it is up to each city council and no law or rule requires that they comply with the request.
Ms. Pohlkamp requested the Council adopt a Resolution.

The Council has several options including but not limited to:

1. Adopt the proposed resolution as presented;
2. Amend the proposed resolution as deemed appropriate;
3. Ask staff to revise the proposed resolution as directed by Council and bring it back at your July 27th meeting;
4. Adopt a motion to not adopt any resolution on the topic;
5. Table consideration to some specified (or unspecified) future date.

Karnowski asked how the Council wished to proceed.

Zimmer stated he is not opposed to this, as long as it is done without promoting any religion or denomination. According to the research, it is in the Senate, and on congressional podium.

Walker reminded everyone that the school also uses the council chambers for their meetings. In the handout that Pohlkamp provided, it stated they were a conservative legal group. Also, one group listed has been deemed a hate group against the LGBT community and that can be a sensitive issue.

Zimmer said he does not feel this is calling out any particular religion, he sees it as the National motto, regardless of who is requesting it.

Reynolds commented that it is a good motto, but is it the motto of all the city residents. He does not want to alienate anyone that would want to attend a meeting in the Chambers.

Edmonds responded if that writing on the wall bothered someone that is that person’s problem. The School district is only renting the building, the city still owns it. The organization pushing it is political, but he doesn’t feel the statement is political itself. He questioned if the size and location should be included if the resolution approving it is passed.

Whitcomb added that in this position, there have been more times than not, that he has prayed about various things that the Council is considering. So, he has complete trust in his god, whomever it may be. If it offends someone, they can turn away. In his opinion, it is showing the people that we are a council trying to do the right thing by everyone.

Edmonds says he is sure some would oppose it, but it is in the hall of congress and on our coins. He has no issue with it being stated on the wall of the Council Chambers.

ZIMMER MOVED TO APPROVE THE RESOLUTION 17-34, WITH THE SIZE AND LOCATION TO BE DETERMINED AT A LATER DATE. EDMONDS SECONDED THE MOTION. VOTE: 3:2, WALKER AND REYNOLDS OPPOSED, THE MOTION CARRIED.

B. Airport Crack Sealing Agreement and Resolution 17-33

Karnowski stated that this is the grant approval request for the 2017 airport crack sealing project.

EDMONDS MOVED TO APPROVE RESOLUTION 17-33 AUTHORIZING THE EXECUTION
OF MN DCT A4802-26 GRANT AGREEMENT FOR AIRPORT IMPROVEMENT, EXCLUDING LAND ACQUISITION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Airport 2016 Taxilane Construction Pay application #2 / Final

Karnowski advised that this is the final pay application for the 2016 taxilane project.

Walker asked if the work was satisfactory. Karnowski said it was the new taxilane that were done, not the old taxiway that the Airport Board is not happy with.

WALKER MOVED TO APPROVE PAY APPLICATION #2 (FINAL) OF $3,113.94 FOR THE 2016 TAXILANE PROJECT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Roundabout Update

Karnowski reported that the city has been researching funding options for the proposed Highway 95 and Mille Lacs County Road 157 (21st Avenue) roundabout. Mayor Whitcomb, Engineer Brotzler, Mille Lacs County Engineer Cochran, Mille Lacs County Administrator Oman and I met on Tuesday, April 18.

Both Oman and Cochran had been asked by the County Board to meet with the city and gather more information on the project. The issues discussed at the April 18 meeting included:

1. Mille Lacs County Road 157 (aka 21st Avenue) is the only non-state aid County Road in the city and, therefore, qualifies for use of the sales tax dollars to improve. We noted that CR157 was completely improved without the county contributing any construction funding.

2. While a traffic control (stoplight or roundabout) at the 21st Ave./TH95 intersection has been on the radar for several years it wasn't considered as one of the seven (7) projects approved for funding because the county's selected projects were all off the County Highway Engineer's prioritized list of roads with 'needs'.

3. The city agreed that the enabling statute for the local option sales tax (MS 297A.993) required the County to designate a projects to be funding by the sales tax proceeds. But we noted that 297A.993 does not prohibit additional projects from being added to the list nor does it limit the timeframe the tax can be collected.

4. The city also noted that the only remaining project in Princeton that qualifies for the use of local option sales tax revenue is the proposed roundabout.

5. The city feels the potential benefits resulting from the completion of the Roundabout are not exclusive to the City of Princeton and would benefit the entire County by encouraging more development which would increase the property tax base for the city, school district and county in addition to resulting in more retail sales which would increase the county's revenues from local option sales taxes.
6. The city also pointed out that substantial portion of the local option sales tax dollars that fund the county’s program will come from the retail businesses located in Princeton.

The County noted that the local option sales tax proceeds can only be used on County roads and cannot be used on MnDOT right-of-way. Cochran acknowledged that the cost to modify the north end of 21st Avenue to mesh with the roundabout is about $153,000± and could be eligible for funding with the County’s local option sales tax money.

The tone of the April 18th meeting was very positive but, of course, it was understood that the final decision would be up to the County Board who would have to hold a new public hearing to modify their list of projects to be funding with the sales tax dollars.

County Administrator Oman told the city that he would be putting together the info for the Board and give them an update based on that meeting. Further, Oman told the city that we could review Oman’s memo prior to it being presented. For whatever reason, Oman never made good on that promise.

The next information we got from the County was the afternoon after the County Board’s Tuesday, May 2nd Study Session. Oman advised that the County Board decided not to assist Princeton with the sales tax money. Apparently the only Commissioner supporting the concept was Commissioner Wilhelm. Apparently the Commissioner who represents the City of Princeton didn’t support the taxpayers of the city of Princeton.

Oman further suggested the Board felt that the city should have asked for the funding when the hearings were held on the sales tax issue but understood that, when that was happening, the city didn’t think the assistance was going to be needed.

During that conversation, Oman advised that he’d send the city an email outlining the County Board’s discussion and he suggested that the Board may support increasing the County’s wheelage tax from $10/registration to $20/registration (which they were just notified they have the option to do). But, again, Oman failed to make good on his promise.

Then, on June 6th, Engineer Cochran emailed the city a copy of the proposed Cooperative Agreement between the County and City (which is required by the state). I noted that the proposed language included the phrase, “The County will make no financial contribution to the project”. I immediately called Cochran and advised that the city had not officially asked the County for roundabout funding assistance so I was sure the Council would not pass the agreement with that language in it. Cochran, reluctantly, said he’d delete the language and send the revised version (which he never did).

On May 19th, Mayor Whitcomb sent an email to County Commissioner Genny Reynolds requesting that she convince the balance of the County Board to delete the ‘no financial contribution’ phrase from the proposed agreement and give the city the opportunity to present its case to the full County Board for funding assistance.

Then, on June 20th, the County Board approved the agreement as originally drafted. The document was on their ‘consent agenda’ so, apparently, there was no effort by any Commissioner to discuss the city’s request prior to adoption.

On June 28th the city received the attached document which appears to be the same as the June 6th version and still has the ‘no financial contribution’ language in it (see last sentence of first paragraph on page 5).
Options: Staff suggests that the City Council has several options:

1. Adopt a motion to have the Mayor and Administrator sign the cooperative agreement as drafted by the County and return the signed copy to the County, or

2. A. Adopt a motion to delete the language agreeing that the County will make no financial contribution to the roundabout and authorize the Mayor and Administrator to sign the revised agreement

b. Consider adoption of the attached resolution outlining the city’s rationale for requesting County participation in the improvements to CR157

c. Contact the County and request time before the County Board to present the revised agreement and resolution and explain why the amendment was made and why the city feels the County should financially participate in the proposed roundabout project.

He asked how the council wished to proceed.

The intersection was originally planned for a stop light intersection. If that was done, a bridge expansion and more lanes would need to be added, so doing a roundabout would save the county and state a lot of money.

Walker said he is in favor of striking that phrase, signing and sending it on. We know where the County stands, but we can fight it. Edmonds and Zimmer both like option 2C, to present the revised agreement and resolution, and explain why the amendment was made. Regardless of who meets with the County, it needs to be done.

Whitcomb stated he feels the Council should adopt the resolution requesting funding assistance and forward that to the County, as well as meeting with them.

ZIMMER MOVED TO APPROVE RESOLUTION 17-32 REQUESTING FUNDING ASSISTANCE FROM MILLE LACS COUNTY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE THE AGREEMENT WITH THE CITY, COUNTY AND PUC, REMOVING THE STATEMENT “THE COUNTY WILL MAKE NO FINANCIAL CONTRIBUTION TO THE PROJECT”. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER MOVED TO REQUEST THE COUNTY TO HAVE THE ITEM ADDED TO THEIR MEETING AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Emergency Management Update

Karnowski advised that staff is suggesting that the Council appoint Fire Chief Ron Lawrence as the city’s Emergency Management Director.
Chief Lawrence has been meeting with both Police Chief Fredericks and Public Works Director Gerold to come up with a new organizational strategy whereby Chief Lawrence would be the point person during emergency management situations but would be working closely with both the Police Chief and the Public Works Director.

A proposed organizational chart outlining the proposed organizational chart (chain of command) has been drafted. The three of them are also working on revising the Emergency Management Plan, which hasn't been thoroughly updated in about a dozen years.

The Council will be presented with the entire Emergency Management Plan in the near future.

WHITCOMB MOVED TO APPOINT FIRE CHIEF RON LAWRENCE AS THE EMERGENCY MANAGEMENT COORDINATOR. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. PFRD Handbook Update

Karnowski advised that the PFRD, its executive board, city staff and the city attorney has been working on an update of the PFRD Handbook for over a year.

If the Council is comfortable with the revised policy, a motion to adopt it would be in order.

ZIMMER MOVED TO APPROVE THE UPDATED PFRD HANDBOOK. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $113,248.82 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75812 TO 75898 FOR A TOTAL OF $646,719.20. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:44PM. 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 JULY 27, 2017, AT 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. Staff present were: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Director Jolene Foss, Fire Chief Ron Lawrence, City Attorney Kelli Bourgeois, City Engineer Andrew Brotzler, and Community Development Assistant Mary Lou DeWitt.

AGENDA ADDITIONS/DELETIONS:

Reynolds added to New Business, City Council Member as an alternate for the Planning Commission Board.

CONSIDERATION OF MINUTES:
A. Regular Meeting Minutes of July 13, 2017

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 13, 2017, WITH THE CORRECTION ON PAGE SEVEN, SECOND MOTION WITH WALKER, WHERE THE MOTION CARRIED UNANIMOUSLY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA:
A. Permits and Licenses
B. Personnel
   1. Alexander West employment cessation (P.T. Public Works)
   2. Stacey Gallagher, Liquor Store Clerk hire, start date July 27, 2017
C. Donations/Designations

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

OPEN FORUM:

PUBLIC HEARING:

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES:
A. Fire Board Minutes of June 6, 2017
B. Airport Board Minutes of June 19, 2017
C. Park Board Minutes of June 26, 2017
D. 2016-2017 School Year Police Report

PETITIONS, REQUESTS, AND COMMUNICATIONS:
A. Wine and Spirits Grant Request from Princeton Youth Hockey

Karnowski reported that Princeton Youth Hockey Association is requesting $200 - $500 worth of gift certificates from the Princeton Liquor Store for their annual golf tournament. The proceeds go to Youth Hockey to help reduce the hockey players cost.

WALKER MOVED TO APPROVE WINE AND SPIRITS GRANT REQUEST IN THE AMOUNT OF $250 IN INCREMENTS OF (5) FIVE $50 GIFT CARDS FOR THE PRINCETON YOUTH
HOCKEY GOLF TOURNAMENT FUNDRAISER. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Council Action Request by VFW for Beer Garden Block Party

Karnowski reported that the Princeton VFW would like to have a Beer Garden setup on the street in front of their establishment for the July 28, 2017 Block Party.

Walker asked Police Chief Frederick if the Police Department is okay with this.

Frederick said he went over the conditions with Phillip Gerth for having a beer garden. The Police Department is fine with it.

EDMONDS MOVED TO ALLOW THE PRINCETON VFW TO HAVE A BEER GARDEN SETUP ON THE STREET IN FRONT OF THEIR ESTABLISHMENT FOR THE JULY 28, 2017 BLOCK PARTY WITH THE CONDITION THAT THEY FOLLOW THE PRINCETON POLICE DEPARTMENTS GUIDELINES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Wine and Spirits Grant Request from 2017 Cancer Society Relay for Life

Karnowski reported that DeNice Janssen is requesting $500 grant funds from the Princeton Liquor Store for the 2017 Relay for Life held on August 4, 2017, for the American Cancer Society.

Mayor Whitcomb asked staff on the event and was told that it is held at the Princeton High School and it is local residents that participate.

WALKER MOVED TO APPROVE GIVING $500 FROM THE LIQUOR STORE GRANT FUNDS TO THE 2017 RELAY FOR LIFE AMERICAN CANCER SOCIETY EVENT THAT WILL BE HELD ON AUGUST 4, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ORDINANCES AND RESOLUTIONS:

UNFINISHED BUSINESS:

A. MN Habit for Humanity Development Agreement

Foss reported that East Central MN Habit for Humanity Development Agreement consist of three vacant parcels; 809 & 903 Ninth Avenue North and 308 Ninth Avenue South. The buyer agrees to build a single family home on each parcel and meet all the conditions of the NSP Program.

WALKER MOVED TO APPROVE THE DEVELOPERS AGREEMENT WITH EAST CENTRAL MN HABITAT FOR HUMANITY REGARDING THE THREE PARCELS LOCATED AT 809 & 903 NINTH AVENUE NORTH AND 308 NINTH AVENUE SOUTH. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
B. 2015 “It Starts Here Forgivable Loan” Payoff Request

Foss reported that Faith Goenner owner of Mama Gracie’s Pregnancy Shop has requested that the City accept the payoff of $6,000 for their “It Starts Here Forgivable Loan”. The recipient received the forgivable loan in 2015 in the amount of $10,000. The payoff amount is $6,000 plus interest. The requirements of the forgivable loan included some stipulations that the business owner has decided are to constraining and would like to pay off the loan. The EDA Board and the Princeton Chamber of Commerce have reviewed the request and are recommending that the Council approve the payoff.

Walker inquired if the business will be staying open.

Foss said yes. The store hours will be reduced, but will be available by appointment, and also will have onsite visits.

Mayor Whitcomb and the Council are happy the business owner is staying open.

REYNOLDS MOVED TO ACCEPT THE $6,000 “IT STARTS HERE FORGIVABLE LOAN” PAYOFF FOR MAMA GRACIE’S PREGNANCY SHOP. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Northstar Canoe S&W Update

Karnowski reported that the Princeton Public Utilities had advised him that Northstar Canoe had purchased property that is outside the city limits, but near their newest well. Northstar Canoe intends to build on the location and has plans for a well and septic system. Princeton Public Utilities is concerned with having a well and septic a couple hundred feet from their well. The City Ordinance prohibits the extension of either city water or sewer outside the city limits, so Princeton Utilities initially requested the City amend the City Ordinance to allow a hook-up of sewer and water to the new Northstar Canoe building.

Staff has spoken to the owner of Northstar Canoe about annexing into the city and then would be able to hook-up to city sewer and water. The owner was concerned of the water and sewer access charges and the difference between the property taxes in the city versus the township. Princeton Utilities has recently reduced their water access charges and the City Council will be discussing lowering the sewer access charge at the August 3rd Study Session. Princeton Economic Development Authority has agreed to offer an incentive to Northstar Canoe where the property taxes would be reduced for 16 year tax abatement agreement to that of the Baldwin Township tax rate. The owners of Northstar Canoe have agreed to annex into the city to gain access of city water and sewer. The signed petition will be on the August 3rd Study Session meeting. The township will receive a 30 day public hearing notice.

Staff has been working with Minnesota Department of Health, the Coalition of Minnesota Cities, the League of Minnesota Cities and other to develop legislation that would give cities
with a wellhead protection issue, the statutory authority to designate a special taxing district for wellhead protection. If that concept becomes reality, then tax abatements would no longer be necessary. The conversations regarding the special tax district have been promising.

Walker asked if they would be able to get sewer and water to that area.

Scott Daniels, Princeton Public Utilities Water Department said water and sewer are stubbed in to five properties out there so they will be able to connect from there.

The City Council was supportive of the annexation process moving forward with Northstar Canoe property.

D. Kwik Trip Development Agreement

Foss reported that the City Attorney and Kwik Trip Attorneys have come together on a Developer’s Agreement. The property site is Lot 3, Block 2, Princeton Crossing, Sherburne County, except the portion of Lot 3, Block 2, now lying within the Plat of Princeton Crossing Second Addition. Kwik Trip has agreed to construct at their cost an extension of 6th Avenue South and to be designed with a 10 ton street in accordance with the City of Princeton Design Standards.

WALKED MOVED TO APPROVE THE DEVELOPERS AGREEMENT BETWEEN KWIK TRIP AND THE CITY OF PRINCETON. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS:

A. Princeton School District One Community, One Read Letter of Support

Foss informed the Council that Princeton School District is requesting a Letter of Support from the City Council for a project that they are doing next year called One Community, One Read. The idea is that everyone reads these books together and have discussions about the books. The District has chosen books with a theme of belonging. The Early Childhood age will be reading Goodness Gorillas, the Primary and Intermediate Ages are going to read Poppy, and the Middle/High Schools, including parents and the community will be reading Jerk California. These books will be read in February 2018. There will be a wrap-up event, including a presentation by Jerk California Author, Jonathon Friesen, on March 1st and 2nd.

EDMONDS MOVED TO APPROVE THE LETTER OF SUPPORT FROM THE CITY COUNCIL FOR THE PRINCETON SCHOOL DISTRICT PROJECT OF ONE COMMUNITY, ONE READ. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Princeton Lions Rainbow Park Picnic Shelter Proposal (Bob Gerold)

Gerold reported to the Council that the Princeton Lions would like to put up a picnic shelter at Rainbow Park. The Lions Group are unable to physically build the shelter and have gone
out for bids. The Lions are requesting that the City of Princeton be the fiscal agent of the funds for the payment to the contractors.

Jack Breitkreutz, Lions representative informed the Council that the shelter will be 24' x 24' picnic shelter with a total cost of $5,500. They would give a check to the City and if additional funds are needed that will pay those also. They will not pay for water or electricity to the shelter. The Lions are celebrating their 100 year anniversary and would like the shelter to commemorate that. Would they need a building permit for this.

Foss believes so. She will ask the Building Inspector. Maybe the Council could wave the City cost.

Edmonds asked on the water and electricity hook-up.

Gerold said water is not available in that area of the park and they would have the conduit put in and would install it later.

Walker asked if signage will be on the shelter.

Breitkreutz said yes, signage will be put up with regards to the Lions donation.

WALKER MOVED TO APPROVE THE RESOLUTION FOR ACCEPTING THE GIFT FROM THE PRINCETON LIONS ORGANIZATION DONATING A PICNIC SHELTER TO RAINBOW PARK AND THE CITY WILL RELEASE THE FUNDS TO THE CONTRACTORS. THE CITY HAS AGREED TO THE SIGNAGE THAT WILL BE INSTALLED ON THE SHELTER AND BUILDING PERMIT FEES WAIVED IF POSSIBLE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Alley Mailbox Complaint

Karnowski reported that a property owner to the west of the post office mailbox located on the alley just west of the Rock & Things Shop and Post Office buildings is concerned with the traffic going through the alley at a fast speed, the noise from the amount of traffic, and the property value of their home decreasing from the amount of traffic going into the alley for the post office mailbox.

The Post Office had moved the mailbox approximately 12 years ago because their employees had to cross Rum River Drive from the Post Office to empty the mailbox and during rush hour there were safety concerns.

The resident would like the post office box moved. The Council could direct Chief Frederick to have his officers monitor the alley traffic to see if speeding is an issue.

Edmonds goes through that alley a lot and suggested posting a speed limit sign of ten miles an hour would be good.

Zimmer asked Frederick if there have been accidents or complaints in that alley area.

Frederick said no, nothing that he is aware of.
Zimmer wants it monitored and see if there is issues. If there are concerns we can then address it.

Mayor Whitcomb agreed, we will monitor it now and if speed is an issue, then put up a ten mile an hour sign.

D. Subordination Agreement

Foss informed the Council that Lakes and Pines Community Action Council, fiscal host for the Small Cities Development Program Funds (SCDP), has requested the approval and signature of a Subordination Agreement for a refinance of a property listed in Princeton.

The SCDP funds can be used for repairs to address health and safety issues, ramps, doors, and bathroom accessibility issues, repairs to structure and exterior. The City of Princeton maintains its second position lender within the newly refinanced mortgage. The funds requested are under $8,000.

WALKER MOVED TO APPROVE AND SIGN THE SUBORDINATION AGREEMENT FOR THE PROPERTY DESCRIBED AS; LOTS NINE AND TEN, BLOCK EIGHT, HIGHLAND PARK ADDITION TO PRINCETON, MILLE LACS COUNTY, MINNESOTA. THE AMOUNT WILL BE UNDER $8,000. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Planning Commission Member Alternate

Reynolds informed the Council that there are only three Planning Commission members on the Board and he would like an alternate appointed from the Council for precaution measures of meeting a quorum.

Walker said he will be an alternate for when needed. Staff should put an ad in the local newspaper for two Planning Commission members and Park Board member.

MISCELLANEOUS:

BILL LIST:
Zimmer moved to approve the bill list which included the manual checks as listed on the manual bill list for a total of $125,568.72 and the items listed on the liquor bill list and general city bill list which will be checks 75900 to 75672 for a total of $240,792.75. Reynolds second the motion. The motion carried unanimously.

ADJOURNMENT
There being no further business:
WALKER MOVED TO ADJOURN THE MEETING AT 7:37 P.M. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

Mary Lou DeWitt
Community Development Assistant

ATTEST:

Paul Whitcomb, Mayor