CITY OF PRINCETON
Planning Commission
Agenda
September 18th, 2017
7:00 P.M., City Hall

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:
   A. #17-04 Rezoning 609 County Road #18 South to R-3 Multi-Family Residential District - Tab B

5. Old Business:

6. New Business:
   A. Monument Sign at 903 & 905 West Branch Street – Tab C
   B. RM-1 Residential Manufactured Housing Review – Tab D
   C. Mini Storage in MN-1 District – Tab E

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

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-Lundgren 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-Lundgren 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-Lundgren 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
MEMORANDUM

TO: City Council
FROM: Jolene Foss, Community Development Director
SUBJECT: Rezoning from MN-1 to R-3
DATE: September 18th, 2017

REQUEST

East Central MN Habitat for Humanity and the City of Princeton have come to an agreement regarding the sale of real property and the development of affordable residential single family homes on the site that HUD/NSP funds were spent to remove substandard housing. That circumstance has initiated the need to rezone the property at 609 Old County Road 18 from MN-1 Industrial to R-3 Multiple Family Residential. The property is described as:

City of Princeton, TR "A" of 10/80 Survey #M-1285 In SW of SW, Lying W of County Road #18, PID #24-033-0361, Section 33, Township 36, Range 26.

BACKGROUND

Previously, this parcel had substandard housing and the home was demolished by the City of Princeton using Neighborhood Stabilization Funds administered through MN Housing Finance Agency.

Applicant Request

The Zoning Administrator is requesting the rezoning for the purpose of selling the property to East Central MN Habitat for Humanity for the sole purpose of constructing a single family home.

ANALYSIS

Existing Conditions. The neighborhood in which this parcel is located contains industrial parcels to the south and residential parcels to the north. This parcel is contiguous to R-3 Multiple Family Residential.

Future Land Use Plan (Comprehensive Plan). The City engaged in a Comprehensive Plan update back in 2009 that identified the long-range goals for development within the City. This rezoning is compatible with future land uses.

Review Standards. The Zoning Ordinance does not list review standards for rezoning applications. However, many communities utilize the following factors as review standards in rezoning requests, which are being provided as information:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official city comprehensive plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms to all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.
5. Traffic generation by the proposed use is within capabilities of streets serving the property.

CONCLUSION/RECOMMENDATION

City staff is in favor of providing affordable housing in the City of Princeton and supports investment in the housing stock in order to improve neighborhoods and the quality of life for residents.

Therefore, staff would recommend approval of the rezoning request from MN-1 to R-3, based on the following findings:

1. The request is consistent with the recent finding from the East Central Regional Housing Collaborative study and will provide an additional rental unit where a demand has been identified.
2. The request to rezone this property would not be greatly affect the integrity of the neighborhood as it is adjacent to R-3 Multi-Family Housing.
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: Oakwood Court Monument Signage
DATE: September 18, 2017

Princeton Leased Housing Assoc. would like to install a monument sign at their 903 West Branch Street location. Only one monument sign is allowed at the entrance of the apartment site. There had been a sign on site and that was removed and this sign will be replacing it. The sign will not be illuminated. The sign size would be a total 34.51 sq. ft. which falls under the maximum monument sign size of 40 sq. ft. The placement of the sign would be approximately 43 ft. from the center of the road and 10 ft. in from the entrance. This will be back from the tree on the property and should not inflict with the drivers view of entering the site or exiting. Public Works Director has no issue with the placement.

Monument sign - a sign where the extent of the sign surface is attached to the ground or a foundation in the ground; and where there are no poles, braces, or other visible means of support other than attachment to the ground.

Freestanding sign - any sign supported by structures or supports that are placed on, or anchored in, the ground and that are independent from any building or other structure.

Signs Requiring Planning Commission Approval:
The Planning Commission may, in its discretion, issue a permit authorizing construction of freestanding signage. The replacement of an existing sign shall require Zoning Administrator approval. The granting of a permit will be subject to the following conditions:

The signage requested falls under the monument signs restrictions.

E. Residential and Business Monument Signs – General Provisions:

1. Only one permanent residential entrance ground sign shall be allowed per each entrance to a residential subdivision or other residential development, including townhome, condominium, apartment, and manufactured home developments.

2. Only external illumination shall be permitted for residential entrance ground signs. Neon and internal illuminations are prohibited. Internal illuminations are allowed only if approved by the Planning Commission as part of a Planned Unit Development for a multi-family development (Rev. 11-08-07; Ord. 608).

3. The Sign shall be located on the property where the business or organization advertised is located.

4. There shall be no more than one monument sign per lot, except as provided
in Section 1.

5. The maximum allowable sign areas and sign heights for business monument identification signs and residential entrance monuments are regulated as follows:

<table>
<thead>
<tr>
<th>District</th>
<th>Maximum Sign Area, Single Site</th>
<th>Maximum Sign Height, Single Site</th>
<th>Maximum Sign Area, Multi-Tenant Site*</th>
<th>Maximum Sign Height, Multi-Tenant Site*</th>
</tr>
</thead>
<tbody>
<tr>
<td>R-3</td>
<td>40 sq. ft.</td>
<td>6 ft.</td>
<td>40 sq. ft.</td>
<td>6 ft.</td>
</tr>
</tbody>
</table>

If the Planning Commission is in approval of the signage, the following conditions should be considered:

1. The sign height cannot exceed 6 sq. ft. and the maximum sign area cannot exceed 40 sq. ft.

2. The placement of the sign should not be any closer to the road then what is shown on the diagram.

3. The sign request is for non-illuminating signage.

4. Gopher One needs to be contacted prior to digging.

5. A Building Permit must be picked up prior to installation.

Encl. Site Plan
Sign Design
Photo of Site
1 sided 84" x 55" non-illuminated sign with 6 x 6 posts and round ball caps with install $3,750.00 + tax and permit fee

6" x 6" cedar posts

Customer: 
Company: 
Address:  
City:  
State/ZIP: 
Phone: 
Fax: 

Job No.:  
Date: 9/5/2017  
Order Date:  
Salesperson: 
Sign: Dimensions: 575.539in x 275.586in 
Estimated: $0.00  
Comments: 
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.
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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 notice 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.
Chapter V – Zoning Districts

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.
Chapter V – Zoning Districts

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.
Chapter V – Zoning Districts

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 harborage 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.
Chapter V – Zoning Districts

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
The Planning Commission made an adjustment to the Zoning Ordinance in December of 2016 to make Mini Storage an allowed use with a Conditional Use Permit rather than an Interim Use Permit in B-3 General Commercial District.

At that time, there was a discussion regarding where mini storage may be an appropriate land use. The Ordinance already prohibits mini storage facilities with 1000 feet from another mini storage facility. The Planning Commission looked at the locations that mini storage could not go due to existing facilities:
These are B-3 Districts where mini storage could go with a Conditional Use Permit and Planning Commission approval:

The City Council and EDA made certain criteria for the development of the B-3 Aero Business Park lots so that mini storage would not be encouraged and would not meet the requirements. That eliminates the North/West locations.

The B-3 zoning to the south is right along Rum River Drive near Priceton Auto, and not a likely spot for mini storage. The site next to Sterling Point is a location that could have mini storage.

A recent inquiry regarding the ability to put mini storage in MN-1 Industrial caused Staff to refer to the Zoning Ordinance and found mini storage is not an allowed use with or without a Conditional Use Permit.

Staff is requesting the Planning Commission consider the definition of MN-1 Industrial:

The intent of the MN-1 Industrial District is to provide a district for the development and operation of manufacturing, storage, and distribution type business. This district shall encourage the development of industrial uses which promote high-tech quality uses more likely to be compatible with existing uses and which shall be free of hazardous or objectionable elements such as noises, odor, dust, smoke, glare, or other pollutants.
If mini storage was an allowed use in MN-1 and adhered to the 1000 foot buffer this is where mini storage could be located:

Staff is requesting the Planning Commission consider the allowance of mini storage in MN-1 Industrial. If the Planning Commission would like to allow this type of development in MN-1, Staff will draft an Ordinance Amendment for review.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON AUGUST 3 2017 4:30 P.M.

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

Insurance Renewal – Jim Burroughs

Burroughs reported that the 2017-2018 premium went down slightly, which is primarily due to a property rate decrease. The Liability premium is up $1,011 due to one more Full Time employee and increased expenditures. The Auto premium is down $1,204 due to vehicle changes. Mobile property rating structure has changed, so that resulted in a decrease of $941. The Liquor Liability premium is up $187 due to increased sales.

The difference in the Insurance Workers Compensation is based on payroll and rates. The Firefighters rate calculation has changed, and has an increase of $1,397.

Burroughs stated that the City Council needs to take action on whether they wish to waive the Statutory Liability limit of $500,000 to the $1,500,000 Maximum for a cost of $2,216.

Walker asked how the modification rate changes from city to city. Burroughs responded that some cities are as high as pushing 2, we are right in line with other cities in our situation.

Walker asked if the safety training is to assist in the workers comp rates. Burroughs said it does.

WALKER MOTIONED NOT TO WAIVE THE STATUTORY LIABILITY LIMIT OF $500,000. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIE UNANIMOUSLY

Temporary 3.2% Liquor License for Mille Lacs County Fair

Karnowski reported that the county is looking to sell beer again at this year’s Fair.

Frederick stated that one difference this year, is that they plan to allow fair goers to walk around the fair while drinking.

Campbell and Walker both suggested having arm bands for those drinking beer, so it will be easy to know who is of legal age and who is not. Staff will contact the County to notify them of that requirement.

ZIMMER MOTIONED TO APPROVE THE TEMPORARY 3.2% LIQUOR LICENSE FOR THE MILLE LACS COUNTY FAIR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIE UNANIMOUSLY

Northstar Canoe Annexation – Resolution 17-36

Karnowski advised that owner Ted Bell has applied for annexation into the City. The Public Hearing will be held on September 14, 2017 at 7pm.

The logic is that we will be protecting the cities wells by annexing the property. Holding the meeting on September 14 will allow the time frame to be met for the notice to be sent to Baldwin Township.
Karnowski stated that he is working on trying to get a special taxing district for wellhead protect areas as this property is.

Walker asked if the large piece of property is currently in the city. Karnowski replied that it is in the city limits. Walker questioned if lines are stubbed into the other adjacent properties. Staff replied they believed they were stubbed out to a couple of them.

WALKER MOTIONED TO APPROVE RESOLUTION 17-36 ACCEPTING THE PETITION FOR ANNEXATION AND CALLING A PUBLIC HEARING. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

City Administrator Retirement and Search process

Karnowski stated that with mixed emotions, he is notifying the City Council of his intent to retire this late summer or fall. He sincerely appreciates the support the Council provided during his tenure working for the betterment of Princeton that made waking up and coming to work each day so enjoyable.

Over the past 14+ years he said he has been consistently blessed with solid Council members that did their homework, came to meetings prepared to discuss the issues on the agenda and provided staff with direction. He has also been fortunate to work with knowledgeable and dedicated co-workers who, as a team, have allowed us to accomplish a lot.

Together we have provided the city residents with a new, state of the art wastewater treatment facility. We have a new municipal liquor store whose profits allow the Council to provide grants to area organizations to do good deeds as well as provide the necessary funding for our new public safety building without using property tax dollars.

The Council had the foresight to acquire the Riebe property which, when fully developed, will expand the leisure opportunities for residents and city visitors alike.

With community support we were able to upgrade the Civic Center to a facility we can all appreciate and be proud of. We’ve also been able to create a new ‘big box’ commercial area while making advances in adding new businesses to the existing downtown area.

It is truly amazing what we have accomplished with everyone working together and pulling in the same direction. Rather than set a defined separation date, if it pleases the Council, he said he would like to continue serving the city until the Council gets a new City Administrator on board. If the Council so wishes, he would also be willing to do some overlapping to assist in the transition and, hopefully, get the new Administrator up to speed more quickly.

He once again expressed his gratitude for opportunity to serve the City of Princeton. He said he feels blessed beyond measure that he had the opportunity to finish my career being a part of such a great team.
Karnowski said there are two options for the process of hiring a new City Administrator. A city can use a search firm or do it ‘in-house’. In discussing the options with Mayor Whitcomb, he suggests using the in-house process.

He provided the job posting that is based on the one the city used in 2003 as well as the current job description and a proposed application scoring sheet for the Council to review. Because of Veteran’s Preference requirements, application scoring sheets are necessary to rank applications. The scoring sheets are only used to determine which of the interested candidates will be offered an interview.

The interview process can be done several ways. The city can do a shorter interview with multiple candidates with the goal of coming up with a shorter list of applicants who would be offered a second interview. There’s also a process by which each of the candidates interviews ‘one-on-one’ with each of the Council members before the second interview.

He asked if the council had any preferences at this time.

Walker questioned if the person interviewed that has the highest points needs to be the one hired. Karnowski responded that they scoring sheet is only used to determine who gets a preliminary interview.

The consensus of the Council was to accept Karnowski’s retirement plan and have him stay on until a new Administrator begins working for the city.

Edmonds stated he is grateful that Karnowski will assist in the transition to a new Administrator.

**Sewer Access Charge Question**

Karnowski advised that some city staffers are under the impression that the City’s Sewer Access Fee (SAC: currently $ per unit) is high enough to possibly impact a builder’s decision on whether to build in Princeton or some other location.

On June 28th of this year, the Princeton Public Utilities Commission (PUC) reduced their Water Access Charge (WAC) fee from $3,825 per unit to a sliding scale based on the size of the water service to the new structure. Their logic not only continue the ‘½ price sale’ adopted in March of 2015 but extend that reduced fee to all properties in the city. The PUC’s new rate doesn’t follow the process previously used by the Met Council and adopted by the City. Instead, the new WAC fees are based on the size of the water service line serving the new structure.

The PUC’s new rate chart looks as follows:

| 1” Service Line | $2,000 | 6” Service Line | $12,000 |
| 1½” Service Line | $3,000 | 8” Service Line | $16,000 |
| 2” Service Line | $4,000 | 10” Service Line | $20,000 |
| 4” Service Line | $8,000 | 12” Service Line | $24,000 |
Taking a page from the PUC playbook, staff is proposing that the City Council also consider making a permanent reduction of the SAC fee of $4,202 and use similar logic used by the PUC. Obviously one has to size a water line sufficiently to provide the water necessary for the optimum functionality of a structure. An argument could be made that the amount of water that enters a building is related to the amount of wastewater that exits the building through the building's sewer line.

So the proposal for Council consideration, modification and adoption is for the city to join with the PUC and also tie the SAC fee to the size of the water line(s) servicing the property, which would reduce the SAC fee by about half.

That rate structure, if adopted, would read as follows:

<table>
<thead>
<tr>
<th>Size</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1&quot; Service Line</td>
<td>$2,100</td>
</tr>
<tr>
<td>1½&quot; Service Line</td>
<td>$3,150</td>
</tr>
<tr>
<td>2&quot; Service Line</td>
<td>$4,200</td>
</tr>
<tr>
<td>4&quot; Service Line</td>
<td>$8,400</td>
</tr>
<tr>
<td>6&quot; Service Line</td>
<td>$12,600</td>
</tr>
<tr>
<td>8&quot; Service Line</td>
<td>$16,800</td>
</tr>
<tr>
<td>10&quot; Service Line</td>
<td>$21,000</td>
</tr>
<tr>
<td>12&quot; Service Line</td>
<td>$25,200</td>
</tr>
</tbody>
</table>

If the Council concurs, a motion to direct staff to prepare an ordinance amendment formally adopting both the revised PUC and City WAC and SAC charges would be in order.

Walker asked if the city could waive a SAC fee. Karnowski replied that the Council could likely do that if there were special circumstances.

Edmonds questioned what these fees were based on. Karnowski responded that they were based on the original fees and increased slightly for each size up.

Walker asked if anyone has a 12" line. Staff replied that that they do not believe there is anyone with a 12" in the City. Karnowski said there was one company in Lindstrom when he worked there, but it is not very common.

Walker asked a customer pays for a larger line if it is needed for Fire Protection. Brotzler responded that they usually would only pay the fee on the water connection fee, not the larger line that is used for emergencies only.

Zimmer feels this is a good idea, and hopes it will encourage new businesses to come to the city.

Zimmer questioned how the original rates were determined. Karnowski replied that it was based on what it would essentially cost to buy into the whole system.

Karnowski added that the current sewer rate does not fully cover the loan payment, and some of the SAC fees are used to pay that as well.

The conversation started when people were deciding to build in the township to avoid the SAC fees. If we lower the SAC fee, it may get more people to build in the City.

This will be for all properties, not just commercial and industrial.
WHITCOMB MOVED FOR STAFF TO PREPARE AN AMENDMENT TO THE FEE SCHEDULE IN REGARD TO THE SEWER AND WATER FEES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Comprehensive Plan Questionnaire

Karnowski asked the Council to look over the questionnaire that will be going out with the utility bills and give their thoughts.

Jackson asked how familiar that the average resident was with a wellhead protection area.

Walker suggested leaving out 9, as it is pretty similar to question #10. Karnowski said staff can look at a better way of wording the questions.

In regard to the corner near Sterling Point, Walker asked if there were many accidents on that sharp corner. Frederick responded that there are a few, but many times it is just the sign that is hit.

Foss said staff will make some changes and bring it back on the 10th for Council review.

Drug Task Force Update

Frederick reported that they finished up interviews a couple hours ago. They would like Council approval for their recommendation. Staff will then begin advertising for the new officer position.

Karnowski reminded the Council that the program is in the 2018 budget, but the council’s intent is to go forward with it, we need to start now to get everything in place by January 1st.

Frederick stated he would like to get the new person hired and on in December.

WALKER MOVED TO ACCEPT THE CANDIDATE THE COMMITTEE DECIDED ON, AND TO ADVERTISE FOR A NEW OFFICER. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Walker advised the Council that they along with the City staff are invited to the picnic being held at the Community Garden site next week on Wednesday.

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 5:40PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:
Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON AUGUST 10, 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, and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of July 27, 2017
B. Study Session Meeting Minutes of August 3, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JULY 27, 2017 AND THE STUDY SESSION MEETING MINUTES OF AUGUST 3, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Princeton Lion’s Club Gambling permit raffle for October 16, 2017
B. Personnel
C. Donations/Designations

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

OPEN FORUM

Pamela Voss lives at 908 West Branch and spoke about the problem she has with semi-trucks coming into Town and using their "Jake Brakes". She asked if some signs could be put up, as it causes her whole house to shake. Gerold replied that there is a sign on the Town’s vehicle noise ordinance on Highway 95 just prior to 21st Ave heading East, and one heading West just prior to the bowling alley.

Voss asked what size the signs are, as she has not noticed them. Gerold could not remember the size, but believes they are big enough that the truck traffic should notice them. Voss said she will take a look at the signs.

PRESENTATIONS

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Planning Commission Minutes of July 20, 2017
B. EDA Board Minutes of July 20, 2017
C. Fire Advisory Board Minutes of August 1, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Block Party Concerns – Roxy Hayes of Haye’s K9 Grooming
Roxy Hayes said she has been in business in Princeton for 12 years. They are not notified of street closures when there is an event, and she is tired of all the garbage that is left in front of her store. With the recent Block party, the streets were closed at 11:30am, when they thought it was going to be at 4pm. She cannot run a business with the streets being closed and these events are causing a problem for her and her clients. She questioned why these events are not held in the mall parking lots.

Whitcomb did mention to Hayes that the Block Party is not a city event. It is also not the first complaint he has heard about the event, so he will talk to those putting on the Block Party and require them to notify the businesses of the event and closures. He will also require them to address any concerns that city staff and business owners have, or they will not be able to continue having the event.

B. Wine and Spirits Grant Request from Elim Care and Rehab

Karnowski advised that the Elim Care and Rehab Center is looking for a Wine and Spirits Grant request. They are asking if the City would like to be a sponsor of this year’s Princeton Elim Golf Classic. The funds raised at this year’s tournament will be put towards the new.

Whitcomb confirmed that the City did approve a grant to them about a year ago when they had a donor that would match any donations.

Walker wanted to suggest to just donate the funds, instead of sponsoring a hole at the golf tournament so the entire amount goes towards the bus.

ZIMMER MOVED TO APPROVE THE GRANT REQUEST BY ELIM CARE AND REHAB FOR $1000 TO GO TOWARDS THEIR BUS FUNDRAISER. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Rum River Drive / 125th Roundabout open house August 23

Foss reported that Sherburne County is holding an open house on August 23rd from 4pm to 5:30pm

ORDINANCES AND RESOLUTIONS

A. Resolution 17-38 – Walmart’s “Night to Unite” contribution

Karnowski reported that the Princeton Wal-Mart store provided a $1,500 grant to the PFRD and Police Department to help support our “Night to Unite” program for the Princeton Public Safety and Community interaction.

That event allows the Princeton Fire Dept. and Princeton Police Dept. to interact with the public as a means to improve communications and community relationships. We used the funds to supply the bouncy houses, and cook hotdogs and supply chips, and water for the public to enjoy during this event.

There were four (4) separate locations this year: Mark Park and Rainbow Park in the city, and Wyanett Town Hall and a Blue Hill Township in the outlying fire service contract area.
WALKER MOVED TO APPROVE RESOLUTION 17-38 ACCEPTING THE DONATION FROM WALMART FOR THE “NIGHT TO UNITE” EVENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Proposed Knox Box Ordinance

Karnowski stated that most commercial buildings in the City of Princeton are secured when the building is not open for business. The PFRD’s concern is that many of those buildings do not have key access for the Fire and Police Department to gain access in the case of an emergency without damaging the door to gain access. Some of the commercial and multi-unit residential buildings in the city have already installed Knox Boxes that allow police and firemen to access the building using a key.

Currently, when the PFRD reviews the plans for new commercial or multi-family buildings, we make the recommendation that a Knox Box be installed. But the PFRD would like the council to consider adoption of an ordinance that would actually require all new commercial and multi-family buildings and similar buildings undergoing significant remodeling to install Knox Boxes near their front door to allow Fire and Police to gain access with a secured key.

The cost to the city for a surface mount Knox Box is approximately $310.00 and it can be installed by city employees at no additional cost to the building owner. The cost of the box is passed on to the building owner. We currently charge exactly what we pay for a Knox Box.

The Fire Department has to order the Knox Boxes keyed such that only the PFRD and have the key to open the box. The building manager/owner has to contact public safety to have a key put inside the box.

In conjunction with adoption of an ordinance, Chiefs Frederick and Lawrence plan to send personal letters to all existing buildings in the city that do not yet have a Knox Box and strongly urge them to add a Knox Box to their building.

Staff is asking the Council for approval to draft the appropriate ordinance for Council consideration.

Lawrence said there have been incidents where they have had to break down the door to get in. A Knox Box would be of great assistance to both the Fire and Police Departments.

Edmonds asked staff knows which businesses have one. Lawrence responded that there is a list from 2014 of businesses that had them.

Walker asked Lawrence if he has any businesses that say absolutely not to a knox box. Lawrence said he has not had that issue yet, but the state fire code says the fire chief can require it one.

Lawrence said he spoke to 2 apartment building owners last week and they were not even aware there was such a thing, and they immediately gave the okay for the fire chief to order knox boxes for their sites.
Walker stated that if the fire or police departments need to use a knox box, he would like to see a letter drafted and sent to the property owner that the knox box was used and for what reason.

EDMONDS MOVED TO APPROVE HAVE STAFF DRAFT A KNOX BOX ORDINANCE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 754 – amending fee schedule – FIRST READING

Karnowski stated that the ordinance changing the SAC and WAC fees has been drafted. Staff is also including a proposed Annual License late fee. Even though letters are sent one or 2 months prior to the application deadline, it seems we still get them in late. Imposing a late fee may prompt those to get their applications in on time.

WALKER MOVED TO INTRODUCE ORDINANCE 754 AMENDING THE FEE SCHEDULE IN REGARD TO SAC AND WAC FEES, AND TO ADD AN ANNUAL LICENSE LATE FEE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Resolution 17-37 – accepting final payment from It Starts Here Challenge

Foss advised that this is the final step to receive the final payment from Faith Goenner on the It Starts Here Challenge.

WALKER MOVED TO APPROVE RESOLUTION 17-37 APPROVING THE FINAL PAYMENT OF THE IT STARTS HERE CHALLENGE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Resolution 17-40 – accepting Walmart Donation for Public Safety Day

Karnowski advised that the Princeton Police Department received a check for $1500.00 dollars from the Walmart Foundation. This check is a donation from a grant written by the Princeton Fire, Princeton Public Works and Princeton Public Utilities). This donation will be used for the Princeton Public Safety Day to assist in covering expenses for that Day. The event will be held on Saturday September 9th 2017.

EDMONDS MOVED TO APPROVE RESOLUTION 17-40 ACCEPTING THE DONATION FROM WALMART FOR THE "PUBLIC SAFETY DAY" EVENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Proposed City / FAA AFSS Building lease

Karnowski reported that in approximately 1985, the city of Princeton entered into an agreement with the FAA to construct a 10,000 Ft2 building to be used as an automated flight service station. The idea was sold to the city by the FAA as a facility that would be the site of dozens of high paying jobs and that those employees would build quality houses in the area
and, generally, be a great thing for Princeton's economy. The FAA convinced the city to offer a 20-year lease for that new building for $1/yr. When the original lease expired and the city realized that the high-paying jobs, the new homes, and the economic benefits to the city were oversold, the city entered into a new lease (FAA Lease No. DTFAGL-06-L-00049, PNM) with the FAA in 2006 at a cost of $65,000/yr. On October 4, 2005, the FAA closed 58 AFFS operations nationwide, but (we believe because the Princeton AFFS was located in Congressman Oberstar's district, the Princeton AFFSS stayed open. Then, in January of 2014 the Princeton AFFSS operations ceased but the FAA decided to continue to lease 2,328 Ft2. That FAA Supplemental lease agreement (dated August 8, 2014):

1. Reduces FAA space from 10,000 Ft2 to 2,328 Ft2.
2. Gas, electric, water and sewer and janitorial transferred from Lockheed Martin to FAA eff. 8/1/2014.
3. Rental reduced to $1,261.00 per month or $15,132.00 per year.

That supplemental lease agreement acknowledges the transfer of utilities to FAA but did not provide anything further. Therefore, Paul Dove argues that the agreement for a $1,261.00 per month lease payment obligates the FAA to pay for utilities.

On January 1 of this year, the FAA sent a letter proposing a new lease agreement that proposes:

1. A total Leased area of 1712 Ft2
2. A base rent at $927.33 per month
3. Pro-rated operating costs at $256.80 per month
4. Pro-rated utilities at $355.24 per month
5. A total rent payment per month: $1,539.37 or $18,472.44 per year

CURRENT STATUS:
The city received an email from the FAA's Teresa Emmons on July 11 stating that he FAA expects a signed lease by August 1, 2017 whereby the city would be responsible for all utilities. That email also stated that since 2014 the FAA has paid an estimated $75,000 toward the utilities associated with the use of the entire 10,000 Ft2 building while the FAA only occupied 1,712 Ft2.

In response, staff noted the FAA occupied the building rent free for approximately 20 years, (noting that the FAA did pay utilities). Plus the fact that the FAA, on its own accord, reduced the amount of space under the original Lease that provided for rental of the entire 10,000 Ft2.

The proposed 'new' lease requires that the city be responsible for the $2,500 cost to determine the building's structural condition, a radon assessment and an asbestos assessment. The FAA representative did state that the FAA would be willing to reimburse the city for those costs, but no additional sums and added that, at this time, neither those nor any additional inspections are warranted.

INCOME AND COST ANALYSIS:
The approximate income for the FAA building from both the DNR and the FAA Leases would be $2,706.03 per month. ($1,539.37 from FAA and $1,166.66 from DNR).

The estimated costs per month for that building are:

<table>
<thead>
<tr>
<th>Cost Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average electric per month</td>
<td>$1,826.90</td>
</tr>
<tr>
<td>Average gas per month</td>
<td>$191.94</td>
</tr>
</tbody>
</table>
Average sewer & water $ 60.00
Total Utilities $2,078.84

That means the city's net margin (Rent income less utility costs) is $627.19 per month.

Staff's concern is that, in addition to the cost of utilities, there should be an additional component of the rent which would allow for the accumulation of funds to cover the expenses for future repairs and replacements as they become necessary.

Options and analysis:

Based upon the numbers, Dove's recommendation would be to either:
1. Either insist upon a higher rent from the FAA, or
2. Not enter into another lease with the FAA and attempt to find a different tenant to lease the open space.

However, Dove cautions that there could be some legal issues involved with regard to evicting the FAA if they don't voluntarily vacate the premises which could result in theportion of the building used by the FAA sitting for a long period of time with rental income that is substantial-ly less than the cost of operation together with the necessity of engaging in an expensive pro-cess in order to recover possession.

One other factor to consider is that the FAA has made the statement that in order for it to relo-cate its operation it would need funding in an estimated sum of one million dollars. Under the current circumstances that funding may not be easy to procure. Perhaps that potential cost factor could change the position of the FAA regarding what it is willing to pay for rent.

Karnowski stated he and Dove are requesting that the City Council provide some feedback on how the Council would like staff to proceed.

Edmonds asked if the DNR was interested in leasing the rest of the building. Karnowski re-sponded that they basically only use it in the spring and fall. He speak to them about moving their full Cambridge office to this site. Another option was if the FAA could relocate, this build-ing could possibly be taken off the airport and used by Inline packaging since they are inter-ested in expanding.

Edmonds asked what the FAA has in the building. Karnowski said he believes it is "switching" station, and they have 2 staff members on site that keep an eye on the equipment.

Karnowski added that he has contacted Congressman Rick Nolan's office to see if they can offer some assistance with the issue, but they likely cannot help.

Walker said they are offering almost nothing for a lease. Karnowski stated that he will simply go back and inform them that the City Council turned down their offer.

WALKER MOVED TO REJECT THE FAA'S LEASE OFFER. EDMONDS SECONDED THE MO-TION. THE MOTION CARRIED UNANIMOUSLY

B. Amended Comprehensive Plan Questionnaire
Foss reported that staff has made the requested changes to the questionnaire and asked the Council for their approval.

Walker stated that he likes the 2 changes.

Zimmer moved to approve the comprehensive plan questionnaire that is going to be sent out to the residents with utility bills. Reynolds seconded the motion. The motion carried unanimously.

C. Resolution 17-39 & Purchase Agreement with Habitat for Humanity

Foss advised that the purchase agreement has been reviewed by both the city attorney and Habitat for Humanity.

Reynolds moved to approve resolution 17-39 and the purchase agreement with Habitat for Humanity. Walker seconded the motion. The motion carried unanimously.

NEW BUSINESS

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 $135,959.40 and the items listed on the liquor bill list and general city bill list which will be checks 75976 to 76046 for a total of $205,892.32. Reynolds seconded the motion. The motion carried unanimously.

ADJOURNMENT
There being no further business:

Zimmer moved to adjourn the meeting at 7:50 PM. Walker seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON AUGUST 24, 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 Gerald, Development Director Jolene Foss, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Eric Eckman and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of August 10, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 10, 2017. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Scott Suhsen resignation from Park Board effective immediately
C. Donations/Designations

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

OPEN FORUM

PRESENTATIONS

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Council Action / Grant Request from Family Pathways Teen Center

Victoria Hallin from Family Pathways said the Teen Center has been open for 6 ½ years. She said Princeton is outside of the Metro area, so they do not seem to receive as many grants as those in the metro area. They are currently writing that would provide assistance in career planning. She is asking the Council for an annual donation of $20,000.

Princeton has the largest amount of teen visits of all their teen centers, and her volunteers had 1399 Volunteer hours last year, and up to 1500 this year already. She has gone to a few of the Townships in March to request donations, and Princeton Township has donated the last 2 years. They have discussions on speakers on the drug problems, domestic abuse, health and wellness, etc. The Teen Center doors are also open to other groups in the community.

Whitcomb responded that Hallin is asking for a pretty substantial amount, so it would have to be planned for in the budget. He added that they can discuss it at the time that the budget is looked at.
ORDINANCES AND RESOLUTIONS

A. Ord. 754 – amending SAC/WAC fees & add License Late fee – FINAL READING

Karnowski advised that this is the final reading to amend the SAC/WAC fees and to add an Annual Liquor License Late fee. We slightly changed the wording to clarify that the sewer lines are based on the size water line to the house.

Edmonds questioned the Liquor late fee. Karnowski responded that some license holders are waiting until almost the end of December to send in the paperwork, even though they are given a due date. Letters are sent out with applications at least a month, if not closer to 2 months prior to the due date. The due date changes slightly, depending on when the state requires them, and when the council meeting falls. Jenkins stated that she sends out letters about 2 months prior, and picks the Monday prior to the first regular meeting in December for the due date. Staff is hoping that imposing a late fee will encourage the applicants to get their information in by the due date.

EDMONDS MOVED TO APPROVE ORDINANCE 754 AMENDING THE SAC/WAC FEES AND ADDING A LICENSE LATE FEE FOR ANNUAL LICENSES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 17-42 – CSAH 31 & CSAH 29 Traffic Signal Funding Request

Karnowski stated that the City is requesting funding assistance from Mille Lacs County for the operation and maintenance of the light at First and Rum River Drive. Only 1 "leg" is a city street, and the City has been totally responsible for all maintenance and operational costs. The request is for the County to cover 3 quarters of the cost of that traffic signal.

Edmonds thought the County was already responsible for these costs.

EDMONDS MOVED TO APPROVE RESOLUTION 17-42 REQUESTING FUNDING ASSISTANCE FROM MILLE LACCS COUNTY HIGHWAY DEPARTMENT FOR THE OPERATIONAL COSTS AND MAINTENANCE OF THE CSAH29 AND CSAH31 TRAFFIC SIGNAL. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Letter of Support for Co. Rd 45 Intersection Improvements

Foss reported that staff is looking for a letter of support for County Road 45 Intersection Improvements to be sent to the Department Of Transportation. Andrew Witter with Sherburne County will be applying for a grant and requested that the city send a letter of support.

EDMONDS MOVED TO HAVE MAYOR WHITCOMB SIGN THE LETTER OF SUPPORT FOR COUNTY ROAD 45 INTERSECTION IMPROVEMENTS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Sherburne Drug Task Force Joint Powers Agreement Consideration
Karnowski advised that staff and the City Attorney has reviewed and approved the joint powers agreement.

Zimmer asked if it is the same contract as Elk River. Frederick responded that it was their standard contract and the same as Elk River’s.

ZIMMER MOVED TO APPROVE THE DRUG TASK FORCE JOINT AGREEMENT. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Post Office Alley update

Frederick reported that the Police Department has monitored the Alley in the 500 block, between 2nd Street North and 3rd Street North as the Council asked at the July 27, 2017 meeting. This Alley is directly behind (West of) the Post Office. Over the course of a couple of weeks I have had officers patrolling and running stationary radar in the area of the alley. Below are the findings of the monitoring.

- July 31st from the hours of 1000 to 1130 and 14:55 to 1545 – 57 total vehicles with a majority of the vehicles dropping mail off. The officer reported no erratic driving and speed over 7mph. The Officer reported a number of times of vehicles back up dropping mail off at the post office box.
- August 1st from the hours of 1215 to 1337 and 1530 to 1720 – 63 total vehicles again with a majority of vehicles dropping off mail. The Officer reported that no vehicle was traveling over 5mph.
- August 3rd from the hours of 1132 to 1150 and 1510 to 1550 – 42 total vehicles, no speed over 6mph.
- August 7th from the hours of 0900 to 0920 – 13 total vehicles, no erratic driving and no speed greater than 8mph.
- August 10th from the hours of 0817 to 0930 and 1330 to 1415 – 53 total vehicles, no speed greater that 7mph.
- August 15th from the hours of 1715 to 1900 – 62 total vehicles, no speed greater than 9 mph. Officer reported that a number of vehicles were backed up waiting for post office box.
- August 18th from the hours 2030 to 2110 – 11 total vehicles, no speed greater than 6mph with no vehicles stopping at post office box.
- August 19th from the hours of 1200 to 1330 and 1620 to 1715 – 32 total vehicles, no speed greater than 11 mph.
- August 20th from the hours of 0745 to 0830 – 17 total vehicles, no speed greater than 8 mph.

In discussing the incident with the officers tasked with this detail they stated that it would be difficult to reach a high rate speed as the road conditions are difficult in the alley. For example the dip in the road leading to the alley is lower than normal and vehicles have to slow down to prevent from bottoming out their vehicle. Secondly, as the alley gets narrow between the residence and the building as well as the dumpster. They observed vehicles slowing down to prevent from hitting the sides of their vehicle. Officer also stated that a majority of the use is for the mailbox and that at times they observed numerous vehicles stopped in line waiting to drop mail off. With this backup there is not much distance in the one way alley to increase your vehicle speed before having to stop for traffic.
D. Administrator Retirement motion

Karnowski reported that it appears that the Council's August 3rd minutes did not include an actual motion accepting the City Administrator's plan for retirement.

In order to correct that situation, it is recommended that the following motion (or some variation of it) be made, seconded and adopted:

Motion to accept the retirement plan of the City Administrator as outlined in his memo dated August 1, 2017 and discussed at the Council's August 3rd Study session where said retirement will become effective after the new administrator begins working for the city.

WALKER MOVED TO ACCEPT MARK KARNOWSKI'S RETIREMENT AS OUTLINED IN THE MEMO DATED AUGUST 1, 2017 AND DISCUSSED AT THE AUGUST 3RD STUDY SESSION WHERE RETIREMENT WILL BE BECOME EFFECTIVE AFTER THE NEW ADMINISTRATOR BEGINS WORKING FOR THE CITY. EDMONDS SECONDED THE MOTION

Edmonds said he heard a few comments from people wondering why there was not a date set. He stated he informed those asking that it there was not a date as of yet, as the process to search for a new administrator was just beginning and Karnowski responded he would assist in transition if the Council wished him to.

THE MOTION CARRIED UNANIMOUSLY

E. Water / Sewer extension

Foss advised that West Branch Construction has provided a quote for the installation and extension of water and sewer services for the property owned by East Central MN Habitat for Humanity at 309 9th Ave South.

The quote includes the cost of the water/sewer and the cost of repairing the roadway after the project separately.

The Public Works Department has indicated that they are able to provide the service of repairing the street after the project is complete.

WALKER MOVED TO ACCEPT WEST BRANCH CONSTRUCTIONS QUOTE TO RUN THE WATER AND SEWER FOR THE HABITAT HOME AT 309 9TH AVE SOUTH FOR $8,350 AND PUBLIC WORKS WILL REPAIR THE STREET AFTER THE WORK IS COMPLETED. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Resolution 17-41 MnDOT Airport Maintenance Grant Offer

Karnowski said this is the standard resolution that the state requires for the funds that the city receives yearly to assist in the airport maintenance.
WALKER MOVED TO APPROVE RESOLUTION 17-41 AUTHORIZING THE EXECUTION OF AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT #1028950. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Airport Engineer Appointment

Karnowski stated that as noted in the draft of the August Airport Advisory Board (AAB) minutes the AAB interviewed all three engineering firms who responded to the city’s Request for Proposals.

Those firms included the current Airport Engineer (SEH) and two other firms: KLJ and TKDA.

KLJ is a large firm with about 40 clients in North Dakota, 17 in South Dakota and 9 in Minnesota (mostly north of a line between Mahnomen County and Eveleth) and has recently opened an office in St. Paul.

TKDA has 14 clients in Minnesota and is based out of the Twin Cities.

SEH has 65 airport clients in Minnesota and has been Princeton’s airport engineer since October of 2005.

The AAB unanimously recommends that the City Council appoint KLJ as the new airport engineer.

Be advised that SEH is still under contract to finish up the work on the Airport Master Plan as well as the work on this year’s airport grant project (crack sealing).

He said he did check with SEH to see if they would be willing to finish up on four special tasks related to the findings identified in the Airport Master Plan. Those projects are:

A. Getting In-Line Packaging and Erdman property off the airport property.

B. Going through the process of restructuring the airport boundaries to add the property to the north of the current entry road which will allow for the development of the all the original platted hangar lots and the removal of parcels currently on the airport property that the Master Plan identifies as no longer needed for use by the airport.

C. Negotiating with the FAA for a timely release the necessary ROW that will be necessary for construction of a southerly extension of 21st Avenue.

D. Undertake the Airport re-zoning efforts to re-zone the areas that will no longer impacted by the removal of the crosswind runway from the ALP.

SEH advised that they would prefer a ‘clean break’ with the city.

Accordingly, the recommendation is for the Council to concur with the recommendation of the AAB and appoint KLJ to be the new Airport Engineering Firm.
WALKER MOVED TO APPOINT KLJ TO BE THE NEW AIRPORT ENGINEERING FIRM. REYNOLDS SECONDED THE MOTION.

Edmonds asked about KLJ’s fees. Karnowski said fees are pretty similar across the board, but the FAA states qualifications are important, and not fees. The city usually ends up paying about 10% of the cost of engineering and projects, with the FAA paying the rest.

He said the motion could be amended to include the stipulation of fees being discussed. Walker said he thinks the engineering fees are about 20% of a project. Karnowski responded that the fees with SEH and the city’s previous engineering firm seemed to be about 25% on airport projects. Karnowski added that there are a lot of various processes that the engineering firms need to do yearly with the FAA.

Whitcomb thanked S.E.H for their years of service, and is looking forward to working with KLJ. Karnowski stated that the main engineer with KLJ was currently out of town, but said he would be happy to come to a council meeting and introduce himself.

VOTE 4:1, EDMONDS OPPOSED, THE MOTION CARRIED

C. Senior Dining Donation letter of support from EDA

Foss advised that Senior Dining and Timber Trails is having some issues with funding. The EDA has approved this letter and asked for Council approval to send it out to local service organizations.

Whitcomb asked if we are doing this for one group, do we need to do this for all. Foss replied that said she spoke to Attorney Paul Dove and he said it is a very special type of situation, so it would not be likely to have another situation like this.

Walker said the EDA had a long discussion on how to help make these rides affordable for those using them. They thought pretty hard whether this is a strong arm tactic, but they wanted to make it clear that there was no requirement, just a friendly reminder for some help.

Karnowski said the reason Timber Trails got involved was that the Blue Bus that Senior Dining used to use, was no longer functional. The city used to handle the maintenance on that bus. Jackson said the city used to spend about that $2500 a year then, as we have budgeted now for an annual donation to the group.

Edmonds questioned if Timber Trails would consider reducing their rates, as he thinks it is a subsidized program.

Foss said she has had a few discussions with Timber Trails. The Senior Group was pre-purchasing rides, and lowering the rates that the people would need to cover.

The transit advisory board is doing some accessibility planning and which will hopefully address the need in our area.

Whitcomb said he is hearing about what the city is doing, he asked what Catholic Charities was provided. Foss said they provide the food for the senior dining.
MISCELLANEOUS

Mark, county meeting. Study session day, one board members couldn’t come at 4:30, but could come at 5:30, another board member had to leave by 5:30. It was discussed to meet at 5:30 at the regular meeting, but the Mayor will not be back by 5:30. Mark said one suggestion was to set up a special meeting, but wanted to know from the council days and times that would work for them.

Thom will be on vacation on the 7th or 8th Jules said the only one he would not be available is the second Sept meeting. Jack said he is pretty flexible at night. The important thing to him is the city engineer and county board members are able to make it.

Jeff prefers not Tuesdays.

Mark said staff can check school board schedule and run it by the County.

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 $118,171.98 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 76049 TO 76098 FOR A TOTAL OF $290,731 20. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT
There being no further business:

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

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor