CITY OF PRINCETON
Planning Commission
Agenda
January 27th, 2020
7:00 P.M., City Hall

1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on December 16th, 2019 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business: None

6. New Business:
   A. West Birch Apartments Monument Sign – Tab B
   B. Request for Design Approval at 513 First Street – Tab C

7. Communication and Reports:
   A. Verbal Report
   B. City Council Minutes for December, 2019 – Tab D

8. Adjournment
The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Eldon Johnson, Jeff Reynolds, and Gene Stoeckel (Princeton Twsp. Rep.). Staff present were Robert Barbian (City Admin.), Stephanie Hillesheim (Comm. Dev. Spec.), and Mary Lou DeWitt (Comm. Dev.).

Absent was Scott Moller.

APPROVAL OF MINUTES OF REGULAR MEETING ON NOVEMBER 18, 2019
REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF NOVEMBER 18, 2019. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

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

PUBLIC HEARING: None

OLD BUSINESS:
A. Request for Design approval of 519 First Street
Stephanie Hillesheim (Comm. Dev. Spec) Memo:

Background
In June, Bob Mack from MacDonald and Mack Architects shared the Downtown Design Guidelines with the Planning Commission subsequently which have been adopted by the city. The City has discussed the coinciding façade grants with a number of interested parties who own business in the downtown district. Barb and Ed Stofferahn are in the process of opening Barb’s Quilt and Design Studio at 519 First Street. They are currently working on building improvements and renovations to open the studio.

Analysis
The Stofferahn’s had submitted an application for the Downtown Façade Grant Program in September but withdrew their application at that time. They have almost completed their improvements and are requesting matching funds of $3,000. Improvements are clearly identified in their current proposal which include the removal and replacement of the front exterior wood and metal siding of their building, changing existing replacement windows for two larger windows, and the installation of a new front door. New signage and complete interior remodel were also included in the revitalization of the building.

After submitting the plans to Bob Mack of MacDonald & Mack Architects, they moved forward with the suggestion to add an awning to break up the space and provide a bit of weather
protection.

The attachments explain the total cost of repairs. Pictures of the changed are attached.

**Action Required**
It is the duty of the Planning Commission to decide if the project elements presented in the application for funding adhere to the requirements set forth in the Downtown Façade Improvement guidelines adopted for the Downtown Façade Improvement program.

Hillesheim said they are in line with the design guidelines. They are using neutral colors inside.

Erickson asked if the windows were part of the design.

Hillesheim said yes, but they had put them up already.

Johnson said he has seen how much work they have done to the outside of the building.

Barbian said the Planning Commission is to review and decide of the approval of the design and the EDA Board approves the grant. We do have Eric Zweber here tonight from WSB Engineering that has been working on the Comprehensive Plan and has done guidelines in the past for historical sites.

Eric Zweber said most of the guidelines they work with is that they want more windows to the site which brings back the historical look and from what he sees from the photo that is what they have done here. With the owners are also updating the inside which is very good.

Barbian said the windows did get larger and that is great. He believes they might find in the future that the exterior materials be removed.

Hillesheim said Bob Mack said they did not recommend it for this site. The building is 110 years old and you never know what is behind it.

Barbian said maybe in the future there may be another grant and they want to check it out.

JOHNSON MOVED, SECOND BY HALLIN, TO APPROVE THE DESIGN FOR THE DOWNTOWN FAÇADE IMPROVEMENT GRANT CONDITIONS FOR THE LOCATION AT 519 FIRST STREET, THE OWNERS ARE BARB AND ED STOFFERAHN. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.
NEW BUSINESS:
A. Preliminary request to allow construction of Solar Garden in Zone A requiring a Variance and release of Easement
Stephanie Hilleshiem (Comm. Dev. Spec.) and Department Memo:

Background:
Connexus Energy has been working to locate a solar farm with Ron Bowen of Prairie Restorations. Working with Ron Bowen they have centered on an area approximately 30 acres in size between the industrial park, airport and the Prairie Restoration offices just off County Truck 45 in Baldwin Township. The site is in the flight zone and therefore falls under the City of Princeton zoning jurisdiction. In addition, the City owns an easement where part of the garden is proposed.

Zoning: The City of Princeton zoning jurisdiction is over the flight zone of the Airport in both the city and townships. This multi-jurisdictional zoning authority is codified in a document agreed to by all the parties, both Townships and both Counties. The document is titled Zoning Ordinance Princeton Municipal Airport adopted June 29, 1978. To view a copy please request.

Due to the solar field being partially in Zone A and Zone B specific zoning rules apply. A summary page of these zoning regulations is attached and labeled Table 5-10. In addition the City is responsible to enforce height limitation for the flight zone, a large oval area centered on the airport. A glare study is also required when a solar garden is in proximity to an airport.

Easement: The easement has been recently referred to as a no build easement. This easement is also attached. You will see it is an easement that restricts all building from occurring.

A map showing the various overlapping related issues is attached. The map is magnified to increase clarity. Note the white labels with a corresponding arrow to pointed to part of the map.

City staff, Sherburne County staff, Prairie Restorations, EDF Renewables and Conexus Energy have met twice and been discussing the proposed use. City staff has also had a number of discussions with MnDOT, the County and developer regarding the proposed use. The Airport Advisory Board has also had a number of discussions as one will find in the meeting minutes.

Conexus has advanced a Solar Glare Study done by Forge Solar showing the project adheres to FAA requirements. A key hurdle for the project to be able to move forward. The MnDOT review concluded with the following statement: “I have reviewed this proposal and it meets FAA criteria for off-airport solar installations. Structures such as solar panels may be prohibited by use restrictions in Zone A. Contact your airport zoning administrator for a determination.” Other communications from MnDOT indicate that solar panels may be considered a structure which would require a variance to be allowed.
Since this time further analysis of the location has occurred. This lead to the determination that the no build easement exists on about 6.5 acres of the planned solar garden which prohibits all types of buildings. The easement was purchased by the City, possible with MnDOT support.

The Developers would like to proceed and therefore advance the attached preliminary application for consideration by the Planning Commission related to zoning and the City Council related to the use within the easement.

Analysis:
Connexus Energy and EDF Renewables contacted Richard Braunig, the Manager of Aviation Safety and Enforcement for MnDOT Aeronautics. Mr. Braunig responded to the request by stating “Minnesota Rules (8800.2400) prohibit land use structures in Zone A. One of the permitted uses is auto parking and we recognize your assertion to the similarity between auto parking and solar panels. The purposes stated for the restrictions on the property use in airport zoning is to limit population and building density in the runway approaches areas, thereby creating sufficient open space so as to protect life and property in case of an accident.” Mr. Braunig also noted that due to the structure limiting population density and being low to the ground, MnDOT would not be taking action against the project should a variance be approved for the use.

The City has been advised not to release the easement, but to allow for a variance for the construction of the solar garden. In addition to this, the Runway Protection Zone, overlaps the proposed site. This area (highlighted in blue) does not allow for any variance. The solar garden will not be located on this corner of the site. Furthermore, in discussions on the variance, a new Non-Build Easement be added and recorded on the remaining south-west corner of Existing Zone-A.

Another item to consider is the life of a solar garden and what will happen to the property when the proposed solar garden is decommissioned. The City has been advised, in the interest of residents and the airport, to ensure the identified parcel reapply for a variance if a new solar garden is constructed in place of the original solar garden proposed for this project.

Recommendation:
City staff has preliminarily concluded that, provided certain conditions are met the competing interests can be a positive direction for the community.

Therefor it is recommended that the Planning Commission direct the applicant to complete the variance application and request the City Council consider adding in the easement a solar garden use.

Conditions which are recommended to be integrated with an authorization of use follow. The conditions or specifics may be modified or expand.
A. That the garden be located a minimum of 10 feet from the RPZ.
B. That the easement be amended to allow for the use of solar panels as planned.
C. That the easement be increased to include the balance of Zone A.
D. The solar garden use require renewal at which time the panels require repowering, approximately 20 years.
E. That the Developers agree to not object to future installation of utilities or road extensions in and around the development to achieve cost efficiencies.
F. Agreement is required on removal of existing vegetation including trees, and construction of fencing and new vegetation is obtained.
G. The proposed $5,000 be accepted provided City legal costs are also covered.

Barbian said he wants to start out with a few comments. This is land that is undeveloped by the airport and Industrial Park. There is a number of overlapping issues. He wants to get them through the various details. The owner and the Developer’s are present tonight to answer any questions.

Brian Burandt, Connexus Energy representative introduced Ian Schonwald, (EDF Renewables), and Kyle Schleis (Connexus Energy) who are all working on this project. Ron Bowen owner of Prairie Restorations is also present to answer any questions the Planning Commission may have. Burandt said Connexus is a member owned utility cooperation. Connexus does not want to raise the rates instead they want to build energy efficient services and that is solar energy. The amount of panels they use for a site range from 14-48, depending on the project size, and 48 panels is the maximum. It is standard for all of their projects to have pollen habitat. Ron Bowen, owner of the land had told them about his site and he wanted to grow shade tolerant plants. These would be seed plants. The City of Princeton is the governing authority. There is six acres in the clear Zone A that they are asking for a lift of the easement.

Erickson asked if they want to remove the easement.

Burandt said they want to lift the easement on the six acres only and add a variance to build on the site.

Barbian said Zone A is in the runway protection zone.

Hallin asked why the easement was there.

Barbian said the easement was put in place in 1978 and the FAA helped purchase the easement and the FAA will have to allow the use also. This is not a release of the easement, just allowing the solar garden use. The life expectancy of a solar garden equipment is 20 years and they would have to provide a renewal.

Stoeckel asked if the FAA has to be involved since they helped purchase the easement.
Barbian said yes. They agreed to add the existing easement in Zone A to protect Zone A. This will help get the solar garden use in with adding a new non-build easement on the remaining south-west corner of the existing Zone A.

Buran dt said he made the original request with MnDOT Aeronautical who has already issued a formal opinion of the project where it would be keeping with the goal of limiting population density. It is not MnDOT’s intention to take action on this, the City of Princeton has governing authority.

Johnson asked how long will it take to get it through the FAA.

Buran dt said he is not sure since they just found out about the easement. He believes it is two months like it took with the Glare Study approval.

Barbian said the City Council would have to approve the solar garden use in the easement.

Buran dt said on the City memo under the recommended conditions on Item E, “That the Developers agree to not object to future installation of utilities or road extensions in and around the development to achieve cost efficiencies.” There will be no road in the solar garden so that part should be taken out.

Barbian agreed with that. Could a road go east or west of the solar garden.

Buran dt said yes.

Barry Ramage Jr., Airport Advisory Board Member was present and said a road cannot go through Zone A.

Erickson asked what the life of the solar equipment is.

Buran dt said it is probable that the site would be wiped clean and recycled and reused in 20 years or so.

Barbian believes the area is compatible for this. Depending on the Planning Commission outcome, it would go to the City Council for them to air their views on it. He would talk to the FAA also about allowing the City to add the solar garden use to this area and the applicant would exchange an area for a no-build easement.

Buran dt said the solar panels are between 8 ½ feet to 11 feet high. They raise to the sun.

Barry Ramage Jr. said he is looking out for the Runway Protection Zone and having the other easement in place will help protect the current Airport Plan.
Duane Kruse, business owner at the Airport and a pilot, asked on the reflective part of the panels and the Glare Study.

Burandt said he will give him a copy of the Glare Study. It is more technical than he understands, but from what he knows there should be no glare from the panels. If there is glare, the panels are not connecting correctly and containing the solar energy. There should not be any glare. Glare means the panels are not working. The maximum height is 11 feet and they go flat midday and adjust to the sun.

Barbian said they were worried about the glare and having MnDOT review it and approve it was the first procedure. There would be a variance for Zone A. Also, the easement would be released to allow the solar garden.

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE THAT THIS PROJECT CONTINUE ITS PROCESS OF MOVING FORWARD. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Comprehensive Plan Modifications Summary and Proceeding to hold a Public Hearing:
Eric Zweber, WSB Engineering Memo:

Princeton Comprehensive Plan Update

Thank you for inviting WSB to review the Comprehensive Plan update. The second draft of the Comprehensive Plan is complete. The first draft of the Comprehensive Plan had been reviewed by the Planning Commission on February 26, 2018 meeting. Since that meeting, the Planning Commission and City staff worked to amend the Land Use Map, which is located on page 70 of the draft Comprehensive Plan.

**Engagement Process for First Draft of Comprehensive Plan**

WSB conducted ten engagement activities to create the first draft of the Comprehensive Plan update, which are described in the table below.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Joint City Council/Planning Commission Meeting</td>
<td>February 9, 2017</td>
</tr>
<tr>
<td>Planning Commission Meeting #1</td>
<td>March 20, 2017</td>
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<tr>
<td>Planning Commission Meeting #2</td>
<td>July 17, 2017</td>
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<tr>
<td>Economic Development Authority Meeting #1</td>
<td>July 20, 2017</td>
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<tr>
<td>Music in the Park</td>
<td>August 1, 2017</td>
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<tr>
<td>Economic Development Authority Meeting #2</td>
<td>September 21, 2017</td>
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<tr>
<td>Chili Fest</td>
<td>September 23, 2017</td>
</tr>
<tr>
<td>Utility Bill Survey</td>
<td>October 2017</td>
</tr>
<tr>
<td>City Council Update</td>
<td>November 9, 2017</td>
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Major Revisions within the Second Draft of the Comprehensive Plan

There are three major changes to the second draft of the Comprehensive Plan update:
* Expanded Land Use Map to include parcels within about 2 miles to the west and about three miles east of the Princeton City Boundary

* Removing the Medium Density Residential land use category and adjust the Low Density Residential to 1 to 3 units/acre and the High Density Residential to 4 or more units/acre

* Add the Transportation Plan from the 2008 Comprehensive Plan into the Appendix of this second draft of the Comprehensive Plan

Land Use Map
City staff reviewed the Land Use Map with the Planning Commission during the April 15, July 15, and October 21 Planning Commission meeting. The revised map is located on page 70 of the second draft of the Comprehensive Plan. This map removed the Medium Density Residential land use category from the land use map of the first draft of the Comprehensive Plan.

Medium Density Residential
There were eight references to the Medium Density R3esidential land use category in the first draft of the Comprehensive Plan. Those references have been removed and replaced with the High Density Residential land use category and any density range references have been updated.

2008 Transportation Plan
City and WSB staff reviewed the Transportation Chapter and Map from the 2008 Comprehensive Plan and determined that those policies and improvements are still relevant. A statement of that relevance has been added to page 69, of this second draft of the Comprehensive Plan. In addition, the 2008 Transportation Chapter and Map are included in Attachment 3 on pages 74 through 88 the City’s comments to the Sherburne County in Attachment 4 on pages 89 through 91 of the second draft of the Comprehensive Plan.

Next Step
The Planning Commission is being asked to review this second draft of the Comprehensive Plan and I will be in attendance at the Planning Commission meeting to provide a brief presentation. Follow this review, the Planning Commission is being asked to schedule the date for the required Public Hearing before the adoption of the Comprehensive Plan update.

Thank you, Eric Zweber, AICP

******************************************************************************End of Memo******************************************************************************
Stoeckel said a group has to form with having a member from Princeton Township, Baldwin Township, Mille Lacs County, Sherburne County, and the City for the runway protection.

Barbian understands that. The Land Use Plan and the surrounding area has had a few modifications. The Airport is part of a few of the modifications.

Eric Zweber, WSB Engineering representative explained the changes made and said that we should move forward with the Comprehensive Plan and finalize it. A couple years ago his two co-workers were here talking about this Comp Plan and the text. He had talked to the City Council and went to the Chamber Chili Fest and talked to the public. There has been contact with staff and himself and the one element from the new map and the current map is the medium density was removed. With the size of Princeton, staff believes there was not a need for medium density. On page 70 it shows that and the text has been changed. How we incorporate transportation is covered on page 88 and covers the same geographic area and is very suitable with this update. A little language has been added to connect the text and the map. We are looking for comments today from the Planning Commission. The Planning Commission will need to hold a public hearing and the City Council would get a recommendation to approve the Comprehensive Plan.

Barbian said we felt the Transportation Plan from 2008 is needed for some of the intersections which is important. He spoke of the interchange on Highway 95 with the off ramp from Highway 169 that meets the connection of West Branch Street. There has been talk of closing off the connection of West Branch Street to Highway 95 and put in a roundabout from 13th Avenue North and Highway 95. We want to preserve this reference for future possibilities. On the new Land Use Map the extended runway is shown in a dotted line. There is not a change on the runway, but something that may be changed in the future.

Zweber said on the black dotted line for the runway expansion and on the map what Zone A and B would be. This would just protect the air space. He will add that to the language and will add it in the text. Page 66 and 67 are the descriptions of the airport. If we need more language it will be added there. The possibility of the extended runway is referenced, but we could add more language.

Barbian would like a sentence added to reserve the airspace in that area for the possible extended runway.

Stoeckel asked on the Land Use Map what the circle is around the airport and if the crosswind runway is gone.

Zweber said the circle is showing Zone C and yes, the crosswind runway is not on the map.

Barbian said the Airport Master Plan does exclude the crosswind runway.

Stoeckel said a group has to be formed to release the crosswind runway.
Barbian said that is a recommendation in the Comprehensive Plan to remove the crosswind runway and in the future the appropriate entities would get together to formally remove it.

HALLIN MOVED, SECOND BY JOHNSON, TO HAVE A PUBLIC HEARING FOR THE COMPREHENSIVE PLAN ON FEBRUARY 24TH AT THE PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Zweber would come for the public hearing and also when it is adopted by the City Council.

Erickson said he will not be attending the February Planning Commission meeting. He will be out of town.

COMMUNICATION AND REPORTS:
A. Verbal Report
Barbian said there was some property south of Coborn’s that is in discussion of annexing into the City to acquire City sewer and water at the site. There has been a little discussion of a five acre site converting it to higher density. There is also discussion of a new club house for the Golf Course.

B. City Council Minutes for November, 2019
The Planning Commission Board had no comments.

HALLIN MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:00 P.M.

ATTEST:

__________________________________________________________
Dan Erickson, Chair

__________________________________________________________
Mary Lou DeWitt, Community Development
Central Minnesota Housing Partnership has hired North Star Signs to design a monument sign for their new West Birch Apartments site located at 1103 West Branch Street. The property is located in the R-3 Multiple Family Residential District and only one monument sign is allowed at the entrance of the apartment site. The sign will have external illumination from the ground. The total sign size would be approximately 31 square feet which falls under the maximum monument sign size of 40 square feet. The maximum sign height allowed is 6 feet and the proposed sign will be 6 feet in height. The placement of the sign will be west of the entrance off of West Branch Street and 14’6 feet from the property line. This setback should not inflict with the drivers view of entering or existing the site.

**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. 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 approved prior to installation of the sign.
Double Sided

Sign will be externally light from ground up, by others.

Posts and Post caps - white
Sign Material - 1-1/2" thick HDU sign panel
sandblasted with 1/2" MDO sign board backer
Posts - 6" x 6". Treated posts with PVC post sleeve covers and caps

6" x 6" treated with PVC sleeve covers

Extend Treated Posts Min. 4'-0" into Washed Gravel

48" x 8" rider

West Birch

This is a Smoke Free Property

For Rental Info Call:
320-258-0682 MN TDD 711

Borlum Gray

27.69' in

72" Max Height

48 in
MONUMENT SIGN

Sign needs to be moved to 14'6" from property line per city.
SIGN IS SIZED HERE IN RED

13' From Curb

14'6" FROM PROPERTY LINE

CC
SA
W/ Retirement
CC
EX
SE

North Star
SIGNS & ENGRAVING INC.
6610 Gregory Park Road  St. Cloud, MN 56301
320-252-7871
Background
The City of Princeton has received an application for the Downtown Façade Grant Program from Dennis Johnson of DZ Properties LLC for The Insurance Shoppe. When the City commissioned Macdonald and Mack Architects to conduct case studies of properties in the downtown business district, The Insurance Shoppe was identified as one of the buildings.

Analysis
The application that has been submitted is following the recommendations made by Macdonald and Mack Architects to repair the stucco on the front and sides of the building, replace existing front windows and install a new sign.

The total project budget is estimated to cost $12,500, with additional the additional expenses anticipated for the new sign. The grant amount requested is $2,500.

Action Required
It is the duty of the Planning Commission to decide if the project elements presented in the application for funding adhere to the requirements set forth in the Downtown Design guidelines adopted for the Downtown Façade Improvement program. If Design Guidelines are met, the City will move forward with the process of awarding the applicant the requested amount of funding.
DOWNTOWN FAÇADE IMPROVEMENT GRANT
PROGRAM APPLICATION

Applicant Name: DZ PROPERTIES LLC (THE INSURANCE SHOPPES)
Phone Number: 763-389-2121 Email: DENNIS@THE-INSURANCE-SHOPPES.COM
Business Name: THE INSURANCE SHOPPES
Business Address: 513 1ST ST PRINCETON, MN, 55371
Property Owners Name: DZ PROPERTIES LLC
Describe Project Scope: RE STUCCO + REPLACE WINDOWS IN FRONT OF
BUILDING, PAINT + REPAIR SIDES + REBAR TO MATCH

Project Budget: List individual project elements (e.g. awing, lights, sign, painting
of trim, etc.)
- WINDOWS FRONT: $2000.00
- RE STUCCO FRONT: $6000.00
- PAINT + REPAIR SIDES: $1500.00

Total: $12,500

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

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

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

Signature: ____________________________ Date: 11/14/19
**ESTIMATE**

**Atop Notch Ptg.**  
31337 121st Street  
Princeton, Mn 55371  
Phone: (612) 978-5317  
Email: atopnotchpainting@gmail.com

<table>
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<th>Total</th>
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<tbody>
<tr>
<td>Stairwell</td>
<td>$850.00</td>
</tr>
<tr>
<td>Scrap prime all walls in stairwell, 2 coats eggshell finish</td>
<td></td>
</tr>
<tr>
<td>Front door's and window frame's and side wall.</td>
<td>$2,950.00</td>
</tr>
<tr>
<td>Prime and paint lower door's and window frames with specific primer and topcoat for material being painted. (2 part product). Paint 2 coats on upper windows. 2 coat side wall with loxon exterior stucco/block paint. Paint in old window fillers. Will be somewhere in the ballpark of $2900-$3300 guessing.</td>
<td></td>
</tr>
<tr>
<td>Back wall</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>2 coats of Loxon. Paint in gutters and meter boxes etc.</td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**  
$5,300.00

**Total**  
$5,300.00

_________________________  
Dennis Johnson
A new sign would improve the overall appearance. Retaining signage on the windows provides pedestrian-level information. Painting the aluminum doors and window frames would reduce the mid-sixties look. Installation of a cornice would better define the top of the building.

1. REPLACE WINDOWS
2. PAINT EXISTING WINDOWS
3. PAINT EXISTING DOORS
4. REMOVE NON-HISTORIC SIGNAGE
5. PROVIDE COMPATIBLE SIGNAGE
6. REPAIR STUCCO
7. REDASH STUCCO
8. INSTALL CORNICE
9. INSTALL NEW LIGHTING
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON DECEMBER 5, 2019 4:30 P.M.

Mayor Brad Schumacher called the meeting to order. Council members present was Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell and Fire Chief Ron Lawrence. Absent was and. Absent was Police Chief Todd Frederick

Public Utilities attendance: Manager Keith Butcher, Kathy Ohman, Chairman Mindi Siercks, and Commissioners Dan Erickson and Greg Hanson.

Adoption of Agendas


Self-Introductions & Program Overview

All City Council, City staff, Public Utilities Commission and Public Utility staff introduced themselves.

Princeton Public Utilities / Princeton Public Utilities Commission Governance

Barbian gave an overview of the statute, and the proposed ordinance amendment that adds the Public Utilities Commission to the Title 2 amendment that the Council will be having the second reading at the December 12th Council Meeting.

Princeton Public Utilities History and Background

Barbian reported that the PUC was created in 1911. Butcher said the history portion has always been interesting to him. He said the Rural areas did not have electric, and there was a big push to provide it to everyone. The government stepped in to serve the needs to the smaller cities.

There are 3 types of Utility Companies: Coops, Industrial and Municipal. There are large capital expenses to set up a utility. A power plant average life is about 50 years, with transformers being around 20 to 30 years. Costs and maintenance must be planned generations out, not just by the whim of elected officials, so funds must be kept separate from the City.

Dan Erickson said he had heard that the city was buying their power from Elk River, but it was going off all the time. Since the City had businesses that relied on power, the PUC was formed. Butcher said the power grid is monitored every second, and it has been explained as being the biggest machine ever made.

Zimmer asked how long the generators could provide power to the City if the power elsewhere would go down. Butcher replied that for the most part, the generators run on diesel and he believes they have enough onsite to carry the city for 7-10 days. If it was predicted to last longer, more fuel would be delivered.
Barbian asked if there is a shortage, does that power created by the generator stay in the city. Butcher replied that in an emergency situation, they could isolate the City and provide power here.

Schumacher questioned why the City owns the property and not the PUC. Dan Erickson responded that he remembers hearing the reason, but cannot remember what it was at this point. Connie Wangen would have known the statute. Butcher said he will look at that up and report back.

Schumacher added that he saw on a Council Goals list from 2006 or 2007 that the Council had mentioned the PUC and City being located in the same building.

Barbian said that there has historically been issues between Cities and Municipal utilities. Schumacher asked Butcher if it is a common issue. Butcher replied that he thinks there is always going to be occasional disagreements between cities and Utilities, cities and counties, and counties and the state.

Erickson stated that the PUC has a responsibility to the rate payers and the City to the Taxpayers. Many times, they are the same person, but not always.

Schumacher commented he would like to see 21st Ave extended and have the City and PUC office staff be located in the FAA building.

Edmonds added that he has seen Public Works and PUC staff help each other out on projects and equipment shared on occasion.

**Communications: Princeton Public Utilities & City of Princeton**

Schumacher stated he feels the communication between the City and PUC needs to be improved. He would like Butcher to attend the Department head meetings on Monday’s.

Barbian asked if the council felt there would be a value to have Butcher attend the Council meetings.

Public Utilities Commission Chair Siercks responded that people usually do not want to attend meetings if they are likely to be blasted or not be treated respectfully. When the SMMPA Representative attended, she felt there were some disrespectful comments made.

J Gerold added that no matter what business you are in, communication is important. There have been times in the past that PUC and Public Works have shared employees and equipment. This has been a big goal for her since being elected to the City Council. She feels a big part of communication is attending other’s meetings and everyone should be respectful.

Reynolds stated that when he was out campaigning, he heard a lot of people having issues with the PUC. Zimmer responded he had not heard any problems, as no one had brought it up and does not know when these issues began. Reynolds replied that he had spoken to a few previous elected officials that also felt there were some issues.

Barbian added that a high level of communication will benefit everyone.
Erickson said he also thought that the electric rates were high when he was appointed to the commission. However, he learned that is not correct. One of his goals is to improve the perception of the PUC.

Zimmer agreed and said Wangen had attended a Council meeting and showed 2 bills with the same amount of electric usage. PUC rates where in comparison to the Xcel bill it was compared to. Erickson said one of the big problems is the perception that the PUC rates are a lot higher than others, when they are not. Siercks added that issues should not be brought up on Social Media, but discussed in person.

Schumacher added that having the costs coded to City fees and PUC fees helps on the bill helps, but more needs to be done. Siercks stated that one of the Utility employees is also on the Chamber Board, so that is helpful to get the correct information out as well. as well to get the said one of the PUC employees is on the Chamber Board, so that is helpful to get the good word out there.

Hanson stated that he is glad he had the opportunity to be here. He feels we need to find public ways to support each other. We need to find ways to say it out loud, so we can overwhelm social media with good, we have the common good for all our rate and tax payers,

**Resource Sharing: equipment and manpower**

Barbian reported that in addition to the thought of sharing an office, there would be other options for sharing staff and equipment. Erickson agreed and said sharing resources is a great idea. B Gerold said they do on occasion, but it is kind of like a handshake deal. If Public Works is short someone, they may have someone with the PUC plow to help out, as long as it wouldn’t cause any overtime with the PUC.

Siercks added that Klinghagen had told her previously that John Brooks helped a lot at the Wastewater Plant. Mindi said Chris had reported to her that John Brooks helped a lot at the plant.

Erickson would like to see the City and PUC to work together to improve the resident’s perception of the PUC. Dan said he thinks we need to work together on improving that perception.

**PPU Policies: Reserves, Rates, Deposits, pilot**

Butcher reported that Barbian mentioned that he should discuss the Cash Reserve policy. He said they have been working on a policy for several months now. It is not different from how the PUC has handled it, but it has been put in writing.

He advised that the reserve is kept separate by utility, and have different amounts. For example, the electric has more revenue, so they don’t keep as much cash on hand. Currently they are at about 88 days, but should be at about 120 or 180 days. However, they don’t want the policy to read that yet, as then they would be in violation of it. As their reserve amounts increase, the policy will be updated.
Reynolds questioned if the city keeps 300 days cash reserve on hand as well. Edmonds added that the County usually went by half of a year Levy. Jackson responded that is how the general fund is handled as well.

Erickson added that if you don’t work with big numbers like these, it is a little overwhelming to see those high cash reserves. However, it is needed when some of the parts that could require replacement can cost over a million dollars. Schumacher stated he feels it is crucial to get that information out to rate payers, so they understand the reasons behind these decisions.

Schumacher asked if the PUC has compared their deposit requirements to other utilities. Butcher responded that other deposits are all over the board. He wants to do this in a responsible way, so they are doing some research to determine what amount is best for the utility company and the rate payers. Erickson added that they want to determine an amount that won’t negatively affect those that pay on time, and not subsidizing those that do not pay on time. The current policies are good, but they can be tweaked a little. Siercks added that the last time they looked at it, was when the housing market was really bad, and a lot of homes were being left with bills not being paid.

Barbian passed out information on Payments in lieu of taxes.

Zimmer wondered if the payments in lieu of taxes would help improve the perception of the PUC. The tax payers would be aware that the rate payers are also contributing to the City for parks, road maintenance, public safety, etc.

Butcher added that Payments in Lieu of taxes can be a tricky one, as other communities have seen lawsuits regarding them. For example, if those funds were transferred to a project or something that doesn’t occur, or something that doesn’t benefit the whole community. Hanson stated that the statute is worded in a way that payments in lieu of taxes are not required.

Hanson provided an example. If the PUC gave a donation to a needy family, in some eyes they would be a hero, but on the other side, the rate payers are paying for donation.

Schumacher stated that public safety isn’t cheap, and that protects everyone, whether they are only a rate payer, or a tax payer. Therefore, there should be some type of compensation. Erickson responded that he understands that, and is willing to take a look at the payments in lieu of taxes, since it has been a long time since it was reviewed. He said in his apartments, the tenants are not tax payers, but still benefitting from the plowed roads, public safety, etc.

Zimmer said that it has not been looked at since 2007, so feels it is time to review those.

**PPU Business support and growth**

**Council & Commission member thoughts, comments or goals**
Schumacher appreciates the meeting tonight and starting the process of better communication. We all have the same goal; we are all here working for everyone. He would like to continue the open lines of communication.

Zimmer agreed that communication is really important. If someone was complaining about the PUC to him, he would tell them to meet with Butcher directly. Just as any complaint, there is the property person to see to help resolve the issue. We will continue to work together and thanked the PUC for coming to the meeting tonight.

Edmonds feels this meeting was very productive. With all this talk about public relations and communication, we still have to remember the state statute and work together within those guidelines.

Hanson wanted to reiterate what he said the other night. He is the newest one on the commission and he has been very impressed with the commission and staff. They really have the good of the community in mind, and he would like the council to attend some of their meetings.

Siercks commended Barbian for attending the PUC meetings. Butcher walked into the position under the gun. It needs to be positive with everyone working together. They welcome everyone to the PUC meetings.

Erickson said Butcher has some great ideas, and is the right person for the position. He is a fresh set of eyes and will be very helpful in making some changes. He thought he was going to find something not right when he was appointed to the commission, but the people with the PUC have been doing a great job the last 100 years.

Butcher added that he has always been an infrastructure guy, and he wants to find things that benefit the community as a whole. People are not going to get everything they want, but it is important to have the common good as a goal.

Next Steps

Zimmer moved to recess the meeting at 6:30 PM. Seconded by J Gerold. The motion carried unanimously.

J Gerold reopened the meeting at 6:54PM. Reynolds seconded the motion. The motion carried unanimously.

Update from Fire Chief

Lawrence advised that they met with Ken Murray and Dennis Haubenschild from Wyantett Township today, and have come up with a tentative agreement to continue providing fire services for Wyantett. Attorney Toven will be putting the agreement in writing, and will send to the Council for approval. Wyantett meets Tuesday December 10th, so we hope they re-
view and approve the agreement. It will be on the City Council Agenda for Thursday December 12th.

**East Central Energy Operation Round-Up Grant Application**

Hillesheim reported that she is looking for approval to apply for the grant. It would be for interpretive signage for Riverside and Riebe park. The signage has been a part of the project, and the DNR thought it was a great feature to add to the park. It was part of the project, the DNR said it was a great idea. The deadline for the application is December 16.

**2020 Budget**

Jackson went over the remaining budget. He showed 2 options for the Levy. The planned levy would be a 5.48% increase. If we plan on transferring $75,000 from the Liquor Fund, it would keep the levy to a 2.33% increase.

The Council consensus was to include the transfer of $75,000 to keep the Levy at a 2.33% increase.

**Any other Business**

Schumacher stated the Administrator review has been completed, and it will be held at the next meeting.

***CLOSED SESSION *** – Administrator Review

**Adjournment**

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 8:25PM. REYNOLDS SECOND-ED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

______________________________
Shawna Jenkins Tadych
City Clerk

ATTEST:

______________________________
Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON DECEMBER 12, 2019 7:00 P.M. AT PRINCETON CITY HALL

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmons, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell and Fire Chief Ron Lawrence. Absent was Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

Schumacher deleted New Business letter B, discussion on PUC’s in Lieu of Taxes proposal. He also suggested scratching the Administrators Review tonight, and suggests holding that at a separate meeting on another day.

ZIMMER MOVED TO APPROVE THE AGENDA AS AMENDED. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

A. Budget Study Session minutes of November 26, 2019  
B. Regular Meeting minutes of November 26, 2019  
C. Study Session minutes of December 5, 2019

J Gerold had a correction to the November 26th meeting in the 2nd paragraph. The minutes state that Troy Minske mentioned Assessments like road assessments are done. She believes Jules had mentioned that. Jenkins will make that change.


CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Public Works Kyle Fawkes Step Increase effective 12-28-19

EDMONDS MOVED TO APPROVE THE STEP INCREASE FOR KYLE FAWKES EFFECTIVE 12-28-19. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

2. Karen Aguilera appointment to regular employment status effective 12-27-19

REYNOLDS MOVED TO APPROVE KAREN AGUILERAS APPOINTMENT TO REGULAR EMPLOYMENT STATUS EFFECTIVE 12-27-19. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Donations

OPEN FORUM --
Sharon Sandberg, here on behalf of Flight Expo, she passed out a packet of information about some upcoming events that they are holding. They are hoping to grow their program and invited the Council to attend. There is also a grant they would like to apply for, but will need help from the City as the fiscal agent.

PRESENTATIONS / SPEAKERS –

A. Tigers – MN State Bowling Champions

The Council presented plaques to Ryan Andresen, Zach Andresen, Bryce Keykal, Liz Rittenour, Joe Meyer, Dakota France and Ryan Petersen for their Varsity Championship.

PUBLIC HEARINGS

A. Truth in Taxation – 2020 Levy and Budget – Resolution 19-61

Jackson presented the 2020 Budget and Levy.

REYNOLDS MOVED TO OPEN THE PUBLIC HEARING AT 7:32PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:33PM J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ZIMMER MOVED TO APPROVE RESOLUTION 19-61. EDMONDS SECONDED THE MOTION.

Edmonds stated staff has done a great job keeping the levy at a low amount. It is much lower than what he has seen elsewhere.

THE MOTION CARRIED UNANIMOUSLY.

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONENCE AND BOARDS / COMMITTEES

A. Airport Board Minutes of November 4, 2019
B. Fire Advisory Minutes of November 5, 2019

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Princeton Area Chamber of Commerce Request

Kim Young thanked the City for the support it has given the Princeton Chamber throughout the years. From the generous grants of funding, to the in-kind gift of office space, to the general support from staff and members of the City Council. They are very grateful for the positive working relationship between the City of Princeton and the Chamber of Commerce.

During 2019, the PACC implemented a number of successful events throughout the community.
- Chamber winter Gala: celebrating businesses, nonprofits, organizations and volunteers
- Hosted the Business Expo, where more than 60 businesses and organizations participated
- Collaborated with the City for the Canoe and Kayak program
- Hosted the Rum river Festival, which included the annual parade, street fair, Lucky Duck raffle, a 5k run and more.
- Organized a successful golf tournament at the Princeton Golf Course
- Took part in the Pizza Bowl, a collaboration with the Milaca Chamber of Commerce and local businesses from both communities.
- Manufacturer's Breakfast, hosted by Glenn Metalcraft
- Hosted the Chili Fest at the Mille Lacs County Fairgrounds
- Donated money to the Princeton Ambassadors
- Currently promoting Shop Local / Small Business Saturday

The PACC Board is making exciting changes for 2020, with the goal of true collaboration with area businesses, the school district, local organizations and the City of Princeton. We feel that if we all work together and support one another; great things will happen in our community. Some of those changes and implemented programs include:

- A monthly networking group, hosted at different business locations in the community.
- Monthly Lunch and Learns – they have already seen an increase in attendance
- Monthly newsletter sent out via email to all Chamber members
- Rum River Festival will return to a multi-day event – parade being moved back to Thursday
- Formed a Welcoming Committee
- Beginning monthly After-hours networking
- Spending 2020 planning a new approach to the Leadership program, which will be implemented in 2021

The Chamber of Commerce is requesting continued support from the City in the form of a $10,000 Wine and Spirits Grant. This funding will be used toward their 2020 events as well as general operating of the chamber. It is their hope that in the coming years, the Chamber will be able to request this funding to be used toward specific projects only.

ZIMMER MOVED TO APPROVE THE YEARLY WINE AND SPIRITS GRANT OF $10,000 TO THE CHAMBER OF COMMERCE. EMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Correspondence from the VFW – Thank you for Wine and Spirits grant for roof repair

ORDINANCES AND RESOLUTIONS

A. Ordinance 785 – Title 2 Amendments – FINAL READING

Jenkins reported that at the October 24th meeting, Mayor Schumacher brought up the Social Media Policy, and said he felt all the Boards and Commissions be required to follow it. Attorney Toven added verbiage to each Board/Commission section and added one for the Public Utilities Commission. Staff noticed a few other things that should be amended as well, so those were changed as well. Edmonds had mentioned a correction that was needed to the Planning Commission section allowing for one member to live outside City Limits, as long as they owned a business within Princeton, and lived within the 55371 Zip Code or the Princeton School District, so that was corrected in this amendment as well.
ZIMMER MOVED TO APPROVE ORDINANCE 785. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 786 – Fee Schedule Amendments – FINAL READING

Jenkins advised that this is the standard fee schedule amendment that is done yearly. It is being done a little earlier, as there has been some long-term usage of the Tie Down Area of the Airport, which causes some snow clearing hardships.

J GEROLD MOVED TO APPROVE ORDINANCE 786. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 787 – Renaming of Smith System Road – FINAL READING

Hillesheim advised that earlier in 2019, city staff were contacted by the Princeton School District 477, requesting the consideration of changing the name of Smith System Road to a name fitting of the school property located along the route. The Council reviewed the request at the June 27, 2019 meeting confirming the direction of the Planning Commission requiring the School District cover any of the costs associated with the name change including signage and other fees. The Planning Commission and City Council also requested the School District choose a name other than Tiger Street, since there is a right of way within the area with that name.

Students were tasked with deciding upon the new name and Tiger Boulevard is what was chosen. School District Superintendent, Ben Barton, requested the City of Princeton move forward with the name change through the process outline in the ordinance.

This is the first reading of the above-mentioned ordinance change, renaming Smith System Road to Tiger Boulevard.

Recommendation:
City staff recommend the council move forward with the requested change.

ZIMMER MOVED TO APPROVE ORDINANCE 787. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Chino Properties – Aero Business Park

Hillesheim advised that the City of Princeton has been working with Oliver Management Group, INC. to come to an agreement for purchase of the land legally described as Lot 1, Block 1 Aero Business Park First Addition, Mille Lacs County. This lot has been split into two lots and the buyer shall take ownership of the south approximate one half for development and construction of a commercial building, containing 10,000 sq. ft (or as large as zoning
laws permit. The buyer shall pay seller $5,000 as the purchase price, $1,000 paid at execution of this agreement and the remaining $4,000 due at closing.

The Purchase Agreement was approved by the Council in November. The Purchase Agreement is dependent upon adherence to the Developer’s Agreement, which relies upon the execution of the Tax Increment Financing District 8-4, requiring a second Developer’s Agreement outlining the details of the TIF District.

Analysis:
The Developer’s Agreement outlines the requirements of SAC and WAC fees, $500 site plan application fee, and $1,000 required escrow fee to cover items such as survey, storm water review, easement review and related items.

The Tax Increment Financing Developer’s Agreement outlines the Tax Increment Financing Plan approved by the City Council on September 12, 2019, requiring the construction of a commercial facility of approximately 7,500 sq. ft. The project must be completed by December 15, 2022. Closing of the parcel must take place no later than June 1, 2022. If Oliver Management Group, INC. does not meet the construction requirements outlined in this agreement, the price shall become $130,000 and the buyer will pay the amount over 7 years, including interest at 3.5%. In the event of the buyer paying $130,000 for the property, the Tax Increment Financing Agreement as referenced in this agreement shall become null and void. If the buyer does not give timely notice of the previously described circumstances, this agreement will become null and void.

The site plan application must be submitted prior to closing and will be approved by the Municipal Planning Commission in accordance to the Developer’s Agreements contained in Exhibits A and B of the Purchase Agreement.

Recommendation:
City staff recommends the approval of the above-named developers’ agreements with Oliver Management Group, INC. and the resolution to approve the sale of the south approximate one half of the property located at Lot 1 Block 1 Aero Business Park First Addition, Mille Lacs County.

1. Resolution 19-59 – approving sale of land to Chino Properties

EDMONDS MOVED TO APPROVE RESOLUTION 19-59 APPROVING THE SALE OF LAND. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

2. Developer’s Agreements for Aero Business Park Lot 1, Block 1, South portion with Oliver Management Group, Inc

ZIMMER MOVED TO APPROVE THE DEVELOPERS AGREEMENTS FOR AERO BUSINESS PARK, LOT 1, BLOCK 1, SOUTH PORTION WITH OLIVER MANAGEMENT GROUP, INC. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

3. First amendment to Purchase Agreement – to extend closing date
Zimmer moved to approve the first amendment to the purchase agreement to extend the closing date. J Gerold seconded the motion. The motion carried unanimously.

B. Mary Lou Dewitt advancement to Community Development Specialist, Zoning Technician

Barbian advised that the Council looked at this in July as well, but felt the increase should be budgeted for. It has been included in the budget for 2020. Recap: Marylou De Witt was hired on August 10, 2000 as a part-time Community Development Secretary. In 2002 Mrs. De Witt advanced as a temporary "full-time status" to assist with a city staff shortage occurring with the City Administrator vacancy. In 2005 she was offered advancement to a full-time regular status as a Community Development Assistant.

Mary Lou DeWitt has gained considerable insight while taking on the responsibilities of her position working under a Planner, a Community Development Director and a couple Administrators. She has also taken on responsibilities previously handled by planners or development directors depending on the strengths and interests of her coworkers.

In hearing from others and observing her work over the past 21 months she is acting beyond the duties covered in her current Job Description as a Community Development Secretary. Her position is functioning as a valued member of the Community Development Department. For example, she handles the majority of the zoning code interpretation when citizens, developers or businesses wish to consider making improvements within the City. Marylou has gained skills, knowledge and experience calling for advancement and job description change.

After consideration, the administrative staff recommendation is to promote Mary Lou to Community Development Specialist, Zoning Technician (job description attached) effective July 29, 2019. This to include moving her from a grade 6 step 3 to a Grade 7 step 3 position, an increase of 1,577 per year.

If the Council agrees, a motion to adopt the attached Job Description and promote Mary Lou DeWitt to fill that position would be in order.

Edmonds asked what the difference was between Dewitt and Hillesheim’s jobs. Barbian responded that Hillesheim does more of the marketing and Dewitt the zoning and technical side.

Reynolds moved to approve the job description change and pay increase for Mary Lou Dewitt. Edmonds seconded the motion.

Barbian added that since this memo was written, the request is for her to be moved to Grade 7, Step 5, which is a $6,312 per year.

Reynolds and Edmonds accepted a friendly amendment to change the job title to Community Development Zoning Specialist and the change to Grade 7, Step 5.

J Gerold asked when the increase goes into effect. Barbian responded it will go into effect January 1st.

The motion carried unanimously.
C. Proposed Wyant building Lease Agreement

Lawrence stated that an agreement has finally agreed upon. The City will pay for the use of the substation, and Wyant will pay their portion of the Truck and Equipment fee up front.

J GEROLD MOTIONED TO APPROVE THE PAYMENT TO WYANETT FOR THE SUBSTATION LEASE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Approval of 2020 fire Contract Language

Lawrence advised that the Fire Contracts were last reviewed and signed in 2004. Staff felt it was time to review them, and resign. There are not many changes to the previous verbiage, but the Townships have seen and approve of the contracts.

J GEROLD MOTION TO APPROVE THE 2020 FIRE CONTRACT LANGUAGE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Previous Council Goals List for discussion

Schumacher stated he had wanted this previous goal list from 2014 to show that having the City and PUC in the same office has been discussed in the past.

Zimmer commented on the previous goals list that was included in the packet. Many of the items at the top of the list have been completed in the last couple of year. Staff will provide the goals list again when it is discussed

NEW BUSINESS

A. 2020 Licenses

Jenkins advised that the following businesses have submitted the proper applications and paid the appropriate fees for the following licenses. Only one application was received late, so staff is recommending approval of all license renewals, pending background check on the Princeton Golf Course which was just received Tuesday. It has been given to the Police Department to run the background check.

**ON SALE INTOXICATING LIQUOR**
Madre Loca, Inc.
Neighbors on the Rum
Princeton Golf Course – 2 nd letter sent 11-26-19, due date was 12-6-19
Pizza Barn
Pizza Pub

**OFF SALE LIQUOR**
Princeton Wine and Spirits

**CLUB ON SALE LIQUOR**
VFW Post No. 806
SUNDAY LIQUOR
VFW Post No. 806
Madre Loca, Inc
Neighbors on the Rum
Princeton Golf Course – 2nd letter sent 11-26-19, due date was 12-6-19
Pizza Barn
Pizza Pub

ON SALE NON-INToxicating MALT LIQUOR
Pizza Hut

OFF SALE NON-INToxicating MALT LIQUOR
Speedway #4525
Walmart
Kwik Trip

CIGARETTE
Speedway #4525
Holiday Station store
Casey’s General Store - North
Casey’s General Store - South
Circle 9 Conoco
Hofman Oil Co.
Coborn’s
Prince Tobacco Corp
Walmart
Kwik Trip
Princeton Wine and Spirits

GARBAGE AND RECYCLABLE HAULER
Jim’s Mille Lacs Disposal, Inc.
Ace Solid Waste
Randy’s Sanitation
Waste Management
Vanderpoel

EDMONDS MOVED TO APPROVE THE LICENSE RENEWALS, PENDING BACKGROUND CHECK ON THE GOLF COURSE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Discuss Mayor Schumacher’s PUC in Lieu of taxes proposal for January 1, 2020

C. Employee Appreciation and Recognition Policy

Barbian advised that staff has some funds budgeted for employee appreciation and recognition, but there should be a policy that spells out how those funds can be used. Staff found some policies from other cities and used them to draft one for the city.

EDMONDS MOVED TO APPROVE THE EMPLOYEE APPRECIATION AND RECOGNITION POLICY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $107,868.08 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80351 TO 80414 FOR A TOTAL OF $166,066.69. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher suggested holding the Administrators Review next week after the EDA meeting. Tim Hennagir asked for clarification that the meeting will be opened, closed and then re-opened with a summary provided. Schumacher stated that was correct.

*** CLOSED SESSION *** Administrator Review

ADJOURNMENT
There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:23PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych  Brad Schumacher, Mayor
City Clerk
MINUTES OF A SPECIAL MEETING OF THE PRINCETON CITY COUNCIL
HELD ON DECEMBER 19, 2019 7:00 P.M.

Mayor Brad Schumacher called the meeting to order at 7:19pm. Council members present was Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Staff present was Administrator Robert Barbian.

Approve Wyantett Township Lease Payment

Barbian reported that staff has been working hard on coming to an agreement with Wyantett Township for the City’s use of their building as a substation.

Edmonds stated he is not in favor of a long-term lease. Zimmer added that he believes this is in the budget. Barbian said this will allow them to continue utilizing Princeton Fire services for the Township. They will be paying their portion into the Truck and Equipment fund.

ZIMMER MOVED TO APPROVE THE LEASE PAYMENT TO WYANETT TOWNSHIP. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**** CLOSED SESSION **** - Flushable Wipes Litigation and Administrator Review

REYNOLDS MOVED TO CLOSE THE MEETING AT 7:36PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REYNOLDS MOVED TO RE-OPEN THE CLOSED SESSION AT 9:13PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Toven reported on the settlement that has been offered on the Flushable Wipes litigation.

REYNOLDS MOTIONED TO APPROVE THE FLUSHABLE WIPES SETTLEMENT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER MOTIONED TO APPROVE BOB BARBIAN’S STEP INCREASE RETROACTIVE TO HIS ANNIVERSARY DATE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Adjournment

ZIMMER MOVED TO ADJOURN THE SPECIAL MEETING AT 9:30PM. J GEROLD SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

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Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON DECEMBER 26, 2019 7:00 P.M. AT PRINCETON CITY HALL

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jenny Gerold, and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Fire Chief Ron Lawrence and Attorney Damien Tozen. Absent was Jules Zimmer, Police Chief Todd Frederick, Community Development Specialist Stephanie Hillesheim, Wastewater Plant Manager Chris Klinghagen, and Liquor Store Manager Nancy Campbell

AGENDA ADDITIONS/DELETIONS

Staff reported that there were no additions to the Agenda.

REYNOLDS MOVED TO APPROVE THE AGENDA. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Fire Chief Ron Lawrence regular employee status and Step Increase effective 1-1-20

REYNOLDS MOVED TO APPROVE FIRE CHIEF RON LAWRENCE MOVE TO REGULAR EMPLOYEE STATUS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J GEROLD MOVED TO APPROVE THE STEP INCREASE FOR RON LAWRENCE EFFECTIVE 1-1-20. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Donations

OPEN FORUM

PRESENTATIONS / SPEAKERS

PUBLIC HEARINGS

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Public Utility Commission Agenda Packet for December 18, 2019

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS
NEW BUSINESS

BILL LIST
J Gerold moved to approve the bill list which includes the manual checks as listed on the manual bill list for a total of $222,700.46 and the items listed on the liquor bill list and general city bill list which will be checks 80419 to 80502 for a total of $426,753.59. Reynolds seconded the motion. The motion carried unanimously.

MISCELLANEOUS

ADJOURNMENT
There being no further business:

Reynolds moved to adjourn the meeting at 7:04 PM. Edmonds seconded the motion. The motion carried unanimously.

Respectfully Submitted,
Shawna Jenkins Tadych
City Clerk

ATTEST:
Brad Schumacher, Mayor