1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on September 17th, 2018 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A. #18-12 Variance to allow zero foot setback for links between two buildings at 1705 14th Street South - Tab B

5. Downtown Design Guidelines: (Recommendation on Selection of Architectural Firm)

6. New Business: None

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

8. Adjournment
BACKGROUND
R.W. Builders, on behalf of Erdman Automation, has submitted a variance application to allow zero foot side yard setback for an addition to have two links that will be connected from the new building west of the current building. This creates a zero setback where the links will be built over the property line which requires a variance. The properties are located at 1705 14th Street South on Lot 1 & 2, Block 2, Princeton Industrial Park Third Addition. The property is zoned MN-1 Industrial District and designated as Industrial on the Future Land Use Plan. The current building is used for production and warehouse and will be the use for the new building also.

The applicant has indicated that the links could be removed in the future if need be. The Ordinance requires a 20 foot sideyard setback and this will be in place for both sites if the links are removed.

ANALYSIS
The Planning Commission approved the Site Plan for the Erdman addition at their September 17, 2018 meeting with the condition that a variance be applied and approved allowing the building links to be built over the property line or the buildings not to be connected.

VARIANCE STANDARDS
A variance shall not be granted by the Planning Commission unless it conforms to the following standards:
1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?
   Comment: Yes, there is a 20 foot setback in place for the current building and proposed building if the links were to be removed.

2. Is the variance consistent with the Comprehensive Plan?
   Comment: Yes, the links will be in place for Industrial production not to be halted due to weather conditions between the two buildings.

3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?
   Comment: Yes, the links are a reasonable use of Industrial land and use.

4. Are there circumstances unique to this property not created by the landowner?
   Comment: Yes, the removable links will give the owner flexibility of selling the new building in the future which will provide possible Industrial Park growth.

5. Will the issuance of the variance maintain the essential character of the locality?
Comment: Yes, the current and new building will be used for production and warehouse that is designated in the MN-1 Industrial District.

6. Does the alleged practical difficulty involve more than economic considerations?  
Comment: Yes, connections are temporary and setbacks are in place if the links are removed.

CONCLUSION
Based upon the above review standards, staff would recommend approval of the variance with the following condition:
1. The two building connections be removed if and when one of the affected lots is sold to a different property owner.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON SEPTEMBER 6, 2018 4:30 P.M.
*****************************************************************************
Mayor Paul Whitcomb called the meeting to order. Council members present was Jack Edmonds, Jules Zimmer, Jeff Reynolds and Thom Walker and. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor store manager Nancy Campbell, and Fire Chief Ron Lawrence. Absent was Thom Walker and Public Works Director Bob Gerold.

Police K9 replacement Discussion

Frederick advised that the Princeton Police Department and Officer Jason Cederberg have decided to start looking at the future of the K-9 program. Canine Skar is now seven years old and Officer Cederberg and I have discussed the health and longevity of Skar. Officer Cederberg has noticed some health concerns with Skar over the last six months.

We feel that in 2019 it would be wise to start training a new canine for the department in preparation for Canine Skar’s retirement.

The number of available canines is in high demand with police departments across the country adding or replacing these valuable officers. If we do not get on a request list with the vendor (Performance Kennel’s) which was used to select Skar we may not be able to receive a dog in 2019.

The plan would be to request a new dog through Performance Kennel’s in December of 2018 or January of 2019. Officer Cederberg would anticipate receiving the new dog in March or April of 2019 and begin training immediately. The hope would be that the new dog would be patrol ready in June or July of 2019 with Skar retiring around that time frame. The advantage of doing this would be that Skar would continue to work on patrol as well as assist in training of the new dog. This would allow the department not to be down for any length of time without a Canine unit.

Performance Kennel’s has been a tremendous value for the Princeton Canine Unit. We have had a great working relationship with the company and been able to receive free training and upkeep with our Canine program over the years.

As a side note Officer Cederberg tracks all canine statistics with a program through our records management system. I found it interesting that Officer Cederberg has a total of 998 hours of training on duty since acquiring Skar. He also has a total of 1560 hours of off duty training that would involve scheduled training days.

Officer Cederberg has been committed to this program and has been continuously fundraising since we have had our k-9 unit to offset the cost to the City of Princeton. The Canine Program has currently received approximately $13,000 dollars and has hopes in receiving more donations within the next few months. These donations have come from companies within the Princeton community as well as grants that the department and Officer Cederberg have applied for. Officer Cederberg needs to be commended in his efforts of raising donations and training which has made this Canine Program the best in the area.
Other ways that the Canine Program plans on offsetting the cost of our new canine is to utilize drug forfeiture money along with the sale of vehicles forfeited as the result of drug arrests, if necessary. It appears that in drug related forfeitures we have approximately $3700.00 dollars in our account.

The cost of a new dog for 2018 is approximately $9000. In 2019 we anticipate the cost may have a slight increase depending on freight charges and the Euro Dollar relationship. The cost of the 4 week narcotics training is $2000.00, and the cost of the 10 week patrol training is $4000.00. The total cost for a new dog, training and certifications will be approximately $15,000.00 dollars. Another financial cost that is difficult to estimate is overtime of an officer covering Officer Cederberg’s shift while he is at training. Looking at notes and budget documents we spent approximately $3500.00 dollars in overtime to cover Officer Cederberg with training in regards to Skar.

Officer Cederberg provided some background. On April 2nd, 2013 K-9 Skar was picked by the vender for the Princeton Police Department. He started his formal training with performance kennels on April 7th, 2013. Canine Skar is named in memory of Princeton native Sgt. Bryan Opskar, United States Marine Corps.

Skar and I graduated from an 11-week patrol school in June of 2013. In that school, Skar was able to learn the basics skills needed to work as a K-9 team. These skills include obedience, article searches, suspect searches, and criminal apprehension along with tracking. Skar and I continue to train and work on the basic skills that have allowed us to be one of the best officer / dog teams in the area.

In November of 2013, Skar and I went to narcotics detection school where we learned how to locate the odor of a controlled substance. Canine Skar was imprinted on the following narcotics of marijuana, meth, crack, cocaine, heroin, mushrooms, and MDMA party drug. These are the basic narcotics that Skar was trained to locate. We continue to train on new street drugs as they enter our community and around the area.

**As a K-9 team we have certified by the United States Police Canine Association in:**

1. Patrol work
2. Narcotics detection
3. Basic tracking
4. Enhanced Tracking

**We also hold certifications by the National Police Canine Association in:**

1. Patrol work
2. Narcotics detection

As of today, Skar and I have responded to over 300 calls for service where the K-9 was specifically requested to complete a task by the Princeton Police Department and other departments in the area. Some of the tasks Canine Skar and I have responded to were requests to locate dangerous weapons such as guns and knives. We are also used for building searches for suspects hiding inside, and the tracking of suspects who have ran on foot from officers or from other crime scenes. We are also used for perimeter containment on search warrants and warrant pickups of high risk individuals. Additional tasks also include the utilization on high risk traf-
fic stops, along with narcotic sniffs on vehicles and sniffs for search warrants. We also conduct narcotic sniffs at the schools in Princeton.

Accomplishments that the United States Police Canine Association has recognized with awards to K-9 Skar are as follows:

1. Princeton Police Department responded to a domestic at a hotel in Princeton. The male suspect ran prior to officers arriving. Canine Skar was used to track and apprehend the suspect. The male was arrested on assault charges. The female victim was severely injured. Without the use of Canine Skar this violent suspect would have gotten away.

2. Princeton Police Department responded to a burglary in progress. Canine Skar located suspects hiding in attic of the residence the suspect had broken into. Without Canine Skar’s tracking ability these suspects would have escaped.

3. Princeton Police Department responded to a department store for vehicle and driver that smelled of marijuana. Canine Skar was used for a sniff of the vehicle. The alert from Canine Skar gave officers the probable cause to search the vehicle and area that Canine Skar alerted to. Officers were able to locate a large amount of methamphetamine and paraphernalia. The female was arrested on drug charges.

4. Princeton Police Department conducted a traffic stop; A male and female ran on foot. Officers arrested the female. Canine Skar tracked and located the male suspect. The male was arrested for fleeing police on foot and 5th degree-controlled substance, possession of hypodermic needle along with drug paraphernalia. This arrest was possible because of the use of Skar and his ability to track and locate this male suspect. The stolen items located in the vehicle were able to be linked to a burglary in the city of Princeton. Due to the ability and certifications that Canine Skar has, we were also able to pursue charges on the possession of stolen property.

5. Princeton Police Department Canine Skar was called to assist with locating suspects who fled on foot from a stolen motor vehicle. Canine Skar located both suspects approximately two miles away and hiding in an outbuilding. The extraordinary tracking skills of Canine Skar were able to link the suspects that ran from the stolen vehicle. This also led to further charges and recovered property from multiple burglaries.

6. Princeton Police Department Canine Skar was called to assist with a disturbance involving a shotgun. Suspects tried to hide the shotgun in the woods. Canine Skar was used for an article search and located the shotgun. The suspects were arrested for 2nd degree assault and robbery. These suspects would not have been arrested without the use of Canine Skar.

7. Princeton Police Department responded to a trespass complaint at a department store in Princeton. The male was known to staff at the department store and had run on foot from store. The male had several outstanding warrants and was wanted by St Cloud PD for a motor vehicle pursuit. Canine Skar was utilized to track the suspect. The suspect was found in the swamp approximately a mile and a half away from store by Canine Skar. The suspect wouldn't comply and Canine Skar was forced to appre-
hend him. The male was arrested on his warrants along with new charges of theft, 5th
degree-controlled substance and obstructing.

Whitcomb asked what the standard length of service is for a K9 Officer. Cederberg stated
they usually start looking at retirement around 7 years old. He added that riding around in
the back of a squad every night is hard on the dog.

Whitcomb stated he is in favor of getting on the list for a dog.

EDMONDS MOVED TO GET ON THE LIST FOR A NEW K9 OFFICER. ZIMMER SECONDED
THE MOTION.

Zimmer added that it takes a very special person to be a dog handler, and thanked
Cederberg for all his hard work and dedication.

THE MOTION CARRIED UNANIMOUSLY

CGMC – Elizabeth Wefel

Wefel reported on what the CGMC has been working on, and their strategy and goals. They
would like to continue working on water and wastewater infrastructure, LGA, City Street
Funding, and the child care shortage.

Zimmer asked how the city could get the small cities street funds. Barbian responded that it
is for cities under 5000 and believes we may have received approximately $50,000.

Zimmer questioned if the city would qualify for the wastewater funds, on the Smith Systems
road project. Wefel replied that it is usually for Capital projects, like new plants.

Rotary Request

Karen Michels presented the Council with a flag and book from the Moving wall event.

Michels advised that she recently became the Rotary president. Part of the mission of the
Rotary is to serve their community. In an effort to pursue this quest, the local Princeton
members are proposing to work with the City of Princeton to construct a handicap accessible fishing pier in Riverside Park.

The list of improvements being identified for Riverside Park is comprehensive. The addition
of a handicap accessible fishing pier would be a destination for visitors and community
members alike, to experience the Rum River and visit our Downtown.

The city’s endorsement and support of this proposed project by the Rotary Club of Princeton
allows the Rotary Club to lock-in the grant dollars that are available through the District Of-
face of the Rotary Club of Princeton. The Districts funds along with the Club’$ match would
provide $6000 for this project. The Club is requesting the city of Princeton designate $2500
towards this project.
Barbian added that they would also work with the DNR to determine if there are some additional grant money available.

Zimmer asked if there are funds set aside for this. Jackson said the franchise fees could cover this, park dedication, CIP or Liquor Store funds. If the Council just wants to make the commitment, he can determine where to fund it from.

ZIMMER MOVED TO DESIGNATE $2,500 TOWARDS THE RIVERSIDE PARK FISHING PIER. REYNOLDS SECONDED THE MOTION.

Edmonds asked if there is a time frame for the project. Michels responded that they would like to see it completed by June of 2020. Barbian stated that he would like to have it done by the end of winter.

Frederick added that when the DNR was looking at repairing the boat launch, it was said that it was easier to work on it in the winter, so this may be a good winter project as well.

Zimmer stated that it may be good to use the franchise fees for this, so it will show residents that the franchise fees are being used for something other than trails.

THE MOTION CARRIED UNANIMOUSLY

Public Safety Day

Frederick reported that Public Safety Day is this Saturday and is hoping to see everyone there. Walmart has a Volunteer assistance program, so they are hoping to get a half dozen from Walmart to help them to help cook. This public safety day has been a success for several years.

8th Ave South Asphalt

Barbian reported that when Kwik Trip was working on their road, it was discovered that there is about 20 or 30 feet that was not repaved where 8th Ave South connects with Northland Drive. He spoke to Engineer Brotzler, and said it would be a good idea to have the Kwik Trip contractor do that section as well. The Estimate would be about $4000.

EDMONDS MOVED TO HAVE THE KWIK TRIP CONTRACTOR PAVE THE 20-30 FEET OF 8TH AVE SOUTH THAT WAS NOT DONE WHEN NORTHLAND DRIVE WAS REPaved. ZIMMER SEAONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Resolution 18-42 – accept FAA Airport Grant

Barbian advised that this project is regarding the design of the runway, taxiway and lighting. The FAA Grant documents have been received. This is approval to sign and send it off.

EDMONDS MOVED TO HAVE THE KWIK TRIP CONTRACTOR PAVE THE 20-30 FEET OF 8TH AVE SOUTH THAT WAS NOT DONE WHEN NORTHLAND DRIVE WAS REPaved. ZIMMER SEAOnDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
2019 CIP and Preliminary Budget

Each Department went over their Capital Improvement Items, explaining the new items that have been added.

Resolution 18-43 – call for public hearing for Habitat Easement

Barbian reported that a public hearing needs to be held to create a utility and drainage easement on the Habitat for Humanity property.

ZIMMER MOVED TO APPROVE RESOLUTION 18-43 CALLING FOR A PUBLIC HEARING FOR SEPTEMBER 27. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Reports

Barbian reported that he is working on a Conservation Partnership Legacy grant program with WSB as they have a grant rider who has been successful with this program.

There is a Company in industrial park looking at an expansion, so he is exploring the option of a TIF District.

Lawrence advised that him and Barbian have been discussing the part time Chief. One township is concerned that they would have less say with the fire department. He is suggesting a Committee to work through the job description and hiring.

Edmonds asked where we were on the Community Development position. Barbian responded that he is waiting to hear back from one person that he is wanting to be part of the review and interview committee.

Adjournment

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 7:02PM. REYNOLDS SECOND-ED 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
SEPTEMBER 13, 2018 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 Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, and Fire Chief Ron Lawrence. Absent was Liquor Store Manager Nancy Campbell.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of August 23, 2018
B. Study Session Meeting Minutes of September 6, 2018

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 23, 2018 AND STUDY SESSION MEETING MINUTES OF SEPTEMBER 6, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Civic Betterment Club Raffle for 11-1-18
B. Personnel
   1. Police Officer Cole Wubben Step Increase effective 9-24-18
C. Donations
   1. Resolution 18-46 – accept donation to PFRD from Outlaw Grass Drags
D. Miscellaneous

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

PRESENTATION

OPEN FORUM

PUBLIC HEARING

A. Franchise Fees

Earbian reported that this has been discussed at several meetings. Brotzler provided a brief summary of the franchise fees and park and trail improvement program.

Staff and legal council is working with the utility companies on the agreements. The ordinances are for review and introduction tonight, and will be approved at a future meeting. There may be some minor changes to them for the second reading.

Barbian added the highlights of the Park Improvement program.

WALKER MOVED TO OPEN THE HEARING AT 7:10. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Victor Spiczka lives at 7561 State Highway 95 in Princeton Township. He received the information with his utility bill, and does not feel like he should be required to pay the Franchise Fee.
Barbian responded that he will not be charged as he lives in the Township.

WALKER MOVED TO CLOSE THE PUBLIC HEARING AT 7:11PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

1. Creation of Franchise – draft ordinances 769, 770, 771 – FIRST READING

There could be some changes as staff works with the companies. It will be coming forward to the next meeting, even if they are not ready to be acted on at this point.

There was a Franchise agreement for CenterPoint energy in place, so that does not have to be created.

WALKER MOVED INTRODUCE ORDINANCE 769 CREATING A FRANCHISE WITH PRINCETON PUBLIC UTILITIES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED INTRODUCE ORDINANCE 770 CREATING A FRANCHISE WITH CONNEXUS ENERGY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED INTRODUCE ORDINANCE 771 CREATING A FRANCHISE WITH EAST CENTRAL ENERGY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

2. Implement Franchise Fees – draft ordinances 772, 773, 774, 775 – FIRST READING

EDMONDS MOVED INTRODUCE ORDINANCE 772 ESTABLISHING A FRANCHISE FEE WITH PRINCETON PUBLIC UTILITIES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED INTRODUCE ORDINANCE 773 ESTABLISHING A FRANCHISE FEE WITH CONNEXUS ENERGY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED INTRODUCE ORDINANCE 774 ESTABLISHING A FRANCHISE FEE WITH EAST CENTRAL ENERGY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED INTRODUCE ORDINANCE 775 ESTABLISHING A FRANCHISE FEE WITH PRINCETON PUBLIC UTILITIES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Airport Board meeting of August 6, 2018
B. Fire Advisory Board of August 7, 2018
C. EDA Board Meeting of August 16, 2018
D. Planning Commission Meeting of August 20, 2018
E. Park Board Meeting of August 27, 2018

PETITIONS, REQUESTS, AND COMMUNICATIONS
A. Pizza Barn and CrossFit Beyond Sports Trunk or Treat Event Request

Jenkins advised that Jody Stay with Pizza Barn is looking to hold an event in the City Parking lot on Saturday October 27, 2018.

Stay reported that she is requesting to close a portion of the parking lot starting midafternoon, until about 8pm. The bank will be closed, and Pizza Barn and Pizza Pub customers would be the primary users of the parking lot.

Gerold said they can sweep the lot Friday and set some barricades to the side for them to use the next day.

ZIMMER MOVED TO APPROVE THE REQUEST TO TEMPORARILY CLOSE A PORTION OF THE PARKING LOT ON SATURDAY OCTOBER 27, 2018. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ORDINANCES AND RESOLUTIONS

A. Ordinance 767 – amending Chapter 670 – FINAL READING

Jenkins asked the Council to review and decide what hours for each type of seller the Council would like to see.

Transient Merchants - 8am to 9pm

Peddlers, Solicitors, Non-Profits - Hours for unsolicited calls are limited to Monday – Saturday 10am – 6pm

Mobile Food units – 8am to 9pm, except in Residential District, which is 10:00am to 8pm

14. City parks. Mobile food units are not allowed in city parks.

A lot of the new language came from Elk River’s ordinance, along with a few others, it appears the second half got deleted by error as the language was being copied and pasted into the city’s ordinance format.

Elk River reads:
Mobile food units are not allowed in city parks, unless they get written permission of the Parks and Recreation Director. Except that parks with concession stands also require the written consent of the concession operator for their specific event.

She stated she asked Elk River how it has gone for them with allowing them in the parks:

Our ordinance was just implemented a few months ago and we have not had a food truck request to locate in our parks with concession stands yet. So I don’t have an experience to share about it. The reason we left it to the concession’s operators, which are usually run by youth association groups, is because we figured the actual youth groups may want to bring in a food truck on occasion versus running the con-
cessions. The thought was that a food truck could be more popular and thereby help the youth groups to bring in more money for their operation.

If we entirely removed #14, any vendor would need to be “200 feet from a same or similar food establishment” requirement.

We could add back the rest that was deleted in error from the draft. This would require them to get permission from Bob Gerold and the concession stand operators.

Mark Park is zoned Residential, so if the above hours of business suggestions were kept as written, they would only be able to sell 10am to 8pm. Riverside Park is zoned Business, so if a vendor parked there, they could sell 8am to 9pm

The Park Board discussed this at their August 27th meeting and after much discussion, they decided that Food Trucks could be allowed in the parks with a “Special Event permit”. We do not have a Special Event Permit, so I thought the following wording may be adequate as it would require permission needed from Concession Stand Operators AND the City Council via the standard “Council Action Request Form”

*Mobile food units are not allowed in city parks, unless they get written permission from the concession stand operators and approval from the City Council.*

Via Email, Park Board member Carla Vita suggested that we create a “Special Event Form” and sent me the link to one North Branch uses, which follows for review.

**History of Food Vendors who have applied with the City since 2006, NOT counting those for Community Events**

2006 and 2007 – Deb Vogelpohl with ‘Yummy Tummy Treats”
2011 – Brad Hatch – Pig roast at Mark Park at Tournament
2013 – Michael Starr – “Every Friday April through September” – staff thinks he sold BBQ
2016, 2017 & 2018 – Annual Permit with Firehouse BBQ
2018 – E&J Sweet Treats – 5 days of sales over 3 months

**Council Action requested in addition to ordinance approval:**

Hours for each – Leave as is, or suggest changes

What do you want to see for the wording on #14?

Do you want staff to create a “Special Event Permit”

Zimmer stated the Park Board had motioned to only allow them when the concession stands were closed. The motion failed, as the vote was 2 to 2.

Zimmer stated he does not think the concession stand operators would want strange people contacting them. He would be willing to be the contact for the concession stand operators.
Frederick added that if a soccer or football tournament is going to be held, they would need to contact staff to schedule the fields, so they could be informed of any rules regarding them bringing in a mobile food truck.

Walker mentioned the Ice Cream trucks, as the state statues say those are prepackaged ice cream treats. Jenkins responded that the word “Novelty” was added to the 2 places in the ordinance where Ice Cream Truck was mentioned.

MOVED TO UNTABLE ORDINANCE 767 AND BRING BACK FOR DISCUSSION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE ORDINANCE 767 WITH THE HOURS AS DRAFTED, AND ADD WORDING TO #14 THAT THEY ARE ALLOWED IN PARKS, WITH THE EXCEPTION OF MARK PARK WHICH REQUIRES COUNCIL APPROVAL. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 788 – Fee Schedule amendment for Knox box fees.

Lawrence reported that when he placed his last order the prices had increased. He is requesting to carry that fee over to the Fee Schedule.

REYNOLDS MOVED TO APPROVE ORDINANCE 788. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 18-44— authorizing amendment to the JPA with the Cable Commission

Barbian advised that there are some small changes that the Cable Commission is requesting to the Joint Powers Agreement.

Walker said The Cable Commission had discovered they had never done an audit, so these changes were suggested to add those requirements to the agreement.

WALKER MOVED TO APPROVE RESOLUTION 18-44. APPROVING THE AMENDMENT TO THE JOINT POWERS AGREEMENT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Resolution 18-45 – MnDOT aeronautics Project A4802-27

Barbian reported that this is the standard agreement for an Airport Grant that the City receives yearly.

ZIMMER MOVED TO APPROVE RESOLUTION 18-45. WALKER SECONDED THE MOTION.

Edmonds questioned where the local share is funded from. Jackson responded that it is paid out of the Liquor Fund.

THE MOTION CARRIED UNANIMOUSLY
E. Resolution 18-47 – Calling for a Public Hearing on TIF 9-1

Barbian advised that creating a TIF in this area will assist in paying for part of the needed lift station, which is estimated to cost about 2 million. A lift station is in the CIP for 2020 or 2021. Staff is looking at planning ahead for some growth in the Industrial Park. This will connect to Smith Systems Road.

Walker asked if the TIF district will include the whole Industrial Park. Barbian responded that it will be limited to a couple sites,

WALKER MOVED TO APPROVE RESOLUTION 18-47 AND AGREEMENT WITH NORTHLAND SECURITIES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Budget Discussion

Jackson reported that the council will need to approve the preliminary budget at the next meeting. He asked if the Council wanted to hold a separate meeting prior to the 27th, meet prior to 7pm, or just include the discussion as an agenda item.

Zimmer said he would not mind meeting a half hour prior to discuss the preliminary budget.

ZIMMER MOVED TO APPROVE MEET AT 6:30PM ON SEPTEMBER 27TH TO DISCUSS THE 2019 PRELIMINARY BUDGET. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Custom Remodelers Solicitor Permit Request

Jenkins advised that on August 27, Custom Remodelers, Inc brought in applications for 7 employees to go door to door selling Exterior Remodeling.

They appear to be doing a fair amount of work in the area, as staff gets calls from them probably once or twice a month checking to see if an address is in the city limits.

2018 year to date – 2 permits in city limits

The request is for 7 applicants that would be soliciting 5 consecutive days.

The applicants:
Devin Sellin
Harold Wilson
Carter Nelson
Eduardo Ennis
Alyssa Smith
Dawson Johnson
Dakotah Schulte
REYNOLDS MOVED TO APPROVE SOLICITORS PERMIT REQUESTS FOR THE FOLLOWING WITH CUSTOM REMODELERS TO SOLICIT DOOR TO DOOR FOR 5 CONSECUTIVE DAYS.

DEVIN SELLIN
HAROLD WILSON
CARTER NELSON
EDUARDO ENNIS
ALYSSA SMITH
DAWSON JOHNSON
DAKOTAH SCHULTE

WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $202,163.91 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 77958 TO 78056 FOR A TOTAL OF $359,982.00. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:00PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A BUDGET STUDY SESSION MEETING OF THE PRINCETON CITY COUNCIL
SEPTEMBER 27, 2018 6:30 P.M. IN THE CITY HALL CHAMBERS

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

Reynolds asked what the approximate reserve is in the Liquor Store. Jackson stated while it includes the building and inventory, it is approximately 3 million.

There was discussion about transferring funds from the Liquor Store. The council agreed to not transfer any liquor store funds and keep that for emergencies and unforeseen expenses.

Walker asked if we will be at or under the 2018 budget. Jackson said it is hard to tell at this point, but we look to be within budget.

MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON SEPTEMBER 27, 2018 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of September 13, 2018

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF SEPTEMBER 13, 2018. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Police Chief Todd Frederick Step Increase effective 10-1-18
C. Donations
   1. Resolution 18-48 accept donation from 4kids fundraising
   2. Resolution 18-49 accept donation from Norseman Motorcycle Club
   3. Resolution 18-50 accept donation from Princeton Fire Relief for Police K9
   4. Resolution 18-53 accept donation from PUC for Annual Holiday Lighting
D. Miscellaneous

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

PRESENTATION

OPEN FORUM

PUBLIC HEARING

A. Franchise Fees and Park plan
Barbian reported that the Franchise fees and Park Plan have been discussed at several meetings and staff is progressing forward with the agreements.

There are some changes that are being worked out, and staff will resolve those over the next few weeks. It is requested that these ordinances be tabled until the next regular meeting. This will provide staff time to finish the changes, and the council to review.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:04PM

Walker asked for clarification on section 3.8. Bourgeois stated that it says that the utility company would have a right to negotiate. There could be a transaction in which they took over the coverage area of a different utility company.

ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:06PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

1. Creation of Franchise – draft ordinances 769, 770, 771 – FINAL READING
2. Implement Franchise Fees – draft ordinances 772, 773, 774, 775 – FINAL READING

WALKER MOVED TO TABLE ORDINANCES 769, 770, 771, 772, 773, 774 AND 775. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Habitat for Humanity

Barbian advised that Tract A will be transferred to the property owner to the North. Tract B to that adjacent property and they will be building on Tract C. Tract D will be road right of way.

Walker stated this was a bit of a mess from the beginning, so it is nice to see it cleaned up.

1. Resolution 18-51 – Lot Split and Easement

WALKER MOVED TO APPROVE 18-51. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

2. Resolution 18-52 – Land sale of Tract C

REYNOLDS MOVED TO APPROVE 18-52. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for Family Pathways Teen Center

Hallin stated that she is looking for some support for the Teen Center. She is requesting $5000 and would like it to be an annual amount. The teen center offers many valuable in-
formation to the area’s teens, and the teen’s volunteer in the community as well. Last year, they had over 8000 teen visits, and have volunteers that put in many hours. She introduced some of the teens that are involved and some of the projects they have completed.

Whitcomb said this is more of a budget request, and the budget has been set already. He asked Hallin to come earlier next year before the budget is set.

B. Candidate forum

Barbian advised that the Chamber is holding an election candidate forum on October 23rd. Residents can submit questions to the Chamber.

ORDINANCES AND RESOLUTIONS

A. Resolution 18-54 – approve preliminary levy

Jackson reported on the preliminary levy as discussed at the study session. With knowing the Health Insurance increase, staff was able to lower the original numbers a bit, so it will be a 2.56% for the city portion.

ZIMMER MOVED TO APPROVE RESOLUTION 18-54 APPROVING THE PRELIMINARY LEVY WITH AN INCREASE PERCENTAGE OF 2.56%. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Community Development Job Description and approval to hire Stephanie Hillesheim

Barbian reported the committee that was formed to review and interview the candidates was very good. They were happy with the candidates and have chosen Stephanie Hillesheim.

Whitcomb asked Barbian why the job description was changed. Barbian responded that the candidate does not have experience in a few things, like TIF agreements, Deed Grants, etc.

Zimmer asked if it was a new pay range. Jackson responded that the pay scale is equal to the clerk grade.

Zimmer questioned why the Council did not see the job description prior. Barbian replied that the Council did see the job description of Business Planner and Developer a few months ago. The “Specialist” was a very slight change from that.

Whitcomb added that Hillesheim does have some experience. The committee chose 5 from the application, with 4 of those interviewing. There were 2 others that had a bit more experience, but she seemed to really fit the position and city well. Her grant and program writing may be beneficial.
WALKER MOVED TO APPROVE THE JOB DESCRIPTION OF COMMUNITY DEVELOPMENT SPECIALIST. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ZIMMER MOVED TO APPROVE THE HIRING OF STEPHANIE HILLESHEIM. EDMONDS-SECONDED THE MOTION.

Zimmer said when she applied, what position did she apply for. Barbian replied that it was Business Planner Developer position that was advertised.

Walker said he feels they should at least have been able to see her resume and application before approval to hire her.

VOTE 4:0:1 WALKER ABSTAINED, THE MOTION CARRIED

NEW BUSINESS
A. Dairy Queen Variance for 1102 7th Ave South

Staff reported that Valley Storage, LLC has submitted a variance application for the construction of a Dairy Queen Restaurant with a drive-thru service lane at 1102 7th Avenue South. The property is legally described as Lot 1, Block 1, Coborn’s Addition, Sherburne County. This property is zoned B-2, Neighborhood Commercial Zoning District. The parcel is .77 acres located west of the Coborn’s Store and east of Rum River Drive South.

SITE PLAN ANALYSIS: 9/17/18 The Planning Commission approved the site plan with conditions listed on the memo.

Access & Traffic Flow: Access will be off of Rum River Drive North to 323rd Avenue NW to the site or a second option is through the north entrance of the Coborn’s parking lot. There are three ingress and egress areas to the DQ site. The access easement documentation is requested and may be required to be filed.

Sidewalk is being extended to the north edge of the DQ site with the construction of the Great Northern Trial project. Extending the sidewalk further south to 323 Avenue NW is appropriate to be completed by the developer.

Drive-Thru lane will be accessed via north of the building where a directional sign will move patrons to the west side of the building to the menu board. The drive-thru is ok, ordering queue is a bit tight and a designated order pickup area may be helpful although comments do not require any corrective action.

Parking: The proposed 22 parking stalls, 2 of those are handicap stalls. Parking requirements are met. Ordinance requires one space per four patron seats or one space per 100 square feet of gross floor area, whichever is greater, plus one space per employee on the largest shift. Each space shall be a minimum of one hundred-eighty (180) square feet in area with a minimum width of nine (9) feet and a minimum depth of 18 feet, with adequate maneuvering lanes.
The entire parking area, including parking spaces and maneuvering lanes shall be hard-surfaced within one year of the date of the permit is issued.

Bicycle racks are required to accommodate bicycles and is to be located near the entrance.

**Lighting:** Off-street parking shall be illuminated to a minimum level of one (1) foot candle at ground level over the entire surface of the parking area. Exterior lighting plans be submitted and approved by staff.

**Landscaping:** 50% of the building perimeter shall be landscaped in an area not less than 5 feet in width. Impervious area maximum lot coverage cannot exceed 50%. A landscape plan has not been submitted at this time. Because of the lateness to begin building, staff is asking that if the Planning Commission approve the site plan there is a condition of approval for landscaping by staff. The Ordinance does state that if because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1\textsuperscript{st} of the following year.

Commercial uses which are adjacent to residential area shall be screened to minimize visual impact. The plans show the refuse containers have fencing around the area that matches the building.

**Building Materials:** The building is proposed to be constructed of tan/brown stucco or EFIS exterior with modular brick around the entrance.

All rooftop mechanicals shall be screened with materials that are architecturally compatible with the building. All ground level mechanicals (air conditioning units, electrical boxes, etc.) shall be screened with shrubs or an approved fence.

**Signage:** The applicant is not seeking signage approval at this time. The applicant will likely utilize wall, directional, and pylon sign however. The signage shall be reviewed and permits obtained prior to installation. The Planning Commission review is required for a new pylon sign or utilization of the MTB signage.

**Grading and Storm Water Plans:**
Upon completion the City Engineer will review the grading and storm water plans and are required to meet standards as established by municipal code prior to issuance of any permits for grading and construction.

**Sewer, Water, and Electrical:**
The Developer is required to extend sewer, water, and electric distribution to the site, appropriate shut offs and lateral extensions to the building at their cost including associated impact fees. The Princeton Public Utilities is to approve the proposed electric plans.

**VARIANCE**

**Variance Review Standards:** The Zoning Ordinance lists the following standards to review a variance application by:

1. Is the variance in harmony with the general purposes and intent of the zoning ordinance?  
   **Comment:** The general purpose and intent of the B-2 District is to offer basic, convenience-type goods and services to the immediately surrounding area in which it is located.
2. Is the variance consistent with the Comprehensive Plan?
   **Comment:** The Comprehensive Plan designates this area as Highway Commercial. A Dairy Queen with a drive-thru service lane is consistent with the Highway Commercial designation, which "allows a large mix of retail, office, and other business uses with generally more stringent development standards. Integrated neighborhood design with pedestrian and automobile facilities should be encouraged."

3. Does the property owner propose to use the property in a reasonable manner not permitted by the zoning ordinance?
   **Comment:** A drive-thru lane on a Dairy Queen is a reasonable use of a commercial property alongside a major highway.

4. Are there circumstances unique to this property not created by the landowner?
   **Comment:** The B-2 Zoning District is intended to serve those commercial areas in close proximity to residential areas, such as the commercial node just north of the roundabout and the areas south of downtown along Rum River Drive. The B-2 Zoning District currently lists a restaurant without drive-thru service as a permitted use. Although the property is zoned B-2, Neighborhood Commercial, it is designated as Highway Commercial on the Future Land Use Plan.

5. Will the issuance of the variance maintain the essential character of the locality?
   **Comment:** Yes, the issuance of a variance to allow a drive-thru will maintain the essential character of the locality as it is next to the Coborn's store that has a drive-thru service lane for their pharmacy. A drive-thru is an amenity that is a necessary mode of doing business in a setting next to a highway.

   **Variance:** Staff would recommend the City Council approval of the variance for a drive-thru service lane, based on the following findings of fact:
   1. The variance is in harmony with the general purposes and intent of the zoning ordinance;
   2. The variance is consistent with the Comprehensive Plan;
   3. The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance;
   4. There are circumstances unique to this property not created by the landowner;
   5. The issuance of the variance shall maintain the essential character of the locality;
   6. The alleged practical difficulty involves more than economic circumstances; and
   7. Subject to the conditions of approval of the site plan review.

**CONCLUSION**

The Planning Commission has approved the Variance request subject that the Site Plan is approved. The Planning Commission recommends approval of the variance to the City Council. The following is the site plan conditions:

1. Documentation of the access easement, the recording of will be determined by City Atty.
2. Bicycle racks shall be placed near the entrance.
3. Construction of a sidewalk along the west side of the lot to be constructed by developer.
4. The signage shall be reviewed and permits obtained prior to installation. Planning Commission review required for a new pylon sign or utilization of the MTB signage.
5. The trash enclosure shall match the exterior building materials in color. The trash enclosure shall not be of concrete block construction.
6. Staff approve landscaping and if because of weather conditions sodding and/or seeding along with landscape is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

7. Additional information shall be provided for the City Engineer’s review.

8. The City Engineer conditions shall be met prior to the issuance of the Building Permit or Certificate of Occupancy.

9. All necessary permits shall be applied for and approved prior to construction, including, be not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).

10. Any consultant costs over and above the original escrow fee shall be the responsibility of the applicant.

11. The Developer extend sewer, water, and electric distribution to the site, appropriate shut offs, and lateral extensions to the building at their cost.

Edmonds asked if the variance is only for the Drive Through. Reynolds stated that was correct. They are allowed in some districts, but not this one, hence the reason for the variance.

ZIMMER MOVED TO APPROVE THE VARIANCE FOR DAIRY QUEEN AT 1102 7TH AVENUE SOUTH WITH THE FOLLOWING CONDITIONS:

1. DOCUMENTATION OF THE ACCESS EASEMENT, THE RECORDING OF WILL BE DETERMINED BY CITY ATTY.

2. BICYCLE RACKS SHALL BE PLACED NEAR THE ENTRANCE.

3. CONSTRUCTION OF A SIDEWALK ALONG THE WEST SIDE OF THE LOT TO BE CONSTRUCTED BY DEVELOPER.

4. THE SIGNAGE SHALL BE REVIEWED AND PERMITS OBTAINED PRIOR TO INSTALATION. PLANNING COMMISSION REVIEW REQUIRED FOR A NEW PYLON SIGN OR UTILIZATION OF THE MTB SIGNAGE.

5. THE TRASH ENCLOSURE SHALL MATCH THE EXTERIOR BUILDING MATERIALS IN COLOR. THE TRASH ENCLOSURE SHALL NOT BE OF CONCRETE BLOCK CONSTRUCTION.

6. STAFF APPROVE LANDSCAPING AND IF BECAUSE OF WEATHER CONDITIONS SODDING AND/OR SEEDING ALONG WITH LANDSCAPE IS UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.

7. ADDITIONAL INFORMATION SHALL BE PROVIDED FOR THE CITY ENGINEER’S REVIEW.

8. THE CITY ENGINEER CONDITIONS SHALL BE MET PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT OR CERTIFICATE OF OCCUPANCY.

9. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING, BE NOT LIMITED TO: BUILDING, SIGNAGE, WATER ACCESS CHARGE (WAC), AND SEWER ACCESS CHARGE (SAC).

10. ANY CONSULTANT COSTS OVER AND ABOVE THE ORIGINAL ESCROW FEE SHALL BE THE RESPONSIBILITY OF THE APPLICANT.

11. THE DEVELOPER EXTEND SEWER, WATER, AND ELECTRIC DISTRIBUTION TO THE SITE, APPROPRIATE SHUT OFFS, AND LATERAL EXTENSIONS TO THE BUILDING AT THEIR COST.

WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS
Barbian reported that staff is working with AT&T on the lease for the cell tower. The Agreement is currently being reviewed by AT&T’s attorneys.

The Council just approved the Variance for the new Dairy queen, and that is advancing.

Erdman Manufacturing is requesting to join their 2 buildings together. They may start the earthwork before the ground freezes.

There have been additional discussions on moving to an appointed Part Time Fire Chief. Further discussion will be with the Fire Advisory Board and the Council’s Study Session.

Airport grant for design work has been started.

The West Birch Estate project is stalled a bit because the bids came in higher than they expected, so they are working to decrease some costs.

The TIF district has is being worked on and the Public Hearing will be held at the second meeting in October.

Bob Gerold is working with the MPCA on the riverbank stabilization projects, which are going well.

**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 $134,592.48 and the items listed on the liquor bill list and general city bill list which will be checks 78060 to 78123 for a total of $275,059.29. Reynolds seconded the motion. The motion carried unanimously.

**ADJOURNMENT**

There being no further business:

Zimmer moved to adjourn the meeting at 7:44 PM. Edmonds seconded the motion. The motion carried unanimously.

Respectfully Submitted,

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Shawna Jenkins
City Clerk

ATTEST:

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Paul Whitcomb, Mayor