1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on September 18th, 2017 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business:
   A. RM-1 Residential Manufactured Housing – Tab B

6. New Business: None

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

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON SEPTEMBER 18, 2017, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

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

APPROVAL OF MINUTES OF THE REGULAR MEETING ON JULY 17, 2017
There was not a quorum for the August 21, 2017 meeting.
REYNOLDS MOVED, SECOND BY ERICKSON, TO APPROVE THE MINUTES OF JULY 17, 2017. UPON THE VOTE THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

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

PUBLIC HEARING:
A. #17-04 Rezoning 609 County Road #18 South to R-3 Multi-Family Residential District Community Development Director Memo:

REQUEST
East Central MN Habitat for Humanity and the City of Princeton have come to an agreement regarding the sale of real property and the development of affordable residential single family homes on the site that HUD/NSP funds were spent to remove substandard housing. That circumstance has initiated the need to rezone the property at 609 Old County Road 18 from MN-1 Industrial to R-3 Multiple Family Residential. The property is described as: City of Princeton, TR “A” of 10/80 Survey #M-1285 in SW of SW, Lying W of County Road #18, PID #24-033-0361, Section 33, Township 36, Range 26.

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

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

ANALYSIS
Existing Conditions: The neighborhood in which this parcel is located contains industrial parcels to the south and residential parcels to the north. This parcel is contiguous to R-3 Multiple Family Residential.
Future Land Use Plan (Comprehensive Plan): The City engaged in a Comprehensive Plan update back in 2009 that identified the long-range goals for development within the City. This rezoning is compatible with future land uses.

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

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official City Comprehensive Plan.

2. The proposed use is or will be compatible with present and future land uses of the area.

3. The proposed use conforms to all performance standards contained in the code.

4. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.

5. Traffic generation by the proposed use is within capabilities of streets serving the property.

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

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

1. The request is consistent with the recent finding from the East Central Regional Housing Collaborative study and will provide an additional rental until where a demand has been identified.

2. The request to rezone this property would not be greatly affect the integrity of the neighborhood as it is adjacent to R-3 Multi-Family Housing.

End of Staff Memo

Hallin opened the public hearing. There was no one in the audience to speak on this.

REYNOLDS MOVED, SECOND BY ERICKSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.
ERICKSON MOVED, SECOND BY REYNOLDS, TO APPROVE AND FORWARD TO THE CITY COUNCIL FOR APPROVAL OF ITEM #17-04 REZONING OF 609 COUNTY ROAD #18 SOUTH, PID #24-033-0361, FROM MN-1 INDUSTRIAL TO R-3 MULTIPLE FAMILY RESIDENTIAL. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission reviewed the Findings of Fact:
1. Is the rezoning consistent with the Princeton Land Use Plan? Yes.
2. Have there been changes in the character of development in the vicinity? No.
3. Does the rezoning constitute spot zoning of the property? No.

OLD BUSINESS: None

NEW BUSINESS:

A. Monument Sign at 903 & 905 West Branch Street
Community Development Assistant Memo:

Princeton Leased Housing Assoc. would like to install a monument sign at their 903 & 905 West Branch Street location. Only one monument sign is allowed at the entrance of the apartment site. There had been a sign on site and that was removed and this sign will be replacing it. The sign will not be illuminated. The sign size would be a total 34.51 square feet which falls under the maximum monument sign size of 40 square feet. The placement of the sign would be approximately 43 feet from the center of the road and 10 feet in from the entrance. This will be back from the tree on the property and should not inflict with the drivers view of entering the site or exiting. Public Works Director has no issues with the placement.

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

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

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

The signage requested falls under the monument signs restrictions.
E. Residential and Business Monument Signs – General Provisions:
1. Only one permanent residential entrance ground sign shall be allowed per each entrance to a residential subdivision or other residential development, including townhome, condominium, apartment, and manufactured home developments.

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

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

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

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

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

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

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

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

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

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

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

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

ERICKSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE MONUMENT/FREESTANDING SIGN AT 903 & 905 WEST BRANCH STREET FOR OAKWOOD COURT APARTMENTS, WITH THE FOLLOWING CONDITIONS:
1. THE SIGN HEIGHT CANNOT EXCEED SIX SQUARE FEET AND THE MAXIMUM SIGN AREA CANNOT EXCEED 40 SQUARE FEET.

2. THE PLACEMENT OF THE SIGN SHOULD NOT BE ANY CLOSER TO THE ROAD THEN WHAT IS SHOWN ON THE DIAGRAM.

3. THE SIGN REQUEST IS FOR NON-ILLUMINATING SIGNAGE.

4. GOPHER ONE NEEDS TO BE CONTACTED PRIOR TO DIGGING.

5. A BUILDING PERMIT MUST BE PICKED UP PRIOR TO INSTALLATION.

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

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

Foss said there is an interested Developer that is looking at a site south of Princeton. When she had spoken with them they had mentioned that some of the regulations in the RM-1 Residential Manufactured District seemed excessive and were asking if they could be modified.

Last week there was a preliminary meeting where the Developer proposed what he is considering for a manufactured home park. The City Engineer suggested that a Planned Unit Development may be possible for this development where they could make some changes from what the Ordinance requires.

Foss said they could still go through the Ordinance tonight and discuss any changes that may need to be changed. One item that was brought to her attention was the open space requirement of a minimum of 400 square feet per mobile home for play areas and open space within the mobile home park. There also needs to be 100 square feet per mobile home shall be provided to be used for compound parking space within the mobile home park. Foss believes this is unnecessary to have both restrictions. There is going to be parking at a club and a storm shelter is needed so may be it is needed to have it left as is.

Erickson said that 20’ x 20’ is two stalls at each mobile home and 100 square feet per mobile home is one stall for every other mobile home.
Reynolds said if they have 100 units they would need 50 additional parking spaces.

Foss said they are trying to avoid on street parking. Just keep it on site.

Erickson said the cost for parking is expensive.

Reynolds said with black top it does get expensive.

Foss said 100 square feet is for parking and how the Ordinance explains it, they would use their two spots upfront and cannot park on the street.

Erickson said a small parking stall would be around 9’ x 18’ and nicer size is 10’ x 18’. There might be some studies for a Planned Unit Development where parking is written in it.

Foss will leave the numbers as is.

Reynolds said these numbers can be a bit high.

Hallin said see what the Legion of MN Cities says on the parking for Mobile Home Parks.

Reynolds said he seen a Mobile Home Park in Otsego and it has less parking. Dayton has one where there is one parking spot per house and that is a nightmare.

Foss will look at the League parking requirements and what other areas have for compound parking. Foss mentioned that the Ordinance does not allow pole-type construction and wonders if they should be allowed with certain type of buildings. She could draft up a different paragraph for that.

Reynolds said a car port would be nice that has the overhang where nothing is outside.

Erickson said it is less costly also.

Hallin said the storage dumpsters need to be addressed. Should we request that they are enclosed.

Reynolds said he has seen in Mobile Home Parks where they have garbage cans at each mobile home.

Foss said she will look at the Ordinance and see if we need to have the dumpster areas screened.

Erickson said in the section of “Insect and Rodent Control“ it speaks of screening, but that is about exterior openings in or beneath any structure shall be screened.
Foss will look into that one also and see what wording change if any is needed. She will bring this back next month for review.

C. Mini Storage in MN-1 District
Community Development Director Memo:

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

At that time, there was a discussion regarding where mini storage may be an appropriate land use. The Ordinance already prohibits mini storage facilities with 1,000 feet from another mini storage facility. The Planning Commission looked at the locations that mini storage could not go due to existing facilities.

There are B-3 Districts where mini storage could with a Conditional Use Permit and Planning Commission approval. The City Council and EDA made certain criteria for the development of the B-3 Aero Business Park lots so that mini storage would not be encouraged and would not meet the requirements. That eliminates the North/West locations.

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

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

Staff is requesting the Planning Commission consider the definition of MN-1 Industrial: The intent of the MN-1 Industrial District is to provide a district for the development and operation of manufacturing, storage, and distribution type business. This district shall encourage the development of industrial uses which promote high-tech quality uses more likely to be compatible with existing uses and which shall be free of hazardous or objectionable elements such as noises, odor, dust, smoke, glare, or other pollutants.

Staff is requesting the Planning Commission consider the allowance of mini storage in MN-1 Industrial and adhered to the 1,000 foot buffer. If the Planning Commission would like to allow this type of development in MN-1 Staff will draft an Ordinance Amendment for review.

Foss said a few months back we discussed allowing mini storage in the B-3 District. It is not allowed in MN-1 District and the Planning Commission said they would not want it allowed in the MN-1 District. She thought it would be good to bring back with the definition of MN-1 District and the intent for that district. Look at the map provided outlining where mini storage
units could be with the 1,000 square feet buffer. For Aero Business Park the criteria is where they are not allowed. The area by Princeton Auto she does not see them going there. There is a site by the area we just rezoned that they could be allowed. Over by Plastic Products is an area that is MN-1 District and then along Crystal Cabinets area that ECM owns and also by Sylva.

Erickson commented that there are storage units in the Industrial Park that he had own and sold. Why is there that 1,000 buffer.

Foss was not aware of those storage units. She is not sure, maybe to limit the number of storage units is the reason for the 1,000 foot buffer.

Hallin said check with the League of MN Cities on why there would be that 1,000 foot buffer.

Erickson said he would be okay with eliminating the 1,000 foot buffer if it is not necessary.

Hallin would like to keep the 1,000 foot buffer so we are not using land that could be a job created area.

Reynolds said if there is a need for Industrial land the mini storages units are easy to take down. They can sell it and someone else can tear it down if they have a more profitable use.

Erickson said you want to be closer to residential for mini storage and not a business.

Foss said the site in question is by residential. It seems like a logical place for mini storage. Foss will check it out. She thinks to eliminate the 1,000 foot buffer would create too many mini storages. Foss will get back to the Planning Commission on their questions.

COMMUNICATION AND REPORTS

A. Verbal Report
There was no verbal report.

B. City Council Minutes for August, 2017
The Planning Commission Board had no comments.

REYNOLDS MOVED, SECOND BY ERICKSON, TO ADOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:47 P.M.

ATTEST:

Victoria Hallin, Chair

Mary Lou DeWitt, Comm. Dev. Assistant
MEMORANDUM

TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: RM-1 Residential
DATE: October 16th, 2017

In September 2017, Planning Commission reviewed the RM-1 Manufactured homes chapter of the Zoning Ordinance.

Some of the topics discussed at that meeting included the requirements for compound parking, street width, and refuse screening.

Planning Commissioners and Staff determined that there is a need to continue to require the lot to have compound parking spaces available within the lot. This is for overflow parking and to discourage on-street parking.

The other requirements within the Ordinance seem to be reasonable to the Planning Commission. If there is a circumstance where a developer wants to do something that would not meet the requirements for RM-1, there is an option to do a Planned Unit Development (PUD).

This option has been used by the City of Princeton in the past. This gives the Developer, City Engineer and Staff the opportunity to address needs and requirements within a geographic boundary that may have unique natural resources or existing structures.

It is Staff’s suggestion that we make no changes to the RM-1 Chapter of the Zoning Ordinance.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON SEPTEMBER 7 2017 4:30 P.M.

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

Resolution 17-42 – calling for public hearing on Tax Abatement for Northstar Canoe

Foss reported that she is asking the council to call for the public hearing on tax abatement for Northstar Canoe on September 28th, 2017

ZIMMER MOTIONED APPROVE RESOLUTION 17-42 CALLING FOR THE PUBLIC HEARING FOR THE TAX ABATEMENT FOR NORTHSTAR CANOE ON SEPTEMBER 28, 2017. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIE UNANIMOUSLY

2018 Budget – Capital Improvement items

Liquor

Campbell questioned if the electronic sign should remain in the CIP. The Council and staff agreed that it can be removed.

She questioned if she should move some of the sign funds to changing the lighting over to LED, as the cooler lights that have been changed over have worked very well and they are much cheaper to run.

She will contact the Electrician to get an estimate on changing all over to LED.

Campbell said she did add a floor scrubber to the CIP, but is working with the sales rep to see if the store’s current one can be repaired.

Public Works

Gerold stated that the only new addition to the CIP is for a Plow truck, scheduled to be replaced in 2023

Parks and Recreation

The new CIP item this year is to develop a new camping area in Riebe Park, which will be funded by Park Dedication funds.

Sanitary Sewer

Klinghagen reported that there are a few new items on the CIP. They are as follows:

1. Back-up pumps and motors that are used in day to day operations. This will allow replacement immediately if a pump goes down, as the plant currently does not have any backups.
2. Replacement of the 2007 Dodge Pickup. The current truck is starting to rust, is 2 wheel drive and needing work.
3. Replacement of all UV parts on all banks – the UV bumps are to put in new quartz sleeves and inserts that are submerged in water. Some of the seals are beginning to fail on the current sleeves, and the UV needs to work properly to be in compliance with the permit.
4. Annual maintenance on Streambanks to replace any erosion that may occur, to maintain compliance with MPCA for phosphorus reduction trade sites.
5. Replacement of existing countertops. The existing ones are deteriorating and are hard to keep clean. They are no longer smooth, so they hold dust and materials that can interfere with the in-house testing.

**Police**
Frederick stated that the police department has added the following to the CIP.
1. Equipment needed for the new Drug Enforcement officer. It includes a portable radio, Vest shell, body armor, Badges, DTF Vehicle, vehicle lights, phone, etc.
2. Continuation with replacement and addition to new rifles for the department.
3. Duty weapon (handgun) replacements
4. Combative Striking pads, punch and kick shields and training weapons.
5. Adjustable work stations for the department
6. Replacement of 3 old non-functional Tasers with new units
7. Replacement / Enhancement of office computers for department staff.
8. Download system for squad cameras to minimize camera repairs and allow for download
9. Replacement of 2012 Ford Utility Squad

**Fire and Rescue**
Lawrence reported that the new items on the Fire and Rescue CIP are the following:
1. 3 sets of turnout gear and 4 additional helmets for new recruits
2. New Aerial platform ladder truck, to replace current out of date ladder truck that requires a lot of maintenance
3. New SCBA Equipment and new hoses. The current SCBA equipment will expire in 4 years
4. Floor Scrubber to be used in the public safety building and possibly other city buildings if needed.
5. Replacement of outdated computers at the fire station and replacement of server

**Public Safety**
Lawrence advised that there were items added to the Public Safety CIP as well.
1. A Backup generator for use at the Public Safety Building in case of a power outage. This could possibly partially be paid for out of the Relocation fund.
2. Modify the rescue trailer into a mobile incident command trailer
3. Purchase a repeater system for public safety that will allow communication in buildings
4. Purchase necessary equipment to complete the E.O.C at the Public Safety building for emergency events.
5. Purchase a public safety message sign board. This would also be an item that the Relocation Program may cover.

**Public Infrastructure & Community Development**
Foss reported that there are no new CIP items. The larger CIP items on the list are the Hwy 95 / 21st Ave Roundabout, Trail Development and Smith Systems Road and sewer.

Karnowski mentioned the Comprehensive Traffic Plan and said it may be better to wait until we hit the 5000 in population so the roads we want under state aid could be identified.

Jackson reported that staff has had their first 2 meetings with the Police Union. However, staff just found out the city is looking at approximately a 49% increase in health insurance rates. So, it was determined that it doesn’t make a lot of sense to discuss wages as of now. Staff will be meeting with the Insurance Group to find out why we are looking at such a large increase.

**PYHA 5k Fun Run**

Karnowski advised that Mary Patnode just brought this request in. She has spoken with Chief Frederick. The proposed route will start at the golf course, down to the library and back to the Waste Water Plant entrance. They will have people at any intersections.

ZIMMER MOTIONED TO APPROVE THE ROUTE AS REQUESTED FOR THE PYHA FUN RUN. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Special Meeting to review Administrator applications**

Whitcomb would like to hold a special meeting for the Council to meet and review the Administrator Applications on September 20th at 4:30pm.

ZIMMER MOVED FOR STAFF POST A SPECIAL MEETING NOTICE FOR SEPTEMBER 20TH AT 4:30PM FOR THE COUNCIL TO REVIEW ADMINISTRATOR APPLICATIONS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 5:55PM. EDMONDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

__________________________
Shawna Jenkins
City Clerk

ATTEST:

__________________________
Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON SEPTEMBER 14, 2017 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Development Director Jolene Fcss, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Andy Brotzler and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of August 24, 2017
B. Study Session Meeting Minutes of September 7, 2017

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF AUGUST 24, 2017 AND STUDY SESSION MEETING MINUTES OF SEPTEMBER 7, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Police Officer Cole Wubben Step Increase to $25.64 effective 9-24-17
C. Donations/Designations

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

OPEN FORUM

PRESENTATIONS

PUBLIC HEARINGS

A. Northstar Canoe Property Annexation – Ordinance 755

Foss said this ordinance will annex this property into the City from Baldwin Township.

WHITCOMB OPENED THE MEETING AT 7:02PM

Brad Schumacher, Town Board Chair of Baldwin Township expressed his concern that the City’s Waste Water Treatment Plant was unable to process USDP’s industrial wastewater and, therefore, may be unable to accept Northstar Canoe’s effluent. He said USDP’s land applying their effluent through a permit with the MPCA was because he believed the City’s plant could not handle the volume. City Staff and the Council advised Schumacher that our treatment plant could and did process USDP’s effluent but that USDP made the financial decision to land apply instead. The City was not involved in issuing or monitoring the USDP permit any way.

ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:19PM. REYNOLDS SECONDED THE MOTION.
EDMONDS MOVED TO APPROVE ORDINANCE 755 APPROVING THE ANNEXATION OF THE NORTHSTAR CANOE PROPERTY INTO CITY LIMITS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Minutes of August 17, 2017
B. Park Board Minutes of August 28, 2017
C. Fire Board Minutes of September 5, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. MN Economic Development Crystal Cabinet loan update

Foss reported that the City's application for Minnesota Investment Fund assistance has been approved. The City will make a loan of $450,000 to Crystal Cabinets Works, Inc. This award will result in the creation of 26 new jobs. They also received their own job creation loan that they had applied for on their own.

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Public Safety Issues

1. PFRD ISO Rating update

Lawrence reported that Princeton Fire and Rescue (PFRD) was re-evaluated by the Insurance Services Office (ISO) at the beginning of the 2017. With the help of many throughout the City, that evaluation was completed and the ISO’s review of the information has now also been completed.

The rating for the PFRD Princeton remained the same being a “4” (on a scale of 1 to 10 with lower numbers being better than higher numbers). A “4” rating is about as good as a department our size in a city our size can earn.

The new information of importance is that the PFRD’s rating for most of the township areas we serve improved from a “7” to a “6”.

What those numbers mean is:

1. If your property is within 1000’ of a usable fire hydrant, your fire protection rating is considered a “4”, and

2. If you are outside of 1,000 feet of a usable fire hydrant but within five (5) road miles from the PFRD fire station (which includes our Wyanett Station) your fire rating for your property is a “6”, and

3. Properties located outside the five road miles boundary is rated at a “10”.

2. Public Safety Day Report

Frederick reported that they had approximately 500-600 people attend Public Safety day. They started a Child’s ID program, with 80 kids signing up on Public Safety Day.

B. Continuing Discussion on 2018 CIP Budget

Jackson advised that the final approval of the CIP does not formally happen until the budget approval in December. But this is normally when we would have a temporary approval. If there are questions or changes desired by the Council, it would be so much more efficient to discuss and make those changes now than waiting until that final approval meeting.

The have been a few changes to the CIP from what was presented at the Study Session. The plow truck amount was changed to $225,000 and the year was corrected to 2023 to agree with the detail sheet that was presented. $10,000 was added in the year 2020 for K9 replacement as an estimate. The airport sheet as been changed to reflect the recent FAA CIP form. The final change was also discussed and changed in this revision was to eliminate the electric sign at the Liquor Store and the money for that was added to the amount to switch the lighting over to LED. With rebates and electric savings, this amount should be recouped within 5-10 years.

The Summary sheet shows that the CIP balance is sufficient to meet the requirements for this six year schedule. The balance drops from a $3.1 million balance to a $324,000 balance, which means this would not be sustainable long term. However, past history shows that not all spending occurs when projected and the amounts are often less. He said he would be surprised if the balance dropped as rapidly as shown in this projection.

Most of the larger projects depend on funding from outside sources, and they will mostly likely not occur until the funding from those sources are acquired.

The last item for discussion is the setting of the preliminary levy. This will need to be done at the next meeting, but if the council has thoughts on what they would like to see as far as new programs or levy amount changes, it would be beneficial to stall in establishing the preliminary budget and levy. Since the Drug Task Force is an ongoing program, he thinks it would be wise to build that into the levy increase. Any thoughts the Council has on the budget and levy would be helpful.

Walker mentioned the draw down in the CIP fund, and asked how much is offset if many of the grants are received. Jackson replied that they have anticipated those grants being received and some were built in to the CIP. For example, if we were to receive the grant for the Ladder Truck in 2018, we may purchase it that year. However if we did not receive the grant, it would likely be moved out until we were able to receive a grant, or staff would look at a lighter model, or a nice used truck. Many times items can be pushed out a bit too, and a lot of various things can occur that would change that draw down over the years.

Karnowski said the CIP is just a plan, and most of the items can be postponed until staff could find other funding sources.
Zimmer said when the department heads went through all the CIP items at the Study Session, he can see they are all needed items. Edmonds agreed.

Walker also appreciates that not all items are at the highest priority. He said with the predicted draw down, he suggested slightly increasing the amount that goes into the CIP every year. He suggested maybe bumping it up $25,000 for a total of $200,000 that goes into the CIP yearly.

Walker asked about a sidewalk machine. Jackson said it is still in the CIP. Gerold added that he has not yet come to the Council to determine how much service we want to provide. If we do start clearing snow off a lot more sidewalks, costs in time and equipment will increase.

C. Great Northern Trail Proposal for Professional Services

Brotzler updated the Council on their previous proposal for professional services presented to the City Council on April 6, 2017. At that time, Council authorized the completion of the Technical Memorandum/Cost Estimate. Since the completion of this memorandum, MnDOT has approved the City's request to reprogram the TAP funding for FY2019. In addition to this, Sherburne County as the sponsoring agency has volunteered to provide in-kind services to perform the necessary right-of-way acquisition to assist with the project costs.

This is in addition to previously volunteered in-kind services for completing the topographical survey. Based on these changes, WSB is providing for your consideration an updated proposal for professional services related to the City's 2019 Great Northern Trail (GNT) Transportation Alternatives Program (TAP) bike/pedestrian trail project. This letter proposal outlines the services required to prepare necessary State and Federal environmental documentation, preliminary and final engineering and associated permitting to obtain MnDOT and FHWA approval for the City to construct this project in calendar year 2019.

This project is a TAP bike/pedestrian trail project and is funded with federal and local dollars. The project connects an important gap in the Great Northern Trail (GNT) through the City of Princeton. The trail will run from the north at, Great Northern Depot and Rum River Trail at the Mark Park Athletic Facility and end at a future connection at Rum River Drive on the south end. The City has begun discussions with some of the property owners along the corridor, although it is assumed a maximum of 15 parcels will require some level of permanent and/or temporary easement. The following is a list of some of the design challenges that will need to be addressed during the design process:

- Steep slope on the west side of Rum River Drive
- Utility relocations along the corridor
- Pedestrian crossing upgrades at Rum River Drive and Northland Drive signal
- Ensuring adequate drainage design (ditch capacity)
- Wetland impacts and mitigation
- Challenges associated with crossing below the TH 169 bridge

The project will include construction of a ten (10) foot wide, 9,500 foot long bituminous trail with a two (2) foot clear zone on both sides. Construction activities will include grading, trail construction, retaining wall construction, drainage, landscaping, wayfinding signage and crosswalk signing.

The project has been awarded $509,691 of federal grant funding. Based on the attached Technical Memorandum, the updated project cost estimate is $994,163. The local share of the
project cost is estimated to be $484,472.

WSB’s project scope and proposed work plan are based on our understanding of the project as outlined above. In order to complete the required preliminary and final design, federal environmental document and associated permitting for the project, we propose the following scope of services:

1. Technical Memorandum (Cost Feasibility) (Completed): WSB will prepare a technical memorandum that describes the proposed improvements and anticipated cost of the improvements. The memorandum will compare the cost and the funding for the project. WSB will provide recommendations regarding the feasibility of moving forward with the project. WSB will not proceed to additional design tasks until approval from the City is received. The cost to provide the technical memorandum shall not exceed $3,568.

2. Preliminary Design: It is our understanding from preliminary discussions with Sherburne County that they will complete the survey and prepare topographic base files for the project. Based on this, no estimated fee for the survey has been included in this proposal. WSB will use this data to prepare initial layouts and cost estimates.
   
   A. Review Base Layouts and Site Visit: WSB will meet with Sherburne County survey staff to ensure the necessary topography is surveyed. WSB will review the base files created by Sherburne County and provide feedback to Sherburne County to ensure an accurate base file is created and will be used during design.
   
   B. Conceptual Layouts: WSB will create preliminary geometric layouts of proposed improvements. The layouts will include alignments that match trail and bikeway guidelines. Initial construction limits will be developed.
   
   C. Utility Coordination: WSB will coordinate with the private utility companies and ensure the private utilities are shown correctly. Potential utility relocations will be discussed and be coordinated with the preliminary design.
   
   D. Hydraulic Design: WSB will determine preliminary hydraulic design and treatment requirements for the project.

3. Right of Way Exhibits*: Sherburne County will follow the federal right-of-way process and acquire the necessary right-of-way to construct the project, WSB will complete the parcel sketches and legal descriptions.

   A. Parcel Sketches and Legal Descriptions: WSB will provide legal descriptions and parcel sketches for the parcels that require either permanent or temporary easement. The sketches and legal will be drafted based upon the initial construction limits as set by the design team. WSB will show the trail improvements, construction limits, existing and proposed right-of-way lines and existing topography.

4. Final Design: WSB will prepare final design plans and work through the federal design process with MnDOT State Aid.

   A. Plan Sheet Prep.: WSB will prepare all the necessary plan sheets including:
      - Title Sheet
      - General Layout
      - Statement of Estimated Quantities
      - Tabulated Quantities
      - Construction Notes and Standard Plates
B. Bid Preparation and Specifications: WSB will compile the necessary federal and City documents for the project manual.

5. Project Memorandum:
A. Early Notification Letters and Coordination, WSB will send out letters to the following agencies to determine the potential presence of environmental resources within the project area:

- Minnesota DNR
- MnDOT Cultural Resources Unit
- MnDOT Office of Environmental Services

WSB will also conduct a check of data bases for contaminated properties in the area. If additional investigation is needed due to potential contamination, WSB will inform the City and work with the City to determine the appropriate course of action. Additional investigation on specific sites is not included in this scope of work.

B. Wetland Delineation:
WSB will perform a wetland delineation to identify possible impacts, create the delineation report, create the wetland replacement plan, and attend one (1) TEP meeting. The cost of wetland mitigation credits is not included in this scope of work.

C. Permitting:
A certified Environmental Compliance Specialist will provide a detailed stormwater Pollution Prevention Plan (SWPPP) narrative, erosion control plan review and complete the National Pollutant Discharge Elimination System (NPDES) permit application on behalf of the City. A certified Environmental Compliance Specialist will also complete necessary Minnesota Wetland Conservation Act and US Army Corps of Engineers Section 404 Wetland Replacement Plan/Permits on behalf of the City. The City of Princeton will pay any required permit fees.

D. Prepare Draft Project Memorandum:
WSB will prepare a draft Project Memorandum for the project which will include the following information.
1. Report Purpose
2. Project Description
3. Project Purpose and Need
4. Alternatives
5. Cost and Funding Source
6. Social, Economic and Environmental Impacts—Based on a preliminary review of the project at this time, there should not be additional investigations need-
ed with regard to Section 4(f) or 6(f), floodplain, agricultural uses, or noise. There is the potential for threatened and endangered species within the project area or cultural resources (old railroad corridor). It is not believed at this time that additional studies will be needed to address the species or railway. The cost estimate is based on this assumption. Should additional work be required, WSB will discuss the required investigations with City staff and the agency requesting additional investigation. It should be noted that the contamination investigation is in a database search. Should there be concerns about the City acquiring contaminated property, a Phase 1 and Phase 2 investigation could be completed. This is additional work that would require a scope change based on the information obtained from the database search.

7. Agency Coordination and Permits—WSB will prepare an NPDES permit, a wetlands permit and any other permits necessary for constructing the project.

8. Public Involvement—WSB will document the public involvement completed for the project. It is anticipated that public involvement will occur as part of regular City Council/Planning Commission meetings that WSB staff already attend in our capacity as City Engineer. If desired, WSB has provided a task to conduct an open house meeting to inform residents and property owners about the project and to solicit their input.

9. Design Study

E. Coordinate Final Document Review and Signatures
   WSB will coordinate with State Aid to obtain signatures on the final Project Memorandum.

F. Open House (Optional Task)
   WSB will lead an open house, which will explain the project in terms of the proposed improvements and impacts during construction. WSB will prepare layouts and boards highlighting the proposed improvements and request feedback from the public.

SCHEDULE
It is our understanding that the City intends to construct this TAP project in 2018. Accordingly, WSB will work within the MnDOT State Aid requirements for 2018 project lettings.

SCHEDULE
Sherburne County Completes Survey ........................................... September 30, 2017
R/W Needs Established ............................................................... December 1, 2017
Parcel Sketches and Legal Descriptions Completed ................. January 15, 2018
Offer Presentation ........................................................................ March 1, 2018
City Authorizes Condemnation (if needed) ................................. May 1, 2018
R/W Negotiations Complete ......................................................... August 1, 2018
Complete Right of Way Certificate #1 .......................................... August 15, 2018
Project Memorandum Approved ................................................... May 15, 2018
90% Plans to MnDOT ................................................................. July 15, 2018
Plan Set Approved ...................................................................... September 1, 2018
Bid Authorization ........................................................................ October 1, 2018
Open Bids .................................................................................... November 15, 2018
Begin Construction ...................................................................... May 10, 2019
Complete Construction ............................................................... July 15, 2019
PROPOSED FEE
WSB proposes to perform the services listed above on an hourly basis for a base fee of $118,713. See attached for itemized breakdown of these costs.

<table>
<thead>
<tr>
<th>Task</th>
<th>Cost</th>
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<tbody>
<tr>
<td>1.0 Technical Memorandum(Completed)</td>
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<tr>
<td>2.0 Preliminary Design</td>
<td>$26,380</td>
</tr>
<tr>
<td>3.0 Right-of-Way Exhibits</td>
<td>$6,144</td>
</tr>
<tr>
<td>4.0 Final Design</td>
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<tr>
<td>5.0 Project Memorandum</td>
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ANTICIPATED PROJECT COST SUMMARY

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<tr>
<td>Design</td>
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<tr>
<td>Right-of-Way Purchase</td>
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<td>/Wetland Mitigation (Purchase credits)</td>
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<tr>
<td>Construction Administration</td>
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<td><strong>Total</strong></td>
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<td><strong>Total</strong></td>
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</table>

ANTICIPATED PROJECT ACCOUNTING

| TAP Funding                                | $509,891 |
| Local Share                                | $484,472 |
| **Total**                                  | **$994,163** |

Walker asked what the biggest driver for the increased price was. Brotzler responded that it is the complexity of the project. When a project plan is put together, sometimes the details are not really looked at in the initial estimate. Some of the increase is because of the alignment, and some additional challenges that were discovered.

Walker questioned if the layout should change due to the proposed roundabout at the intersection of Rum River, 125th and 9th Circle. Brotzler replied that if a roundabout was put in there, it would become the official crossing of the trail. Walker suggested designing it knowing that a roundabout would be likely be put in at that intersection. Brotzler responded that it would be something they would look at during the design process.

Walker stated he is in favor of the project.

Whitcomb said he really likes the project, but is leery of committing to a project until some funding for the local portion can be found.

Jackson commented that the project was built into the CIP, with a lot slated for 2018, but could be moved out.

Edmonds asked if we are obligated to what has been done so far. Jackson responded that any work that has been done would have been billed and paid. He added that this project has been in discussion for about 4 years. Foss stated that a large portion of the trail is in Mille
LacS County and they have not yet been formally asked if they would contribute to the project. Jackson said staff is usually very good at looking for additional funding sources. Whitcomb stated that if the Council were to agree to this agreement, we would be out approximately $115,000 if the project did not occur.

Zimmer stated that he is also in favor of this project, and a lot of people have asked him when the trail is going to be completed.

Karnowski said he and the Mayor have had some discussions on some additional funding sources that staff hopes to bring to the Council at the next meeting.

Walker feels this is a really important project and wants to see it completed. We do have a grant that will pay for half of the project.

Brotzler said the fees that have been paid to this point is under the $3500.

Foss added that this project would also be considered an improvement to public safety and accessibility.

Whitcomb would like to look at the additional funding options at the next meeting. Karmowski asked Brotzler if it would be okay to wait until the next meeting to approve this agreement. Brotzler responded that the schedule could be amended if necessary. However, he said he will check on the deadline for the wetland delineation, and what impact that would have if that deadline passed.

WALKER MOVED TO APPROVE THE UPDATED PROPOSAL FOR PROFESSIONAL SERVICES FOR THE PRELIMINARY AND FINAL ENGINEERING FOR THE GREAT NORTHERN TRAIL.

MOTION DIES FOR LACK OF A SECOND.

Staff will put together a memo with possible additional funding sources for the next meeting.

D. Phosphorus Trading Sites 1, 2 & 3 pay request

Karnowski reported that staff has received an invoice from Prairie Restorations for the repair work completed on Trading Sites 1, 2 and 3. The work was completed in July and August of 2017. Staff made site visits on July 24th, July 27th, August 10th and August 17th, and found the work to be consistent with the planned work and quantities included on this invoice.

This invoice is a partial payment of the total cost of the project as authorized by the City Council per WSB Memo of April 10, 2017. Tasks still to be completed include installation of live stakes and bare foot shrugs after the end of the growing season. Prairie Restoration estimates that those tasks will be completed by Mid-November and invoiced shortly thereafter.

WALKER MOVED TO APPROVE THE PRAIRIE RESTORATION INVOICE FOR $41,833.50 FOR THE REPAIR WORK DONE ON TRADING SITES 1, 2 AND 3. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS
A. Proposed Public Works Toolcat vehicle purchase

Gerold said the city has received a quote for a vehicle to replace the aging Mitsubishi that is primarily used in the cemetery. The Bobcat Toolcat 5600 is a full time 4-wheel drive with a 68” general purchase bucket and a cargo box. The total price quoted for the machine is $53,474.47 and is listed in the approved 2017 Capital Improvement Project Budget.

Edmonds asked if it is kept at the cemetery of the shop. Gerold said it is kept at the shop, and has a road speed so it can be driven out to the cemetery when needed.

ZIMMER MOVED TO APPROVE THE PURCHASE OF A BOBCAT TOOLCAT 5600 FOR $53,474.47. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Airport Manager Position

Karnowski stated that with the pending change of City Administrators, he feels the City Council should consider changing the duties related to Airport Manager position from the City Administrator to the Community Development Director.

The logic behind that suggestion includes the following:

1. He said he believes that the Airport Manager position needs to be an advocate for the Airport Advisory Board (AAB)’s issues. That being the case, he has found that as City Administrator, his dealings with the AAB have sometimes been a struggle as he has often felt conflicted because some of the issues the AAB wanted to promote were not, in his opinion, in the best interests of the larger city. The Community Development Director would be more likely able to champion the recommendations of the AAB without that hesitation.

2. He said he understands that part of the justification for the city using taxpayer dollars to support the airport is because a municipal airport is generally recognized as an ‘economic driver’ for a city. If the City Council agrees that is true, then it would make sense that the airport manager’s duties would best be to be under the purview of the city’s Community Development Director.

3. The Community Development Director would be more likely to be able to tie in the benefits of having an Airport in the city when promoting Princeton to prospective developers.

4. Our current Community Development Director has indicated a willingness to take over the duties of Airport Manager.

If the Council agrees that the above change makes sense, then it would seem to be logical to make the change prior to the new City Administrator coming on board.

If the Council concurs, then a motion to transfer the Airport Manager duties from the City Administrator to the Community Development Director would be in order.

Walker said he has thought about it this week, and his suggestion would be to hire a part time person to handle the airport exclusively.
Zimmer asked how other cities handle their airport. Karnowski replied that he was not sure. Some do have a person that has a lot of airport experience, and the FBO officer is also the airport manager in some cities. In some airports, the FBO is privately owned and they take care of selling the gas, plain repairs, etc. In those cases, he would have to find out if that is subsidized by the city.

Edmonds said he sat on the Airport Board for 6 years and does support taking it out of the city administrator’s hands. He doesn’t not support turning it over to Foss, but she may find herself in the same position. He had not thought of Walker’s idea of hiring someone to handle it exclusively, but that may be an option.

Edmonds said he is open to more discussion. Walker agreed and would like to continue the discussion at another meeting. Karnowski said he will check with the other cities to see how they handle the airport manager position.

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 $181,350.64 and the items listed on the liquor bill list and general city bill list which will be checks 76102 to 76186 for a total of $359,209.57. Reynolds seconded the motion. The motion carried unanimously.

ADJOURNMENT
There being no further business:

Zimmer moved to adjourn the meeting at 8:18 PM. Edmonds seconded the motion. The motion carried unanimously.

Respectfully Submitted. ATTEST:

______________________________
Shawna Jenkins
City Clerk

______________________________
Paul Whitcomb, Mayor
MINUTES OF A SPECIAL MEETING OF THE PRINCETON CITY COUNCIL
HELD ON SEPTEMBER 20, 2017 4:30 P.M.

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

Review of Administrator Applications

The work session to review administrator applications and select candidates for interview was opened at 4:35. Since there was an individual from the public present, the Council took a couple minutes to arrange the applications in alphabetical order and number them. The Council then only referred to the candidates by number so as to not disclose the names of the candidates.

The Council then disclosed each of their top 5 candidates by points given according to the pre-determined application point system. Based on those rankings, three candidates were chosen outright and three others of the next grouping of candidates by points were selected based on discussion between the Council Members.

After the selection of candidates to interview was completed, there was discussion as to who would be involved in the interview process. It was determined by consensus that up to five people from the public would be invited to participate by listening to the interviews and evaluating the results of the answers. Dan Erickson and Connie Wangen were added immediately and several others were going to be contacted by the Council to see if they wanted to be involved.

An interview schedule was determined with three to be interviewed each night of Wednesday the 27th and Thursday the 28th beginning at 4:30.

The meeting was adjourned at 5:56.

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON SEPTEMBER 28, 2017 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Development Director Jolene Foss, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Andy Brotzler and Attorney’s Damien Toven and Kelli Bourgeois.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of September 14, 2017
B. Special Meeting Minutes of September 20, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF SEPTEMBER 14, 2017 AND SPECIAL MEETING MINUTES OF SEPTEMBER 20, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Police Chief Todd Frederick Step 4 Increase to $78,178/year
C. Donations/Designations

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

OPEN FORUM

PRESENTATIONS

PUBLIC HEARINGS

A. Northstar Cancer Property Tax Abatement – Resolution 17-46

Foss reported that a tax abatement request has come through for the newly annexed property. A Public Hearing is required and has been noticed in the paper.

WHITCOMB OPENED THE MEETING AT 7:04PM

REYNOLDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:05PM. EDMONDS SECONDED THE MOTION.

EDMONDS MOVED TO APPROVE RESOLUTION 17-46. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Park Board Minutes of September 25, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS
ORDINANCES AND RESOLUTIONS

A. Resolution 17-44 – Certifying preliminary levy and setting Public Meeting

Jackson provided two documents to the Council for review. The first one entitled “2018 Preliminary Budget Summary” starts with the budget that was adopted for 2017 and makes adjustments for expense and revenue changes that are anticipated for 2018. According to the department heads, there are no major changes expected to the General Fund for 2018 other than the start of our participation in the Sherburne County Drug Task Force.

The major increases in 2018 budget is the wage increases and the increase in the medical insurance premiums. After 3 years of extremely favorable changes to the insurance premiums, we were hit with an equally extreme increase in the proposed premiums. This preliminary budget proposal includes the impact of the medical insurance increase as it stands right now. Staff is currently seeking other proposals from other providers and other options from our current provider. At this time, staff does not know how the other proposals and options will end up, which is why this preliminary budget includes the worst case scenario. We are expecting that there will be some reduction in the insurance increase, but that will not be known until we are closer to adopting the final budget and levy. On the positive side, there will be a $42,900 increase in Local Government Aid.

Over the past several years, the actual results of operations has been better than budgeted. With that in mind, he said he is proposing that we expect the same results in 2018 and use an estimate of $150,000 to project the results of 2018’s operations. If we fall short of that expectation we would need to use a liquor store transfer or some of the City’s General Fund’s fund balance. That still leaves us with a nearly $160,000 increase in the amount we will need from the tax levy. This would be an overall levy increase of nearly $165,000 which is a 7.15% increase over this year’s levy.

The second document shows the net result of that increase towards the bottom. According to preliminary information (subject to changes) from the two counties, the estimated tax capacity increased by 6.77%. Which means that if a residence or business assessor’s valuation did not change from the previous year, there increase for City taxes would only be 0.36%. Of course, if their valuation did increase, the taxes would be correspondingly higher.

Again, it should be emphasized that this ends up being the maximum levy and can be reduced when the final budget and levy is presented in December. This is a significant year of change with the DTF and the medical insurance premium increase. He said he thinks this provides a balanced approach in dealing with those factors and the general increase of operations.

Walker asked if all of the capital projects are included in this levy and if the levy will be lowered if staff can find a way to decrease the medical insurance cost. Jackson responded that the CIP is included in the levy and that he is sure they will be able to find some way of lowering the health insurance cost. Staff is trying to include the employees to help in determining the best route to go with the insurance.
Zimmer asked when staff will have a better idea on cost estimates. Jackson said staff is meeting with the consultant Thursday, October 5th to determine if we need to go with a new provider, or different plan options. Karnowski said they have had some good discussions with the both unions, so most of the other negotiations have been basically been put on hold until we can figure out the medical insurance issue. The consultants understand the various plans very well, and can explain the differences in the plans and how the health savings accounts work. It may not be what we want, but something we can make work.

Karnowski said the 7.15% proposed increase is a maximum, and this cannot be raised. The preliminary budget and levy is usually estimated on the high side, and can be lowered.

WHITCOMB MOVED TO APPROVE RESOLUTION 17-44. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 756 – amendment to WAC and SAC - FIRST READING

Karnowski advised that with the recent changes to the way SAC and WAC fees are calculated, the ordinance can be amended removing the unit calculations.

WALKER MOVED TO INTRODUCE ORDINANCE 756. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Ordinance 757 and Resolution 17-43 rezoning of 609 Old 18

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

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

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

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

Analysis:
Existing Conditions. The neighborhood in which this parcel is located contains industrial parcels to the south and residential parcels to the north. This parcel is contiguous to R-3 Multiple Family Residential.
Future Land Use Plan (Comprehensive Plan). The City engaged in a Comprehensive Plan update back in 2009 that identified the long-range goals for development within the City. This rezoning is compatible with future land uses.

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

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

Conclusion / Recommendation:
The Planning Commission and City staff is in favor of providing affordable housing in the City of Princeton and supports investment in the housing stock in order to improve neighborhoods and the quality of life for residents.

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

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

WALKER MOVED TO INTRODUCE ORDINANCE 757 AMENDING THE ZONING MAP FOR THE PROPERTY AT 609 OLD 18 TO R-3 MULTI-FAMILY HOUSING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE RESOLUTION 17-43 REZONING THE PROPERTY AT 609 OLD 18 TO R-3 MULTI-FAMILY HOUSING. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Airport Manager Duties

Karnowski reported that he has gotten the additional information on airport managers that the City Council had requested at the September 14th meeting.

Cambridge: The Airport Manager at the Cambridge Airport is the city’s Assistant Public Works Director. They too have an Advisory Airport Board. Like Princeton, the Airport Man-
ager’s primary responsibilities are staffing the Airport Board meetings, being the city contact person for FAA and MnDOT Aeronautics issues. Again, like Princeton, the Airport Engineer is responsible for all the required FAA and MnDOT Aeronautics documentation.

**Milaca:** Until just recently, the Airport Manager at the Milaca Airport was the public works supervisor. But, with his retirement, they now have one of the public works employees as their Airport Manager. Milaca does have an airport board but the Chair of that board is responsible for organizing the meetings. Both the Mayor and Administrator attend the Airport Board meetings, but the Board’s Chair is responsible for presenting the recommendations of the board to the City Council.

**Mora:** The Airport Manager at the Mora Airport used to be the City Administrator but, for the same reasons I noted in last meeting’s memo, their Airport Manager is now the city’s Public Works Director. The City Administrator still interacts with FAA and MnDOT Aeronautics unless it’s a maintenance issue... then the Public Works Director handles it. They too have an Airport Board that is staffed by Mora’s Planner and the P W. Director, but the Planner prepares the agenda and takes the minutes.

**Rush City:** The Rush City’s Airport manager is Don Swanson. He’s a retired guy who owns a hangar. He does minimal airport maintenance - most is done by the city public works department. He doesn’t deal with the FAA or MnDOT Aeronautics (that work is done by the Airport Engineer) but he is paid $1,200 a year with no set hours or job description. He sits on the airport board but their Airport Board is staffed by the City Administrator and Deputy Clerk. Their Airport Board meets about 8 times a year.

Staff recommends the Airport Manager duties be transferred to the Community Development Director. He asked how the Council would like to proceed.

The amount of time he spends doing work on the airport is only approximately 1 hour a week on average. Gerald handles maintenance and Jenkins handles the hanger leases. He mostly deals with the Airport Advisory Board, Airport Engineer, MnDOT and the FAA.

Whitcomb said this topic recently came up on the Mayors List Serve and none of the cities have the Administrator as the Airport Manager.

Edmonds said he would like to see a combination of Rush City and city staff. He suggested someone like Rick Hoffman as a hands on person, but Foss would be the Airport manager. Karnowski said Hoffman is a key player at the airport, and he probably would not be interested in doing some of the necessary work as the Airport Manager, such as dealing with the Kruse issue, the FAA, etc. Attorney Toven is working with the new Airport Engineer to get the Kruse issue resolved.

Zimmer feels that some of the issues need to be handled by City Staff.

Walker thinks there are some ongoing tensions with the airport and city hall, and would like to see someone out there that would help mediate that. If there is ever a commercial operation out there, he would like to revisit it at that time. Karnowski responded that he agrees and that if the Airport ever has an FBO, it may be beneficial to put them in charge of the fuel facility and a few other things.

Whitcomb questioned if there are a lot of critical reports that need to be sent to the FAA. Karnowski replied that most of the paperwork is done by the engineers.
Karnowski stated that it is ideal to have a city staff person as the Airport Manager. For instance, earlier this year, MnDOT came out and did an inspection. They had a complaint that the grass around the weather station wasn’t being cut well enough. That call came to City Hall, so that was passed along and that work was done immediately.

WALKER MOVED TO APPOINT THE COMMUNITY DEVELOPMENT DIRECTOR AS THE AIRPORT MANAGER, BUT TO REVISIT IN THE FUTURE IF WE WERE TO HAVE AN FBO ON SITE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Great Northern Trail (TAP Grant)

As discussed at the September 14 City Council meeting, the Council is investigating funding alternatives to cover the local cost of the Great Northern Trail project, before approving the full design services proposal presented in a letter, dated September 11, 2017.

There are options related to the wetland delineation necessary as part of the project. The growing season for wetlands is near the end and October 15 is typically used as a last date for the field delineation of wetlands. The next opportunity to complete the wetland delineation is Spring, 2018.

There are two options to complete the wetland delineation:

1. Authorize the proposal to complete the wetland delineation activities for fall, 2017 at a cost of $7,020. This would allow the project to remain close to the original schedule presented pending survey coordination with Sherburne County.
2. Complete the wetland delineation Spring, 2018. This will push the bid opening date back from November 15, 2018 to at least March 2019, eliminating contingency time in the schedule for right-of-way acquisition and MnDOT plan approval.

It should be noted, in order for the overall project to remain on schedule for a March, 2019 bid, the remainder of the tasks must be approved prior to March, 2018. This will allow adequate time for the right of way process (performed by Sherburne County) to be completed.

UPDATED SCHEDULE

<table>
<thead>
<tr>
<th>Task</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Project Memorandum Approved</td>
<td>May 15, 2018</td>
</tr>
<tr>
<td>90% Plans to MnDOT</td>
<td>July 15, 2018</td>
</tr>
<tr>
<td>Plan Set Approved</td>
<td>September 1, 2018</td>
</tr>
<tr>
<td>Bid Authorization</td>
<td>October 1, 2018</td>
</tr>
<tr>
<td>Open Bids</td>
<td>November 15, 2018</td>
</tr>
<tr>
<td>Begin Construction</td>
<td>May 2019</td>
</tr>
<tr>
<td>Complete Construction</td>
<td>July 2019</td>
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</tbody>
</table>

Zimmer stated that he would still like to see this project continue. It is planned for in the CIP and we have a large amount of grant dollars for it.

ZIMMER MOVED TO MOVE FORWARD WITH THE WETLAND DELINEATION FOR $7,020. REYNOLDS SECONDED THE MOTION.

Walker asked what the chances are that the prices will change if the bid date gets moved out. Brotzler responded that it is difficult to know, and prices can change for many reasons. From a labor standpoint, bidding projects in the fall for early next year, tend to be a little lower so they can have stuff scheduled for the next year. They like to have all their bids done by April
at the latest. Materials can change for the good or bad and are hard to predict.

Walker added that with the work that has been done and the grant that has been received, the project is likely going to happen. Therefore, he does not understand why we are just going to approve the wetland delineation now, and not just approve moving forward with the project.

Karnowski questioned if the schedule could be pushed up if the Council made the decision to move forward on implementing the franchise fees by April 2018. Andy said anything from this Brotzler responded to hit the May 2019 start date, March of next year would be the drop dead date to move forward with everything.

THE MOTION CARRIED UNANIMOUSLY

Whitcomb added that he was talking to County Commissioner Genny Reynolds recently, and it was thought that maybe the railroad bed portion may be eligible for a Safe Routes to School Grant.

Brotzler commented that he was talking with Gerold and he thought there is a local contractor who has done some "in-kind" work in the past may be interested in doing that again in the future, which will be a help.

Edmonds stated that the School District would need to request the Safe Routes to School Grant. Karnowski responded that the District want to talk to the City at the upcoming Study Session about a Safe Routes to School Grant.

2. Funding Proposal

Karnowski stated that the city is a recipient of a Transportation Alternative Program (TAP) grant to construct the proposed Great Northern Trail (GNT) which will result in a significant addition to the city's bike and walking trail system.

The project proposes to construct a 10' wide trail some 9,500 feet long (just short of 2 miles) from near the PUC's southernmost well house to Mark Park with a spur that goes close to Coborn's' grocery store.

The estimated total cost of the proposal is $994,163 with $509,691 in TAP grant funds which leaves the need for a local contribution at an estimated $484,472. The project is slated for construction during the 2019 construction season.

At this point, the city is still unsure of the funding source for the local contribution. Toward that end, one of the ideas the Council may want to consider is adopting an electric franchise fee which is a State approved option pursuant to MN Statute 216.36 (copy attached).

Other cities that have successfully used this method to secure funding have, as part of the adoption process, certified that the funds generated are required to go into a dedicated fund. For instance, in this particular situation, the dedicated fund might be a 'Parks & Trails Capitol Improvement Fund' that would be used solely for projects like the Great Northern Trail or the proposed bridge linking Riverside Park to Riebe Park.
One nearby example is Elk River who adopted an electric franchise fee in 2013 to be charged against each account (not each electric meter). In July of that year they began collecting the fee according to the following criteria:

**Residential Property Owners:** Pay monthly charge of $5 on their electric bill.

**Commercial/Industrial Properties:** Pay monthly charge according to the following schedule:

- Small Commercial/Industrial: Non Demand $25
- General Commercial/Industrial: Demand $70
- Large Commercial/Industrial: >1 MW Demand - $100

If the city opted to pursue the franchise fee concept, he said he suggests city staff work with the PUC (and other electric providers) to see what the revenue level would be using a concept similar to Elk River but using lower values (i.e. $2.50/mo, etc.) and then compare the revenue generated against the proposed projects to be paid from that revenue source (Great Northern Trail, Rum River Walking Bridge, etc.).

Walker asked if East Central Electric served the industrial park. Staff responded that Conexus serves the industrial park and East Central serves a few properties on the north side.

Karnowski stated that if the council wanted to go this route, a public hearing should be held so residents could hear about the plan. If there were any push back, the grant money could be returned and the project cancelled.

Zimmer asked if staff has determined how much money this would bring in each year. Karnowski responded that he did not work out the numbers as of yet, he wanted to get some direction from the council first. Walker added that if you use the demographer’s numbers, the residential would bring in approximately $10,000 per year. Zimmer stated that most people probably wouldn’t mind paying a small fee, when they can actually see that money being spent on projects. He said he isn’t sure what amount to charge as of yet, but likes this option.

Edmonds commented that the public usually appreciate Parks and Trails in their community.

Karnowski advised that staff can look at the numbers and report back to the Council.

Walker questioned if a non-profit could avoid the franchise fee if the utility company called it something like a “City tax.” Bourgeois responded that the utility can call it whatever they want, but those non-profits would still be required to pay the fee.

**C. In God We Trust Slogan**

Karnowski stated that the Group that contacted the City about adopting the motto of “In God We Trust” dropped off a framed photo of the slogan. Jenkins showed the photo to the Council. Karnowski asked if the council wished to accept this and if so, where would they like it placed.
EDMONDS MOVED TO APPROVE RESOLUTION 17-45 TO ACCEPT THE FRAMED SLOGAN. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Walker stated he still feels "In God We Trust" is a political statement.

VOTE 4:1:1 WALKER OPPOSED, REYNOLDS ABSTAINED, MOTION CARRIED

With it being a framed item, the school board can take it down or cover it if they choose.

Zimmer suggested putting it on the wall on the south side of the Dias.

Karnowski reported that there was a discussion that the school district would start the Chamber construction the day before Thanksgiving and would be done by the 13th of December. They will be doing some work with electrical prior to that, but the Chambers will be usable until the day before Thanksgiving. The December study session would likely be impacted, but that has been cancelled some times in the past anyway.

NEW BUSINESS

A. State Road Funding Grant Discussion

Karnowski reported that the following news release advises of the possible availability of grant funding dollars for either the TH95/CR157 Roundabout or the possible southerly extension of 21st Avenue.

The Minnesota Department of Transportation (MnDOT) will begin receiving applications for the Local Road Improvement Program (LRIP) on Aug. 1. Cities are encouraged to apply.

In 2017, with the support of the League of Minnesota Cities, the Legislature appropriated bond funds for the LRIP established in Minnesota Statutes, section 174.52 to assist local agencies in constructing or reconstructing their local roads. Approximately $25.3 million is available for a statewide solicitation for LRIP projects to be constructed in 2018, 2019, or 2020.

Cities over 5,000 in population may apply directly to MnDOT through the application process. Non-municipal state aid cities—those with populations under 5,000—must secure "sponsorship" from their county prior to submitting an application.

Program information

The MnDOT State Aid Office administers the LRIP solicitation with guidance provided by the Local Road Improvement Program Advisory Committee. The advisory committee is comprised of: One county commissioner; one county engineer; one city engineer; one city councilmember or city administrator representing a city with a population over 5,000; one city councilmember or city administrator representing a city with a population under 5,000.

Projects selected through this program must meet the eligibility requirements of the Routes of Regional Significance Account, the Rural Road Safety Account, or the Trunk Highway Corridor Account as defined in statute.
Criteria: Criteria that will be used to identify priority projects include but are not limited to:
1. The availability of other state, federal, and local funds.
2. The regional significance of the route.
3. Effectiveness of the proposed project in eliminating a transportation deficiency.
4. Effectiveness to reduce traffic crashes, deaths, injuries and property damages.
5. The local share for costs that are directly or partially related to trunk highway improvements.
6. The number of persons who will be positively impacted by the project.
7. The project’s contribution to other local, regional, or state economic development or redevelopment efforts.
8. The ability of the local unit of government to adequately provide safe operation and maintenance of the facility upon project completion.

Solicitation timeline
Nov. 3, 2017: County and municipal state aid applications due.
November/December 2017: Advisory committee reviews applications.
March 2018 Grant awards announced.

WSB & Associates provided a proposal on services as they relate to preparing a Local Road Improvement Program (LRIP) funding application for the roundabout on TH 95 in Princeton.

PROJECT UNDERSTANDING
The City of Princeton will be constructing a roundabout on TH 95 to link the highway to existing and proposed developments along County Highway 39 and areas further to the south. The project includes multimodal accommodations for pedestrians and bicyclists and is intended to serve long-term mobility and safety at the intersection. To continue advancing and financing this project, the City of Princeton is seeking a proposal to prepare an application for the 2017 LRIP grant offered by MnDOT. Because the City is less than 5,000 people, the grant will have to be sponsored by Mille Lacs County.

Work on the grant will begin immediately upon authorization and will be completed prior to December 1, 2017, so that the city and county may officially submit the grant. As part of the project, WSB will be required to complete the following as a minimum:
- Provide applicant information
- Provide information on the project location and maps showing the location of the project
- Provide a project description of the proposed improvements and incorporate a project layout that shows the proposed improvements
- Note the project’s eligibility
- Provide data regarding the project’s readiness and note that there are no railroad impacts
- Document the project’s consistency with the state’s or Mille Lacs County’s highway safety plan
- Identify existing deficiencies and how the project addresses those deficiencies
- Document any multimodal improvements
- Identify project costs
- Provide the city with a draft letter of support to send to local property owners
- Complete draft and final applications

The City of Princeton will need to provide a resolution indicating support for the project/application and commitment to funding the remaining portion of the project. Mille Lacs
County will also need to provide a resolution.

**ACTIVITIES TO BE COMPLETED**
The following describes WSB’s work plan and deliverables for the LRIP application.

*Task 1 – Project Management and Coordination*
Jack will ensure that internal WSB staff is coordinated in its tasks to produce the LRIP grant application. Jack will review the application text and provide local context based on her familiarity with the project area.
Jack will also serve as the primary point of contact for the city. Jack will monitor work tasks, schedule and the project budget.
Deliverables: updates, monthly invoice

*Task 2 – Data Collection*
WSB will review data needed to complete the application. For the TH 96 roundabout project we anticipate collecting the following:
- State Highway Safety Plan and the Mille Lacs County Highway Safety Plan
- Most recent 3-year and 5-year crash data from MnDOT
Deliverables: data used to develop required attachments

*Task 3 – Technical Analyses*
The state and county plans will be reviewed for consistency with similar crash types and system improvements needed. Strategies to address these deficiencies that are included in the project will be documented. WSB will also use the crash data collected in Task 2 to determine the existing crash rate and compare it to district and statewide averages to address system deficiencies. Information already gathered will also be used to discuss operations along the corridor and any known safety problems.
Deliverables: results of safety and capacity analysis

*Task 4 – Cost Estimates*
WSB will prepare a detailed cost estimate that includes an itemized breakdown of construction elements. WSB will utilize information prepared to date. (no hours for this task)
Deliverables: cost breakdown

*Task 5 – Application*
WSB will complete the application as requested by the city. This task includes answering all the questions in the LRIP form, preparing all the required maps and assembling all the application materials and required attachments. A draft copy of the maps and application will be provided to the city for review and comment. Comments from the city will be incorporated into the final submission.
Deliverables: draft application, final application, required attachments

**SCHEDULE**
The WSB team will begin work immediately to complete the grant application to meet the December 1, 2017 deadline as well as to provide review time for city staff. A proposed schedule for preparing the application is listed below:

Commence Work September 25 or Upon Authorization
Submit Draft Application to City for Review October 20
City Staff Review October 23 - 27
Revise Draft Application October 30 – November 3
Final Draft to City November 6
Application Deadline December 1, 2017

PROPOSED FEE
WSB will complete the proposed application for a fee of $1,500.

Edmonds feels the city should definitely apply and questioned Brotzler how much he thinks they city could get. Brotzler responded that staff will review and discuss thoughts on what to apply for.

Edmonds questioned if it will hinder the application because it is a state and county road, and the City is the one applying. Karnowski said looking at criteria #1, he wondered if it would be a positive or a negative that we are already getting funds to assist the project.

Karnowski asked if the County did decide to assist in the funding, could these funds be used for the extension of 21st Ave.

ZIMMER MOVED TO ACCEPT THE PROPOSAL AT THE COST OF $1,500 AND FOR THE WSB TO APPLY FOR THE GRANT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Realtime Talent Exchange – Resolution 17-47

Foss advised that the EDA has indicated that workforce development and improved communication between employers and job seekers is a priority. Staff has communicated with the Princeton Area Chamber of Commerce and Central MN Jobs and Training Services and it seems that holding a traditional job fair may not be the best use of time or resources.

A representative from Real Time Talent Exchange, an online job platform that uses statistically validated questions for specific positions and sophisticated matching to create high-quality connections, contacted the City regarding a talent portal that other communities are working with to create a place for employers to post open positions and for job seekers to upload their resumes.

Real Time Talent Exchange has offered a grant in the amount of $5000 to the City of Princeton to get this program up and running. The funds can be used for some web design, logo and branding, kickoff event, marketing, intern and other expenses involved in getting this portal up and running.

The program "matches" job seekers to jobs. Real Time Talent Exchange never charges the administrating entity. There is a $39 per post cost to the employers, but part of the grant will cover the cost for the employer to get started with free postings. Also, if there is no match for the employer, they get their $39 back.

Real Time Talent Exchange uses the best innovative data tools available to gather billions of data points on talent supply and demand, including information on more than 11,000 employers hiring in Minnesota today on more than 25,000 websites to see who is hiring and what they’re looking for.

Staff is requesting the Council move to accept the $5000 startup grant with Real Time Talent Exchange to implement a Talent Portal for our community.
WALKER MOVED TO APPROVE RESOLUTION 17-47. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. State Demographer Estimates

Karnowski reported that the city has been notified by the Minnesota State Demographer’s Office that Princeton’s estimated population and number of households as of April, 2016 is:

<table>
<thead>
<tr>
<th>Population: 4,735</th>
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<tbody>
<tr>
<td>Households: 1,999</td>
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To help put that in perspective, below is the 10 year history of each entity:

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<tbody>
<tr>
<td>Baldwin Twp</td>
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<td>6656</td>
<td>6739</td>
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<td>6769</td>
<td>6739</td>
<td>6850</td>
<td>6853</td>
<td>6936</td>
<td>+ 427 (+6.6%)</td>
</tr>
<tr>
<td>Princeton Twp</td>
<td>2229</td>
<td>2237</td>
<td>2232</td>
<td>2254</td>
<td>2240</td>
<td>2222</td>
<td>2227</td>
<td>2233</td>
<td>2236</td>
<td>2234</td>
<td>+ 5 (+&gt;1%)</td>
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<tr>
<td>Princeton City</td>
<td>4517</td>
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<td>4518</td>
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<td>4726</td>
<td>4732</td>
<td>4736</td>
<td>4735</td>
<td>+ 218 (+4.8%)</td>
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<td>835</td>
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<td>835</td>
<td>837</td>
<td>838</td>
<td>841</td>
<td>+ 28 (+3.4%)</td>
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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 $119,729.52 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 76189 TO 76256 FOR A TOTAL OF $191,471.38. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:13PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,  

Shawna Jenkins  
City Clerk

ATTEST:

Paul Whitcomb, Mayor