CITY OF PRINCETON
Planning Commission
Agenda
November 18th, 2019
7:00 P.M., City Hall

1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on October 21st, 2019 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   1) #19-05 CUP for current Mini-storage at 1800 15th Street North – Tab B

5. Old Business: None

6. New Business:
   A. Solar Garden – Tab C

7. Communication and Reports:
   A. Verbal Report
      1) January & February meeting date change – Tab D
   B. City Council Minutes for October, 2019 – Tab E

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON OCTOBER 21, 2019, AT 7:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Scott Moller, Eldon Johnson, and Jeff Reynolds. Staff present were Robert Barbian (City Administrator), Stephanie Hillesheim (Community Development Specialist), and Mary Lou DeWitt (Community Development).

Absent: Victoria Hallin

APPROVAL OF MINUTES OF REGULAR MEETING ON AUGUST 19, 2019
MOLLER MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF AUGUST 19, 2019.
UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
REYNOLDS MOVED, SECOND BY MOLLER, TO ADD UNDER COMMUNICATION AND REPORTS,
ITEM C, STORAGE CONTAINERS IN RESIDENTIAL DISTRICT. UPON THE VOTE, THERE WERE
4 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

NEW BUSINESS:
A. DQ and Coborn’s Pylon Sign
Mary Lou DeWitt, Comm. Dev. Memo

REQUEST
Coborn’s has submitted a permit application for a multi-tenant (MTB) pylon sign that will be shared with the future Dairy Queen. The front lot is owned by Coborn’s and they have sold it to the owners of Dairy Queen. This lot is west of Coborn’s front parking lot along 7th Avenue South, 1100 7th Avenue South, PID #90-409-0105. The Dairy Queen building has begun construction and they will be removing the current pylon sign that host Coborn’s only and be replaced with this proposed sign.

The property is zoned in B-2 Neighborhood Business District. The Zoning Ordinance requires a pylon sign be approved by the Planning Commission.

ZONING PROVISIONS
The applicants are proposing a multi-tenant pylon sign west of their site where it can be seen along Hwy. #169 and Rum River Drive South. MTB signage may only be located within 900 feet of the major interchanges of Trunk Highway 169 within the City of Princeton. This site is less than 700 feet from the interchange of Highway 169. MTB signage requires at least ten (10) acres, not including public right-of-way and these two properties consist of 11 acres. The sign
height of 60 feet meets the required maximum sign height with a minimum clear zone below the sign of ten (10) feet in the B-2 District. The outermost edge of the sign face must be a minimum of (10) feet from any road right-of-way. The total permissible sign face area on MTB pylon shall be no greater than five hundred (500) square feet per face. This pylon sign will have three Dairy Queen signs with a total of 210.2 square feet and Coborn’s will have two signs with a total of 282.4 square feet, both meet the required sign face. A portion of the sign will have changeable copy (electronic) non-pictorial text information in which it will display the gas price for Coborn’s and food specials for the Dairy Queen.

No MTB may be erected until a “MTB Plan” is signed by the owners of the two properties and is filed with and approved by the City. The MTB plan shall also specify standards for each MTB sign proportions and landscaping around the base of each MTB. The plan may contain other restrictions as the owners of the affected properties may reasonably determine, shall be signed by each of the owners and shall otherwise be in such form as required by the City.

CONCLUSION/RECOMMENDATION
The proposed multi-tenant pylon signage meets the zoning requirements and staff would recommend approval of the sign permit based on the following conditions:

1. Staff receives the “Multi-tenant Plan” that is signed by the owners of the two properties and filed and approved by the City prior to the issuance of building permit.

2. The building permit reviewed and approved by the Building Inspector and staff. The plans are Engineer signed.

Francis Audette, District Manager for Coborn’s said that the agreement has been signed between Coborn’s and the Dairy Queen and he will get that to the City.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE MULTI-TENANT PYLON SIGN BETWEEN COBORNS AND DAIRY QUEEN WITH THE FOLLOWING CONDITIONS:

1. STAFF RECEIVES THE “MULTI-TENANT PLAN” THAT IS SIGNED BY THE OWNERS OF THE TWO PROPERTIES AND FILED AND APPROVED BY THE CITY PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.

2. THE BUILDING PERMIT REVIEWED AND APPROVED BY THE BUILDING INSPECTOR AND STAFF. THE PLANS ARE ENGINEER SIGNED.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.
B. Site Plan Review for Aero Business Park First Addition, Lot 1, Block 1 & Administrator Lot Split
Mary Lou DeWitt, Comm. Dev. Memo

BACKGROUND
Dan Tveite, Chino Properties, Inc. is in the process of purchasing from the City of Princeton, Lot 1, Block 1, Aero Business Park First Addition, PID #24-070-0010. The property is zoned in B-3 General Commercial District. This is a two (2) acre parcel that will have a lot split approximately in the center of the lot. The parcel is located on the corner of 21st Avenue South and First Street, addressed as 101 21st Avenue South.

SITE PLAN ANALYSIS
The Developer is proposing to develop this lot in two phases. The Site Plan Review will be for the first phase only. The first phase is for a 10,000 square foot commercial building positioned on the northern border of the property. The building will host a 10,000 square foot Health Club, two separate retail spaces of 1,325 square feet each, and the furthest easterly section would be 1,350 square feet for a proposed tavern. All sites are compatible in the B-3 District.

LOT SPLIT
Staff has prepared an Administrator Lot Split for Lot 1 where Parcel A, the most northern border, will consist of 1.06 acres and Parcel B will be .94 acre. The Developer will have a right of purchase of Parcel B.

LOT SETBACKS
Parcel A will be 46,021 square feet (1.06 acres) exceeds the required 10,000 square foot minimum lot size for the B-3 District. The Ordinance requires a 20’ foot setback, five-foot side yard setback, and rear yard minimum of 20’ feet which all have been met. The minimum lot width of 75’ feet and the plans show 156’ feet. All setback requirements have been met.

The proposed lot coverage (percent of the lot occupied by buildings) is 21.8% and Impervious coverage (all structures and materials that resist water infiltration) is 65.9% and the Zoning Ordinance allows 60%. Consideration of the rain garden to be located on the south side of the lot and adjustments to the entrance will bring this to an acceptable level.

DRIVEWAY EASEMENT
After discussions of alternative access option it is recommended that a cross easement to designate a driveway that will service both Parcels A & B is recorded. Upkeep of the ingress and egress access will be the property owners shared responsibility when Parcel B is developed, and will be recorded with the County.

PARKING
The parking lot is positioned south of the building front with one shared ingress/egress access point from 21st Avenue South. The plans show a total of 54 parking spaces with two (2) handicap parking stalls and the Americans with Disabilities Act (ADA) states a parking facility
with 51-75 spaces needs three (3) handicap spaces. The Developer will need to add another handicap space to the plans. The parking spaces conform to the Ordinance with a width of nine (9) feet and depth of 18 feet, with a maneuvering lane of 26’ feet.

The entire parking area, including parking spaces and maneuvering lanes shall be provided with a durable, dustless surface. The parking area shall be hard-surfaced within one year of the date the permit is issued. Parking facilities designed for a capacity of five (5) or more parking stalls shall be a setback from all adjoining property lines of three (3) feet. In the future, if Parcel B were to develop there will be a shared access point and then the Planning may approve the common parking areas.

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

**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.

**STORM WATER**
The storm water plan is condition upon the City Engineers approval.

**WATER, ELECTRICAL, AND SEWER**
Princeton Public Utilities is to approve the proposed electric plans. The PUC strongly recommends submetering each unit for water and electric. 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.

Sanitary Sewer for Parcel A will be serviced with the existing sewer stub. Parcel B shall be served from the sewer stub by setting a manhole in the right-of-way and extended south in the right-of-way to Parcel B.

**BUILDING MATERIALS**
The upper half of the building will have stucco panels in a light tan with stone veneer along the bottom half of the building. Each building section will have its own entry door. The roof material will be metal with standing seam, no exposed fasteners. A future outdoor patio on the east side of the building with fencing is on the plans and the applicant will need to apply for a fence permit prior to installation of fencing.

**TRASH**
The enclosed trash area is on the west side of the property that will be used for all four sites. The fencing will be painted gray cedar with a concrete slab. Size of the area will be 12’8” x 10’ with a 8’ x 6’ trash container.
LANDSCAPING
50% of the building perimeter shall be landscaped in an area not less than five (5) feet in width. The site plan has landscape area along the two sides and back of the building. Staff recommends tree coverage on the west side of the property to help reduce the winds pushing the snowfall into the parking lot. No landscaping or screening shall interfere with driver or pedestrian visibility for vehicles entering or exiting the premises.

SIGNAGE
The applicant is not seeking signage approval at this time. The applicant will likely utilize wall signage for each site along with a multi-tenant signage with the proposed location on the northeast corner of the site and will need to meet the Sign Ordinance requirements before bringing it to the Planning Commission for review. All signage will need building permit approval prior to installation.

CONCLUSION
Staff recommends approval of the site plan with the following conditions:

1. Shared access easement approved by the City Attorney and recorded with the County.

2. Bicycle racks shall be placed near the entrance of the Health Club.

3. The signage shall be reviewed and permits obtained prior to installation. The Planning Commission review required MTB pylon signage.

4. 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.

5. The City Engineer’s review on the stormwater plans shall be met prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).

6. The Developer extend sewer, water, and electric distribution to the site, appropriate shut offs, and lateral extensions to the building at their cost. Connection to the sewer and water be in the utility easement inside the property line along 21st Avenue South.

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

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

9. The Developer needs to contact Princeton Fire Chief for the purchase and placement of a
Knox Box by the front door entrance which will contain a master key for sites.

10. The placement for Parcel B sewer stub by setting a manhole in the right-of-way and extended south in the right-of-way to Parcel B shall be set in place with this development.

Dan Tveite spoke that his wife, himself, and their daughter own Anytime Fitness here in Princeton and are proposing moving it to their new building. On the end site they would like to have a tavern. He spoke to the owners of two pubs and asked what would be something they would recommend and they said a patio with a garage door where you can move the furniture in and out. Tonight, he signed the purchase papers so he is going to actively market for a brew pub now. For the retail spaces those two could be combined to one. For the landscaping they will put trees around the perimeters of the building. He might put a row of spruce trees along the west side of the property to help with the snow blowing on the parking lot, but will make sure they can still plow. In between the two parking areas will be a rain garden that will absorb some of the excess water. This is not a difficult property to design around and they can make changes. Moving the access to the middle makes sense to him and it is on the new plans.

Erickson commented that the impervious structure will not be a problem.

Tveite said they are having soil boring done and testing the land.

Johnson said the front of the building faces south you will see the back of the building.

Tveite said they will put signage and landscaping along First Street. The design of the property he wanted was the two buildings facing each other with the parking lot in between.

Moller asked if they have the first right of purchase.

Barbian said no, it’s a right of purchase. He has a purchase agreement with set terms for Parcel B and that expires in 2022 and would have to be built on by 2023.

Tveite said just a tenant in the current building. They are going from their current site of 5,000 square feet to 6,000 square feet for the gym. He lives in Elk River and the daughter who is a part owner lives in Mora.

Elizabeth Tveite said she was thinking of natural prairie look for landscaping instead of grass that needs mowing.

DeWitt said to look at Kwik Trips pondage area and they have approximately five different prairie grasses. The City would not want a wild flower area like the roundabout on Hwy #95 and 21st Avenue North. They have had complaints in regards to the look of it. Staff will have to review what they intend to put in for landscaping.
JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE ADMINISTRATOR LOT SPLIT FOR
LOT 1, BLOCK 1, AERO BUSINESS PARK FIRST ADDITION, PID #24-070-0010 AND THE SITE PLAN
PARCEL A WITH THE FOLLOWING CONDITIONS:

1. SHARED ACCESS EASEMENT APPROVED BY THE CITY ATTORNEY AND RECORDED WITH THE
   COUNTY.

2. BICYCLE RACKS SHALL BE PLACED NEAR THE ENTRANCE OF THE HEALTH CLUB.

3. THE SIGNAGE SHALL BE REVIEWED AND PERMITS OBTAINED PRIOR TO INSTALLATION. THE
   PLANNING COMMISSION REVIEW REQUIRED MTB PYLON SIGNAGE.

4. STAFF APPROVE LANDSCAPING AND IF BECAUSE OF WEATHER CONDITIONS SODDING
   AND/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.

5. THE CITY ENGINEER’S REVIEW ON THE STORMWATER PLANS SHALL BE MET PRIOR TO THE
   ISSUANCE OF THE BUILDING PERMIT.

6. THE DEVELOPER EXTENDED SEWER, WATER, AND ELECTRIC DISTRIBUTION TO THE SITE,
   APPROPRIATE SHUT OFFS, AND LATERAL EXTENSIONS TO THE BUILDNG AT THEIR COST.
   CONNECTION TO THE SEWER AND WATER BE IN THE UTILITY EASEMENT INSIDE THE PROPERTY
   LINE ALONG 21ST AVENUE.

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

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

9. THE DEVELOPER NEEDS TO CONTACT PRINCETON FIRE CHIEF FOR THE PURCHASE AND
   PLACEMENT OF A KNOX BOX BY THE FRONT DOOR ENTRANCE WHICH WILL CONTAIN A MASTER
   KEY FOR THE SITES.

10. THE PLACEMENT FOR PARCEL B SEWER STUB BY SETTING A MANHOLE IN THE RIGHT-OF-
    WAY AND EXTENDED SOUTH IN THE RIGHT-OF-WAY TO PARCEL B SHALL BE SET IN PLACE WITH
    THIS DEVELOPMENT.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.
C. Noise Barrier Program
MnDOT Greater MN Stand-Alone Noise Barrier Program
The Minnesota Department of Transportation (MnDOT) has been constructing noise walls and barriers during roadway construction projects since the mid-1970. In 1974, the MN State Legislature directed the Minnesota Pollution Control Agency (MPCA) to adopt state noise standards (M.S. 116.07, Subdivision 2). Federal noise standards specific to highway traffic noise are codified in 23 CFR 772. Both standards are used to determine noise impacts and mitigation in Minnesota.

In 1995, the MN State Legislature directed MnDOT (MN Statute 161.125 Sound abatement along highways to develop a statewide priority list to direct state resources to mitigate traffic noise for locations not adjacent to new roadway construction, when mitigation may be required by federal law. To date, only the Metro District has funded stand-alone noise “retrofit” barriers.

In October 2013, the Office of the Legislative Auditor released the evaluation report: MnDOT Noise Barriers. The report recommended that “MnDOT should create a pathway for communities outside of the metropolitan area to become eligible for state-fund noise barrier project.”

Barbian said he wanted the Planning Commission aware of it and just wanted to see if they wanted to check into this more.

Johnson said this can only be used for residential areas and they have to be constructed prior to 1997. None of the areas here would qualify.

Barbian said if the date of 1997 changes then they would possibly look at a Noise Barrier Program.

OLD BUSINESS:
A. Land Use Map
Barbian said this is a draft and shows projected uses inside the City and outside. This would be a base with the Transportation Plan. The WSB Engineer representative will talk with the Planning Commission on what the Landuse Plan is showing. The longer runway could be considered in the future. Barbian said before he talks to the townships he would like to know if the Planning Commission has any changes that need to be made. Barbian pointed out the high traffic uses for the roads and what is projected for landuse around them.

Johnson said north by the church along 33rd Street which is in Princeton Township would be a great residential area.

Barbian ask the Planning Commission to review the Landuse Plan Map and to bring it back to the next Planning Commission meeting. They can call or email also if they have suggestions to
the map.

The Planning Commission Board thought the Comprehensive Plan Landuse map looked good.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE COMPREHENSIVE PLAN LANDUSE MAP DRAFT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS:
A. Verbal Report
1) MN-1 Industrial District Ordinance Discussion
Mary Lou DeWitt, Comm. Dev. Memo:

The property in review is located at 700 Old County Road #18, (Simplified Construction Services). Dating back to 2011, the City has had numerous complaints on the particles and remnant of the sheetrock grinding process being deposited on neighboring properties and personal property. Staff has had many conversations with the owner of the business and has sent many letters to come to a resolution of this matter.

The site is currently for sale, but staff still needs to address the situation and would like the Planning Commission’s direction. Current photos are attached.

City Code states:
Section 600.04 of the City of Princeton City Code states that dense smoke, noxious fumes, gas, and soot or cinders in unreasonable quantities are declared to be nuisances affecting health.

In addition, Chapter VI.2.B of the City Zoning Ordinance states that any use established, enlarged, or remodeled after the effective date of this ordinance shall be so operated as to control the emission of smoke or particular matter to the degree that it is not detrimental to the normal senses or shall endanger the health, safety, comfort, or general welfare of the public.

MN11 INDUSTRIAL DISTRICT
A. Intent
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.

Manufacturing uses with exterior storage is permitted as an accessory use to the permitted use, provided that:

(a) The exterior storage area must be located to the rear of the building or site;
(b) The exterior storage area must be fenced and fully screened from view.

C. Prohibited Uses
The following uses are not permitted:
*No noxious or offensive trades, services, or activities, and nothing which may become a
nuisance or annoyance-unsightliness, excessive emission of odors, dusts, fumes, smoke, or
noise.

D. Conditional Uses (Rev. 6-14-12; Ord. 687)
The following uses are permitted subject to the issuance of a Conditional Use Permit:
*Any uses in which over 50% of the site would be used for uncovered outside storage, provided
that:
(a) The exterior storage area must be located to the rear of the building or site;
(b) The exterior storage area must be fenced and fully screened from view.

Barbian said he wanted this on the Planning Commission meeting and asked DeWitt to write a
memo. He wants the Planning Commission’s thoughts on how much we should do on
enforcement of a site. Should we allow it or not allow it.

Reynolds said the dust goes to other property areas.

Moller said the site does not have adequate outside storage.

Barbian said Plastic Products has had complaints in the past.

Erickson said he is creating a unique market and product, but it still is on the starting ground of
production. He purchased a new machine and will grind the material that much quicker. The
owner called Erickson and said this is only a temporary site. The location is for sale and the
owner said he is done using that site.

DeWitt said she had sent a letter to the property owner this summer and he did clean up the
site. Barbian had her check out the site again since he seen a small pile beginning.

The Planning Commission decided that staff can keep monitoring the site and will have to
address it if it becomes a problem again.

B. City Council Minutes for September, 2019
The Planning Commission Board had no comments.
C. Storage Units in Residential District
Mary Lou DeWitt, Comm. Dev. Memo:
Staff had received a call regarding a property owner putting a storage unit in their backyard. The Zoning Ordinance for the Residential District requires building materials in common use in residential construction to be similar in form, structure, and esthetics to building materials in common use in residential construction. Staff sent a letter to the property owner stating this shed does not qualify as a stick form structure and will need to be removed.

The container is 8’ ft. x 22’ ft., a total of 176 square feet. A building permit is only required for sheds over 200 square feet. The owner is intending to put a pitched roof on, trim the shed, and paint it to match the house. He plans to put studs on the inside of the shed and hang plywood. The shed is sided except for the front which he has the siding for. Photos are attached.

The Residential Ordinance is flimsy in regards to storage containers because those are meant for the Industrial District. Below are the Residential District regulations.

Other Applicable Regulations
1. All principal buildings for residential property shall have a permanent wood, concrete, or masonry foundation which complies with the State Building Code as adopted by the City of Princeton.

2. All siding and roofing used in residential construction shall consist of building materials in common use in residential construction, but may also include building materials which the Planning Commission finds to be similar in form, function, and esthetics to building materials in common use in residential construction (Rev. 05-10-2012; Ord. 683).

Accessory Buildings and Uses (Rev. 01-26-12; Ord. 678)
A. No accessory building or structure shall be constructed on any lot prior to the time of construction of the principal building to which it is an accessory.

B. Accessory buildings shall not be erected or located within any front yard.

C. No accessory building or detached garage per single-family home shall occupy more than a total of 25 percent of a rear yard, or exceed 800 square feet of total floor area. Garages which exceed the aforementioned maximum may be allowed with a Conditional Use Permit.

D. A permit is required for all swimming pools and tennis courts. Swimming pools shall be fenced and not located within front yards.

E. Antennas and towers may be approved as a conditional use, subject to the standards in Chapter IV.

F. All accessory buildings attached to the principal building on a lot, shall be made structurally a part thereof and shall comply in all respects with the requirements of this Ordinance applicable
to the principal building.

G. In business and industrial districts, accessory buildings such as buildings for parking attendants, gate houses and transformer buildings, may be located in the front or side yards.

H. Storage longer than thirty (30) days of automobiles and other motor vehicles is permitted in the front and side yards in all Districts except Residential.

I. Uses for employee benefits such as: daycare facilities, cafeteria, training facilities, recreation facilities, etc.

J. No accessory building, accessory structure, or garage shall at anytime be used as living quarters, temporarily or permanently.

The property owner is asking since he is making it look like a shed, if it will be an allowable use.

Staff is asking for the Planning Commission thoughts on the storage unit being allowable use in the Residential District.

End of Staff Memo

Erickson commented that these storage units can be converted to all different possibilities.

Reynolds said the exterior materials should not be plywood and that is what he has put on it.

Robert Peters was in the audience and said these should not be allowed.

Johnson said it has to look like a shed with soffits, house siding, and 18" inch overhang with a pitched roof.

The Planning Commission said the answer is no on allowing a storage facility used a shed. They do not want this to be a common use.

DeWitt said she would contact the property owner that the storage facility will need to be removed from their property.

MOLLER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 9:07 P.M.

ATTEST:

______________________________  ________________________________
Dan Erickson, Chair             Mary Lou DeWitt, Community Development
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev.
SUBJECT: CUP for Mini-storage Facility
DATE: November 15th, 2019

BACKGROUND
Jared Hansen, applicant has a mini-storage facility located at 1800 15th Street North. When Mr. Hansen built the storage facility in 2015, the B-3 General Commercial District required an Interim Use Permit. One of the conditions of the Interim Use Permit Resolution is if Mr. Hansen sells the site the Interim Use Permit terminates on the sale. Mr. Hansen is in the process of selling the storage facility. In 2017, the Zoning Ordinance was amended to allow mini-storage facilities with a Conditional Use Permit in the B-3 District. The reasoning for this Ordinance amendment is that Conditional Use Permits stay with the land. With the pending sale of the property, Mr. Hansen has taken the steps to have the storage facility an allowable use with the Conditional Use Permit.

CONDITIONAL USE PERMIT STANDARDS
The Planning Commission shall grant a Conditional Use Permit and shall order the issuance of such permit only if it finds that such use at the proposed location complies with the following standards:
1. The proposed use does not violate the health, safety or general welfare of Princeton residents.
2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.
3. Adequate parking and loading is provided in compliance with the Ordinance.
4. Possible traffic generation and access problems have been addressed.
5. The proposed use can be accommodated with existing public services and will not overburden the City’s service compacity.
6. The proposed use conforms to the City’s Comprehensive Plan and is compatible with present and future land uses of the area.

CONDITIONAL USE PERMIT CONDITIONS
In approving any Conditional Use Permit, the Planning Commission may impose conditions which it considers necessary to meet the standards of this ordinance and to protect the best interests of the surrounding area or the City as a whole. Failure by the applicant or property owner to comply with the conditions of approval shall result in the revocation proceedings according to Subsection E of the Administration and Enforcement of the Conditional Use Permit of the Zoning Ordinance.

These conditions may include, but are not limited to, the following:
1. Ingress and egress to property and proposed structures thereon with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other catastrophe;
2. Off-street parking and loading areas where required, with particular attention to the terms in Subd. 1 and the economic, noise, glare, or odor effects of the conditional use on nearby property.
3. Refuse and service areas, with particular reference to the items in Subd. 1 and Subd. 2 above;
4. Utilities, with reference to location, availability, and compatibility;
5. Diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property;
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
7. Required yards and other open space;
8. General compatibility with present and future land uses of the area; and
9. Hours of operation.

CONCLUSION
Based on the findings that the proposed Conditional Use Permit appears to meet the standards for the Mini-storage Unit Facility and the general review standards for a Conditional Use Permit, as listed in the Zoning Ordinance, staff would recommend approval of the Conditional Use Permit of the current Mini-storage Unit Facility at 1800 15th Street North, subject to the following conditions:

1. Units are to be used for dead storage only. Units are not to be used for retailing, auto repair, human habitation, or any commercial activity. Storage of any flammable or hazardous material is prohibited.

2. No outdoor storage is permitted.

3. All new signage will need to be reviewed and approved by staff, prior to the issuance of a building permit.

4. This is an established mini-storage unit facility and will need to stay in the conforms of the B-3 General Business District Zoning Ordinance guidelines along with the Conditional Use Permit standards and conditions stated in the Administrative and Enforcement section.
RESOLUTION # 15-19

A RESOLUTION AUTHORIZING AN INTERIM USE PERMIT FOR MINI-STORAGE FACILITY IN A B-3 GENERAL COMMERCIAL DISTRICT.

Jared Hansen Mini Storage
The property site is located at City of Princeton, Northwest of Northeast, Lying east of Highway 169 Right-of-Way, Described as Parcel "G" of 10/27/80 Sketch, Section 29, Township 36, Range 26. PID # 24-029-0405

WHEREAS, Jared Hansen has submitted an application for an Interim Use Permit to allow a Mini-Storage Facility in a B-3 General Commercial District. The Planning Commission has approved the Site Plan and the Variance for three buildings at 8,000 sq. ft. each.

WHEREAS, the property is owned by Jared Hansen; and

WHEREAS, the property is zoned B-3, General Commercial District; and

WHEREAS, the Planning Commission met and held a public hearing on April 20th, 2015 and recommended approval of the Interim Use Permit, subject to the following conditions:
1. The Interim Use Permit terminate when and if Jared Hansen decides to sell the site in the future. Upon the sale of the land the Interim Use Permit terminates at the sale.

2. Verification and submission of a grading plan and drainage calculations to verify that additional runoff does not negatively affect the adjacent properties, as requested by the City’s Engineer. Verification that culvert is sized to handle additional rate of runoff from the site.

3. Submission and verification of landscaping plans, planting and construction schedule to Zoning Administrator before beginning construction.

4. Verification by Zoning Administrator of type and height of lighting fixtures.

5. A NPDES storm water permit will be required.

WHEREAS, the City Council met on April 23rd, 2015 and approved the Interim Use Permit, subject to the following conditions:
1. The Interim Use Permit terminate when and if Jared Hansen decides to sell the site in the future. Upon the sale of the land the Interim Use Permit terminates at the sale.

2. Verification and submission of a grading plan and drainage calculations to verify that additional runoff does not negatively affect the adjacent properties, as requested by the City’s Engineer. Verification that culvert is sized to handle additional rate of runoff from the site.

3. Submission and verification of landscaping plans, planting and construction schedule to
Zoning Administrator before beginning construction.

4. Verification by Zoning Administrator of type and height of lighting fixtures.

5. A NPDES storm water permit will be required.

NOW, THEREFORE, BE IT RESOLVED that the Princeton City Council does hereby authorize the Interim Use Permit to allow Mini Storage Facility in a B-3 General Commercial District;

ADOPTED by the Princeton City Council this 23rd day of April, 2015.

[Signature]
Paul Whitcomb, Mayor

ATTEST:

[Signature]
Shawna Jenkins, City Clerk

Drafted by the City of Princeton
705-2nd Street North
Princeton, MN 55371
MEMORANDUM

TO: Airport Advisory & Board Planning Commission
FROM: Stephanie Hillesheim, Community Development Specialist
SUBJECT: Solar Garden
DATE: October 28, 2019

Background:
Connexus Energy has been working to locate a solar farm in the Princeton area with Ron Bowen of Prairie Restorations. Working with Ron Bowen they have centered on a site near the airport flight path. The site is partially in zone A and zone B. The company has advanced a Solar Glare Study done by Forge Solar showing the project adheres to FAA requirements. A large step in the project moving forward. The MNDOT review concluded with the following statement: "I have reviewed this proposal and it meets FAA criteria for off-airport solar installations. Structures such as solar panels may be prohibited by use restrictions in Zone A. Contact your airport zoning administrator for a determination." Other communications from MNDOT indicate that solar panels may be considered a structure which would require a variance to be allowed.

Since this time further analysis of the location has occurred. This lead to the determination that an easement exists on a major portion of the planned solar garden which further prohibits use of the land for obstructions. The easement was purchased by the City, possible with MNDOT support.

Analysis:
City staff, Sherburne County staff, Prairie Restorations, EDF Renewables and Conexus Energy met to discuss the site and possibilities for locating the solar garden on another section of land owned by Prairie Restorations.

The site plan and topographical work have been conducted to ensure the project can be completed in 2020. Moving the site would delay the project.

The attached map displays the area being considered as well as flight Zones A and B. The majority of the easement is located in Zone A. Connexus Energy and EDF Renewables are contacting MN Dot to discuss the possibility of building the Solar Field. Connexus Energy and EDF Renewables are hoping to gain approval from MN Dot and apply for an interim use permit from the city.

Recommendation:
This is an update and no action is recommended at this time.
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: January & February meeting date change
DATE: November 13th, 2019

Each year the Planning Commission reschedules their January and February Planning Commission meetings in observance of Martin Luther King Jr. Day and President’s Day.

In the past the Planning Commission Board decides what meeting date would work best for them, if it is the Tuesday after or the following Monday. With the School District now sharing the Council Room, their School Board meetings are held the Tuesday after the Planning Commission meeting.

If the Planning Commission Board is in agreement, the date change will be for the following Monday’s:

January 27th, 2019

February 24th, 2019
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON OCTOBER 3 2019 4:30 P.M.

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

OnBoard Passageways online Training

Trent Wright with Onboard Passageways provided a brief training session on the new Agenda system.

Fire Relief Association

Firefighter Chad Heitschmidt presented the Fire Relief Association history, current numbers and a proposal to increase the yearly benefit to retiring firefighters.

SCHUMACHER MOVED TO TABLE THE DISCUSSION UNTIL OCTOBER 10TH AT 7PM SYSTEM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Princeton Fire – Wyanett Township

Barbian reported what the minutes read about Wyanett requesting $6,000 to $7,000 per year due to the substation they provide to the department. He added that Wyanett Dennis Haubenschild stopped and discussed the idea with staff. J Gerold added that most of the Townships have agreed with the plan with the exception of Wyanett. The first amount they proposed to pay was $50,000, which is about a third of what they each Township has been asked to pay. Staff has responded that they could remain with the City for 3 years for that $50,000, and then determine what they would like to do when those 3 years are up. Wyanett did not agree to that. One of the Princeton Firefighters that lives in the Township has expressed his concern about losing that substation. He asked how would the Council feel about discounting the $6000-7000 per year because of the substation.

Barbian stated that the account will be short if that amount is deducted per year, so that would need to come out of the fire Departments operating costs for the year. J Gerold added that since Dalbo also uses part of the building for the substation, they should be paying a portion of the costs as well.

J Gerold said she wanted to bring these concerns to the Council, as since this has come up, Lawrence and herself have already been approached by two other Townships asking what kind of deal they can get.

A decision does not need to be made tonight. J Gerold added that the council has until December to decide.

Zimmer asked if Wyanett does drop out, does PFRD still provide mutual aid. Lawrence said yes, however they could be billed if it was getting out of hand.

Schumacher questioned how mutual aid is requested. Lawrence responded that the responded department would have to request mutual aid. Zimmer stated that we should make Wyanett aware that there could be charges in mutual aid situations. Jackson asked who
would be billed. Lawrence replied that he will check to see if it is the Township or the Home-owner.

Schumacher commented that $6,000 - $7,000 per year for the use of the building may not be a bad idea. He suggested a joint powers agreement, and if purchasing half the property would be an option, so there would something to show for that $60,000 cost over that 10 year period.

Edmonds stated that he feels it would be fair to pay a fee to use part of that building, but Dalbo should pay as well.

Reynolds asked how much value we are getting with the substation. Lawrence replied that it does lower the ISO rating. If that substation was not usable by the department, the ISO rating could go to a 9, possibly a 10.

Zimmer questioned whose idea it was to build the substation. Lawrence responded that Wynette did, when the bridge was going to be under repair, as they kept some fire equipment there due to the detour because of the bridge replacement.

Barbian added that even $6,000 – 7,000 per year will affect the operating budget, as will them pulling out of the Fire district.

Schumacher suggested the Council do some thinking and come up with a solution by the November 7th Study Session.

Zimmer stated that as of right now, he is leaning towards holding our ground right now by allowing them to pay the 50,000 and let them stay in for 3 years, and then revisit. Reynolds added that we are getting a value from that substation. Zimmer agreed, but that he would not be in favor of providing them payment for its use if Dalbo does not also participate, or if it causes other Townships to be asking for special considerations.

Citizen’s Academy – November 7

Schumacher stated Clerk Jenkins had seen this and thought it may be something to consider. Due to several needing to leave for a meeting, this will be on the November Study Session.

Resolution 19-47 – approving MnDOT Agreement 1035467, State Project A4802-28

Barbian stated that this is the standard state Airport grant that is done yearly.

REYNOLDS MOVED TO APPROVE RESOLUTION 19-47. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6th Avenue Parking Lot – discuss at November Study Session
County Board Letter

Barbian provided a draft letter that he would like to send to the County regarding the snow plowing on County Roads.

Zimmer said he likes that it is a 2-year agreement, and a flat amount.

ZIMMER MOVED TO APPROVE THE EDITED VERSION THAT WASUploaded TODAY. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Frederick and Zimmer left the meeting at 5:44pm to attend the meeting at Mille Lacs County.

Schumacher had some questions about the Fire Relief presentation. He asked Heitschmidt if there is a list of the ages of the Departments Firefighters. Heitschmidt responded that an older firefighter will show as a higher liability, as they usually have more years of service, which equates to a higher retirement amount. Heitschmidt added that firefighters cannot draw their retirement until after the age of 50.

The members did vote for an increase of $400 per year of service, and would like to have the numbers available to PERA the middle of November.

Schumacher asked the other council members if they would like to discuss this at the next meeting, or the November Study Session. His thought is to just approve $100 increase right now, until we know what happens with Wyanett Township and the 2020 election. Heitschmidt agrees that the market is very volatile right now.

Adjournment

J GEROLD MOVED TO ADJOURN THE STUDY SESSION AT 6:22PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins Tadych  
City Clerk

ATTEST:

______________________________
Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON 
OCTOBER 10, 2019 7:00 P.M. AT PRINCETON CITY HALL
*****************************************************************************
Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the 
Flag. Council members present were, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Others 
present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd 
Frederick, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, 
Liquor Store Manager Nancy Campbell, Wastewater Manager Chris Klinghagen, Fire Chief Ron 
Lawrence, and Attorney Damien Toven. Absent was Jenny Gerold and Public Works Director 
Bob Gerold

AGENDA ADDITIONS/DELETIONS

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

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of September 26, 2019 
B. Study Session Meeting Minutes of September 12, 2019

REYNOLDS MOVED TO APPROVE REGULAR MEETING MINUTES OF SEPTEMBER 26, 
2019 AND STUDY SESSION MEETING MINUTES OF OCTOBER 3, 2019. ZIMMER SE-
CONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses 
B. Personnel 
   1. Stephanie Hillesheim Step Increase effective 10-22-19 
   2. Resignation of Liquor Clerk Shanon Gallager
C. Donations 
   1. Resolution 19-49 – accept donation from PUC for Holiday Decorations 
   2. Resolution 19-50 – accept donation from Liquor Store’s Coors Lite Event to PFRD 
   3. Resolution 19-52 – accept donation from Jaycee’s for Airport Fuel Facility
D. Miscellaneous 
   1. Trespass L. Klisch from all City of Princeton Parks for one year effective 9-19-19

Frederick reported on the Trespass from the City Parks. Klisch was involved with damage of 
park property. He was warned once, and when it happened a second time, he was tres-
passed from City Parks for one year.

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

OPEN FORUM

Kevin Gerrard came to the podium. Schumacher asked if this is about the PUC again.

Gerrard asked how it would work if for example, the City and the PUC wanted to expand in 
different directions. Would the City or PUC decide. Barbian responded that it would be a 
joint decision.
Gerrard asked who keeps the data for Princeton projects. Schumacher responded that the City would have sewer information, as well as the City’s Engineer. Barbian added that water project information would be with Princeton Public Utilities. Gerrard asked for information in regard to project # 148416-000, which was for the watermain that goes under the West Branch of the Rum river. Staff responded that the City would not have that information.

Toven stated he has provided Gerrard the information to contact if the PUC does not respond to his data request. The City Council cannot provide any assistance, as the City does not have the information he is looking for.

Tim Hennagir from the Union Times presented the new Princeton-Opoly game to the City. It will be kept sealed, and put on display with the previous Princeton-Opoly game.

PUBLIC HEARINGS - None

PRESENTATIONS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONENCE AND BOARDS / COMMITTEES

A. Park Board Minutes of September 23, 2019
B. Great Northern Trail update

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Fire Relief Association increase request

Schumacher provided a quick review of the numbers that were presented to the Council at the last meeting. He asked when it needs to be submitted to PERA. Chad Heitschmidt and Adam Cook replied that it needs to be submitted by December 31st.

Lawrence added that it will be three more years until retiring members could take the higher benefit level, as there is a 5-year waiting period when joining PERA. Schumacher stated that in looking at the estimates, the $3800 they are suggesting would be at about a 120% funding level. Heitschmidt said that they had originally planned on trying to keep it at about 110%, but with more discussion, 120% would be a little more comfortable.

Schumacher questioned if there are any departments that have a higher amount than what the Council approves. Heitschmidt replied that with PERA, the council needs to approve and sign off on it, so there would be no differences.

Zimmer stated that it sounds like Schumacher is suggesting a $200 increase, which would have the funding percentage at 127%. He would also be interested in setting a policy that it is kept in the 120% range for future increases as well. He asked if a committee could be
formed with one or 2 council members and a few from the Fire Relief Association to review and make recommendations to the Council.

Zimmer said he is also in favor of a $200 increase.

Firefighter Jay Roxbury questioned why they will not approve the $400 increase that the Relief Association is requesting, as it would be at 121% funded. The previous Mayor said he was comfortable with keeping it at 111% or above.

Barbian said the Council is supportive of the Fire Department and would like to give regular increases. There is just some concern of possible downturns in the market, so they would like to be a bit cautious.

Firefighter James Langfeld said this is a tool to keep firefighters on the Princeton department. None of them sign up for a paycheck, or the retirement, but years of experience is very important to the department. He understands the council is responsible to their residents, and he understands their concern with the market. The Department was told previously that 111% funding was okay, now it changes to 120%, and that could change if there is a different Council. Princeton is below the average in retirement.

Schumacher stated that the City has had to chip in when it was underfunded. The Council would like to avoid that, so they would like to stay in the 120% range.

Barbian asked Langfeld about Princeton being below average. Langfeld replied that Heitschmidt had the numbers in the presentation. The amounts are all over the map. Some are 150 – 170% overfunded, but the average seems to be in the 110 – 120% range.

Schumacher added that the Council is supportive of the Fire Department in other ways as well. They approved the ladder truck replacement, and a new engine to be ordered. The Council will visit this again a year from now. The Council is very proud of the Department, Firefighters and the Equipment the department has.

Firefighter Josh Vaccarri, mentioned the committee that was discussed. Zimmer responded that he brought that up, and the suggestion of it being kept at about 120%. He is not a financial person, but the market can drop drastically in a matter of a few days. Vaccarri responded that if a committee was formed, they could look at it if the market did make a drastic change. Schumacher added that just as they did with the truck committee, the department can select people that are really knowledgeable in financial matters.

Zimmer added the Council is very supportive of the department and takes their suggestions very seriously.

Schumacher said he is in approval of a $200 increase, and it will be looked at again in 12 months.

ZIMMER MOVED TO APPROVE A $200 INCREASE, ESTABLISHMENT OF A COMMITTEE AND FOR THEM TO MAKE A RECOMMENDATION IN 12 MONTHS. REYNOLDS SECOND-ED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Purchase and Development Agreements, with Chino Properties & Res 19-51 – Interfund Loan for TIF 8-4
Barbiant advised that the City of Princeton has been working with Chino Properties to come to an agreement for purchase of the land legally described as Lot 1, Block 1 Aero Business Park First Addition, Mille Lacs County. This lot will be split into two lots and the buyer shall take ownership of the North approximate one half for development and construction of a commercial building, containing 10,000 square feet. The buyer shall pay seller $8,500 for sellers legal and consultant fees plus $5,000 as the purchase price.

Analysis:
Attached are the Purchase Agreement, Developer’s Agreement, and Tax Increment Financing Agreement. The Purchase Agreement is dependent upon adherence to the Developer’s Agreement, which relies upon the execution of the Tax Increment Financing District 8-4.

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

The Tax Increment Financing Agreement outlines the Tax Increment Financing Plan approved by the City Council on September 12, 2019, requiring the construction of a 10,000 square foot commercial facility that must be completed by September 30, 2020 as well as requiring the developer create at least four (4) full time equivalent jobs paying not less than $15.00 per hour, plus benefits, within two (2) years of occupying the Project and shall certify these facts.

The site plan application has been submitted, along with a payment of $4,250 and will be reviewed at next plan commission meeting and if all goes well the project will start yet this fall.

Recommendation:
City staff recommends the approval of the above-named agreements.

Edmonds asked for clarification that they want 2 lots, but this agreement shows them purchasing one. Barbiant responded that they have 2 years to purchase the second lot.

EDMONDS MOVED TOAPPROVE THE PURCHASE AGREEMENT, DEVELOPMENT AGREEMENT AND RESOLUTION 19-51 FOR THE TIF 8-4 INTERFUND LOAN. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Public Safety Building Discussion - Verbal

Lawrence provided an update on the cold storage building that was discussed in the CIP meeting. They have received some quotes. As of now, the lowest is $225,000. They do have about $100,000 in insurance funds, in addition to CIP funds.

Schumacher asked where it will be located. Lawrence replied that location will be discussed at some point, he just wanted to provide some preliminary numbers.

D. Outdoor Recreation Grant Contract
Hillesheim stated that in February, the Council authorized the city to apply for funding through the State of Minnesota Department of Natural Resources (DNR) grant called: The Minnesota Outdoor Recreation Grant Program. The grant program provides up to 50% of the cost of qualified projects. Through the application process and many discussions with staff, engineers and DNR grant liaisons, changes were made to the request to ensure all necessary costs were covered and grant guidelines were met.

In June we were notified that the Outdoor Recreation Program Grant had been awarded to the City of Princeton for $220,000 with a 50% match acquired from Franchise Fees, Park Dedication Funds, and through applying for funds from local organizations and granting foundations.

**ANALYSIS:**
We have received the Grant Contract from the Minnesota Department of Natural Resources. The contract is attached. Once the contract is executed, work can begin on both sides of the park. The first step in the process is required by the MN State Historic Preservation Office, consisting of a Phase I Archaeological Study. We are currently in the process of collecting bids from Archaeologists.

City Staff recommends the City Council approve the execution of the Outdoor Recreation Grant Program contract, allowing for the process and construction to move forward.

**ZIMMER MOVED TO APPROVE THE EXECUTION OF THE OUTDOOR RECREATION GRANT PROGRAM CONTRACT AND ALLOWING THE PROCESS AND CONSTRUCTION TO MOVE FOWARD. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**NEW BUSINESS**

A. Radiological Emergency Preparedness Program Contract renewal

Lawrence is asking for the contract for the Radiological Emergency Preparedness to be renewed for another 3 years.

**EDMONDS MOVED TO RENEW THE CONTRACT FOR RADIOLOGICAL EMERGENCY PREPAREDNESS FOR ANOTHER THREE YEARS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

B. Approve Purchase of Police Utility Vehicle

Frederick advised that Tenvoorde Ford in St. Cloud has received the state bid for purchasing police vehicles for 2020. The window to order a squad has opened and will close within a month. In the 2020 CIP, it is budgeted to purchase a squad for the department. The budgeted amount for the vehicle and equipment is 37 thousand dollars. The vehicle would be ordered within the week but we would not receive until approximately March of 2020. The payment for the vehicle would not occur until after the vehicle is received.

If the council is ok with this purchase, staff would like to proceed with this as soon as possible. We would purchase a new 2020 Ford Utility along with equipment for this vehicle. This vehicle would be a fully marked black and white squad.
With the state bid we will be under the budgeted amount from 2020.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE POLICE UTILITY VEHICLE THAT IS IN THE 2020 CIP. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $153,901.15 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79960 TO 80056 FOR A TOTAL OF $236,027.99. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Barbian reported that there is a groundbreaking for West Birch Estates on the 17th.

Hillesheim reported that the SOAR's Woman's Business conference was today. It was a great event and well attended. They are hoping to come back next year.

ADJOURNMENT

There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:07PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 24, 2019 7:00 P.M. AT PRINCETON CITY HALL
******************************************************************************
Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the
Flag. Council members present were, Jack Edmonds, Jenny Gerold, and Jeff Reynolds. Others
present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd
Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie
Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Wastewater Man-
ger Chris Klinghagen, Fire Chief Ron Lawrence, and Attorney Damien Toven. Absent was
Jules Zimmer

AGENDA ADDITIONS/DELETIONS

Schumacher would like to add discussion about Title 2 of the Code of Ordinances under
New Business.

J GEROLD MOVED TO APPROVE THE AGENDA WITH THE ADDITION OF TITLE 2 DIS-
CUSSION. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES
A.  Regular Meeting minutes of October 10, 2019

CONSENT AGENDA

A.  Permits and Licenses
B.  Personnel
  1. Shane Duncan Step Increase effective 11-6-19

REYNOLDS MOVED TO APPROVE REGULAR MEETING MINUTES OF OCTOBER 10, 2019,
AND THE STEP INCREASE FOR POLICE OFFICER SHANE DUNCAN. EDMONDS SE-
CONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

  2. Approval to promote the following new recruits to probationary firefighter status
      Shawn Aaseby, Brandon Bedbury, Joe Kiel, Dan Stoltenberg & Justin Suckut

      Lawrence introduced the new probationary firefighters.

J GEROLD MOVED TO APPROVE THE PROMOTION OF SHAWN AAESBY, BRANDON
BEDBURY, JOE KIEL, DAN STOLTENBERG AND JUSTIN SUCKUT TO PROBATIONARY
FIREFIGHTERS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNAN-
IMOUSLY

C.  Donations
D.  Miscellaneous
  1. 2018-2019 Mille Lacs County snow removal bill

REYNOLDS MOVED TO APPROVE THE SNOW REMOVAL BILL FOR THE 2018 – 2019
WINTER TO BE SENT TO MILLE LACS COUNTY. J GEROLD SECONDED THE MOTION.
THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM
Kevin Gerrard asked about the snow removal bill. He asked if it included the sidewalk in front of his house. Schumacher responded that it is just the bill for the snow removal the city did last year.

Gerrard asked again about a water project that was done many years ago. It was explained to him again that the PUC would have those records, not the City.

**PUBLIC HEARINGS** - None

**PRESENTATIONS**

A. Tim Hennagir and Union Times certificate of appreciation

Schumacher thanked Hennagir and the Union Times on their hard work on the 2019 Prinecton-Opoly game

**FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDECE AND BOARDS / COMMITTEES**

A. FYI – Aero Business Park Lot 1 Site Plan
B. Princeton Public Utilities Commission Agenda Packet of 10-23-19

Edmonds added that at the PUC meeting they held a budget study session, which was very productive.

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

**ORDINANCES AND RESOLUTIONS**

A. Resolution 19-53 – Lights on Afterschool Proclamation

Jenkins advised that the City Council recognizes this event every year. Victoria Hallin with the Teen Center invited everyone to the event.

REYNOLDS MOVED TO PROCLAIM OCTOBER AS LIGHTS ON AFTERSCHOOL. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 19-54 – certifying past due utility bills

Jenkins advised that as is done every fall, the past due utility bills are certified to the County to be collected on next year’s property taxes.

There is one property staff would like council direction on.

PID 24-760-0560 – the Final bill was dated 8-20-18 and the property sold December 2018.

The owner of the property from August 2012 through December 2018 called City Hall after receiving the letter regarding the past due balance, saying the property had been sold. Staff
contacted PUC to find out when the past due balance was incurred. Staff called back on September 23rd and left a message with the final bill date of 8-20-18. PUC has not received a payment.

The current owners Title Company should have caught this past due balance. She asked the Council if they wanted to certify the past due amount of $187.36 or write it off.

EDMONDS MOVED TO APPROVE RESOLUTION 19-54. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

J GEROLD MOVED TO INCLUDE PID FOR $187.36 TO THE RESOLUTION AND CERTIFY THAT PAST DUE UTILITY BILL. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Great Northern Trail Pay voucher #1

The construction of the Great Northern Trail is near completion and a construction update is as follows:

All trail segments have been paved as of October 18th. Some remaining concrete work needs to be completed at the north end of Segment 5. The contractor continues to place topsoil in preparation of final restoration.

Some trail modifications occurred during construction and consist of the following:

- The trail grade was adjusted for approximately 400-ft of trail along the entire length of the bus property. An existing gas main had approximately 1-ft of cover, and a 3-phase power had approximately 6-inches of cover. In order to maintain a required 18-inches of cover, the trail grade was raised approximately 1-ft. The grade adjustment will result in additional Class 5 quantity. Staff are currently negotiating the additional cost with the Contractor for the extra Class 5.

- Additional concrete was added to boulevard at the NE corner of Rum River Drive and Northland Boulevard. The plan originally called for seeding in this area; however, it was determined concrete would be a better option. Staff are working with the County to fund this addition as it is a maintenance issue for the County.

Attached for Council approval is Pay Voucher #1 which will be administered by the County for payment.

EDMONDS MOVED TO APPROVE PAY VOUCHER #1 IN THE AMOUNT OF $202,885.32. REYNOLDS SECONDED THE MOTION.

Edmonds commented on how great the construction team is doing on the project.

THE MOTION CARRIED UNANIMOUSLY

B. Auditor Selection
Jackson advised that the City received two proposals in response to its Request for Proposals to provide auditing services. We had sent out four requests. He said he had direct contact with each firm through either phone conversations or email. Despite this communication from all firms, the other two companies did not submit a proposal.

The two proposals that we received were both excellent proposals from two very high-quality companies. Both proposals showed a complete understanding of the request and their ability to provide the services. The two firms appear to be similarly sized each with a significant emphasis on governmental work. Both companies have many years of experience in providing auditing services to governmental entities and have a long list of government clients of all sizes, including several similarly sized entities. He said he was very definitely impressed with the quality of the proposals.

Based on the proposals submitted and the vast experience of the two firms, he is confident that either firm would be able to provide excellent service to the City. With that information in mind, I think it would be prudent to go with the firm that would provide the services at the least cost. The cost proposal was not as competitive as I would have hoped. The firm that ended with the lower cost proposal is our current auditors BerganKDV, Ltd. Their cost proposal for the three-year period of the RFP was $73,425 as opposed to $91,750 for the other firm, which is nearly a 25% difference. The $73,425 total for this proposal’s three years is only 7.3% higher than the $68,410 that was proposed when we went through the competitive process 6 years ago in 2013. That is only a 1.2% increase per year.

The Council has a couple of options at this point. You could review the proposals in detail to determine if you agree with my analysis of the quality of the firms and their proposals. The RFP did reserve the right for the Council to request interviews with the proposing firms, and you could exercise that right. Or you could act on staff’s analysis of the proposals and my recommendation to approve our current firm’s proposal. I think it is reasonable to go with an experienced firm that we have several years of satisfactory experience with and also offers the most reasonable cost.

If the Council wishes to see either of the proposals, staff will provide them.

If the Council concurs with Staff’s recommendation to approve KDV’s proposal, staff will ask them to prepare an engagement letter for your approval at an upcoming meeting.

REYNOLDS MOVED TO APPROVE BERGANKDV’S PROPOSAL. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Outdoor Recreation Grant – Phase 1 Archaeological Study

Hillesheim stated that the City of Princeton has received a $220,000 matching grant from the MN DNR Outdoor Recreation Program to make improvements and renovations to Riverside-Riebe Park. The contract was approved at the October 10, 2019 City Council meeting. As a condition of this contract the City is required by the State Historic Preservation Office (SHPO) to complete a Phase 1 Archaeological Study before work can begin at the park.

Analysis:
Staff have been acquiring bids from archaeologists from a list provided by SHPO. At this time two archaeologists have submitted bids. Due to the timeline of the project and the necessity to complete this study before snow accumulates, time is of the essence.

The archaeologists and bids are as follows:

Blondo Consulting, LLC. – Estimate of $10,500

Bolton and Menk – Estimate $6,635

It is important to clarify these fees are not allowed to be used towards the match required for the project. In the Community Development budget for 2019 the accounts for Engineering and Expert and Professional Services has enough funding available to cover the cost of these services being completed.

**Recommendation:**
City staff recommends awarding the project to Bolton and Menk.

J GEROLD MOVED AWARD THE PROJECT TO BOLTON AND MENK. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

A. November meeting

Jenkins advised that because the Council’s second meeting in November always falls on Thanksgiving Day. It is traditional that the November meetings are moved to the Tuesday of that week. This year, it would be on:

**Tuesday, November 26th, 7pm:** Regular meeting

If the Council wishes to reschedule the meeting to that Tuesday, or another day, a motion to that effect would be in order.

J GEROLD MOVED TO HOLD A BUDGET SESSION ON TUESDAY NOVEMBER 26TH AT 6PM, WITH THE REGULAR MEETING AT 7PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Purchase of Fire Turnout Gear with CIP Funds

Lawrence stated he is asking for permission from the council to use the CIP funds for 2019 to purchase 9 sets of turn-out gear for our firefighters. The additional funds that will be needed will come out of the fire dept’s equipment fund.

REYNOLDS MOVED TO APPROVE THE PURCHASE OF THE FIRE TURNOUT GEAR WITH CIP FUNDS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Discuss Title 2 of the Code of Ordinances
Schumacher advised that the social media policy that the Council adopted should apply to the other Boards and Commissions as well. He would like to see an amendment of chapter 2, to include those. Toven that the publication requirements are 10 days prior to the final reading. He will put together a first reading for the Council.

MISCELLANEOUS

Hillesheim reported that the GPS meeting in November will be inviting Real Estate professionals.

Hillesheim provided an update to the new Canoe and Kayak program. There were 76 paid paddlers paid over the 13 weeks. There are some local businesses and grant options that will likely pay a decent sized portion of the cost for next year. Barbian added that it seems to have drawn a lot of interest and discussion, so hopefully the program will grow.

BILL LIST
REYNOLDS MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $268,554.38 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80139 TO 80201 FOR A TOTAL OF $153,619.64. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:03PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor