CITY OF PRINCETON
Planning Commission
Agenda
November 19th, 2018
7:00 P.M., City Hall

1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on October 15th, 2018 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business:

6. New Business:
   A. Site Plan for the Cellular communications Equipment Tower – Tab B
   B. Downtown Design Guidelines & Architect Selection – Tab C

7. Communication and Reports:
   A. Verbal Report
   B. January and February, 2019 meeting date change – Tab D
   C. City Council Minutes for October, 2018 - Tab E

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON OCTOBER 15, 2018, 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 Victoria Hallin, Jeff Reynolds, Eldon Johnson, and Scott Moller. Staff present were Robert Barbian (City Administrator) and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL OF MINUTES OF THE REGULAR MEETING OF SEPTEMBER 17, 2018
JOHNSON MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF SEPTEMBER 17, 2018. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:
A. #18-12 Variance to allow zero foot setback for links between two buildings at 1705 14th Street South
Community Development Assistant Memo:

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

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

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

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

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

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

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

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

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

**CONCLUSION**  
Based upon the above review standards, staff would recommend approval of the variance with the following condition:  
1. The two building connections be removed if and when one of the affected lots is sold to a different property owner.

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

Ron Weyer, said the purpose of the two links is to transport materials from one building to the other. There is garage doors on the back link where if snow were to get in there it can be cleaned out. The only issue if they remove the links is another electrical service would need to be connected to the new link. There will be electrical panels in each link, service would just need to be added to the new building if the links were removed. The new building will have water and sewer hooked up to it.

**HALLIN MOVED, SECOND BY JOHNSON, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.**

DeWitt gave an overview of the variance being requested. The new building will have a side yard setback of 20 feet, but the link will be crossing the property line, creating a zero side yard
setback. The new building is in compliance with the Zoning Ordinance without the link. There is one condition that staff would recommend for approval is that the two building connections be removed if and when one of the affected lots is sold to a different property owner. DeWitt went through the variance standards that need to be met if granting the variance.

Barbian said the Site Plan of this new building had been reviewed at their September 17, 2018 meeting. It was approved with conditions and one of those were that a variance would need to be applied for if they want the links. The City Engineer is reviewing the site plans and should have those complete by later this week. The links would need to meet the building codes. If the Planning Commission agrees with the six items of the variance standards, it would be appropriate to approve the variance.

HALLIN MOVED, SECOND BY JOHNSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE ITEM #18-12 VARIANCE TO ALLOW ZERO FOOT SETBACK FOR AN ADDITION TO BE LINKED IN TWO AREAS TO A CURRENT BUILDING AND A PROPOSED BUILDING AT 1705 14TH STREET SOUTH, LEGAL DESCRIPTION LOT 1 AND LOT 2, BLOCK 2, 407-PRINCETON INDUSTRIAL PARK THIRD ADDITION, PID #90-407-0205 AND #90-407-0210, WITH THE CONDITION THAT THE TWO BUILDING CONNECTIONS BE REMOVED IF AND WHEN ONE OF THE AFFECTED LOTS IS SOLD TO A DIFFERENT PROPERTY OWNER. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission reviewed the Findings of Fact:
1. Is the variance in harmony with the purpose and intent of the Ordinance?  Yes.
2. Is the variance consistent with the Comprehensive Plan?  Yes.
3. Does the proposal put the property to use in a reasonable manner?  Yes.
4. Are there unique circumstances to the property not created by the landowners?  Yes.
5. Will the variance maintain the essential character of the locality?  Yes.
6. Does the alleged practical difficulty involve more than economic considerations?  Yes.

DOWNTOWN DESIGN GUIDELINES: (Recommendation on Selection of Architectural Firm)
Barbian said there were three proposals, WSB Engineering, LHB, and McDonald and Mack. The price range for the quotes were from $11,000 to $50,000. Those that attended the meetings were Sharon Sandberg and Eldon Johnson. LHB and McDonalds were the best proposals. They would like to get more information from McDonald and Mack.

Johnson said McDonald and Mack had done the 2012 downtown survey book and they came in at $12,000 bid. They would just like to get more information from them.

Barbian said they are busy and have not returned the call as of yet.
NEW BUSINESS: None

COMMUNICATION AND REPORTS:
A. Verbal Report
Barbian said the Land Use Plan is being updated and that will be used as a building block for the transportation plan. WSB is working on the City of Princeton Land Use Plan and is also working with Sherburne County on their Transportation Plan. He has spoken with the person from WSB about incorporating the Princeton’s Transportation Plan with this so there is no log jam at the major intersections. The City of Princeton’s Transportation Plan will need to be done and possibly by WSB Engineering. He would ask them for a bid on it. Both the Transportation Plan and the Land Use Plan tie in with the Airport. The Transportation Plan will also determine if connecting 21st Avenue South would be the best area for a connection to the Industrial Park. That is a $2 million project. The connection would not need to be done right away, but give us direction for the future.

B. City Council Minutes for September, 2018
The Planning Commission Board had no comments.

HALLIN MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE MOTION, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:36 P.M.

ATTEST:

______________________________  ________________________________
Dan Erickson, Chair               Mary Lou DeWitt, Comm. Dev. Assistant
TO: Planning Commission Board  
FROM: Mary Lou DeWitt / Robert Barbian  
SUBJECT: Site Plan for the Cellular Communications Equipment Tower  
DATE: November 7th, 2018

BACKGROUND
In March, 2018 the City of Princeton had three applications approved for the proposed cellular communications equipment tower; Antenna Overlay District, Conditional Use Permit to allow the installation of communications equipment, and a variance for zero setback and removing the required 8’ foot chain link fence requirement in R-2 Zoning District at 705 2nd Street North.

AT&T/New Circular Wireless is the applicant that will be installing the 180’ foot monopole cell tower and 28’ x 11.5’ equipment shelter in the northwest corner of the City Hall parking lot. The City is providing the land and AT&T will absorb the cost of the tower and equipment shelter that will be owned by the City. The City is negotiating a lease with AT&T and in the future may also lease to two additional private sector cell providers.

SITE PLAN ANALYSIS
Access:
Access to the site will be either from 2nd Street North or 8th Avenue North into the City Hall parking lot area. There should not be much activity to this site, only for maintenance.

Parking:
The plans show that the building and tower will be built on the current grass area and will have a five foot setback from the 8th Avenue right-of-way so no parking spaces will be eliminated. No additional parking will be needed for this site.

Lighting:
There will be a lighting fixture on the east side of the building where the doors are located. The existing light pole on the west side of the parking lot will be removed. Lighting may be modified by City staff.

Landscaping: The area will be fenced with a 6’ foot wooden fence with two access gates. There will be a chain link fence topped with barb wire inside the compound that will block the city side of the equipment building from other sectors. A minimum of four inches of crushed stone on top of soil stabilizer fabric will be inside the compound. Shrubs and trees are proposed to be planted outside the fence along the west and north side, some scrubs are to be added to the landscaping plan, as directed by City staff. Tall prairie grass will be placed on the south side of the fencing.

Building Materials:
The building will be 28’ x 11.5’ with a standard red brick exterior matching City Hall. The roof to be steel similar to that of City Hall.
The tower will be 180’ foot steel monopole that will have the power and fiber cables routed inside it and will be inside the fencing area. There will be no support lines on the tower. The maximum height the Antenna Overlay District allows is 180’ feet. The tower shows paint, staff recommends galvanized steel.

**Signage:**
The signage that will be for the site will only be “alerting” and “informational” signage that will be mounted inside on the chain link fence. This type of signage will not require a building permit.

**Recommendation:**
Based upon the review standards and comments, staff would recommend conditional approval of the site plan under the following terms including those noted above:

1. All additional information such as; design specifications and wind load shall be provided to the Engineer as requested.

2. All conditions and or terms required by the Engineer and City staff shall be met.

3. All engineering and attorney costs shall be covered by the applicant.

4. All engineering and City staff site plan conditions shall be met prior to the issuance of the Building Permit.

5. All necessary permits shall be applied for and approved prior to construction.

6. Once the tower is approved by the City, the tower must be substantially completed within one year, including any structures accompanying the tower, as of the date of tower approval.

7. If because of weather conditions where landscaping 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.

Encl:
Site Drawings/Survey
PROPOSED WIRELESS COMMUNICATIONS FACILITY

SITE NUMBER: 11652786
SITE NAME: PRINCETON DT
SITE ADDRESS: 705 N. 2ND STREET
PRINCETON, MN 55371
DATE: 07/23/18
APPLICANT: AT&T WIRELESS
CONTACT: CASEY TJERINA

(952) 896-0842

PHOTOGRAPHIC SIMULATION

VIEW 1
VIEW 2
VIEW 3

SITE LOCATION

The information provided here is intended for educational purposes only and is not a substitute for professional advice or guidelines from local authorities. Always consult with local authorities for compliance with regulations and guidelines.
MEMORANDUM

TO: Planning Commission & Economic Development Authority
FROM: Community Development
SUBJECT: Downtown Design Guidelines & Architect Selection
DATE: November 13, 2018

BACKGROUND:
City staff has been working with the Planning Commission & Economic Development Authority to set up a couple downtown initiatives to assist property owners reinvest into the store fronts.

This has led to the repositioning of existing resources, two small loan funds for the purpose of providing loans and grants to downtown property and business owners. To date two loans have been extended that have benefited two downtown businesses. Another tool being put in place is to aid in focusing redevelopment efforts by property owners to complete façade renovations. The model being used in Princeton is similar to that set in place in many communities utilizing the principles of a “Main Street Community”. A Main Street Community philosophy is based upon theories which create an atmosphere in which people and customers choose to congregate. A tool often utilized in these communities are “Design Guidelines” which are to aid in building an atmosphere. The Design Guidelines set in place a direction for renovations. Grants are often accompanied to obtain the desired direction developed in the Design Guidelines.

A couple of the EDA and Planning Commission members have been working on the selection of an Architect and recommendation for this project. Those members involved are Victoria Hallin, Genny Reynolds and Eldon Johnson. Mary Lou DeWitt, Stephanie Hillesheim and I have also participated with the interviews. The following firms were interviewed. Attached are the corresponding proposals.

1. Bob Shaffer, Foundation Architects President and Mike Lamb, with LHB.
2. Erin N. Perdu, AICP, GISP with WSB Architects

ANALYSIS:
A façade grant program is being established to set a direction for the downtown and assist business owners implement store front improvements in that direction. The area of the study proposed is the B-1 Central Business District. In order to obtain the best product or goals for the downtown outside guidance and expertise on design was sought from architectural firms. All qualified firms and professional in the proposal approach.

For program implementation the EDA will provide loan and grant approvals/recommendations to the City Council. The Planning Commission provides approval, guidance and recommendations to the City Council on what façade renovations meet the design guidelines an eligibility item to receive a façade grant.

RECOMMENDATION:
The recommendation from the members is to award the work to MacDonald & Mack. The committee concluded that the presentation demonstrated a responsive approach to the work that would take into account the comments from the community and produce an end product which will provide the downtown architectural appropriate designs which the community can work to achieve.
September 17, 2018

Mr. Bob Barbian, City Administrator  
City of Princeton  
705 Second Street N  
Princeton, MN 55371

RE: Downtown Design Guidelines

Dear Mr. Barbian:

LHB, Inc. is pleased to provide this letter proposal to assist the city with the preparation of design guidelines for the core downtown area. We understand you are in the process of establishing a business loan program to provide financial assistance to improve or restore commercial properties. The design guidelines would be produced to help applicants understand expectations and evaluation criteria relative to a successful grant application.

Approach
We will work with city staff and appointed steering committee to prepare a set of general design guidelines for the core B-1 District and specific recommendations for selected sites in the B-1 District and including the B-2 District as directed by staff. We will attend up to three (3) meetings with the staff and steering committee at key milestones in the schedule.

Project Area
Core Downtown B-1 Zoning District (boundaries – Rum River north to Rum River east to 3rdSt S south to 7th Ave S/N west; and selected sites in the B-1 and B-2 Zoning Districts (as directed by client).

Scope of Work
We will complete the following scope of work that will generate a guideline document and selected site recommendations.

Task 1 – Design Guidelines  
1.1 Review existing conditions, plans, studies and other applicable information as provided by the client.
1.2 We will conduct a site visit to document conditions in the field.
1.3 We will prepare general design guideline recommendations including building façade, site landscape, signage and related elements that will apply to the project study area (B-1 General Business District).
1.4 Summarize and prepare the guideline document suitable for adoption by the City Council.
1.5 Attend up to three meetings with city staff
1.6 Attend up to three meetings with Project Steering Committee
Additional Scope
1.7 We will prepare specific recommendations for individual properties or sites as agreed upon; number and specific sites to be determined by the client

Fee Budget
1.1 $1,000
1.2 $2,400
1.3 $9,500
1.4 $2,400
1.5 $1,500
1.6 $1,800
Total $18,600

1.7 $1100 each (number to be determined by client)

Schedule
The scope of work will be completed based on the schedule as directed by the client and approved by LHB, Inc.

LHB appreciates the opportunity to provide our Professional Services, and to deliver a successful project. Please return a signed copy for our records; this will serve as our notice to proceed.

LHB, INC.

[Signature]
Michael Lamb, AICP
Project Manager

[Signature]
Michael Fischer, AIA, LEED AP
Project Principal

Accepted by:

__________________________________________
For the City of Princeton

Date ________________________________
Robert Barbian, City Administrator  
City of Princeton  
705 Second St. North  
Princeton, MN 55371  

September 17, 2018

Mr. Barbian,

On behalf of WSB and Cunningham Inc., I am pleased to provide you this proposal for consulting services relating to design guidelines, planning and visualizations in your downtown area. We understand that Princeton is seeking a consultant to provide the City with a set of design guidelines that will establish parameters for the use of CDBG and UDAH grant funds that the City has earmarked for a façade grant program. But beyond just design guidelines, the City wishes to show property owners and prospective developers and businesses some vision of what Downtown Princeton could be with some investment that aligns with the comprehensive plan and the design guidelines. Therefore, we are proposing multiple tiers for the City to consider that can be implemented simultaneously or at different times depending on budgets, priorities and appropriate timing.

Tier 1: Downtown Design Manual

First, the WSB/Cunningham team will develop a series of design guidelines that would apply to properties awarded façade grants within the B-1 zoning district. The focus of the guidelines would be to ensure that renovations to downtown buildings are consistent with the existing character and enhance the vision of the downtown as expressed in the comprehensive plan.

The design guidelines will clearly depict the desired built environment within Princeton’s Downtown District. Using visualizations of key sites identified by the city, they will also clearly communicate the vision of the downtown and encourage investment.

Proposed Work Program:

- Survey built form and architectural styles of existing area
- Meet with staff/committee to discuss goals and directions
- One-on-one meetings with key property owners (up to 3)
- Review of comprehensive plan and zoning ordinance parameters
- Perform a survey with committee members to determine visual preferences for signage types, lighting, windows and doors, and other elements that would be eligible for funding through the façade grant.
Create draft downtown design manual
Meet with committee to review
Complete final downtown design manual

Deliverables:

- Downtown Design Guideline manual with graphic illustrations (up to 10) included as samples of what is intended by the guidelines (as shown in Figure 1). Design manual will include guidelines on the following:
  - Windows
  - Doors
  - Awnings
  - Architectural detail
  - Color
  - Lighting
  - Rooflines
  - Building materials
  - Signage
- Two perspective renderings or elevation renderings that show visual improvements to the building. Each includes signage, cornice work, new windows, painting, and other items that are visual in nature. (Additional renderings can be provided at a cost of $3,000 per site or building.) Example renderings are shown in Figure 2.

Cost: $18,300
Figure 2: Sample of renderings to be used in Downtown Design Manual

Tier 2: Downtown Master Plan

As a next stage, and to take the vision expressed in the comprehensive plan and the design manual to the next level, the WSB/Cunningham Team can provide the City with a complete Downtown Master Plan. The Downtown Master Plan will provide the City with a roadmap for phasing and development for future improvements and redevelopment. The Downtown Master Plan will build on the goals and vision from the 2040 Comprehensive Plan and will differ from the Downtown Design Manual in the following ways:

- Includes a vision statement and overall design and development goals
- Includes guidelines for the design public as well as the private realm (streetscape elements, parking and open spaces)
- Includes potential public improvements to streets/parks and other elements of public realm.
- Includes recommendations for design standards to be incorporated into City ordinances
Includes focused redevelopment plans for priority areas of the downtown
• Identification of potential smaller, pilot, or demonstration projects and discussion of possible public financing and grant options
• More significant public involvement, including potentially a multi-day design charrette with downtown stakeholders

**Cost: $50,000**

**Tier 3: Rum River Corridor Redevelopment Plan**

Finally, the WSB/Cunningham team can continue the work of the Downtown Master Plan out to the commercial corridors north and south of the downtown area, completing the study of the redevelopment gateways to the community. This work will be similar in scope to the Downtown Master Plan but will include the B-2 zoning district areas along Rum River drive, north to 8th Street and south to U.S. 169.

**Cost: $25,000 per corridor**

If you have any questions about the information in this letter proposal, please do not hesitate to contact me at (763) 287-8316 or eperdu@wsben.com. We look forward to the opportunity to work with you on implementing this exciting project.

Sincerely,

Erin N. Perdu, AICP
Senior Planner

**ACCEPTED BY:**

City of Princeton, MN

Name

Title

Date:
October 11, 2018 (Revised November 1, 2018)

Mr. Robert Barbian, City Administrator  
City of Princeton  
705 Second Street North  
Princeton, MN 55371

Reference: Princeton Design Guidelines

Dear Mr. Barbian:

Thank you for inviting us to submit a proposal for Princeton design guidelines. Based on the work we did with Pat Smith in 2012 it is evident that Princeton has a number of interesting, but not historic, buildings within the downtown area. As I understand it, the proposed work has two aspects:

1. Development of broad design guidelines for both new and existing buildings
2. Façade improvement studies for selected buildings

**Task 1:** Although Princeton has several buildings listed in the National Register of Historic Places it does not have a clearly defined historic district. The downtown does, however possess the typical feel of a small Midwestern city. One way to help preserve this feeling is with a set of design guidelines to suggest — though probably not mandate — the scale, massing, and so forth for proposed new buildings and appropriate treatments for existing buildings within the downtown area, probably the area zoned B-2 plus the properties directly across from the ends of the B-2 area.

**Task 2:** Some of the buildings in the downtown area have had alterations that, in hindsight, detract from the appearance of the building. By creating “before/current” and “after” drawings, building owners and the public can see how modest, cost effective alterations can improve the appearance of individual buildings and, in turn, the entire streetscape. Similarly, we can prepare rough, schematic designs for empty lots or buildings being considered for demolition. I have included 5 of these studies — both existing and possible new — within this proposal.

Additional “case studies” can be added as may be desired by the City. The fee for each of these will be determined in advance but probably will be in the range of $1,500 to $2,000 depending on the degree to which the work can be combined with other portions of the project. For example, a “stand alone” project will require extra travel time but if the site visit can be combined with other tasks that travel time would be eliminated.

As you know, we worked with Pat Smith on the Legacy-grant funded reconnaissance survey of Princeton. In addition to this survey work, Pat has researched design guidelines for similar communities, so we will draw on Pat’s research and experience in development of guidelines for Princeton.
Here are the steps as I envision them:

- A colleague and I will visit Princeton to meet with you to verify the study area and to select the five existing/new buildings for study.
- During this same trip we will document the streetscape, the buildings for potential before/after study, and the lots/buildings proposed for new development, and we will have a working session with people most directly effected by the proposed changes. You will need to identify and invite these people.
- Working with Pat Smith we will develop broad guidelines for development the downtown area. We will submit these to you for review and comment.
- We will develop “before” and “after” studies “potential new buildings for five buildings/sites. This number can be adjusted, with an appropriate adjustment in the fee, if appropriate. These will be submitted to you for review and comment. I suggest that they also go to the building owners or tenants for additional comment. These drawings will be schematic in nature, not fully rendered images.
- I will make a second visit to Princeton to meet with appropriate people to talk about the guidelines and the studies. This can be a group of people or a more open session as you may think appropriate.
- Following the meeting we will make changes to the guidelines and studies and submit them to you for further use. The final will include .pdf files in 8½ x 11 and 11 x 17 formats depending on their use. It will also include 15 print versions of these files.

I believe that this work will require about 85 hours of time from MacDonald & Mack, mostly in the preparation of the before/after studies, and about 20 hours from Pat Smith. Based on standard hourly rates for both MacDonald & Mack and Pat Smith, the fee would be eleven thousand eight hundred dollars ($11,800) plus reimbursable expenses, primarily mileage, estimated to be approximately one hundred fifty dollars ($150).

I propose that we begin the work in early-December and complete the work included in this proposal by late March 2019.

I hope this furnishes the information you need at this time. Please send me a note with any questions you may have.

Sincerely yours,

Robert C. Mack
Principal
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: January & February meeting date change
DATE: November 14, 2018

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 28th, 2019

February 25th, 2019
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON OCTOBER 4, 2018 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, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, and Fire Chief Ron Lawrence.

Drug Task Force Update

Frederick provided a brief update on the drug task force. 1497 grams of Meth, 3035 grams of marijuana, 44 guns and $29,000 has been confiscated in the last 8 months throughout Sherburne County.

Downtown Loan application for EAT, Inc. dba K-Bob Cafe

Barbian reported that the City has received an application for a loan from EAT Inc. dba K-Bob Cafe. The loan proceeds are to complete roof repairs. The total project cost is $55,106.00. The maximum eligible for an application amount can be for a total of $27,553.00.

There are two buildings currently being occupied for the operations of K-Bob.
111 Rum River Drive  ~2,200 square feet  Patch and Reseal Cost: $22,400, work in process

109 Rum River Drive  ~1,400 square feet  Bid on Patch and Reseal Cost: $15,000. 2nd bid complete tear off and reroof 26,500.00. An addition that joins the two buildings located at 109 Rum River Drive is also being considered. The cost being $5,425.00 plus gutters at a cost of $840.

ANALYSIS:
The Loan Review Committee reviewed the application information to determine the feasibility of the project, the validity of the applicant and determine a recommendation to the EDA. The financials were reviewed and discussed in detail to evaluate and determine an outcome. The EDA Committee concurred with the recommendations.

The fund being considered to fund the loan is the UDAG fund account. The eligibility terms of retaining jobs, investing to improve the building and related terms are met with the project.

RECOMMENDATION:
That an offer of a loan be extended to the applicant for the roof repairs at 109 Rum River Drive. The proposed terms as follows:

Amount of $7,500.00 for a patch and repair or up to $20,000.00 for a complete tear off and replacement accompanied by a full warranty of 15 years or greater on the ~1,400 square foot building located at 109 Rum River Drive. That documentation of funding availability be provided.
The patch and repair to be amortized over 7 years and a complete tear off and replacement amortized over 15 years with a final payment due the 84th month.

Rate of interest to be fixed at time of closing at 2% for three years, thereafter an additional point added per year equaling a rate of 3% in year 4, 4% in year 5 and so forth until the loan is retired. The loan to carry a first mortgage on 109 Rum River Drive with personal guarantees of the owners.

The applicant shall cover the legal and filing fees which shall be added to the balance of the loan or paid at closing which shall total no more than $375.00.

The applicant can apply for the renewal of the loan balance after 6.5 years, although an application does not relieve the applicant from any payment obligations including the final loan payoff.

Walker said he thinks the project got to be bigger than was expected, as the EDA was originally thinking of covering half of the project cost. Therefore, the amount was lowered.

Barbian said this is just what this fund is for.

EDMONDS MOVED TO APPROVE THE DOWNTOWN LOAN FOR EAT, INC. DBA K-BOB WITH THE RECOMMENDED TERMS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Fishing Pier Engineering Proposal**

Barbian advised that a WWPE engineer met with Bob Gerold and himself in regarding to the proposed fishing pier for Riverside park.

The Engineer is impressed with a fishing pier that is located on the Saint Croix, and designed by the National Park Service for use in moving water which occasionally floods. The deck from which an ADA person might fish is 20' long parallel to the river current and 6' wide perpendicular to the direction of current.

The ramp out to the deck is fixed to the shore and generally not in the flow of the river's current.

In order to manage the fact that the water level rises and falls significantly, the deck can telescope on vertical pipes. In the Princeton application, with the existing concrete (former dam) wingwalls, these vertical pipes might be drilled into the concrete or otherwise firmly fixed to the concrete.

There is a hinge to reconcile the rise and fall of the deck relative to the fixed approach ramp. It occurs to him that flooding may be more severe on the Rum River than it is at this point on the Saint Croix (This pier is just a few hundred feet above the hydroelectric dam so flood controls are more effective at this site). Thus, a stronger hinge which tolerates the weight of the entire 20' x 6' deck could be provided. The idea is that, just before the river freezes over
in November, a tractor backhoe might lift the deck to a vertical position so that there would be less moment of forces due to flooding current and flowing ice come spring. Then, in April, the deck could be lowered back into place for the fishing season.

Of course, there are alternatives to this concept and the historic records of flooding on the Rum River would be a part of the design concept decisions.

1. The entire pier, (ramp and deck) could be firmly fixed to vertical pipes so it could rise and fall with the water level on floats. In this case, a hinge at the shore end of the ramp would be needed to allow flexibility.
2. The ramp and deck could be removed to high ground with some sort of wheel/track system as people have used for boathouses for many years.
3. After assessing the limits of flooding history on the river, a pier that was simply fixed in place might prove viable.

There are some ideas to consider. He understands that there are two other parts of the project which you would like to incorporate. Those are:

1. An ADA compliant walkway from the parking area, over the dike, and down to the fishing pier is needed.
2. Improvements to the boat landing are in order. I understand that you are working with the Minnesota DNR regarding the boat landing materials.

Proposed engineering

The first step for a consulting engineer would be some detailed fieldwork to determine the elevations of the parking lot, the dike, the boat ramp, river bottom at the boat ramp, and the concrete dam wingwalls in the river. Also, to be determined would be the horizontal location of the driving surfaces, trees to be preserved, limits of parking lots, etc. I would propose to travel to the site determine these parameters (Total Station equipment) and prepare an AutoCAD drawing from which further concepts could be tested. The estimate for the cost of this phase is $900.

The Engineer would then meet with the City staff and representatives of the Rotary Club to discuss concepts and parameters we had determined in the first step. Such a meeting would be in Princeton at the city’s convenience and might result in sketches for 1 to 3 layouts for the improvements. The estimate is $500 for this meeting and preparation of the concept drawings. For the scope of services outlined the cost shall not exceed $1,500.

Gerold stated he wants to make sure the designs are stamped with the engineer stamp. As of now, it sounds like it may be something that that can be built by staff to save some money. Gerold will continue working with the engineer to get an idea of the type of design the city is looking for.

WALKER MOVED THE ENGINEERING FOR THE FISHING PIER, NOT TO EXCEED $1500 EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Fire Department – Ad Hoc Committee Report and Recommendations
Barbian advised that the Ad Hock Fire Department Committee met Sept. 25th to discuss moving from an elected Fire Chief to an appointed Fire Chief. The Ad Hock committee was formed by the City Council choosing the Mayor and the Fire Advisory Committee choosing Kathy Lundeen, Wyanett and Arvid Jenkins, Spencer Brook to represent their interest in considering the change. Also, present was Fire Chief Lawrence, Barbian and Steve Jackson to lend personnel expertise.

Whitcomb, Lundeen and Jenkins voiced unanimous consensus recognizing the benefits of having an appointed Fire Chief. A few highlighted in the discussion included: Consistent policies, consistent service levels, consistent communications, reliable administration, consistent program administration, better administration of services, consistent professionalism, better financial consistency, better chance for review and accountability and overall better communications to maintain and operative a Fire Department able meeting the complexities of today’s demands.

**ANALYSIS:**
The Ad Hock Fire Department Committee met and discussed the following topics and concluded that the following recommendations be reviewed, discussed and approved by the Fire Advisory Committee and the City Council.

The basis of the recommendations is to operate and manage the Fire Department similar to that of a Fire District. Recognizing that it is for the good of the community, comprised of all the Fire Board jurisdictions to operate and manage the Fire Department and Emergency Services in a manner which serves us all in an equal, fair and corresponding manner.

**RECOMMENDATION:**

1. The attached Job Description that balances the responsibilities of the Fire Chief with the duties of relocation program duties, qualifying the Fire Department to use of Relocation Grant funding be adopted.

2. The Princeton Fire & Rescue Department Handbook be amended as shown on the attached page.

3. That Relocation Dollars be used to support the compensation package of an appointed Fire Chief. That the Fire Advisory Board and City Council consider additional levels of compensation support for the position for 2019 and or in the future. A chart will be provided at the meetings.

4. That the Committee take a lead role in the process and selection of the Fire Chief.

5. That the Ad Hock Fire Department Committee be utilized and operated with the foundation and policies that follow:
   A. The members to be represented and composed of: 2 members of the Fire Advisory Board other than City representatives, 2 members of the City one being the Administrator and a City Council Member and a Princeton Fire Fighter. All members to be so selected by their representative membership organization.
B. The Committee work to develop and implement fair and balanced policies in which the Fire Department represents the Townships and City in a correspondingly fair and equal manner in the provision of services for the district.

C. The Committee be responsible for formulating policies as needed in which the Townships and City agree to operate the Fire Department. Voting decisions to be determined by simple majority. All decisions to advance to the Fire Advisory Board and City Council.

D. The Committee meet to recruit, screen, interview and choose the top candidate to be appointed as Fire Chief. Further taking on the role of participating in annual reviews to ensure all parties of the Fire Advisory Board have a voice in the Fire Department Operations.

E. That members be responsible to fairly balance and represent all interests equally regardless of their jurisdiction for the good of emergency service availability.

The Fire Advisory Committee met 10/2/2018. The members present unanimously voted in favor of moving to an appointed Fire Chief as well as the 5 recommendations highlighted above. The discussion was through and lengthy. The members supported utilizing relocation funds to support the costs of compensating the appointed Fire Chief position. The town members support a 2019 level as shown in the attached chart identified as A. Further steps were discussed as well as funding for trucks at a million dollars and was agreed to be continued in order for consideration at Annual Town Board meetings in March.

The City Council can determine the level of the PT Fire Chief position, half time more or less and the compensation. At this time the Fire Advisory Committee will discuss and only consider adding additional funding for the position due to a requirement to take it to the voters at the annual meetings.

For the position to receive a higher level of compensation for 2019 the Council will need to consider funding. To provide a salary of $32,400.00 and establish a half time position the added cost is $8,700.00 plus benefits to the City. To provide a salary of $25,000.00 and obtain a 38% position the added cost is $5,000.00 plus benefits to the City. All compensation levels are built on the premise that relocation dollars are obtained to fund the position.

Walker asked if there was feedback on the half time, besides needing to bring it to their annual meeting. Whitcomb responded not much, but there was some discussion on the townships transitioning financially over a couple years.

Whitcomb said he feels most of a Chief’s time would be spent in the city, with only a small amount of time doing work with the townships. They believe it is important to make this move.

Edmonds stated in reality the Townships contract that service to the city, so it is ultimately the City’s decision. Whitcomb agreed, but the Fire advisory board was started, so the Townships would be kept up to date and consulted.
Zimmer asked if this is in the budget. Jackson responded that it was an estimated amount into the preliminary budget.

ZIMMER MOVED TO APPROVE THE FIRE CHIEF AND EMERGENCY MANAGER MOVE FROM AN ELECTED POSITION, TO AN APPOINTED PART TIME POSITION WITH THE RECOMMENDED PAY OF $32,400 BASED ON THE PAY EQUITY SCALE. RENOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

WHITCOMB MOVED TO POST AN INTERNAL JOB POSITION FOR THE PART TIME FIRE CHIEF AND EMERGENCY MANAGER FOR 14 DAYS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**Fire Act Grant – New Application**

Lawrence advised that the application period for the 2016 Fire Act Grant has opened and he is looking to council for guidance on what we should consider granting for. Some of the options are:

- **Equipment Grant:** RIT packs, hoses, drop tanks
- **PPE Grant:** Turnout Gear, Helmets, Gloves, Hoods
- **Vehicle Grant:** Engine

Lawrence stated that at the public safety day, there was an OSHA inspector there that he spoke to. Gear needs to be under 10 years old for all firefighters per OSHA guidelines.

The vehicle grant is very competitive, but his thought was that it was worth applying for.

Whitcomb said the Fire Advisory Board felt it was worth the $600 grant writing fees for the Engine, because everyone would save a lot of money if it was approved.

**Emergency Management Plan**

Lawrence advised that the attached is an updated version of the Emergency Plan.

Lawrence stated that he receives $1000 for emergency management each year. He would like to forgo half of it, and share it with Frederick and Gerold as they have spent a lot of time on emergency management as well.

ZIMMER MOVED TO APPROVE HALF OF THE $1,000 PER YEAR TO BE SPLIT WITH PUBLIC WORKS SUPERVISOR GEROLD AND POLICE CHIEF FREDERICK, AND FOR $500 TO GO TO BOTH OF THEM STARTING IN 2019 SINCE THE EMERGENCY MANAGEMENT
WILL FALL UNDER A PART TIME POSITION BEGINNING IN 2019. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Authorization for 2019 CIP Purchase for WWTP

Jackson said we went through the CIP a few weeks ago. As part of the budget, the CIP will be adopted. Klinghagen stated that the tractor in the CIP for next year could be ordered now to save about $3000-$4000. It will take approximately 90 days, so it will be 2019 when it is delivered and paid for.

Klinghagen stated that there is $45,000 in the CIP for a compact tractor. He received a quote from Arnolds Equipment on the state bid for $36,280. Gerold added that he has done the same thing in the past to save some money.

ZIMMER MOVED TO APPROVE THE TRACTOR BE ORDERED NOW FOR $36,280 TO SAVE MONEY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Miscellaneous

Campbell reported that a construction worker came to the store earlier to see if the liquor store cameras covered the new Aldi's parking lot, as a vehicle was stolen. Frederick stated that there may be more to the story, but the police department has been notified.

Barbian reported that Sherburne County is working on the south roundabout. Letters will be going out to property owners regarding the project, land donations and land purchases.

Edmonds added we owe them a great debt of gratitude for handling this process.

Adjournment

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 5:38PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

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Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 11, 2018 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of September 27, 2018
B. Study Session Meeting Minutes of October 4, 2018

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

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
C. Donations
   1. Resolution 18-55 accept donation for Police K9
D. Miscellaneous

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

PRESENTATION

OPEN FORUM

PUBLIC HEARING

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for Ruff Start Rescue

 Whitcomb stated he believes the Liquor fund has donated to Ruff Start in the past. He
said they help adopting some of the cats that are turned into Princeton Vet, so feels
this is a worthy donation and they are only requesting 2 $25 gift certificates.

WALKER MOVED TO APPROVE THE REQUEST FOR TWO $25 GIFT CERTIFICATES.
ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Creation of Franchise –ordinances 769, 770, 771 – FINAL READING
B. Implement Franchise Fees –ordinances 772, 773, 774, 775 – FINAL READING
Princeton City Council Minutes  
October 11, 2018  
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Bourgeois reported that the language in the ordinances are approved with Princeton Public Utilities and Connexus, but suggested waiting on those until East Central Energy has also approved the language.

WALKER MOVED TO TABLE ORDINANCES 769, 770, 771 CREATING A FRANCHISE WITH PRINCETON PUBLIC UTILITIES, CONNEXUS ENERGY AND EAST CENTRAL ENERGY, AND ORDINANCES 772, 773, 774 7 775 CREATING A FRANCHISE WITH PRINCETON PUBLIC UTILITIES, CONNEXUS ENERGY, EAST CENTRAL ENERGY AND CENTERPOINT ENERGY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 18-56 certifying past due utility bills to the County

Jenkins advised that this is the yearly request we receive from Princeton Public Utilities to certify past due utility bills to the County to be collected on property taxes.

WHITCOMB MOVED TO APPROVE RESOLUTION CERTIFYING THE PAST DUE UTILITY BILLS TO THE COUNTY. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Emergency Management plan

Lawrence reported that this is the plan that the Council reviewed at the last meeting. There is just a slight change in a flow chart.

Walker asked if the County's hazardous material plan is included. He knows they have a list of hazardous materials that are stored around the County. Lawrence responded that he will see if they can get that information to include in the plan.

ZIMMER MOVED TO APPROVE THE EMERGENCY MANAGEMENT PLAN. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

MISCELLANEOUS

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $90,129.36 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 78130 TO 78250 FOR A TOTAL OF $198,045.34. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:15PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
Respectfully Submitted,

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Shawna Jenkins
City Clerk

ATTEST:

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Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 25, 2018 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of October 11, 2018

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 11, 2018. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Flight Expo Raffle permit for January 26, 2019

B. Personnel
   1. Police Officer Shane Duncan Step Increase effective 11-6-18

C. Donations

D. Miscellaneous

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

PRESENTATION

OPEN FORUM

PUBLIC HEARING

A. Development District 9 7 TIF 9-1

Tammy Omdal with Northland Securities advised that the proposed establishment of these TIF Districts will allow the City to capture future development in that area for 8 years. Projected increment from future development is estimated at approximately 1.5 million. It would allow the City to pay for utilities and improvements that will be needed.

The TIF districts include 8 parcels and the Development District includes 10 parcels.

WHITCOMB OPENED THE PUBLIC HEARING AT 7:06PM.

ZIMMER MOVED TO CLOSE THE PUBLIC HEARING AT 7:06PM WITH NO COMMENTS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

1. Resolution 18-57 – approving Development District 9-1

REYNOLDS MOVED TO APPROVE RESOLUTION 18-57 APPROVING DEVELOPMENT DISTRICT 9-1. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
2. Resolutions 18-58, 18-59, 18-60, 18-61 & 18-62 – authorizing interfund loans

Omdal stated that the language in each resolution is identical, except for the dollar amounts. 8-3 is not certified yet, but the Council has approved it so staff is just waiting for a planned project to certify it.

Omdal clarified that these resolutions are not approving the loans, just provides for the city to do inter-fund loans to cover any expenditures. The State Auditor requires the process to be done this way.

WALKER MOVED TO APPROVE RESOLUTION 18-58 APPROVING INTERFUND LOANS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO APPROVE RESOLUTION 18-59 APPROVING INTERFUND LOANS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER MOVED TO APPROVE RESOLUTION 18-60 APPROVING INTERFUND LOANS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REYNOLDS MOVED TO APPROVE RESOLUTION 18-61 APPROVING INTERFUND LOANS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WHITCOMB MOVED TO APPROVE RESOLUTION 18-62 APPROVING INTERFUND LOANS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Meeting of September 18, 2018
B. Park Board Meeting of September 24, 2018
C. Planning Commission Meeting of October 15, 2018

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Resolution 18-63 – proclaiming October 26, 2018 – Lights on Afterschool

Jenkins stated Victoria Hallin has again requested that the Council recognize this event again this year.

EDMONDS MOVED TO PROCLAIM OCTOBER 26TH, 2018 AS "LIGHTS ON AFTERSCHOOL". WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
B. Creation of Franchise – ordinances 769 & 770 – FINAL READING

Barbian reported that the Franchise Agreements with Princeton Public Utilities and Connexus Energy have been reviewed and approved by the City and Utility’s Attorney’s.

ZIMMER MOVED TO APPROVE ORDINANCES 769 AND 770 CREATING A FRANCHISE WITH PRINCETON PUBLIC UTILITIES AND CONNEXUS ENERGY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Implement Franchise Fees – ordinances 772, 773 AND 775 – FINAL READING

Barbian advised that these ordinances will implement the franchise fee. The City had created the Franchise with CenterPoint Energy a while ago, so that step was already done for CenterPoint Energy.

ZIMMER MOVED TO APPROVE ORDINANCES 772, 773, AND 775 TO IMPLEMENT A FRANCHISE FEE WITH PRINCETON PUBLIC UTILITIES, CONNEXUS ENERGY AND CENTERPOINT ENERGY. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

The 90-day notice period has begun, so letters will be sent to the utility companies, and the Franchise fee will begin February 1st, 2019.

UNFINISHED BUSINESS

NEW BUSINESS

MISCELLANEOUS

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $162,570.27 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 78253 TO 78310 FOR A TOTAL OF $170,422.18. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:23PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins
City Clerk

ATTEST:

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Paul Whitcomb, Mayor