1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on November 18th, 2019 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. Old Business:
   A. Request for Design approval of 519 First Street - Tab B

6. New Business:
   A. Preliminary request to allow construction of Solar Garden in Zone A requiring a Variance and release of Easement – Tab C

7. Comprehensive Plan modifications summary and proceeding to hold a Public hearing – Tab D

8. Communication and Reports:
   A. Verbal Report
   B. City Council Minutes for November, 2019 – Tab E

9. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON NOVEMBER 18, 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, Jeff Reynolds, and Gene Stoeckel, (Princeton Twsp. Rep.). Staff present
was Mary Lou DeWitt (Comm. Dev.).

Absent was Victoria Hallin

APPROVAL OF MINUTES OF REGULAR MEETING ON OCTOBER 21ST, 2019
MOLLER MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF OCTOBER 21, 2019.
UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
JOHNSON MOVED, SECOND BY MOLLER, TO ADD UNDER NEW BUSINESS, ITEM B, BREMER
BANK NEW PYLON SIGN. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING:
1) #19-05 CUP for current Mini-storage at 1800 15th Street North

Mary Lou DeWitt, Comm. Dev. Memo:

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 interest of the surrounding area or the City as a whole. Failure by the applicant or property owner to comply with 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.

REYNOLDS MOVED, SECOND BY MOLLER, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Mary Fjeld, 1411 17th Avenue North, said she lives by this site and it is run good. She hopes the fence stays in place.

DeWitt said that is part of the Zoning Ordinance requirement that the site has to be fenced.

JOHNSON MOVED, SECOND BY REYNOLDS, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE ITEM #19-05 CONDITIONAL USE PERMIT FOR 1800 15TH STREET NORTH, WITH 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.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:
1. Does the proposed use violate the health, safety or general welfare of the Princeton residents? No.
2. Has the proposed use been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation (if applicable)? Yes.

3. Is adequate parking and loading provided in compliance with the Ordinance? Yes.

4. Have possible traffic generation and access problems been addressed? Yes.

5. Can the proposed use be accommodated with existing public services and not overburden the City’s service capacity? Yes.

6. Does the proposed use conform to the City’s Comprehensive Plan and is compatible with present and future land uses of the area? Yes.

Are there conditions that could be attached to the granting of a permit that would mitigate any potential the adverse impact? Yes.

The Commission approves the Conditional Use Permit, based upon the Findings of Fact, with the noted conditions.

OLD BUSINESS: None

NEW BUSINESS:
A. Solar Garden
Stephanie Hilleshiem, Comm. Dev. Specialist

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 MnDOT to discuss the possibility of building the Solar Field. Connexus Energy and EDF Renewables are hoping to gain approval from MnDOT and apply for an interim use permit from the city.

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

The Planning Commission Board remembered some past discussion on this.

DeWitt said staff will keep them updated.

B. Bremer Bank new Pylon Sign
Mary Lou DeWitt, Comm. Dev. Memo:

REQUEST
Bremer Bank is changing their logo and have submitted a permit application to replace their current pylon sign, wall sign, and one directional sign. The property is located at 202 Rum River Drive South and is in the B-1 Central Business District. The Zoning Ordinance requires a pylon sign be approved by the Planning Commission.

ZONING PROVISIONS
Pylon Signage: The sign height of twenty (20’) feet meets the maximum sign height with a minimum of ten (10’) feet between the grade level and the bottom of the sign, and the proposed sign will have a fourteen (14’) foot clear area. The maximum sign area is 75 square feet and the proposed sign will be approximately fifty-one (51’) square feet with an LED illuminated cabinet. The Sign Ordinance requires that the sign cannot be attached to any building or structures and must be a minimum of fifteen (15’) feet from any surrounding buildings or structures and cannot extend over public sidewalks or streets. The current pylon sign does extend over the sidewalk and the applicant is moving the signage in a few feet of the
Planning Commission
November 18, 2019
Page 6 of 7

grass area to meet the Ordinance requirement and will give at least fifteen (15”) feet minimum
distance to the building.

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

1. The building permit is reviewed an approved by the Building Inspector and staff. The plans
   are to be Engineered signed.

Reynolds liked the LED lighting.

Erickson questioned if the pylon pole should be moved closer to the building for visual safety
for seeing Rum River Drive traffic for both pedestrians and vehicle traffic.

Reynolds suggested reducing the width of the pole from the 40” so it does not disturb the
traffic visibility.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE PYLON SIGNAGE FOR BREMER
BANK WITH THE CONDITIONS THAT THE POLE IS MOVED CLOSER TO THE BUILDING BUT
KEEPING THE MINIMUM OF 15’ FEET FROM THE BUILDING OR MAKING THE POLE SMALLER IN
WIDTH. STAFF CAN REVIEW THE CHANGE MADE AND APPROVE IT. THE BUILDING PERMIT IS
REVIEWED AND APPROVED BY STAFF AND THE BUILDING INSPECTOR. UPON THE VOTE, THERE
WERE 4 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS:
A. Verbal Report
1) January & February meeting date change
   Mary Lou DeWitt, Comm. Dev. Memo:

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

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

   January 27th, 2020
   February 24th, 2020

******************************************************************************End of Staff Memo******************************************************************************
JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE PLANNING COMMISSION DATE CHANGES TO JANUARY 27TH, 2020 AND FEBRUARY 24TH, 2020. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS.

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

JOHNSON MOVED, SECOND BY MOLLER, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:43 P.M.

ATTEST:

______________________________  ________________________________
Dan Erickson, Chair              Mary Lou DeWitt, Community Development
Background
In June, Bob Mack from Macdonald and Mack Architects shared the Downtown Design Guidelines with the Planning Commission subsequently which have been adopted by the city. The city has discussed the coinciding façade grants with a number of interested parties who own business in the downtown district. Barb and Ed Stofferahn are in the process of opening Barb's Quilt and Design Studio at 519 1st St. They are currently working on building improvements and renovations to open the studio.

Analysis
The Stofferahns had submitted an application for the Downtown Façade Improvement Grant Program in September but withdrew their application at that time. They have almost completed their improvements and are requesting matching funds of $3,000. Improvements are clearly identified in their current proposal which include the removal and replacement of the front exterior wood and metal siding of their building, changing existing replacement windows for 2 larger windows, and the installation of a new front door. New signage and a complete interior remodel were also included in the revitalization of the building.

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

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

Action Required
It is the duty of the Planning Commission to decide if the project elements presented in the application for funding adhere to the requirements set forth in the Downtown Design guidelines adopted for the Downtown Façade Improvement program.
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<td>1</td>
<td>Introduction</td>
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<td>Painting</td>
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<td>3</td>
<td>Canvas Awning</td>
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<td>4</td>
<td>Signs</td>
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<td>5</td>
<td>Doors + windows</td>
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<td>6</td>
<td>Side Building</td>
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<td>7</td>
<td>Inside Building</td>
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<td>8</td>
<td>Costs</td>
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<td>Conclusion</td>
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December 10, 2019

Barb and Ed Stofferahn
Barb’s Designs and Quilting Studio
519 First Street
Princeton, MN 55371

TO: Princeton Economic Development Authority
Princeton Planning Commission

RE: Business Storefront Facade Improvement Grant Request

We are requesting consideration for the recently implemented Storefront Facade Matching Grant.

As a new business to Princeton, our goal is to create a positive, friendly sewing environment for area residents. We are expanding our home-based embroidery business that we have operated for eight years in Baldwin Township. Our business model is to provide a studio space for quilters and fabric artists to create and complete their quilting and sewing projects. Longarm Quilting and sewing machines will be available for users to train on and certify to use. We will allow them to either rent time on a longarm machine and complete their own project or have our employees finish it for them. Our target customers are of all ages who do not have the space necessary or cannot afford an expensive longarm quilting machine. We plan to conduct sewing classes to foster the craft and look forward to working with parents to help their children develop sewing skills.

We believe our studio space should be an open and light. A welcoming environment, where our customers feel comfortable and safe. The first step is a positive storefront facade. The building, as we bought it, was run down and not very inviting. With hazy windows and worn paint, it did not foster a friendly, safe space. Our original plans were to install faux bricks on the lower portion and wood siding on the upper section. Once we began to work on the building, it was learned that the front metal siding may not safely support the extra weight this plan would have added. Since this building is over 100 years old, the many unknowns behind the metal siding and potential higher costs involved with removing it caused us to relook at what could be done to create a historic look.

We used information learned from the Princeton Downtown Design and Facade Case Studies. After learning about the Community Development program from Stephanie Hilleshiem, we focused on its recommendation and guidelines.

Here is what we learned from the guidelines and how we are using them to create the environment we desire.
Painting

We decided to repaint the building in complementary earth tone colors, similar to the colors that would have been used with the faux brick and wood paneling. By using three colors, the storefront still stands out from the main building.
Canvas Awning

We installed a canvas awning. The base design is stripes, but the colors are commentary to the paint scheme. A red color stripe was added to accentuate the vintage barnwood trim used for the sign border. The awning was sized to break apart the large front area above the door and windows.
Signs

The remaining area above the awning has an appropriately sized business sign. It is simple but conveys the business inside: Barb’s Designs, our established embroidery business, and the expanded Quilting Studio. We also have a low-profile projecting sign to display the simple title of “Quilting Studio”. All signage meets city regulations and was properly permitted.
Doors and Windows

Gone are the smaller, old hazy windows that featured a painted plywood transom. We installed large energy efficient windows that take full advantage of the original large window size. This allows more light inside and invites pedestrians the opportunity to look inside and develop interest in our business. We will be replacing the worn front door with a glass panel energy efficient model. We also plan to install gold-leaf street numbers on the door transom that will lend a historic appearance.

New Front Window
Side Building

The wood portions of the side building had aged poorly and required replacement. It suffered rotted wood panels with bad door and windows. The bad panels, door and window were replaced. The facia was also resurfaced.
Inside Building

While this doesn’t have an effect on this façade grant request, the work being done on the inside of the building should be a point of reference. In regards to the improved storefront façade, the interior of the main building was gutted for improvement. The walls used to subdivide the building into multiple businesses were removed to create a wide-open space for the large longarm quilting machines. The drywall was removed and will be replaced to provide a clean, fresh environment. An energy efficient heat pump was installed to heat/cool the side building. A large ADA compliant bathroom was installed. The old electrical wiring was removed and replaced. The dirt driveway has been replaced with poured concrete. A plastic shed has been installed to keep the garbage bins out of sight. All work will be completed to meet the goal of creating a safe and comfortable environment for our customers.
## Costs

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<td><strong>Total</strong></td>
<td><strong>$13,894.90</strong></td>
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THIS AGREEMENT, made this day of 2019, between Barb & Ed Stofferahn (Buyer) and Laramax Construction, LLC (herein as the "Parties").

The location of the project is 519 1st Street, Princeton, MN 55371

Installation of four Marvin Windows and two Entry Doors

Remove and replace cold storage window and fix plywood

Install siding with smart side panel – Needs to be chosen by customer and they will provide it on site. The material cost is not included.

Wrap one window in cashmere color aluminum coil

Add plywood over the old doorway next to the cold storage room and side with LP paneling – The LP paneling will be supplied by customer and on site

This contract includes all labor, window cost, door cost and disposal costs.

Price and Payment Terms:

Buyer shall pay $ 10561.56 to Laramax Construction LLC with the payments as follows:

Down Payment: $5280.78 due upon signing of this contract.

The final payment of $ 5280.78 will be due upon completion of the project.

Laramax Construction LLC products are installed unfinished. Coordination for finishing windows, doors, decks and siding is the responsibility of the homeowner. We suggest that you contact your finisher as soon as you have ordered your windows, doors, decks or siding, to allow time for matching and scheduling finish work to be done as soon as the project is finished.

Exterior and Interior repair of stucco/plaster, touch up paint work, Interior and Exterior paint and caulking lines are not included and should be contracted through other contractors. Laramax Construction is not responsible for and damage to paint, sheetrock, flooring. In order to perform a safe, thorough installation, we may need access to an exterior area where plants, flowers or shrubs are located. Please prune shrubs which are in an area that could block access for the project. Please note that while the installers are very careful, damage to plants and shrubs may occur. Laramax Construction LLC is not responsible for damage incurred to landscaping.
**Building Permit Application**

**Address:** 219 First St, Princeton, MN 55371

**Date:** OCT 1, 2019

**Contractor's License No:**

**Site Address:** 219 First St, Princeton, MN 55371

**Date:** OCT 1, 2019

**Description:**

**Property:**

**Code:**

**Type of Construction:**

**Permits:**

**Fees:**

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**Size of Structure:**

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<td>Rear Yard Setback</td>
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<tr>
<td>Sidewalk</td>
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**Zoning District:**

**Flood Zone:**

**MATERIALS FILING:**

**FIRE SPRINKLERS:**

**SPECIAL APPRAISAL:**

**Certificate of Occupancy:**

**Acknowledgement and Signature:**

The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all the ordinances of said City of Princeton applicable thereto.
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<td>Contractor</td>
<td>[Name]</td>
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<tr>
<td>Address</td>
<td>579 First St.</td>
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**Building Permit Application**

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<td>WORKER</td>
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<td>DATE</td>
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**For FINAL Inspection**

Call 763-479-1720

**Approval by Building Inspector**

Signature: [Name]

[City's Copy] [Inspector's Copy] [Applicant's Copy]
#5

**Invoice**

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**Shipped To**

John's Designs
311 1st Street
Princeton, MN 55371

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**Description** | **Ordered** | **Rate** | **Amount** |
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<td>16x24, 1 1/2&quot; x 1 1/2&quot; x 1/2&quot; T x 1/2&quot; x 1/2&quot; S. B.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fabric: Sunbrella CHARCOAL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Frame: Tig Welded Aluminum</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driveway: Yes-Included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Privacy to be fastened with hex bolts</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: The above does NOT include:
- All applicable sales taxes if required
- Any additional work or materials if required

Subtotal: $4,770.00
Sales Tax (7.375%): $347.25
Total: $5,117.25

WARRANTY: Canvas Craft, Inc. provides a 1-year warranty on most products with additional manufacturer's warranty where applicable. Contact Canvas Craft for more information.

*2.5% discount is offered for cash/credit card. No discount is offered for checks. *8.2% sales tax is added to all sales transactions.

Thank you for doing business with Canvas Craft, Inc.
### INVOICE

**BILL TO**
Barb's Designs  
Ed Stofferahn  
29150 142nd Street  
Zimmerman, MN 55398

**SHIP TO**
Barb's Designs  
Ed Stofferahn  
29150 142nd Street  
Zimmerman, MN 55398

**INVOICE #** 18285  
**DATE** 10/23/2019  
**TERMS** Due on receipt

**P.O. NUMBER**  
Quilt Shop

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>QTY</th>
<th>RATE</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>20x3ft Aluminum Composite Panel - 3 pieces for exterior building sign</td>
<td>1</td>
<td>560.00</td>
<td>560.00T</td>
</tr>
<tr>
<td>2x2ft .080 Aluminum signs - Printed and Laminated Vinyl round corners</td>
<td>1</td>
<td>74.79</td>
<td>74.79T</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 634.79  
**TAX (0%)** 0.00  
**TOTAL** 634.79  
**BALANCE DUE** $634.79
SUBTOTAL BEFORE TAX

Total

VISA

-452.92
SHERWIN-WILLIAMS

Order # 123456789

Category: SWISSFLON

Date: 01/23/2023

Item Description | Quantity | Price | Total
--- | --- | --- | ---
DURATION SA EXTRA | 1 | 18.94 | 18.94
Color: SWISSFLON REINA

10 PAINT RECYCLING FEE | 1 | 0.95 | 0.95

SUBTOTAL BEFORE TAX | | 99.16 |

7.875% SALES TAX: 1-245533000 | 7.61 |

TOTAL | | $106.97 |

VISA
C/C: 3333 4444 5555 6666
Auth # 7654321
Chip Read

$106.97
Conclusion

We are still in the process of completing the renovation and are looking for assistance in covering some expenses. By using the study guidelines, we did our best to meet the recommendations and make this a great example of what can be done. We believe our efforts have easily met the guidelines as they are appropriate to our building. Our use of energy efficient features, larger windows, painting standards, awning and signage make our storefront façade a beacon to be matched by other businesses in the community. Other businesses have noticed our changes and have either made improvements or are considering them. (Our westerly neighbor also poured concrete to replace his dirt driveway, and our easterly neighbor is in plans to reface his building in the spring).

We understand the matching grant amount can reach $2500 and we would like to request the entire amount, as our expenses have far exceeded this amount.

Thank you for your consideration. We hope to carry this positive experience forward and help champion this program to other community businesses that are considering similar improvements. This can only help our community overall.
MEMORANDUM

TO: Planning Commission
FROM: Stephanie Hilleshiem, Community Development Specialist & Department
SUBJECT: Solar Garden
DATE: December 12, 2019

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

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

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

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

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

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

Conexus has advanced a Solar Glare Study done by Forge Solar showing the project adheres to FAA requirements. A key hurdle for the project to be able to move forward. The MNDOT review concluded with the following statement: “I have reviewed this proposal and it meets FAA criteria for off-airport solar installations. Structures such as solar panels may be prohibited by use restrictions in Zone A. Contact your airport zoning administrator for a determination.” Other communications from MNDOT indicate that solar panels may be considered a structure which would require a variance to be allowed.

Since this time further analysis of the location has occurred. This lead to the determination that the no build easement exists on about 6.5 acres of the planned solar garden which prohibits all types of buildings. The easement was purchased by the City, possible with MNDOT support.

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

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

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

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

Recommendation:

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

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

Conditions which are recommended to be integrated with an authorization of the use follow. The conditions or specifics may be modified or expand.

A. That the garden be located a minimum of 10 feet from the RPZ
B. That the easement be amended to allow for the use of solar panels as planned.
C. That the easement be increased to include the balance of zone A
D. The solar garden use require renewal at which time the panels require repowering, approximately 20 years.
E. That the developers agree to not object to future installation of utilities or road extensions in and around the development to achieve cost efficiencies.
F. Agreement is required on removal of existing vegetation including trees, and construction of fencing and new vegetation is obtained.
G. The proposed $5,000 be accepted provided City legal costs are also covered.
<table>
<thead>
<tr>
<th>Safety Zone</th>
<th>Existing Dimensional Criteria¹</th>
<th>Recommended Ultimate Dimensional Criteria</th>
<th>Use Restrictions</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>RW 15/33: 500' x 2,600' x 1,279.5'¹</td>
<td>RW 4/22: 500' x 2,133.5' x 926.5'¹</td>
<td>RW 16/34: SameRW 4/22: Remove</td>
</tr>
<tr>
<td>B</td>
<td>RW 15/33: 1,279.5' x 1,300' x 1,669.5'¹RIW 4/22: 926.5' x 1,066.5' x 1,140'¹</td>
<td>RW 16/34: SameRW 4/22: Remove</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>All that land within the perimeter of the Part 77 horizontal surface, which is not included in Zone A or Zone B.</td>
<td>All that land within the perimeter of the Part 77 horizontal surface, which is not included in Zone A or Zone B.</td>
<td>No use shall be made of any land which creates or causes interference with the operation of radio or electronic facilities on the airport, makes it difficult for pilots to distinguish between airport lights and other lights, results in glare in the eyes of pilots using the airport, impairs visibility in the vicinity of the airport, or otherwise endangers the landing, taking off, or maneuvering of aircraft.</td>
</tr>
</tbody>
</table>

Note¹: Inner Width by Length by Outer Width
Note²: From the center of each end of primary surface and connecting the adjacent arcs by the lines of tangent.
CLEAR AND EXACT

Irwin Spande and Vivian Spande, his wife;

(hereinafter called the Grantees)

are the owners in fee of that certain tract or parcel of land situated in the County
of Sherburne, State of Minnesota, described in paragraph 1 below;

and

THE CITY OF PRINCETON (hereinafter called
the Grantee), is the owner and operator of the Princeton
Airport, situated in the said County of Sherburne, State of Minnesota, in
close proximity to the said tract or parcel of land of the Grantees;

and

for the protection of aircraft landing and taking off at the
Princeton Airport, it is deemed necessary that the land in the
immediate approach area (within approximately one-half mile) to the runways of the said
airport be and remain cleared of any buildings, structures, objects, growths, or
assemblies of persons, other than air navigation facilities;

1. In consideration of the sum of One Thousand Eight Hundred and no/100
Dollars ($1,800.00), and other valuable consideration in hand paid the Grantees
by the Grantee, the receipt and sufficiency of which is hereby acknowledged, the
Grantees, for themselves, their heirs, successors and assigns, do hereby give and
grant to the Grantee for the use and benefit of the public, a perpetual easement
over and right-of-way for the unobstructed and unrestricted flight of aircraft
in, through, and across the airspace over and above the following described land,
at any altitude or height above the surface of the land;

The southerly 1/2 of said NW 1/4 of the SE 1/4 of Section 5, T55N, R25W,
containing 20 acres more or less.

This Instrument EXEMPT from State Deed Tax.

APPROVED: For the City of Princeton, Minnesota

By: R. J. Dinken, State Coordinator
Minnesota Department of Transportation

Approved as to form and execution.
2. The Grantors, for themselves, their heirs, successors and assigns do hereby covenant and agree that they will not erect, maintain, or allow any buildings, structures, or objects to remain or be placed on the real estate described in paragraph 1 herein, or permit any growths thereon; provided, however, that the Grantors reserve unto themselves, their heirs, successors and assigns, the right of use of the said land for crop farming purposes to a height not to exceed 10' above the ground and may bring farm machinery on the land temporarily as necessary to carry out farming tasks; and provide further that the Grantors do further reserve unto themselves, their heirs, successors and assigns, the right to retain, use and maintain in their present form and location the following: none.

3. The Grantors, for themselves, their heirs, successors and assigns, do hereby further covenant and agree that they will not use or suffer the said land to be used by any assembly of persons or in such a manner as might attract or bring together an assembly of persons thereon.

4. The Grantors, for themselves, their heirs, successors and assigns, do hereby further give and grant to the Grantee a continuing right of entry upon the aforesaid land for the purpose of removing and preventing the construction or erection of any buildings, structures, or facilities and the growth of any trees or other objects upon the land, other than those herein expressly excepted.

5. It is understood and agreed that these covenants and agreements shall be binding upon the heirs, administrators, executors and assigns of the parties, that these covenants and agreements shall run with the land.

IN WITNESS WHEREOF, the Grantors have hereunto set their hands and seals this 22 day of March, 1978.

[Signatures]
STATE OF MINNESOTA  
COUNTY OF SHERBURN  

On  
March 22, 1978, before me personally appeared  
Irvin Spane and Vivian Spane, his wife,  
to me known to be the persons described in and who executed the foregoing instrument,  
and being duly sworn acknowledged that they executed the same as their free act  
and deed.  

STATE OF MINNESOTA  
COUNTY OF  

On  

before me personally appeared  
to me known to be the person described in and who executed the foregoing instrument,  
and being duly sworn acknowledged that executed the same as free act  
and deed.  

APPROVED: As to form  
and execution  

BY:  
City Attorney For the City  
of Princeton, Minnesota  

OFFICE OF COUNTY RECORDER  
STATE OF MINNESOTA,  
COUNTY OF SHERBURN  

HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN THIS OFFICE TO RECORD  
ON Aug. 24, 1978,  
AND WAS RECORDED IN SAID OFFICE AS  

INSTRUMENT NO.  
DAN BAILEY, COUNTY RECORDER  

This instrument was drafted by the  
State of Minnesota Department of  
Transportation, RWW Legal Section,  
St. Paul, Minnesota 55155
EDF Renewables Distributed Solutions
10 NE 2nd St.
Suite 400
Minneapolis, MN 55413

Robert Barbian
City Administrator, City of Princeton
City Hall
705 2nd Street North
Princeton, MN 55371

RE: EASEMENT AND VARIANCE APPROVAL FOR SOLAR PROJECT

Dear Robert,

As we discussed, EDF Renewables Distributed Solutions ("EDFR") is working with Connexus Energy ("CE") and Prairie Restorations Incorporated ("PRI") to develop a solar project in Baldwin Township, MN. The project location is adjacent to the City of Princeton and approximately 2000 feet from the southern edge of the Princeton Municipal Airport.

The project site currently has an easement from the City of Princeton which restricts the use of the land to prohibit solar. Also, the proximity to the Airport means that the project falls within the designated "Zone A", as defined in the March 22, 1978 statute issued with guidance from MNDOT.

We formally request the following, which will allow the proposed solar project to proceed:
* Remove the Easement for our specific "6 acre need" and
* Grant a variance with Zone A to allow our solar project.

Related, MNDOT has already issued a formal opinion that the project "...would be in keeping with the goal of limiting population density" and it is "[not]...MNDOT's intention to take action on this issue".

Additionally, given that the project will be within 2 miles of the Princeton Municipal Airport, we submitted a Glare Study on August 1, 2019 per the Sherburne County Interim Use Permit regulations, section 16.2, part 21.C.5, "...the applicant must complete and provide the results of the Solar Glare Hazard Analysis Tool (SGHAT) for the Airport Traffic Control Tower cab and final approach paths, consistent with the Interim Policy, FAA Review of Solar Energy Projects on Federally Obligated Airports, or most recent version adopted by the FAA." On October 8, MNDOT approved the glare study.
**Explanation of Request:**

Our request is twofold a) to lift any and all easements on the parcel described below and b) approval to build in “Zone A”.

The parcel of land under examination is the SW portion of ID 01-005-4000 and is located at 45.550720°, -93.597185°. The land is owned by Ron Bowen of Prairie Restoration, Inc.

The proposed project partially falls at the end of “Zone A” as outlined in the Airport Zoning Act, revised and adopted by the City of Princeton on June 29, 1978.

As part of this Act, a Clear Zone Easement was established to ensure that objects (such as trees or buildings) do not penetrate airspace and create a flight safety hazard, and to prevent the creation of future obstructions.

Although the Clear Zone Easement currently does not allow for the solar project, EDFR and Connexus Energy believe that the project is in line with and in support of the intent of the Airport Zoning Act and subsequent Clear Zone Easement.

**Related Information**

Baldwin Township has already reviewed the project and voted to publicly support the project (please note that this is not formal approval or receipt of a conditional use permit or building permit).

In addition to the requests herein, the next required permitting steps for the project include obtaining an interim use permit from Sherburne County. Included as a requirement for the permit are fencing and vegetative screening requirements. We are aware of Princeton’s interest in those items and already plan to utilize both required fencing and vegetative screening, both to satisfy the IUP requirements and as our standard best practices.

Connexus is a member-owned, Minnesota cooperative, and all electricity produced by the proposed solar project will be utilized by local entities.

We look forward to answering any questions that you and your legal team might have.

Thank you for your time.

Sincerely,

[Signature]

Ian Schonwald  
Manager - Midwest Business Development  
EDF Renewables  
Minneapolis, Minnesota

[Signature]

Brian Burandt  
VP - Power Supply and Business Development  
Connexus Energy  
Ramsey, Minnesota
Memorandum

To: Planning Commission
   Robert Barbian, City Administrator

From: Eric Zweber, AICP

Date: December 12, 2019

Re: Princeton Comprehensive Plan Update
   WSB Project No. 02257-180

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

Engagement Process for First Draft of Comprehensive Plan

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

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joint City Council/Planning Commission Meeting</td>
<td>February 9, 2017</td>
</tr>
<tr>
<td>Planning Commission Meeting #1</td>
<td>March 20, 2017</td>
</tr>
<tr>
<td>Planning Commission Meeting #2</td>
<td>July 17, 2017</td>
</tr>
<tr>
<td>Economic Development Authority Meeting #1</td>
<td>July 20, 2017</td>
</tr>
<tr>
<td>Music in the Park</td>
<td>August 1, 2017</td>
</tr>
<tr>
<td>Economic Development Authority Meeting #2</td>
<td>September 21, 2017</td>
</tr>
<tr>
<td>ChiliFest</td>
<td>September 23, 2017</td>
</tr>
<tr>
<td>Utility Bill Survey</td>
<td>October 2017</td>
</tr>
<tr>
<td>City Council Update</td>
<td>November 9, 2017</td>
</tr>
<tr>
<td>Planning Commission Review</td>
<td>February 26, 2018</td>
</tr>
</tbody>
</table>

Major Revisions within the Second Draft of the Comprehensive Plan

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

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

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

Land Use Map

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

Medium Density Residential

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

2008 Transportation Plan

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

Next Step

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

Eric Zweber, AICP

Attachments: December 2019 Draft Comprehensive Plan
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON NOVEMBER 7, 2019 4:30 P.M.

Mayor Brad Schumacher called the meeting to order. Council members present was Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Staff present, Administrator Robert Barbian, 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. Absent was Finance Director Steve Jackson and Fire Chief Ron Lawrence.

Personnel Policy Approval Process – Council Committee

Barbian reported on the personnel policy that has been worked on for several months. Zimmer said that if a committee is formed, he would be interested in serving on that committee. J Gerold stated she would be interested as well. Barbian added that he would like to get it wrapped up in December.

REYNOLDS MOVED TO APPOINT JULES ZIMMER AND JENNY GEROLD TO THE COMMITTEE TO REVIEW THE PERSONNEL POLICY. THE MOTION CARRIED UNANIMOUSLY.

Approve Gambling Permit for Princeton VFW January Raffle

Jenkins advised that Sharon Sandberg just dropped this gambling permit off for approval, so they can begin selling tickets soon. It is for the FlightExpo and will be held at the Princeton VFW.

EDMONDS MOVED TO APPROVE THE GAMBLING PERMIT FOR THE FLIGHTEXPO TO BE HELD AT THE PRINCETON VFW. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6th Avenue Parking Lot – Ordinance 784 – FIRST READING

B Gerold advised that the two downtown public parking lots serve a wide variety of users from church goers, to businesses guests, to employees, to apartment dwellers. This leads to high utilization rates especially in the south lot. The high utilization makes it difficult to maintain the lots because the users of the lot are displaced when work is performed.

A memo went out last month on the south lot covering the current situation. In addition, the south lot calls for no parking in the center two isles from 2a.m. to 4 a.m. This leaves a part of the lot open for overnight use. Occasionally the lot is closed down in entirely to do major projects like, line painting, sweeping and total snow clearance. When the lot is closed a sign is posted 24 hours prior to closing, see attached. In the 2018/19 season quite a few tows occurred in spite of a heavy public relations effort. The north lot also provides overnight parking.

Analysis:

Improvements are needed to enable citizens to the ability to find reasonable parking both during the day and night while providing the City access for maintenance. The modifications below take steps to do this and encourage a public understanding to obtain cooperation. This includes a couple minor adjustments to the Parking regulations and Public Parking signage. In addition, steps are taken to inform those using the lots, especially overnight user’s informational flyers, warning notices and should it be necessary punitive action offered to gain an understanding and cooperation.

The City in recognizing the value of public parking for area businesses and residents of the Downtown is looking to improve the community for all visitors, residents and business of Princeton.
**Recommendation & Analysis:**
The Public Parking modifications are signage to be posted as no parking 9 p.m. to 5 a.m. for the center rows in the south lot and for the north lot to be posted no parking 9 p.m. to 5 a.m. for the north two rows.

**ZIMMER MOVED TO INTRODUCE ORDINANCE 784. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

B Gerold mentioned 2 changes that will need to be made in the Snow Removal Policy. If the County is taking over Rum River Drive and First Street, they need to be removed from the snow emergency route.

**ZIMMER MOVED TO AMEND THE SNOW REMOVAL POLICY BY REMOVING RUM RIVER DRIVE AND FIRST STREET FROM THE SNOW EMERGENCY ROUTE LIST. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**2019 / 2020 Snow Season County Routes and Sidewalks Policy Review**

Barbian reported that over the course of the last couple years the City snow removal processes have been changing. In review a synopsis has been prepared. In addition, staff has identified a few areas where Council direction is requested to continue making improvements in policy. The area covered are: County Routes & Sidewalks.

The review is being done in order that the public can be informed of City policy prior to snow.

**County Routes:**
As covered at a previous City Council meeting the letter to Pat Omen, County Administrator and the County Board went out on October 4th. On the 28th Pat Omen informed me that the County Board discussed and determined that the County is going to plow and remove snow on all county routes in Princeton for the 2019/20 snow season. Their “plan is to continue this in 2020/21 season after careful and thorough review of the 2019/20 season”. They do not plan to clear the sidewalks. I have asked for clarification regarding sidewalk snow removal by businesses in the downtown area. In the past the City has allowed shop owners to deposit snow in the parking lane as part of their clean up. I hope to hear back on this issue by the City Council meeting.

**Sidewalks:**
In 2017 & 2018 considerable discussion on the removal of snow from the downtown sidewalks and walkways around town occurred. This led to the establishment of a clear policy whereby the City is removing snow only from sidewalks adjacent to City owned lots. This led to an information campaign which included letters being sent to each property owner along previous sidewalk routes plowed and the Police Department knocking on doors to inform residents of their responsibilities to take it upon themselves to clear snow as covered in City ordinance. Attached is a copy of the door hanger that was developed and a printout of current ordinances.

In the ordinances, the City does have rights of enforcement, which include the ability to clear snow, bill the property owner and assess if not paid. In the 2018/19 we did not clear any walks but concentrated on public awareness on key routes. With many hours of service this concerted effort resulted in pretty good results.
Two questions come up. Would the Council like to expand this effort of obtaining compliance to the sidewalk snow removal ordinances? What are the Council’s thoughts regarding taking further steps of clearing and billing those individuals and or businesses that do not comply with the ordinance? Council direction is appreciated.

**Public Outreach for winter postings:**

The planned outreach to bring cooperation that are being planned are the use of at least two News Article/press releases, Insert for PPU billings, Bulletin Board posting, Web site posting, Door Hangers by the Police Department.

Schumacher added that he would like to drop off the information to the businesses himself.

J Gerold said the ordinance should be followed if sidewalks are not being cleared.

Barbian asked for clarification that trails are not usually cleared. B Gerold replied that was correct, that trails are not usually cleared as they are not used much in the winter.

Zimmer stated that we need to find out what the County’s requirements will be so that information can be passed along to the businesses and residents along Rum River Drive and First Street.

J Gerold questioned what the business will need to do in terms of snow removal from the sidewalks. Barbian responded that he has talked with County Administrator Pat Oman to see how they would like the businesses to handle that snow. Once we have an answer from the County, staff will pass that information on.

County Commissioner Tim Wilhelm came into the meeting and provided a draft of the County’s snow policy. The plan in discussion is that the County will clear Rum River Drive, First street and 7th Ave. There has been some discussion about removing the snow as well. In all the other cities they clear, they do not remove snow. The County has 12 routes, all about 4 hours long to just get streets opened up. He likes the City’s proposal, as it is cheaper than if the County were to do the plowing, and the City is much more responsible and timelier in clearing streets. Commissioner Genny Reynolds is not in favor of the City doing the plowing for some reason, so the others have not voted against her as Princeton is her district.

Staff added that $7800 was the proposal made by the City, and that was sent to the County. Wilhelm said that was more than fair, and would be a lot cheaper than if the County would be doing the work.

Schumacher asked when the next County meeting is when this will be discussed. Wilhelm responded that the next meeting is Tuesday November 12th, but he will let the Council know when the public hearing is going to be held.

Edmonds thought it may help if the businesses could attend the public hearing and express their concerns. Zimmer said he will let the Chamber of Commerce know. If the businesses could not attend, even writing a letter may be beneficial.

**City Website**

**Background:**

Hillesheim advised that Staff has been diligently gathering quotes from municipal website hosts and design agencies. The current city website is in need of updating and has not been reconfigured for over 10 years. After attending many conference calls and demonstrations
staff have received quotes from five of the agencies: Granicus, CivicPlus, Revize, GovOffice, and Golden Shovel.

**Analysis:**
The goal of city staff was to find a company that would be helpful with transitioning to the new site and allow for specifics like: ease of use, directories, email notifications, online request forms, and overall design and flow of the websites they offer. At this time city staff are confident a standardized website format is appropriate for the City of Princeton. All of the websites were very well designed and attractive.

Considering cost and the features staff considered to be priorities, Revize is the company staff believe is the best value. The initial investment to create a new site and include integration of existing website content is $5,585. (Expecting a slight increase after January 1st). Every year thereafter there will be an annual hosting fee of $1,600, with a 4-year commitment. We currently spend $800 annually and have less than 100 pages on our site.

Revize has the most affordable of all of the updated annual fees. There are a few additional costs associated with updated content that we anticipate. We have requested $10,000 be allocated to this process in the 2020 CIP.

4 quotes are attached.

**Recommendation:**
City staff recommend moving forward with the website redesign with Revize.

ZIMMER MOVED TO APPROVE MOVING FORWARD WITH WEBSITE REDESIGN WITH REVIZE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**Special Event Permit Draft**

**Background:**
The Park Board suggested the City implement an event permit form for large events within city limits using city facilities. Using the City of North Branch’s form as a template, staff have been working to create a form that encompasses all of the information required by the city during an event.

**Analysis:**
The Special Event Permit includes a $25.00 application fee and requires multiple departments to sign off on the form before it is approved. This procedure will allow all departments to consider the impact of the event on traffic, staffing, regulations and equipment. The form also requires applicants to get signatures from impacted businesses or residents who will be directly impacted by the event with road closures, noise, etc. The city will determine who and what businesses must be contacted and the event permit can be issued conditionally on the expectation that the form with all required signatures be submitted to city staff before the event. The permit also requires a site plan be submitted.

**Recommendation:**
City staff recommends the Mayor and Council adopt the Special Events Permit to be used going forward.

Staff will make the recommended changes and bring it back for approval next week.
Canoe and Kayak update

Background:
Hillesheim advised that in 2019 the Chamber of Commerce was awarded a grant for $10,100 from Explore MN for the Rockin’ on the Rum River Series and the Canoe and Kayak Program. Funding was also received from Kwik Trip to help cover the cost of the Teddy Bear Band and inflatables for the July 6th event and $4,000 from the Princeton Wine and Spirits Fund. Throughout the summer at least 76 paddlers experienced the beauty of the Rum River through the Princeton Recreational Canoe and Kayak Program and even more experienced the concert series in the park. The Chamber of Commerce and the City have been discussing the program moving forward.

Analysis:
It is the decision of the Chamber of Commerce to continue support of the Canoe and Kayak Program through promotion and support, but not financially moving forward. The City appreciates the Chamber of Commerce’s support in applying for the grant for the inaugural season and look forward to partnering with Chamber in a reformed capacity this season. The City estimates expenses for the complete program in 2020 to cost approximately $15,000. This includes the cost of the outfitter throughout the summer, event costs, and necessary equipment.

City staff have already started conversations in regard to requests of funding from community partners and have received positive news about the likelihood of support available after the 1st of the year.

Recommendation:
City Staff recommend the Council consider adding $6,000 specifically for the Princeton Canoe and Kayak Outdoor Recreation Program in the Parks and Recreation budget in 2020.

Citizen’s Academy

Schumacher said he would like to move this to the next Study Session, as has emails out to the City Council of Cambridge to hear how their events have gone.

Barbian added that this was discussed at the supervisor meeting, and one thing to keep in mind would overtime costs.

Police Boot Donation – Resolution 19-56

Frederick stated that Police agencies across the nation were nominated and paired up into teams of two agencies. The teams were narrowed down to the top ten and then voting began. The team that reached 1000 votes first, won the grand prize and were able to select between a few different models of Altai Police boots for Police. The winning team was the Princeton Minnesota Police Department and the Shorewood Wisconsin Police Department. All of these Officers from both departments will receive their new boots during a visit from Tyler himself on the weekend of November 9th.

This contest was made possible by a 12-year-old boy named Tyler Carach (The Donut Boy) who started a mission back in August of 2016. Tyler who is a resident of Florida wanted to do more for police officers and decided that he was going to thank every single officer in America and give them their favorite treat, a donut. Tyler was extremely passionate about
his idea and his family agreed to help him by starting out locally. Fast Forward as of today, Tyler has visited all 50 states and served over 90,000 thousand donuts to police officers.

Tyler has teamed up with Altai Boot Company (Minnesota based Company) to assist smaller departments in funding of equipment for officers. 12 Princeton Police Officers were outfitted with new Altai patrol boots for a value of approximately $1800.00. On Saturday November 9th at 5:30pm at the Princeton Police Department officers will be given their boots by Tyler and his mother.

The Princeton Police is extremely thankful to Tyler and his family and the Altai Boot Company in making this possible. Tyler is a great young man who the Princeton Police Department is honored to be part of the law enforcement family. Last year, Tyler purchased a bullet/stab resistant vest for a Minnesota K9 and continues to show his appreciation for Law Enforcement Officers across America.

This week Tyler is turning 12 and as he has done the past three years, he will celebrate his birthday by serving those who serve us daily!

Chief Todd Frederick

ZIMMER MOVED TO APPROVE RESOLUTION 19-56 APPROVING THE DONATION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Adjournment

J GEROLD MOVED TO ADJOURN THE STUDY SESSION AT 5:51PM. EDMONDS 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
NOVEMBER 14, 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, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, and Attorney Damien Toven. Absent was Wastewater Manager Chris Klinghagen

AGENDA ADDITIONS/DELETIONS

Edmonds asked to remove Bob Barbian’s Step Increase from the Consent Agenda. Schumacher reported that Duane Kruse and Sharon Sandberg would also like to remove the Airport Access Agreement from tonight’s agenda, so they have more time to prepare.

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

CONSIDERATION OF MINUTES

A. Regular Meeting minutes of October 24, 2019
B. Study Session Meeting minutes of November 7, 2019

REYNOLDS MOVED TO APPROVE REGULAR MEETING MINUTES OF OCTOBER 24, 2019 AND STUDY SESSION MEETING MINUTES OF NOVEMBER 7, 2019. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
1. Solicitors Permit for Custom Remodelers, Inc for 5 days of sales in a 3 months period: Anthony Armstrong, Collin Weigman, Madison Fohrenkamm, Benjamin Polsfuss, David Freeland, Damian Hauble and Jacob Montgomery

ZIMMER MOVED TO APPROVE THE SOLICITORS PERMITS FOR CUSTOM REMODELERS, INC FOR 5 DAYS OF SALES IN 3 MONTH PERIOD FOR ANTHONTHY ARMSTRONG, COLLIN WEIGMAN, MADISON FOHRENKAMM, BENJAMIN POLSFUSS, DAVID FREELAND, DAMIAN HAUBLE AND JACOB MONTGOMERY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Personnel
1. Accept Resignation of Stacy Pendergast from Liquor Store effective 10-22-19
2. Approval to rehire Bob Blackwelder for Public Works GMI – Part Time
4. Approval to hire Jorge Salinas for Liquor Clerk
C. Donations
D. Miscellaneous

REYNOLDS MOVED TO APPROVE THE PERSONNEL PORTION OF THE CONSENT AGENDA. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
OPEN FORUM

Kevin Gerrard asked who is responsible for the roundabout maintenance. Schumacher advised that the County is holding a Public Hearing on Tuesday November 19th at 9am to discuss snow removal from the County Roads in Princeton. Part of the discussion is in regard to sidewalk snow removal. By their current ordinance, Gerrard would be responsible to remove the snow from the sidewalks adjacent to his property.

Gerrard stated he still has concerns about the Community Garden being near the cemetery. He has contacted Valerie Gamble from the Mn Department of Health as well. She was going to look into it more and get back to him.

Hans Papenhausen from 703 4th Ave has a complaint about Princeton Public Utilities. His water usage usually averages about 3000 gallons, but recently jumped up to 28,000 gallons. He has stopped by the Utility Company numerous times. He is simply asking for his deposit to be used to pay the bill.

Schumacher asked if he had spoken with the PUC Chairperson. Papenhausen responded that he has not. He said he has spoken with Keith Butcher and emailed a few times with no response.

Edmonds stated that the issue had been addressed. A PUC employee had discovered a leaking toilet, which was repaired. Papenhausen replied that the toilet was not leaking into the bowl. Two different PUC employees had been out and neither found an issue.

Zimmer questioned if the problem has been corrected. Papenhausen responded that it appears to be fixed, as the usage is back to normal.

Edmonds stated that the PUC has reviewed their Deposit policy and determined it to be a valid policy. Schumacher replied that he does feel the Deposit policy should be reviewed and changed.

Andrea Gerrard also commented on the Community Garden. She was not even aware there was one, until there was a heated discussion on the Princeton Bulletin Board Facebook page about other people taking things from the gardens.

She said the staff memo mentions an alleged hayride. She was on that hayride and was not aware that it would be going through the cemetery and watched the tractor go over a stone. The community garden is a good idea, but feels it should be located elsewhere. We need to find a way that it doesn’t appear to be part of the cemetery, and more accessible to everyone. She mentioned a community garden in St Cloud that allows anyone to take some vegetables if they put in an hours’ worth of work.

The Council asked who put on the Tractor and trolley ride. Gerrard responded that Kinship did the tractor ride, and the Fair Board did a trolley ride.

Edmonds said the tractor and trolley ride are different and feels the Council would agree that those should not go through the Cemetery. He will talk with the Fair Board.
Tim Hennagir asked about the removal of Bob Barbian’s step increase. Schumacher responded that the Administrator’s review had not yet been completed.

PUBLIC HEARINGS - None

PRESENTATIONS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONENCE AND BOARDS / COMMITTEES

A. Planning Commission Meeting minutes of October 21, 2019
B. Park Board Meeting minutes of October 28, 2019
C. Airport Board Meeting minutes of October 7, 2019

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request from Boy Scouts of America, Pack 116 and Troop 16

Jenkins advised that staff received a letter from the Boy Scouts asking for donations for the Princeton Scout Groups.

The Council questioned if donations stay local. Staff will check and report back.

J GEROLD MOVED TO TABLE THIS SO STAFF CAN GET MORE INFORMATION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 784 – Parking Restrictions – FINAL READING

Barbiam advised that there have been no changes to this draft since the first reading.

Frederick stated that they will be putting together a flyer and will hand out information about the new parking restrictions.

ZIMMER MOVED TO APPROVE ORDINANCE 784 AMENDING PARKING RESTRICTIONS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. City Land, Cemetery, Garden and Material Storage

Jenkins advised that in 2017, the City Council approved a small portion of land adjacent to the cemetery to be used as a Community Garden.

PID 24-029-1000 includes the largest portion of the cemetery. It includes the: Original, enlargement of Original, First addition, Second addition and most of the 3rd addition.

PID 24-029-0902 includes one row from the 3rd addition, the 4th and 5th additions.

PID 24-029-0900 is 10.37 acres and includes the Oak Knoll 6th addition, Community Garden area, and the material storage area that fronts the exit ramp of Hwy 169
The Community Garden use was approved by the City Council in 2017 (Resolution 17-17, and memo follows). In 2017, City Staff took the plot reservations and worked with Volunteer Randy Hatch. Beginning in 2018, The Civic Betterment Club took over the Community Garden. A Board of Gardner’s is chosen yearly and plot reservations begin at the Business Expo in April.

**Analysis**
In my brief research, I found 14 cities that have a community garden located in their Cemeteries.

The locations I found were: Laramie WY, Pittsburgh PA, Orlando FL, Schenectady NY, Milton WI, Tuftonboro NH, Mitchell SD, Watertown WI, Heber City UT, Monongahela PA, Worcester MA, Marquette MI, Almond WI and Hornell NY

I also contacted the MN Department of Health and was forwarded on to the Agricultural Department. Their Response:

*There are not any regulations that I am aware of, related to produce safety, that would completely prevent a community garden, especially in a section of the land that does not have any burial sites.*

*There are state statutes that regulate public cemeteries (MN Statute Ch. 306), but nothing appears to directly address gardens or produce growing.*

*Thank you,*
*Valerie*

**Valerie Gamble, MS, RS**
**Produce Safety Program Manager**
**Food and Feed Safety Division**
O: 651-539-3640
C: 651-503-7754
www.mda.state.mn.us

In an additional letter that was received by Mrs. Gerrard, there are allegations of 2 hayride events that went into the cemetery, Garbage being thrown in the cemetery, etc. Permits were requested for the Community Garden Sheds, poles, water, potty, tables and large manure pile.

Permits are not required for sheds less than 200 square feet (per MN State building code), for poles, temporary porta-potties or tables.

The Cemetery has always been used by the City to store excess material, Grow bare-root trees, etc.

The City was not aware of any hayrides, or events that were held in the cemetery.

**Recommendation**
1. To consider directing staff to do an Administrative Lot Line adjustment to move the 6th Addition to Parcel ID 24-029-0902.

2. to consider the uses of PID # 24-029-0900 which currently includes the Community Garden Bareroot tree Growing area and excess material storage.

Staff will provide how many available sites are in the cemetery. The council agrees that a lot line adjustment needs to be occur to move the 6th addition into the cemetery PID.

Staff will invite the civic betterment club to a study session.

B. Auditor Engagement Letter

Jackson reported that the engagement letter for BerganKDV Auditors has been completed.

REYNOLDS MOVED TO APPROVE THE ENGAGEMENT LETTER FOR BERGANKDV. ZIMMERSECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Airport Parallel taxiway Project

Goerke advised that every fall the FAA requests that a Grant Initiation Request be completed for upcoming projects requesting federal dollars. This year a request for federal funding to complete the parallel taxiway rehabilitation at the Princeton Municipal Airport in 2021 is planned. This is the final phase of the airfield rehabilitation project that was started in 2017.

The taxiway pavements are currently 31 years old and has a PCI value ranging from 58 to 72 (2014). There are signs the pavement has reached the end of its useful life. There are numerous longitudinal and transverse cracks. Patching has been completed to address larger cracks. The projected PCI is as low as 50 in year 2020. Major rehabilitation or reconstruction is necessary to extend the useful life of the taxiway. This project also includes installing taxiway edge lights along the parallel taxiway and runway connectors.

KLJ has assembled the Grant Initiation Request Package and it's attached for your review. KLJ requests that the Grant Initiation Request be approved to request FAA and MnDOT Aeronautics funding for the construction costs of the parallel taxiway rehabilitation project. The total estimated cost for this project is $1,785,000 with $127,376 estimated as the local share.

Lastly, KLJ requests that you sign the Notice of Award for the Runway 15/33 Rehabilitation Project. The project will be awarded to the lowest bidder, Minnesota Paving and Materials. Once awarded, contracts can be executed.

Schumacher asked if the additional taxiway to serves Kruse Aviation could be included. Goerke responded that because it is a single use taxiway, it is not available for federal or state grants.

Schumacher asked what the deadline is to approve the application. Goerke responded that December 1st is a soft deadline to get it to MnDOT.
Barbian stated that there are CIP funds for the Runway rehab in 2020, but nothing planned for 2021 as of yet. Edmonds stated this is to just allow the grant to be applied for, it would not lock us in until a bid was accepted.

Zimmer said this is the first time a big project has been discussed, so he feels there should be some more time to review. Barbian appreciates the comments to slow down the decision. This project was discussed in previous years that this is a 2-phase project. It has not been discussed recently.

ZIMMER MOVED TO EXECUTE THE NOTICE OF AWARD ON THE RUNWAY REHABILITATION. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Staff will put the taxiway project on the next Agenda. Goerke added that he is available to attend the November 26th meeting.

D. Riverside Park Fishing Pier

Background:
Barbian reported that the City received funding commitment from the Rotary Club of Princeton to construct a fishing pier at Riverside Park. The total project cost was estimated at $17,000.00. The City portion of this project was to be 2,500.00. The Rotary had received the estimate from W White PE, Engineering. City staff has reviewed the fishing pier section design and ready to proceed.

In order to obtain the Rotary funds the project is to be completed by June of 2020. Staff would like to proceed. The revised cost is to be less than 19,000.00 providing a margin for a few modifications.

In addition, the City received a commitment from the DNR to fund up to 50% of the project cost, whereby a portion of the Rotary commitment will be able to lessen the overall larger project match required by the City for the Riverside-Riebe Park improvements.

Staff is requesting authorization to proceed with construction not to exceed 19,000.00.

Recommendation:
That staff be authorized to proceed in constructing the fishing pier with W. White PE providing the engineering details.

REYNOLDS MOVED TO APPROVE THE CONSTRUCTION OF FISHING PIER, NOT TO EXCEED $19,000, AND FOR W. WHITE PE TO PROVIDE THE ENGINEERING DETAILS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Special Event Permit

Jenkins advised that the recommended changes have been made since the last meeting.

J Gerold noticed a type in the price of the generator usage. Staff will make that change.
ZIMMER MOVED TO APPROVE THE SPECIAL EVENT PERMIT FORM WITH THE SMALL CHANGE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Airport Access Agreement

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 $96,034.00 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80204 TO 80294 FOR A TOTAL OF $318,857.39. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:47PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

Shawna Jenkins Tadych Brad Schumacher, Mayor
City Clerk