1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on November 20th, 2017 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A. #17-07 Rezoning from R-3 Multi-family Residential to B-2 Neighborhood Business District located at 501 Smith System Road (Continued) - Tab B
   B. #17-10 Rezoning from R-3 Multi-family Residential to B-3 General Commercial District located at 501 Smith System Road - Tab C
   C. #17-11 Rezoning three sites from B-2 Neighborhood Business District to B-3 General Commercial District located 701 Northland Drive, 703 Northland Drive, and 705 Northland Drive - Tab C
   D. #17-08 Variance to allow the required rear yard minimum setback of 30 feet to 17' 10" feet for new construction in B-3 General Commercial District located at 501 Smith System Road (Continued) - Tab D

5. Old Business: None

6. New Business:
   A. Casey's Site Plan Review at 501 Smith System Road - Tab E
   B. Crystal Cabinets Addition Site Plan Review - Tab F
   C. Land Donation, Lots 3-6, Block 58, Original Townsite - Tab G

7. Communication and Reports:
   A. Verbal Report
      1) Reschedule the January and February meetings - Tab H
      2) Revisit C.U.P. allowing operation of a facility that offers treatment and services with housing at 1101 5th Street North
   B. City Council Minutes for November, 2017 - Tab I

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

APPROVAL OF MINUTES OF REGULAR MEETING ON OCTOBER 16, 2017
REYNOLDS MOVED, SECONDD BY ERICKSON, TO APPROVE THE MINUTES OF OCTOBER 16, 2017. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

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

PUBLIC HEARING:
A. #17-05 Zoning Newly Annexed Property to MN-1 Industrial District located 12636 320th Avenue Northwest
Community Development Director Memo:

REQUEST
Zoning of a newly annexed property to MN-1 Industrial District located at 12636 320th Avenue Northwest. Legal description is Lot 7, Block 1, Railside, Sherburne County, Minnesota, Section 4, Township 35N, Range 26W, PID #01-459-0135.

BACKGROUND
This is a newly annexed property owned by Ted Bell, Northstar Cannon. A new manufacturing facility is being constructed on site. This parcel is adjacent to MN-1.

Applicant Request
The Zoning Administrator is requesting the zoning for the purpose of creating additional industrial land.

ANALYSIS
Existing Conditions: The neighborhood in which this parcel is located contains industrial parcels to the north. This parcel is contiguous to MN-1 Industrial and Township property.

Future Land Use Plan (Comprehensive Plan): The City engaged in a Comprehensive Plan update back in 2009 that identified the long-range goals for development within the City. This zoning is compatible with future land uses.

Review Standards: The Zoning Ordinance does not list review standards for rezoning applications. However, many communities utilize the following factors as review standards in rezoning requests, which are being provided as information:
1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official city comprehensive plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms to all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.
5. Traffic generation by the proposed use is within capabilities of streets serving the property.

CONCLUSION / RECOMMENDATION
City staff is in favor of providing industrial land in the City of Princeton and supports the new zoning.

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

Hallin opened the public hearing.

Ted Bell, applicant said he needed a larger site for his business.

Erickson asked if MN-1 Industrial District is compatible with the Sherburne County Industrial Zoning.

DeWitt said yes, they both are Industrial Zoning.

REYNOLDS MOVED, SECOND BY ERICKSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

REYNOLDS MOVED, SECOND BY ERICKSON, TO APPROVE AND FORWARD TO THE CITY COUNCIL THE RECOMMENDATION TO APPROVE THE ZONING OF THE NEWLY ANNEXED PROPERTY LOCATED AT 12636 320th AVENUE NORTHEAST TO MN-1 INDUSTRIAL DISTRICT. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

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

B. #17-06 CUP to allow retail sales of products stored or manufactured on the site in a MN-1 Industrial District located at 12836 320th Avenue Northwest
Community Development Director Memo:

REQUEST
Conditional Use Permit to allow retail sales of products stored or manufactured on the site in a MN-1 Zoning District. The property is located at 12636 320th Avenue Northwest. Legal description: Lot 7, Block 1, Railside, Sherburne County, Minnesota, Section 4, Township 35N, Range 26W, PID #01-459-0135.

BACKGROUND
Ted Bell has requested the opportunity to sell retail products as an accessory use at his new
manufacturing facility.

ANALYSIS
MN-1 Industrial-Conditional Use Permit – Retail sales as an accessory use, provided that:
(a) Retail sales of products stored or manufactured on the site shall be allowed as an accessory use. A maximum of twenty percent (20%) of the floor area of the space occupied by the particular business, up to a maximum of eight hundred fifty (850) square feet, may be used for retail sales purposes. A single structure leased to more than five (5) tenants under separate leases shall have no more than ten percent (10%) of the total building area devoted to retail space as an accessory use. An accessory retail sales area of greater than eight hundred fifty (850) square feet per business may be approved by conditional use permit, provided that the maximum floor area percentages of this subsection are not exceeded.

(b) Parking as required for retail in this title shall be provided in addition to that required for the principal use.

(c) No sign or display in excess of four (4) square feet shall be placed on or off the property advertising the existence of the retail sales facility.

CONCLUSION / RECOMMENDATION
Ted Bell has agreed to the conditions stated above. Staff would recommend approval of the CUP for retail sales as an accessory use in MN-1 Industrial.

End of Staff Memo

Hallin opened the public hearing.

Ted Bell, applicant said his sale area would be less than 800 square feet. He does fix canoes and gives the customer a hat and t-shirt.

REYNOLDS MOVED, SECOND BY ERICKSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

REYNOLDS MOVED, SECOND BY ERICKSON, TO APPROVE ITEM #17-06 CONDITIONAL USE PERMIT TO ALLOW RETAIL SALES OF PRODUCTS STORED OR MANUFACTURED ON THE SITE IN A MN-1 INDUSTRIAL DISTRICT LOCATED AT 12636 320TH AVENUE NORTHWEST, WITH THE FOLLOWING CONDITIONS:

1. A MAXIMUM OF TWENTY PERCENT (20%) OF THE FLOOR AREA OF THE SPACE OCCUPIED BY THE PARTICULAR BUSINESS, UP TO A MAXIMUM OF EIGHT HUNDRED FIFTY (850) SQUARE FEET, MAY BE USED FOR RETAIL SALES PURPOSES.

2. PARKING AS REQUIRED FOR RETAIL IN THIS TITLE SHALL BE PROVIDED IN ADDITION TO THAT REQUIRED FOR THE PRINCIPAL USE.
3. NO SIGN OR DISPLAY IN EXCESS OF FOUR (4) SQUARE FEET SHALL BE PLACED ON OR OFF THE PROPERTY ADVERTISING THE EXISTENCE OF THE RETAIL SALES FACILITY. A BUILDING PERMIT MUST BE TAKEN OUT FOR ALL SIGNS AND REVIEWED AND APPROVED PRIOR TO INSTALLING.

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

The Planning Commission 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.

C. #17-07 Rezoning from R-3 Multi-family Residential to B-2 Neighborhood Business District located at 501 Smith System Road
Community Development Director Memo:

REQUEST
Kiernan Johnson on behalf of Casey’s Retail Company has submitted an application to rezone the property at 501 Smith Systems Road from R-3 Multifamily Residential, to B-2 Neighborhood Business District.

BACKGROUND
Kiernan Johnson, Supervisor of Store Development, on behalf of Casey’s Retail Company, has submitted a site plan review application for the construction of a Convenience Store with Fuel Sales at US Highway 169 and South Rum River Drive. The property address is 501 Smith Systems Road.

The property is legally described as The Northwest Quarter of the Northeast Quarter of Section 4, Township 35, Range 26, Sherburne County, Minnesota which lies Northwesterly of a line run parallel with and distant 75 feet northwesterly of the following described line: Beginning at a point on the north line of said Section 4, distant 347.3 feet east of the north quarter corner thereof; thence run southwesterly at an angle of 64 degrees 42 minutes, with said north corner thereof; then run southwesterly at an angle of 64 degrees 42 minutes, with said north line for a distance of 469.1 feet; thence deflect to the left on a 3 degrees 00 minutes curve, delta angle 26 degrees 48 minutes for a distance of 600 feet and there terminating. EXCEPTING THEREFROM: That part of Princeton Crossings according to the plat thereof on file or of record in the office of the County Recorder, Sherburne County, that lies within the
Northwest Quarter of the Northeast Quarter of Section 4, Township 35, Range 26, Sherburne County, Minnesota.

ANALYSIS

Existing Conditions: The neighborhood in which the parcel is located contains mostly public buildings, Princeton High School, and general neighborhood business.

The property is currently zoned R-3. The Rezoning application is being submitted with the Site Plan Review application. The property is being requested to be rezoned from R-3 Multi-family Residential to B-2 Neighborhood Business District. The purpose of the B-2, Neighborhood Business District is to provide for the establishment of highly limited scale neighborhood commercial centers and uses in existing commercial nodes that offer basic, convenience-type goods and services to the immediately surrounding areas in which they are located.

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

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

CONCLUSION / RECOMMENDATION

Staff would recommend approval of the rezoning request from R-3 to B-2, based on the following findings:

1. The request is consistent with the Comprehensive Plan and the Future Land Use Plan.
2. The request to rezone this property would not greatly affect the integrity of the neighborhood.

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

Hallin opened the public hearing.

Jon Schuette, representative for Casey's said they are proposing to access off of Smith System Road. Normally they would have two access, but this site only allows one. This is a tighter site location than they normally use. There is a storm water pond to the south of the site. Caseys has a new design plan and this will be the first one they will build in that design. Each year they come up with a new plan prototype and this is an upgrade of the Zimmerman site.

Hallin asked if they are closing the current south Casey's store when this one is built.
Schuette said he does not know what they plan for the south site. Casey’s do have two or three sites in a few towns.

Hallin said if they do close the south Casey’s site that they take out the underground tanks.

Schuette said they would follow all codes on that.

Barbian said it looks like a nice development for a store site. The City Attorney believes the rezoning to B-2 Neighborhood Business District could be challenged for the ground that the B-2 Ordinance states for a convenience store not associated with a gas station. It might be an allowable use, but he does not want it challenged. Barbian would like to see this zoned to the B-3 General Commercial District where motor fuel station pump islands are allowable use.

Schuette is okay with it. He understands this would need a new public hearing and construction will not happen this year.

Barbian said the B-3 District would be more compatible. There are sites between this proposed site, McDonalds, Caribou Coffee, and Shopko that are next to a B-3 District where it would help to rezone those and not have spot zoning. The Future Land Use Plan shows this area as Highway Business.

Erickson and Hallin support the rezoning change to a B-3 District.

Barbian said the City Attorney advised that we continue the public hearing and make a new public hearing with the B-3 Zoning request.

Schuette asked what if those three other sites do not want to change their zoning from B-2 District to B-3 District.

Barbian said the Planning Commission and City Council are serving the public and can make the recommendation of having it rezoned to B-3 District.

Schuette said in the spring they would begin building. They would like to get it built as soon as possible.

Barbian said we can have the continuation of the public hearing and zoning request to the B-3 District on this site along with the adjacent properties to the south of the site. He will contact the other property owners about rezoning to B-3 District.

ERICKSON MOVED, SECOND BY REYNOLDS, TO HAVE A CONTINUANCE OF THE PUBLIC HEARING FOR THE DECEMBER 18th, 2017 PLANNING COMMISSION MEETING REZONING REQUEST ITEM #17-07 FROM R-3 MULTI-FAMILY RESIDENTIAL TO B-2 NEIGHBORHOOD BUSINESS DISTRICT LOCATED AT 501 SMITH SYSTEM ROAD. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.
Staff will contact the owners of the other three parcels, #90-405-0110, #90-405-0105, and #90-405-0115 to see if they would be interested in rezoning their sites to B-3 General Commercial District and also schedule a public hearing to rezone the site at 501 Smith System Road to B-3 Zoning District. If the three other sites are willing for a rezoning change to B-3 Zoning District they will be included on the public hearing.

D. #17-08  Variance to allow the required rear yard minimum setback of 30 feet to 17' 10" feet for new construction in B-2 Neighborhood Business District located at 501 Smith System Road

Community Development Director Memo:

BACKGROUND
Kiernan Johnson on behalf of Casey’s Retail Company, has applied for a variance for the rear yard setback of 17 feet 10 inches. The required rear yard setback is 30 feet. The proposed construction would be located 12 feet 2 inches from the rear property line. The property address is 501 Smith System Road.

The property is legally described as The Northwest Quarter of the Northeast Quarter of Section 4, Township 35, Range 26, Sherburne County, Minnesota which lies northwesterly of a line run parallel with and distant 75 feet northwesterly of the following described line: Beginning at a point on the north line of said Section 4, distant 347.3 feet east of the north quarter corner thereof; thence run southeasterly at an angle of 64 degrees 42 minutes, with said north line for a distance of 469.1 feet; thence deflect to the left on a 3 degrees 00 minutes curve, delta angle 26 degrees 48 minutes for a distance of 600 feet and there terminating. EXCEPTING THEREFROM: That part of Princeton Crossings according to the plat thereof on file or of record in the office of the County Recorder, Sherburne County, that lies within the Northwest Quarter of the Northeast Quarter of Section 4, Township 35, Range 26, Sherburne County, Minnesota.

ANALYSIS
The site is located north of Caribou and McDonald’s. It is south of Frontier Steakhouse. The site includes one parcel that is 1.29 acres in size. The project includes the construction of a 4,810 square foot, one-story building with 5 double sided fuel pumps, a 24’ by 136’ canopy over the fuel pumps and 2 underground fuel storage tanks. The building meets all height requirements. Access will be off of Smith System Road from the north side of the site. An application for rear setback is included with the site plan review application.

VARIANCE
A variance request was submitted for a rear yard setback of 17’ 10” instead of the 30’ required setback. The reason for this request is that the lot is longer north to south than it is east to west. To meet the 30’ required rear yard setback would significantly reduce the buildable space on the lot to the east and impact the space available for parking and drainage. The west side of the lot is backed up to a paved trail and tennis courts owned by the High School. Casey’s has agreed to put in additional natural screening in the form of landscaping to help buffer the
visual impacts of the rear of the building being located closer to the west property line and the high school property.

GENERAL VARIANCE REVIEW STANDARDS
Subsection 3.8 of Chapter IV outlines the standards for review of a Variance:
1. Is the variance in harmony with the general purposes and intent of the zoning ordinance?
   Comment: Yes- The variance is in harmony with the general purposes and intent of the zoning ordinance.
2. Is the variance consistent with the Comprehensive Plan?
   Comment: Yes- It appears the variance will remain consistent with the Comprehensive Plan.
3. Does the property owner propose to use the property in a reasonable manner not permitted by the zoning ordinance?
   Comment: Yes- The property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance.
4. Are there circumstances unique to this property not created by the landowner?
   Comment: Yes- There are circumstances unique to this property not created by the landowner.
5. Will the issuance of the variance maintain the essential character of the locality?
   Comment: Yes- Such variance will not alter the essential character of the district in which it is located or the property for which the variance is sought.
6. Does the alleged practical difficulty involve more than economic considerations?
   Comment: Yes- The request for this variance is due to the unique shape of the lot. The granting of the variance will allow Casey’s to maximize space and is the appropriate land use.

It is Staff’s recommendation to approve the variance request.
******************************************************************************End of Staff Memo******************************************************************************

Hallin opened the public hearing.

This item will need to be continued until the December 18, 2017 Planning Commission meeting. The rezoning of 501 Smith System Road will need to be reviewed and approved prior to this application.

ERICKSON MOVED, SECOND BY REYNOLDS, TO HAVE A CONTINUANCE OF THE PUBLIC HEARING FOR ITEM #17-08 VARIANCE TO ALLOW THE REQUIRED REAR YARD MINIMUM SETBACK OF 30 FEET TO 17’ 10” FEET FOR NEW CONSTRUCTION IN B-2 NEIGHBORHOOD BUSINESS DISTRICT LOCATED AT 501 SMITH SYSTEM ROAD. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

#17-09 Rezoning of right-of-way to ES Essential Services Overlay District to allow a 190’ foot cell tower

Community Development Director Memo:
REQUEST
The City of Princeton Zoning Administrator has requested an essential services overlay district to be placed in the right-of-way.

BACKGROUND
There has been a need for Public Safety communication improvement for the City of Princeton for an extended time. A tower of adequate height is required to amend this problem. An essential services overlay district will allow for a tower of this type to be constructed in the right-of-way north of Highway 95 that will meet the communications needs for the entire community.

The property is described as a right-of-way located between B-2 Neighborhood Business District and R-2 Residential District on a portion of Sixth Street North to ES Essential Services Overlay District to allow a 190' foot cell tower for public safety communication located between parcels; Original Townsite, Block 33, Lot 7 and parcel Original Townsite, Block 41, Lot 12, Section 28, Township 36, Range 26.

ANALYSIS
Existing Conditions
The City of Princeton is in need of an adequate communications tower. See attached memos.

Review Standards
The Zoning Ordinance does not list review standards for rezoning applications. However, many communities utilize the following factors as review standards in rezoning requests, which are being provided as information:
1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official city comprehensive plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms to all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.
5. Traffic generation by the proposed use is within capabilities of streets serving the property.

CONCLUSION / RECOMMENDATION
Staff would recommend approval of the zoning of an Essential Services Overlay District.

End of Staff Memo*

Chief Todd Frederick Memo:
The City of Princeton Public Safety Departments has been working on finding a solution on an issue regarding the communication with the 800 mhz system. Departments such as Police, Fire, Medical Services, Public Works and Public Utilities are unable to communicate on a consistent basis via the portable radios when officers, fire personnel and workers are inside some of the buildings within the City of Princeton. This is an unsafe situation for all City of Princeton employees and other public safety personnel and workers that operate in the area with handheld portables. This tower would be the start of the process to correct this issue by allowing
public safety and other departments to install a simulcast system on the tower in the near future. If you have any questions please feel free to call me.

Fire Chief Ron Lawrence

Regarding: The City of Princeton has a public safety issue regarding communications. We are unable to communicate via radios when we are in some of the buildings inside the city. This is a detrimental issue for Fire and Police. This tower will be very important in starting to correct this issue by allowing public safety to install a simulcast radio system on this tower in the future. It will benefit public safety, city employees, and the citizens of Princeton to communicate inside buildings, keeping public safety employees safer. It will also benefit public works employees and everyone else who uses the 800 mhz radio system. This tower is a step in the right direction for public safety for the City of Princeton.

Hallin opened the public hearing.

Steve Stulz, AT&T Representative said he has been working with the City on communication covering issues they are having. The City staff directed him to the site and they also looked at a few others. This site would work well for AT&T. This tower would be built by AT&T and they would put their equipment on it and deed it back to the City. There would be a rent abatement for AT&T for a number of years. This procedure is not that common, but they have done it.

Erickson asked how tall the tower would be.

Stulz said it will be a total of 190 feet and the AT&T antenna will be at 150 feet mark. They did look at the Public Works building site and they thought the soil conditions were not viable because it was a dump site previously.

Barbian said staff is supportive of the location and the use of sharing the tower with AT&T. AT&T will have a lease agreement on it for 15-20 years.

Stulz said 25-50 years is the lease agreement and they would sign a rent abatement.

Barbian said rezoning would go to the City Council for final approval. AT&T will have to negotiate a lease with the City.

Stulz said any other rent the City would get from this tower they would keep.

Erickson asked if they looked at the industrial area and by the hospital.

Stulz said there are height restrictions by the hospital. They wanted a City owned site. City staff directed them to this site.
Reynolds asked on the footprint of the tower.

Stulz said 25 x 40 feet. There is adequate space on it.

Hallin likes one tower being used for different entities.

Erickson is not sure about the location.

Mark Campbell, 605 5th Avenue North, said he is not a fan of this. This will be an eyesore for the neighborhood and what kind of effect would it give off for phone and communications for their property.

Hallin said it could help communications for them and it's high enough.

Stulz said the regulations is regulated by the FCC Federal regulations.

Campbell said it will look awful in the neighborhood. Move it away from the houses there.

North end of town is treated the worse he feels.

Barbian asked if there is tree or wooded areas at this site.

Stulz said there is a house on both sides of it.

Erickson said on the north of it is the person’s back yard.

Barbian said on a ground level they could mitigate landscaping. He cannot address the height.

Craig Mitchell 506 7th Street North, said it will look awful there. There has to be a better place for it. He is a block north of it and will be looking at it. It will be lit up like a Christmas tree so airplanes don’t hit it. What about the other sites they looked at. Does it have to be on City property.

Stulz said no.

Reynolds said it would cost us more if we were to build it.

Mitchell said he is surrounded by rental properties and now having this. There has to be a better spot instead of in a neighborhood. How about the grass runway.

Hallin said not in the fly zone.

Mitchell said how about Riebe Park.

Stulz said it cannot be by the water. The Princeton Public Utilities did not want it on their
property he was told.

Erickson believes there is a better location, maybe on school property.

Barbian said it is difficult for the staff here tonight because all we have is recommendations from other City staff.

REYNOLDS MOVED, SECOND BY ERICKSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Erickson would like more information on this.

REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE AND FORWARD ON TO THE CITY COUNCIL FOR RECOMMENDATION OF ITEM #17-09 REZONING OF RIGHT-OF-WAY TO ES ESSENTIAL SERVICES OVERLAY DISTRICT TO ALLOW A 190' FOOT CELL TOWER THAT WOULD BE LOCATED BETWEEN PARCELS BLOCK 33, LOT 7, AND BLOCK 41, LOT 12, OF ORIGINAL TOWNSITE. UPON THE VOTE, THERE WERE 2 AYES, 1 NAY. (Ayes: Hallin and Reynolds. Nay: Erickson)

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

New Business:

A. Casey’s Site Plan Review for 501 Smith System Road
Community Development Director Memo:

BACKGROUND
Kimber Johnson, Supervisor of Store Development, on behalf of Casey’s Retail Company, has submitted a site plan review application for the construction of a Convenience Store with Fuel Sales at US Highway 169 and South Rum River Drive. The property address is 501 Smith Systems Road.

The property is legally described as The Northwest Quarter of the Northeast Quarter of Section 4, Township 35, Range 26, Sherburne County, Minnesota which lies Northwesterly of a line run parallel with and distant 75 feet northwesterly of the following described line: Beginning at a point on the north line of said Section 4, distant 347.3 feet east of the north quarter corner thereof; thence run southwesterly at an angle of 64 degrees 42 minutes, with said north line for a distance of 469.1 feet; thence deflect to the left on a 3 degrees 00 minutes curve, delta and 26 degrees 48 minutes for a distance of 600 feet and there terminating.

EXCEPTING THEREFROM: That part of Princeton Crossings according to the plat thereof on file or of record in the office of the County Recorder, Sherburne County, that lies within the
Northwest Quarter of the Northeast Quarter of Section 4, Township 35, Range 26, Sherburne County, Minnesota.

REZONING
The property is zoned R-3. The rezoning application is being submitted with the Site Plan Review application. The property is being rezoned from R-3 Multi-family Residential to B-2 Neighborhood Business District. The purpose of the B-2, Neighborhood Business District is to provide for the establishment of highly limited scale neighborhood commercial centers and uses in existing commercial nodes that offer basic, convenience-type goods and services to the immediately surrounding areas in which they are located.

VARIANCE
Casey's is applying for a Variance for rear yard setback. The Variance Application is being submitted with the Site Plan Review.

Parking
The proposed 20 parking stalls meet the Ordinance standards for stall sizes and aisle widths. The proposed parking plan includes 19 standard stalls, 1 handicapped stall and 10 available spaces at the fuel pumps.

LANDSCAPING
Proposed landscape plan includes all required components including details of all proposed vegetative landscaping materials, non-vegetative landscaping and screening materials, planting and construction schedule. All areas disturbed during construction shall be restored as soon as possible. Seeding and/or sodding shall occur according to code.

SIGNAGE
Proposed signage has not yet been thoroughly examined. Proposed signage will be evaluated at the time of sign permit application. Any proposed signage must meet ordinance requirements and a sign permit must be applied for.

BUILDING MATERIALS
The exterior of the building is to be constructed with stone veneer, brick and stucco. Building elevations are provided.

CITY ENGINEER
The City Engineer has reviewed the site plan application and submitted comments via a memo dated xxx in regards to the Smith Systems Road and Rum River Drive Traffic Analysis, grading and erosion plan, utility plan. SWPPP, and storm water management. All of the comments will need to be addressed by Casey's Retail Company. Upon satisfaction of the Engineer requests, building permits can be applied for.

FIRE INSPECTOR
The Fire Inspector has reviewed the site plan application and he found no concerns with this plan.

CONCLUSION
Based upon the above review standards, city staff would recommend approval of the site plan review for the proposed Casey's General Store and Fuel Sales, subject to any conditions that may come up at the meeting.

Casey's Retail Company Project Narrative Memo:

Casey's Retail Company is proposing the construction of a convenience store with gasoline sales in Princeton, Minnesota, located at 501 Smith System Road. The proposed development would include a one-story building consisting of 4,810 square feet, 5 double-sided fuel pumps, a 24' x 136' canopy over the fuel pumps, and two underground fuel storage tanks.

The proposed Casey's General Store will have operating hours of 6 am – 11 pm, with possible extended hours of 5 am – 12 am, if permitted. The store will employ 20-25 employees, both part-time and full-time, and include management opportunities. There are 19 designated parking spaces, in addition to 10 available spaces at the fuel pumps. Included in the parking is handicap parking space.

The building materials for the proposed Casey's General Store consist of stone veneer, brick and stucco.

The signage for the proposed Casey's General Store will include a 3 product pylon sign and a number of signs on the building and canopy. The 3 product pylon sign will be a total of 35' in height. The product sign will be located on the southeast corner of the parking lot.

The proposed Casey's General Store will not have any outdoor storage.

Construction is expected to start in the spring of 2018 with construction ending in the fall of 2018.

Hallin opened the public hearing.

Barbian would like to speak with the applicant on the storm water and traffic concerns. The City Engineer seems to question the calculation and data used for the traffic counts for the afternoon when school dismissal time of 2:45 PM.

Jon Schuette, representative for Casey's said they have addressed the comments from the City Engineer and they have been taken care of.
Barbian said the road traffic conditions need to be improved by the applicant.

Schuette said they are looking into it further. They are looking at the cost share with the school. If Casey’s had to correct traffic issues and they would like to talk to the Traffic Engineer and coordinate something. Casey’s does not want to take care of all the cost.

Hallin is concerned of the semi-truck weight.

Barbian said there needs to be sewer and water to the site.

Erickson said the current problem is caused by the school where they could reroute traffic. There is other outlets they could use. They could come out Northland drive from the school.

Barbian said they will have to see what the City Engineer says. We do not want to add to traffic issues.

ERICKSON MOVED, SECOND BY REYNOLDS, TO KEEP THE PUBLIC HEARING OPEN ON THE CASEY'S SITE PLAN REVIEW FOR 501 SMITH SYSTEM ROAD, FOR THE DECEMBER 18, 2017 PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Communication and Reports:
Verbal Report
A. B-3 Zoning Ordinance
DeWitt said the B-3 Zoning Ordinance that was handed out earlier if for the Planning Commission members to change out in their Zoning Ordinance books.

Barbian said he will put a monthly report together for all the Boards to update them on what is going on in the City.

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

REYNOLDS MOVED, SECOND BY ERICKSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:27 P.M.

ATTEST:

______________________________  ________________________________
Victoria Hallin, Chair           Mary Lou DeWitt, Comm. Dev. Assistant
MEMORANDUM

TO: Planning Commission Board
FROM:
SUBJECT: Rezoning from R-3 District to B-2 District at 501 Smith System Road
DATE: December 18, 2017

At the November 20, 2017 Planning Commission meeting the rezoning request from R-3 Multi-family Residential District to B-2 Neighborhood Business District was reviewed.

The B-2 Neighborhood Business District allows convenience stores of 3,000 square feet or less in gross floor area and not associated with gas station. The proposed Casey’s site would be 4,665 square feet.

Convenience Stores Definition: An establishment whose principal business is the sale of foods, beverages, and frozen desserts in a ready-to-eat state in disposable or edible containers for consumption on or off the premises, groceries, and gasoline. Auto repair is not permitted.

Gas Station Definition: A place where motor vehicle fuels are sold at retail.

The Planning Commission moved to continue the rezoning request for the December 18, 2017.

Staff believes this site would be better suited in the B-3 General Commercial District where the proposed convenience store and gasoline sales would be an allowed use.

The B-3 District allows automobile service stations and any use permitted in B-1 and B-2 Districts.

Auto Service Station: A place where gasoline or any other automobile engine fuel (store only in underground tanks), kerosene, motor oil and lubricants, or grease (for operation of motor vehicles) are retailed directly to the public on the premises; including the sale of minor accessories and the servicing or minor repair of automobiles, and may include the sale of convenience food goods and necessity items. This does not include business side lines such as trailer rental or discount stores. These would not be included as ordinary service station activities unless specifically permitted by a conditional use permit.

At the November 20, 2017 Planning Commission meeting the representative present for Casey’s was okay with the rezoning change to the B-3 District instead. He understood a new public hearing would need to be published.

Conclusion/Recommendation: Staff recommends the request the Planning Commission received to the City Council to rezone from R-3 Residential District to B-2 Neighborhood Business District be denied.
BACKGROUND

Casey’s Retail Company had submitted an application to rezone their site located at 501 Smith System Road from R-3 Residential District to B-2 Neighborhood Business District for the November 20, 2017 Planning Commission meeting. After review staff recommended B-3 General Commercial District for this site and the three adjacent sites where McDonalds, Caribou and Shopko are located. This is advancing at this time.

Outreach to each of the businesses has occurred with no parties raising objection. In addition all notices required when zoning decisions are considered have occurred.

ANALYSIS

The intent of the B-3 General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community.

The Comprehensive Plan and Future Land Use Plan have this area designated as Highway Commercial. Staff has contacted the property owners of McDonald’s (701 Northland Drive), Caribou Coffee (703 Northland Drive), and Shopko (705 Northland Drive) to discuss changing their sites from the B-2 Zoning District to B-3 Zoning District. The future site of Kwik Trip had been rezoned to the B-3 District this year and if the remaining sites were rezoned to the B-3 District, it will make it possible to rezone the future Casey’s site to the B-3 District. All sites would fit in the B-3 allowable use and property taxes would not be affected by the zoning change.

CONCLUSION/RECOMMENDATION

Staff would recommend approval of the rezoning from R-3 and B-2 to B-3, based on the following findings:

1. The request is consistent with the Comprehensive Plan and Future Land Use Plan.
2. The request to rezone this property would not greatly affect the integrity of the neighborhood.
TO: Planning Commission Board  
FROM: Mary Lou DeVitt, Comm. Dev. Assistant  
SUBJECT: Variance for the new Casey’s Convenience Store with Gasoline Sales  
DATE: December 18, 2017  

BACKGROUND  
Casey’s Retail Company has applied for a variance for a rear yard setback that had been introduced at the November 20, 2017 Planning Commission meeting. The public hearing for the variance was continued for to December 18, 2017 meeting where the rezoning for the site could be reviewed for the B-3 Zoning District.

ANALYSIS  
In the B-3 Zoning District the rear yard minimum setback is 20 feet unless the rear yard setback would be 30 feet when abutting a Residential District. This site abuts a Residential zoned district with the land use of tennis courts so the setback needed would be 30 feet.

The variance that has been applied for rear yard setback of 17 feet 10 inches. The proposed building would be located 12 feet 2 inches from the rear property line.

VARIANCE  
The applicant is requesting the variance because the lot is longer north to south than it is east to west. To meet the 30’ required rear yard setback would significantly reduce the buildable space on the lot and impact the available parking and drainage. The west side of the lot is the High School paved trail and tennis courts. Casey’s has agreed to put in additional natural screening in the form of landscaping to help buffer the visual impacts of the rear of the building.

GENERAL VARIANCE REVIEW STANDARDS  
Subsection 3.8 of Chapter IV outlines the standards for review of a Variance:  
1. Is the variance in harmony with the general purposes and intent of the zoning ordinance?  
   Comment: Yes, the general purpose and intent of the B-3 District is to create an area to serve commercial and service needs of the general population.  
2. Is the variance consistent with the Comprehensive Plan?  
   Comment: Yes, the Comprehensive Plan designates this area as Highway Commercial. A convenience store with gasoline sales is consistent with the Highway Commercial designation.
3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?  
   Comment: No, a convenience store with gasoline sales is reasonable use of a commercial property alongside a major highway.
4. Are there circumstances unique to this property not created by the landowner?  
   Comment: Yes, because of the unique shape of this property, a variance is needed to get the full use of the site.
5. Will issuance of the variance maintain the essential character of the locality?  
   Comment: Yes, the issuance of a variance to allow a convenience store with gasoline sales will maintain the essential character of the locality as it is within the Highway Commercial District.  
6. Does the alleged practical difficulty involve more than economic considerations?
Comment: Yes, the request for this variance is due to the unique shape of the lot. Granting the variance will allow the applicant to maximize space and is appropriate land use.

CONCLUSION
It is staff's recommendation to approve the request for a variance for rear yard setback of 17 feet 10 inches.
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: Casey's Site Plan Review
DATE: December 18, 2017

BACKGROUND
Casey's retail company has submitted a Site Plan application for the construction of a convenience store with fuel sales. The site location is 501 Smith System Road. The proposed building consists of 4,685 square feet and ten fueling positions.

PARKING
The proposed 20 parking stalls meet the Ordinance standards for stall core and aisle widths. The proposed parking plan included 19 standard stalls, 1 handicapped stall. There will be ten available spaces at the fuel pumps.

LANDSCAPING
The proposed landscape plan includes all required components including details of all proposed vegetative landscaping materials, non-vegetative landscaping and screen materials, planting and construction schedule. All areas disturbed during construction shall be restored as soon as possible. Seeding and/or sodding shall occur according to code.

BUILDING MATERIALS
The exterior of the building is to be constructed with stone veneer, brick and stucco.

VARIANCE
Casey's has applied for a Variance for rear year setback of 17 feet 10 inches instead of the required 30 foot setback. Upon the Planning Commission's approval, the setback would result in the proposed building would be located 12 feet 7 inches from the rear property line.

SIGNAGE
The plans show a 25 foot pylon sign on site. The regulations for B-3 Zoning District allow up to a 150 square foot maximum sign area and 60 feet in maximum height, so the height of this sign does meet zoning requirements. There was no additional information on the signage; such as the pylon sign needs to have ten foot clearance between grade levels and the bottom of the sign, the signage must be a minimum of 15 feet from any surrounding buildings or structures, and not extend over public sidewalks or streets. There shall be no more than one pylon sign per lot. Engineered plans for the pylon signage will need to be submitted with a building permit and approved prior to installing.

There has not been any wall signage submitted at this time. The signage will follow Zoning Ordinance requirements and be reviewed and approved with a building permit prior to installing.
CITY ENGINEER
The City Engineer has reviewed the Site Plan application in regards to traffic analysis, grading and erosion plan, utilities, and storm water management. The issues have been addressed, and conditions of approval and must be addressed prior to the Building Permit issuance.

RECOMMENDATION: Staff would recommend approval of the Site Plan with the following conditions:

1. That the variance requested be approved.
2. Sidewalk be constructed by developer along Smith System Rd. from Hwy 29 to west edge of property linked to the School trail.
3. The plans reflect the conditions and conclusions of the City Engineer.
4. A building permit for the pylon sign and wall signs meet ordinance, be approved by staff and the Building Inspector issue a permit prior to installation of any and all signage.
5. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: building, Water Access Charge (WAC), and Sewer Access Charge (SAC).
6. A Fire key box be placed on the building in coordination with the Fire Inspector.
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: Crystal Cabinets Site Plan Review
DATE: December 18, 2017

BACKGROUND
Crystal Cabinet’s has submitted a Site Plan Review for an addition of 22,500 square feet to their existing facility located at 1100 Crystal Drive. The location of the addition will be on the northeast rear corner of their existing building. The planned addition is for additional manufacturing space and will include the purchase of additional equipment for production capabilities. The project will include a new concrete loading dock, adjacent bituminous pavement and a gravel fire lane along with the new building addition.

The property site is zoned MN-1, Industrial and designated as industrial on the Future Land Use Plan and Comprehensive Plan.

ANALYSIS
The site is located between Rum River Drive South and 14th Avenue South. This site has two parcels; the parcel with the current building and proposed addition has 19.68 acres and vacant land to the north of the site is 14.35 acres, total acreage is 34.03.

The existing area of interest or proposed addition area has three discharge points: overland flow into the existing regional pond, overland flow into the MnDOT ditch by State Highway 169 northeast of the property, and sheet flow into curb & gutter that flows to the south from the proposed building addition.

The site plan illustrates relocating a drive-in high speed door to the new east wall, relocating the existing dock door to the east along with capabilities for adding additional docks in the future.

Parking
The parking stalls are 9’ x 18’ with 26’ isles. The provided amount is 285 stalls for the manufacturing portion, 24 stalls for the office portion which would require 309 stalls and the applicant provides 616 stalls.

Landscaping
Green space is provided on the north of the addition and also a section to the east which totals 5,664 square feet. The Zoning Ordinance states that landscaping for modification or expansion of a building or improvements to a site affect greater than 10% of the existing non-residential structure or site, and/or when there is a change in land use. This addition will be under the 10% expansion of the building, and appropriate screening and buffering is present.

Signage
If the applicant would like additional signage, that will need to follow the Zoning Ordinance requirements. A Building Permit would need to be approved prior to installation.
Memorandum

To: Mr. Robert Barbian
   City Administrator
   City of Princeton

From: Eric Eckman, PE

Copy: Andy Brottier, PE
   City Engineer

Date: December 12, 2017

Re: Preliminary Site Plan Review Comments – Crystal Cabinet Works 2017 Expansion
    WSB Project No. R-011207-000

WSB has completed our review of the preliminary site plan which was received on December 6, 2017 for
the proposed Crystal Cabinet Works Expansion located at 1100 Crystal Drive in Princeton, Minnesota.

- The review was completed for the submitted site plan C100 through C700 and the submitted
  Hydrology Calculations.
- A phone conversation between WSB and Rice Companies occurred on December 11, 2017 to
  discuss missing information that led to the submittal of revised plans on December 11, 2017.
- Additional discussions were had the morning of December 12, 2017 with Westwood to address
  other comments from the December 11, 2017 submittal.
- Revised plans were submitted on December 12, 2017.

Based on our review of the revised plans, the plan review comments provided via e-mail on November
28, 2017 have been addressed.

Conclusion and Recommendations

Based upon our review of the proposed side grading and utility plans provided for the Crystal Cabinet
Works expansion submitted on December 12, 2017, the proposed plan is in accordance with the City of
Princeton requirements from an engineering standpoint for this project.
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: Land Donation
DATE: December 18, 2017

Marguerite Wellin would like to donate Lots 3-6, Block 58, Original Addition to the City of Princeton. This is vacant land that is south of the Public Works garage site and west of Pioneer Park. To the east is residential property.

This site is in the Floodplain and Wild & Scenic District, therefore very restricted for the use. This land could be beneficial to the City with Pioneer Park abutting it. The donation of the property is unconditional and the City of Princeton is free to utilize the property in any manner it deems to be a public benefit.

City of Princeton staff has discussed the proposed land donation and would recommend the Planning Commission approve and forward recommendation of approval to the City Council. The City Council would review the donation and if approved, the action would require the Council to pass a resolution.
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: Meeting Dates Rescheduled
DATE: December 18, 2017

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 22, 2018
February 26th, 2018
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON NOVEMBER 2, 2017 4:30 P.M.

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

East Central Library discussion

Karnowski reported that the primary topic for this month's Study Session is a discussion with representatives from the East Central Regional Library Executive Director Carla Lydon and the ECRL's Assistant Director Rachel Howell.

Princeton has an ongoing agreement with the ECRL for the operation of the Princeton Library. Generally speaking, the agreement (the latest 1995 version is attached) provides that the city will provide the building, utilities, internal and external maintenance, and insurance and the ECRL provides the staffing, the books and materials, a catalogue of all materials available through the ECRL system of 14 Libraries (Aitkin, Cambridge, Chisago Lakes Area, Hinckley, McGregor, Milaca, Millie Lacs Lake, Mora, North Branch, Pine City, Princeton, Rush City, Sandstone, and Wyoming).

Carla Lydon advised that they have not reviewed the Library hours for more than 10 years. They have not reviewed hours of the library for more than 10 years. They have looked at numbers of visits, the hours of those visits and staff needs.

While the ECRL Board has not approved the changes yet, the following changes are proposed to the Princeton location. The large cut in hours for the proposed Friday hours may change if the County contributes more.

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<th>Day</th>
<th>Current Hours</th>
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<tr>
<td>Monday</td>
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<td>Tuesday</td>
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Walker asked how busy it is from 10:30 to 11. Steve Karlson confirmed that many times there are people waiting for the library to open at 10:30. They did hear public response from their visitors are that people want them to be open earlier.

Edmonds said he read that the Millie Lacs Lake Library was going to be closed. Lydon stated that there was a miscommunication and that was reported in error. That branch is still needed, and they would not want to close a library as they would lose some of their state funding.
Edmonds asked if the local “Friends of the Library” group can increase their funding. Lydon said they have actually had to decrease the amount. They do go to the Townships to ask for some funding assistance, and they are seeing very little from those Townships.

Walker asked what the average was per staff hour. Lydon responded that it is $19.37 per hour average with benefits included.

Lydon said the plan is to re-evaluate this every 3 years. She expects the ECRL Board may likely vote for this in November, but it could be December. They plan to make the changes in March after some public hearings are held.

The ECRL Board really appreciates the city’s support.

Ratification consideration of AFSCME and LELS 3yr contracts

Karnowski advised that he and Finance Director Jackson met with both the AFSCME Union and LELS Union representatives several times in the past months and have tentatively agreed to new contracts – subject to City Council Approval.

The details of the proposed contract changes are as follows:

Both the LELS and AFSCME unions agree to the following:

1. Contract Length: The proposed contract is a 3-year contract (covering 2018, 2019 and 2020).

2. Health Insurance. For at least the last dozen years, the city’s medical insurance carrier has been Blue Cross/Blue Shield. Historically the annual rate increases have been manageable and, in some cases, a reduction in rates. As previously advised, the BC/BS rates for 2016 were proposed to increase about 49% which both the city and union(s) agreed was unpalatable. The city then went out and got quotes from other insurance providers and presented our findings to the city staff and unions. The employee’s preference was for the Public Employee’s Insurance Program (PEIP) whose rates were not only reasonable but, historically, change very little from year to year. Previously, the city’s monthly contribution toward the medical insurance premiums (Standard or HSA) were $578 toward single coverage and $970.50 toward family coverage. The new AFSCME contract proposes changing the city’s contribution to $618 for single coverage and $1,050 for family coverage.

3. Wages: The city recently did a wage analysis comparing the city employee wages with other similarly sized cities – most of which are contesting with the metro area for employees. Those cities compared were Becker, Chisago City, Circle Pines, Dayton, Elko-New Market, Lindstrom, North Oaks, Oak Park Heights, Rockford and Wayzata. Our study indicated that the wages we pay our employees are about 10% below the average of those other cities. Accordingly, the plan was to bring our wages up by 10% (not including any COLA) over a 5-year period using a 2% increase for each of the next five years. The tentatively agreed-to contract implements the “catch up” wage program over 4 years rather than 5 with a 21/4% in-
crease per year (rather than the proposed 2%) for the next 3 years plus a 2% COLA for each of the three years of the proposed new contracts.

The LELS Union and city also tentatively agreed to this one additional item:

4. Last year’s contract included additional pay for certain police training positions. One of positions that was mistakenly overlooked was the officer that does the First Responder Training. The Council is reminded that by having an officer on staff who’s taken the ‘train
the trainer’ course saves the city money because we then don’t have to hire a separate individual to come in and do the requisite training nor do we have to pay to send the officers to a course in another location. So the following language was added to this contract:

First Responder Instructor: an additional $.50 per hour while teaching plus an additional $.50 per hour for two hours of prep time.

The AFSCME Union and city tentatively also agreed to these four additional items:

5. Comp Time Accumulation: The last contract had a Memorandum of Understanding (MOU) allowing an AFSCME employee to accumulate up to 80 hours of comp time (the current contract allows a maximum of 40 hours). The proposed contract moves that provision into the body of the proposed contract.

6. Comp Time Cash-out: The proposed contract includes a provision allowing an AFSCME employee to cash out up to twenty (20) hours of accumulated comp time on December 1st of each year.

7. Vacations and Weekend Scheduling: The current contract allows AFSCME employees to, by seniority, to request vacation time by April 1st of each year. The weekend schedule is put together before the 1st of the year. So sometimes it’s difficult for an employee to find someone to trade with if they’re scheduled to work a weekend that they would like to take for vacation. So the new contract requires that request for vac-
ation have to be submitted to the Department Head no earlier than December 1 and no later than December 15 previous to the scheduling year. That should reduce the conflicts between vacations and weekend duty.

8. Clothing Allowance: The current contract provides $100 every two years for an employee to purchase a winter jacket or insulated coveralls. The proposed new language would allow that $100 to be spent on any clothing directly related to the work done by the employee and to be only worn by the employee while on city duty.

Jackson advised that the funding for all of the above changes were anticipated and are covered in the city’s proposed levy and budget for 2018. Traditionally, the Council has also extended the wage and insurance increases to those employees (mostly supervisors) whose conditions of employment are not covered by union contracts.

Accordingly, staff recommends that the Council adopt the following motion:
"I move that the City Council agree to the terms and conditions of both the AFSCME and LELs union's proposed 3-year contracts as outlined in the above memo and, further, extend the same wage and insurance adjustments to the city of Princeton's non-union employees."

Edmonds asked if we do the 4 year catchup, can that be looked at again in 3 years. Karnowski stated that technically it could, but the unions seem to be fine with the 4 year agreement.

Walker stated it is interesting the cities that were used, and asked why Zimmerman and Cambridge were not used, but Wayzata, and Circle Pines were. Karnowski said he and Jackson actually picked the cities to use. They used cities that had similar populations and distance to the Twin Cities.

Karnowski stated that they had looked into companies that do these studies and they were quoted at about $30,000. Instead, Jenkins, Jackson and himself gathered the information.

Edmonds said they had doing this type of study when he was on the County Board and he was surprised at how expensive it was.

Zimmer added said staff did look as far east as Lindstrom, Chisago City, and southwest to Rockford.

Edmonds asked about insurance, as he imagines that we were not the only ones hit with a huge increase. Karnowski stated the city was in with a large group, and this year they decided to merge all the groups together. The City's good experience benefitted others, while we saw a huge increase. He questioned why they did not do the increase over a few years. They responded they just decided to do it all at once.

Zimmer asked if the non-union positions were included in the study as well. Karnowski said all the positions were included in the comparison.

ZIMMER MOTIONED THAT THE CITY COUNCIL AGREE TO THE TERMS AND CONDITIONS OF BOTH THE AFSCME AND LELs UNION'S PROPOSED 3-YEAR CONTRACTS AS OUTLINED IN THE ABOVE MEMO AND, FURTHER, EXTEND THE SAME WAGE AND INSURANCE ADJUSTMENTS TO THE CITY OF PRINCETON'S NON-UNION EMPLOYEES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

November Council Meeting

Karnowski stated that as it does every year, the Council's second meeting falls on Thanksgiving Day. It's traditional that the November meetings are moved. If the Council wishes to keep the same November meeting schedule as in past years, the November meetings would be as follows:

Thursday, November 2nd: Study Session

Thursday, November 9th: Regular Meeting
Tuesday, November 21st: Regular meeting

If the Council wishes to adopt that meeting schedule, a motion to that effect would be in order.

WALKER MOTIONED TO APPROVE CHANGING THE SECOND REGULAR MEETING IN NOVEMBER PERMANENTLY TO THE TUESDAY PRIOR DUE TO THANKSGIVING. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Santa Lucia Subordination Agreement

Foss advised that Santa Lucia’s had received a commercial rehabilitation program deferred loan for $21,406. They are looking for a subordination agreement from the City on the loan.

WALKER MOTIONED TO APPROVE THE SUBORDINATION AGREEMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Karowski stated that Bob Barbian is here. He is excited to be starting soon and will be meeting Foss tomorrow to go over the current Planning and EDA projects.

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 5:19PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins
City Clerk

AllySI:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON NOVEMBER 9, 2017 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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

AGENDA ADDITIONS/DELETIONS

Jackson said he would like to add a study session to review the 2018 budget prior to the Truth in Taxation Meeting.

The Council discussed some various dates that would work for them and staff.

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of October 27, 2017
B. Study Session Meeting Minutes of November 2, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF OCTOBER 27, 2017 AND THE STUDY SESSION MEETING MINUTES OF NOVEMBER 2, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. WWTP Manager Chris Klinghagen Step 5 increase to $66,404 effective 11-22-17
   2. WWTP Tyler Hall Step 5 increase to $26.00 hour effective 11-22-17
C. Donations/Designations

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

OPEN FORUM

PRESENTATIONS

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Minutes of October 19, 2017
B. Airport Advisory Minutes of October 2, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Comprehensive Plan Update

Eric Zweber provided an update on the Comprehensive Plan update. The first draft is complete, but the survey information sent out with the October Utility bills still needs to be includ-
ed into the analysis and included in the plan.

Public Engagement for the Comprehensive plan update has included 4 methods, Online, Music in the Park, Chili Fest and the survey sent out with the October Utility bills.

The City Council had developed 21 priorities before the Comprehensive Plan update. Those priorities include:
- Extend 21st Ave into the Industrial Park (from Airport)
- Construct new restrooms in Riverside Park
- Complete the roundabout at Highway 95 and 21st Avenue
- Get to the city population up to 5,000
- Complete the bike trail from Crystal Cabinets to Marks Park
- Work with the Sherburne County Drug Task Force
- Develop the Arcadian Home site to provide additional rental units in the city
- Promote development of Aero Business Park
- Promote development of Rivertown Crossing
- Develop process for repairing, upgrading and/or adding city sidewalks
- Extend the city sidewalks to Coborn’s grocery store
- Develop more middle-income housing opportunities
- Finalize airport boundary issues
- Develop an Infrastructure replacement plan
- Construct a boat launch ramp at Riverside or Riebe Park
- Develop additional rental units in the city
- Develop a process for using store profits to benefit public
- Develop a plan for budget surpluses
- Construct a walking bridge between Riebe Park and the west side of the river
- Eliminate the sharp corner at Sterling Pointe
- Upgrade the driving surface of City Streets

WSB has evaluated these goals in three ways: asking the City Council and City staff to rank these priorities; asking the attendees at the August 1 Music in the Park to put a dot next to their top three priorities; and asking the attendees at the September 23 Chili Fest to put a dot next to their top three priorities. The list above is in the order of importance from the City Council and City staff responses.

The full responses from all three events were provided to the Council. Some priorities are ranked similarly by all groups, such as the top priority of “Extending 21st Ave”, “Complete the bike trail from Crystal Cabinets to Marks Park”, and “Work with the Sherburne County Drug Task Force”, and some priorities of medium importance are similar: “Repairing, upgrading and/or adding city sidewalks”, “Construct a boat launch ramp”, “Develop more middle-income housing”, “Develop additional rental units”, and “Construct a walking bridge to Riebe Park.”

There was also a number of difference between the City’s ranking and the public rankings. The public’s top priorities were: “Construct new restrooms in Riverside Park”, “Complete the roundabout at Highway 95 and 21st Avenue”, “Get to the city population up to 5,000”, “Develop the Arcadian Home site”, and “Promote development of both Aero Business Park and Rivertown Crossing.” The City Council should consider if the public rankings justify reducing the priority of these projects.

It is expected that later this year, the Planning Commission is conduct a public hearing later this year and the City Council early next year. The exact schedule is uncertain due to recent City staff changes. This meeting is meant to distribute the Plan and any comments can be submitted between now and the Planning Commission public hearing.
The two remaining meetings are the public hearing with the Planning Commission and following their recommendation, the City Council approval. He asked the council to provide any comments before the Planning Commission public hearing.

B. Streambank Repair Sites 1, 2 and 3 – final pay request

Karnowski reported that Prairie Restorations has completed the repair work on Phosphorus Trading sites 1, 2 and 3. A site visit was made on November 2nd and the work was found to be consistent with the planned work and quantities listed on the invoices.

This invoice is the final payment of the total cost of the project as authorized by the city Council in April.

REYNOLDS MOVED TO APPROVE THE PAYMENT OF $9,350 TO PRAIRIE RESTORATIONS. WALKER SECONDED THE MOTION.

Walker asked if this was a percentage of the job. Brotzler said the council approved a partial payment of around $45,000 at a previous meeting, his is the remaining amount due for the project.

THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Veteran’s day events

Karnowski reported that both the American Legion and VFW are planning having their Veteran’s Day remembrance activities on the actual day (Saturday, November 11th) rather than Monday, October 13th. The Mayor will open City Hall by about 10 AM on Saturday with the ceremony happening at 11 AM.

1. The American Legion is donating a new flag for the City Hall flag pole.
2. The Methodist Women will be serving a noon lunch after the 11 AM event.
3. The VFW will also have a social event at 5 PM at their club.
4. There will also be an event on Friday at the High School.

MISCELLANEOUS

WALKER MOVED TO SCHEDULE THE SPECIAL STUDY SESSION TO REVIEW THE BUDGET ON WEDNESDAY NOVEMBER 29TH AT 4:30PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Whitcomb thanked Karnowski for his 13 years of service to the city.

Karnowski thanked the Council and said when he first started here, people would ask him how things were in Princeton. He told them he had a top notch staff, and the council has been wonderful to work with as well. They do their homework and are very respectful of each other when there is a difference of opinion. He has thoroughly enjoyed working in Princeton.
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 $84,560.11 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 76390 TO 76528 FOR A TOTAL OF $216,028.13. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:20PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,  

ATTEST:

Shawna Jenkins
City Clerk

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 21, 2017 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of November 9, 2017

MOVED TO APPROVE THE REGULAR MEETING MINUTES OF NOVEMBER 9, 2017. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Public Works Mihai Miu Step 1 increase to $15.28 effective 12-12-17
   2. Accept resignation of Probationary firefighter Tanya Tacket
C. Donations/Designations

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

OPEN FORUM

PRESENTATIONS

A. Retirement of Firefighter Randy Cook after 28 years, 9 months service

Whitcomb and the Council thanked Cook for his 28 years and 9 months of service to the City of Princeton and surrounding area.

Cook was presented with a plaque commemorating his almost 29 years of service.

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES


Barbian reported on what the Planning Commission discussed regarding the rezoning of the corner of Rum River and Smith Systems where the new Casey’s will be located. There are some changes still needed, so another public hearing will be held at the December Planning Commission meeting. The site will also require a Variance.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for Princeton School’s “The Big Read” program
Barbian reported that the Princeton School district is requesting a Wine and Spirits Grant for $1,000 for their “the Big Read” program that includes 3,200 students, their families and the community at large. He spoke to Julia Espe today briefly on this project.

Zimmer asked if they had requested this in the past. Jackson and Walker thought that may have been a request from the Library.

Whitcomb said he is in favor of trying to get people to read and involved, so is in favor of this request.

EDMONDS MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST FOR THE BIG READ PROGRAM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 758 & Resolution 17-50 – zone Annexed Bell property to MN-1

Barbian advised that this is rezoning the newly annexed Bell property to MN-1.

WALKER MOVED TO TABLE RESOLUTION 17-50 ZONING THE NEWLY ANNEXED BELL PARCEL TO MN-1 UNTIL THE SECOND READING OF ORDINANCE 758. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO INTRODUCE ORDINANCE 758. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 759 & Resolution 17-51 – rezone right-of-way for cell tower

Barbian advised that there was a lot of discussion about this at the Planning Commission last night. The vote was 2 in favor and 1 against rezoning the right of way to allow for a cell tower.

Whitcomb stated he knows that the Public Hearing was held at the Planning commission, but appears to be some people at the meeting that would like to speak on this.

Craig Mitchel asked why neighbors were not notified. Barbian does not know if the requirement is 300 or 500 feet, but letters were sent to those in the required area and it would have been published in the newspaper as well.

Mitchel spoke about several studies he read online that these towers can create health issues, and cause property values decrease by about 20%. He does not feel there have been enough research on these towers and is not in favor of this project.

Calvin Cole, 702 5th street would like to see the required distance expanded when it came to controversial projects such as this.
Hostrawser lives at 603 5th Ave N and found out about the public hearing from his neighbor.

Sharon Cole has seen studies that show these towers can cause cancers within 8 years, so she is not in favor of this.

Mark Campbell, 605 5th Ave N. lives just across the street from the proposed location. He is not in favor of this project, nor are any of the neighbors that he has spoken to.

Whitcomb thanked everyone present that spoke.

Whitcomb asked Reynolds if anything he heard tonight changes the decision he made at the Planning Commission. Reynolds responded that AT&T did spend about 6 months looking at possible locations. It needs to be the north side and near the large buildings.

Walker stated he would like to make sure proper notifications were sent out. Barbian will check to confirm the distance requirements and that notifications were sent out.

Reynolds said he believes there are cell towers on most of all the water towers and those are near residential areas.

Steve Stutz from AT&T stated that the water towers are full, and they are not tall enough for the AT&T and EMS antennas.

Edmonds asked if the water tower site was looked at. Stutz responded that Gerald took him around town and they looked at several sites. The antenna needs to be on the northeast side of town.

Edmonds stated that there is a lot of open land in the river bottom, and asked if that would be an option. Stutz said that wouldn’t work due to it being in the flood plain.

Craig Mitchell said he will find an attorney to fight this project.

Walker asked about strobe lights that are on the tower and if they would be a nuisance to the properties. Stutz responded that they would only be on the top of the tower.

Walker stated that he would like to confirm that property notification was sent out. Barbian reminded the Council that this is just a first reading, so it could be introduced tonight and that can be consumed by staff.

Edmonds stated if they could refer this back to the Planning Commission for more discussion. Bourgeois responded that the Planning Commission closed their public hearing on this topic, the Council can introduce the ordinance and still do some more research prior to the next meeting.

Zimmer said this is the first step in improving the emergency services communications. It sounds like from what Reynolds stated, there were other sites looked at, and service varies greatly depending on the sites, so this site was probably picked for the service it would provide to the necessary areas.

Cole asked if the Planning Commission had information regarding how this affects property values.
Edmonds asked if there needs to be a date specified if this was tabled. Bourgeois responded it does not need a date.

Walker said he is not opposed to putting a tower up, as he knows if there are not adequate towers, communications stop. We all have cell phones, so we are all submitted to various emissions.

**WALKER MOVED TO APPROVE RESOLUTION 17-51. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**WALKER MOVED TO INTRODUCE ORD/NANCE 759. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

**UNFINISHED BUSINESS**

**A.** TH95 and CR157 roundabout project award

Brotzler advised that Bids were opened for the TH 95 and CR 157 Roundabout project on October 31, 2017 at 9:30 a.m. at Mille Lacs County Public Works. Five total bids were submitted and the low bidder was Knife River Corporation – North Central, Sauk Rapids, MN. The low bid by Knife River is $1,216,747.75 which is 3.46% lower than the engineer’s estimate of 1,262,812.55.

Below is a summary of the current funding for the project. The previous estimated local share provided to council was $477,870.

<table>
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<tr>
<th>Est Cost</th>
<th>HPP (80%)</th>
<th>State TH (70%)</th>
<th>TED (70%)</th>
<th>Local</th>
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<td>ROW Acquisition</td>
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<td>Construction</td>
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<td>$794,253.00</td>
<td>$296,971.00</td>
<td>$223,847.75</td>
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</table>

This project includes federal funding and requires civil rights requirements prior to awarding the contract. On November 7, 2017, the MnDOT Civil Rights office determined Knife River has met the appropriate requirements of the project. Mille Lacs County is the fiscal agent for the project. A special Mille Lacs County Board meeting is scheduled for November 29th to award the contract, and they are looking for concurrence from the City of Princeton for the award.

Barbian stated that he has seen quite a few discussions and memos on the project. He spoke to the County Administrator and Engineer and there appears to be some interest from them to assist in the local share.

Edmonds said at the last joint meeting, they determined that they would meet again once more final numbers are known.

Walker asked if the local road share grant was pulled permanently. Brotzler replied that the grant is not awarded until March 2018, and a project cannot be awarded prior to the grant, so staff was not able to make that one work.

Edmonds asked if there are any cost over-run contingencies. Brotzler said there is not any
included in the quote, so there is some risk it could come in a bit higher if any issues are encountered.

Barbian said this merely awards the contract, and the county has the control. However, the County would like a resolution showing approval of the bid.

WALKER MOVED TO AWARD THE TH95 & CR157 ROUNDABOUT PROJECT TO KNIFE RIVER CORPORATION FOR $1,415,436.00. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Comprehensive Economic Development Strategy 2016 survey

Walker reported that the Economic Development Authority went through this survey at their last meeting. EDA funds is being used for this survey, but would still like the Council to approve it.

EDMONDS MOVED TO APPROVE THE COMPREHENSIVE ECONOMIC DEVELOPMENT STRATEGY 2016 SURVEY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Park Land Purchase - Resolution 17-53

Barbian advised that the Park Board has indicated that they would like to purchase a piece of property that is adjacent to the Riddle Park property. This parcel is located south of the disk golf course and borders the Ruid River to the south.

This parcel is very well suited to become a future campground for the city as it has what could become a beach and there will be ample space for a roadway and numerous sites.

The market value of the property is $5000. The owner, Gary Redmayne, has agreed to sell us the parcel, asking for $4000 in cash and an in-kind donation of $2000 to cover the cost associated with the closing.

Staff is requesting approval of Resolution 17-53 authorizing land purchase and authorization to expend Park Dedication fees for the purchase.

Zimmer added that the Park Board has been looking at this property for a while. An offer was made, and then a counter offer, and the final negotiated amount was $4000 + $2000 for closing costs. The Park Board approved that amount.

Walker asked if the property is in the flood plain. Gerold responded that some was, it is similar to the golf course. There is a lot of buckthorn back there that needs to be removed, so it will be a good winter project for public works.

Jackson confirmed that there are funds in the Park Land Dedication Fund to cover the cost.

EDMONDS MOVED TO APPROVE RESOLUTION 17-53 AUTHORIZING THE PARK LAND PURCHASE OF $4000 IN CASH AND $2000 AN IN-KIND DONATION OF $2000 TO COVER
THE CLOSING COSTS, USING PARK DEDICATION FEES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

MISCELLANEOUS

Barbain reported that the remodeling of the council chambers is scheduled to begin tomorrow morning.

Barbain advised that the November 29th budget meeting and the first meeting in December will need to be held at the public safety meeting. Jackson said the School district promised that the work will be complete by December 14th for the published Truth in Taxation meeting. They are estimating 3 weeks tops for the work to be completed.

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 $142,115.59 and the items listed on the liquor bill list and general city bill list which will be checks 7531 to 7583 for a total of $121,501.98. Reynolds seconded the motion. The motion carried unanimously.

ADJOURNMENT

There being no further business:

Zimmer moved to adjourn the meeting at 8:09 PM. Edmonds seconded the motion. The motion carried unanimously.

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A SPECIAL STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON NOVEMBER 29 2017 4:30 P.M.

Mayor Paul Whitcomb called the meeting to order. Council members present were Thom Walker, Jack Edmonds, Jules Zimmer, and Jeff Reynolds. Staff present, Administrator Robert Barblian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Liquor store manager Nancy Campbell and Fire Chief Ron Lawrence.

Approval to hire Lucas Wubben effective December 4th, 2017

Frederick reported that on Thursday, November 2nd, an interview panel consisting of Council member Jules Zimmer, Police Chief Todd Frederick, Police Sergeant Ryan Vandenheuvel, Police Officer Nicole Josephes and Princeton Public Works Director Bob Gerold interviewed candidates for the Police Officer position which became vacant upon the City Council’s promotion of an Princeton Officer to the Sherburne County Drug Task Force.

The City had over 70 applicants and scored each application, narrowing the field down to the top 15 candidates. The 15 candidates then participated in a Physical Agility Test that occurred on Thursday, October 12th, at the Princeton Police Department. Upon the completion of the Physical Agility Test the candidates were scored and an interview field was created.

Accordingly, the interviewing panel recommended that the Police Department give a conditional offer to Lucas Wubben for the position of Police officer with the Princeton Police Department pending a successful completion of the background investigation, psychological examination and medical examination.

Mr. Wubben is a graduate of Vermillion Community College with an Associate of Applied Science Degree in Law Enforcement. He was also awarded a certificate in seasonal wildland/wildlife enforcement. Wubben completed his Law Enforcement Skills training in 2016.

Wubben has demonstrated his commitment to the City of Princeton as a Reserve Officer with the police department beginning in May of 2016. In the year and half of his service to our community, Wubben has given us over 1500 hours of volunteer (unpaid) service.

Mr. Wubben has successfully completed the above background investigation, psychological examination and medical examination. Staff’s recommendation is to hire Lucas Wubben as a Princeton Police Officer with a starting salary of $22.45 an hour, subject, to successful completion of the mandatory 12-month probation period.

If the council concurs, a motion to approve Mr. Wubben for employment beginning on December 4th, 2017 at 12am is needed.

ZIMMER MOTIONED TO APPROVE THE HIRING OF LUCAS WUBBEN EFFECTIVE DECEMBER 4, 2017 AT 12AM AT $22.45 PER HOUR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Officer Wubben was sworn in by Barblian.
Fire Act Grant Application approval

Lawrence advised that the Fire Dept. has expressed its interest to apply for two Fire Act Grants this year. Both grants would be a 5% matching grant.

Grant #1 will be for the Aerial Ladder Platform truck that is in need of replacement. The estimated cost would be $1.3 million. Our matching amount would be estimated at $65,000.00.

Grant #2 will be for new SCBA packs, tanks, and masks along with new hoses and drop tanks. The estimated cost would be $300,000.00. Our matching amount would be estimated at $15,000.00.

The paperwork from our grant writer has been sent out and needs to be returned to her before December 9th. It is estimated that the grant will be opening in December sometime.

Edmonds asked if we have funds available for the city portion if these Grants were received. Lawrence responded that he believes there is about $200,000 in the equipment fund to cover those costs.

WALKER MOTIONED TO APPROVE THE APPLICATION FOR THE FIRE GRANTS AS REQUESTED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

2018 Budget

Sewer
Jackson stated the one large change is the addition of a full time person to be added about halfway through the year. In the winter when the plant is slower, that person can help in plowing and hauling snow as well. Klinghagen spoke about the need for an additional employee to assist on weekends. Right now it is hard to go out of town and he even had to come home early from one vacation.

Whitcomb asked what license the position will require. Klinghagen responded that ideally he would like someone new to sewer, or just out of school so they can be trained specifically to the city’s plant.

Liquor
Jackson reported that for Liquor they are finally looking to add an assistant manager, so there is an increase in the personnel for the 2018 budget. They are hoping to get through the holidays and then start the advertising and interview process.

Campbell added that she would like to begin training someone in to do some of the work she needs to do on the computers. She also hopes to retire in about 5 years, so would like to get someone up and running that is familiar with the store and processes.
Walker asked what type of salary and benefits they are looking at for that position. Jackson replied that it would likely be in the salary range of the public works supervisor and they would be eligible for benefits. As they go through the process, they will keep the council updated.

Campbell reported that she has been tracking the Sunday Liquor sales. It is showing we are taking a little away from Friday and quite a bit from Saturday. As of right now, it appears Sunday is paying for itself. If you include Sunday in weekend sales, every month has been up, except one. People are there Sunday morning waiting for them to open the doors. She stated that they are even averaging 35 people per hour during the last hour they are open Sunday. She heard Milaca is closing Sundays at the first of the year as they are not seeing a benefit of staying open.

Jackson mentioned a request from the Chamber of Commerce for an additional $5000 for the Veteran's moving wall, which would come from the Liquor fund. Walker said the EWA has a community promotion budget, so some can be used from that fund as well.

Walker asked who is leading this event. Jackson said Karen Michels approached him and knows she is very involved, but is not sure who is heading it up. Edmonds added that he knows Randy Hatch is heavily involved as well. Jackson said that is something that the council can decide before the final budget, or even after it is approved.

Police
Jackson said the majority of changes in the police department is the Drug Task Force, which prompted the hiring of a new person.

Frederick stated they are finalizing details for a car to be used on the drug task force. They were trying to find something through forfeiture, but the good ones usually go back to the owner. The officer is doing a good job changing his look to transfer over to the drug task force.

Walker would like to see if we could keep a car or two longer than normal, so the department had a larger fleet and a backup or two to use if needed.

Fire
Jackson said there are not many changes in the Fire budget. Lawrence is requesting to add an additional Captain, and asking for a small little stipend for the officers due to the time they spend doing various work that they do not put hours down for. He is requesting about $1000 for the Assistant Chief, and $400 a year for Captains.

There was an increase in equipment and repair, due to some work that needed to be done to keep a truck safe to drive, and fire replacement, etc.

Lawrence added that the previous record for a year was about 314 calls per year. They are already at about 380, with a month to go. Just yesterday they had 8 calls in 24 hours.

He stated that the city may want to look at having a part-time chief at some point. Jackson said he feels the Department is in a transition period. He has always been against having a part-time chief. Previous Chief Roxbury put a lot of ours into it, and Lawrence has a unique job that allows him to put in quite a few hours as well, but it is not very common.
Public Works
Zimmer asked how often the streets are sealcoated. Geroid said it used to be about a 5 year cycle in the past, but he has tried to do about 1/3 of the city each year.

Jackson there are 2 options for the final levy. It can be kept the same at 7.15%, or they may be able to lower it to 3.94%, which would be a slight decrease if a resident's property value stayed the same. Walker said he is worried about depleting the CIP. Jackson stated that there is a study session on December 7th where it can be discussed further, prior to the Truth in Taxation meeting on December 14th.

Jackson asked for the Council’s thoughts on the budget. Whitcomb responded that is okay with the Budget as is, but would like to look at the levy.

Walker asked how many applications have been received for the Community Development Director position. Barbian replied that there are approximately 10 received so far. He added that he has been meeting with various staff and groups, looking at the projects, and determining what would type of person would best fit the needs of that position. He suggested a sub group to talk about what kind of talents that person needs, whether it is planning, community development, marketing, etc. Jackson stated that it really is a hybrid position between planning and community development. He would like to get together with Whitcomb and Walker to review the applications that have been received to date. He would like to hear from each Council member what they would like to see in that position.

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 6:58PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor