1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on November 19th, 2018 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing: None

5. New Business:
   A. Site Plan Review for West Birch Apartments Revision – Tab B

6. Old Business:
   1) Update on the Land Use Plan
   2) Update on the Great Northern Trail
   3) Sherburne County Transportation Plan

7. Communication and Reports:
   A. Verbal Report

   B. City Council Minutes for January, 2019 - Tab C

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON NOVEMBER 19, 2018, AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Victoria Hallin. Members present were Jeff Reynolds, and Eldon Johnson. Staff present were Robert Barbian (City Administrator), Stephanie Hillesheim (Comm. Dev. Specialist), and Mary Lou DeWitt (Comm. Dev. Assistant).

Absent: Dan Erickson and Scott Moller.

APPROVAL OF MINUTES OF THE REGULAR MEETING OF OCTOBER 15, 2018
REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF OCTOBER 15, 2018. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE ADDITION TO THE AGENDA UNDER COMMUNICATION AND REPORTS, ITEM D. PEDESTRIAN TRAIL. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:
A. Site Plan for the Cellular Communications Equipment Tower
Mary Lou DeWitt and Robert Barbian Memo:

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

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

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

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

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

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

Building Materials:
The building will be 28’ x 11.5’ with a standard red brick exterior matching City Hall. The roof is to be steel similar to that of City Hall.

The tower will be 180’ foot steel monopole that will have the power and fiber cables routed inside it and will be inside the fencing area. There will be no support lines on the tower. The maximum height the Antenna Overlay District allows is 180’ feet. The tower shows paint, staff recommends galvanized steel.

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

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

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

2. All conditions and/or terms required by the Engineer and City staff shall be met.
3. All engineering and attorney costs shall be covered by the applicant.

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

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

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

7. If because of weather conditions were landscaping is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

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

Barbian said that he has been working with Steve Stulz, representative for AT&T. Stulz has been very responsive to the changes the City has asked to be made. Most of the changes are minor. There may be more minor changes in the future.

Steve Stulz, AT&T representative introduced himself and said that it will be a single 180’ foot mono pole where the light pole area is currently at the City parking lot. On the tower will be the Sherriff’s equipment and the City’s, and AT&T. The City will own the tower. This cell tower will be revenue producing for the City to rent an area on the pole. The lease arrangement should be done in 30 days and then the building permit will follow.

Johnson asked when the construction will start.

Stulz said after the approval tonight they will then move forward with the FAA and hopefully summer or early fall.

Hallin asked on the landscaping. She see’s shrubs and such.

Stulz said staff can suggest changes in the landscaping.

Hallin said what is on the plans look nice, maybe some kind of pine trees would be good.

Barbian said that comments from staff recently have been the fence in the front where the gate is would be a chain link fence with buffering on each side.

Stulz said slates could be put in the chain link fence if the City would like and they could pick the color.
Barbian said the signage will be for safety issues and that will be on the fencing.

Stulz said warning signs will be placed on the fence and those are the size of a regular piece of paper.

Barbian said hearty bushes will be placed around it.

Hallin asked if the Sherriff will have a key for it also.

Stulz said yes. There are three accesses to the area where each will have their own access that is sheltered off from the AT&T carrier. Stulz will send over a couple samples of the Z-brick that will be on the outside of the building. It will be a custom building for the City. He may contact a nursery for the landscaping.

Barbian said they selected a sample they like.

Stulz said the light pole will be removed. There will be a light mounted on the cell pole itself.

Hallin commented that the tower is not invasive to the community.

Stulz said on the fence change he will send new comments.

Barbian said it will be built on the grass so no problem with the parking area. The tree will be removed.

Stulz said the City will take ownership about 30 days after completion of the tower.

Barbian said the City Council is working on the lease and should be done shortly.

Hallin said the EMS must be excited to have this completed. What will the cost be for the tower.

Stulz said the cost for 180’ foot tower will be approximately $180,000 - $250,000. Stulz said he lives in St. Paul and it is easier putting a tower up there than it has been here. They are also more accustom to towers.

REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE SITE PLAN FOR THE 180’ FOOT CELLULAR COMMUNICATIONS EQUIPMENT TOWER AND EQUIPMENT SHELTER IN THE NORTHWEST CORNER OF THE CITY HALL PARKING LOT, LOCATED AT 705 SECOND STREET NORTH WITH THE FOLLOWING CONDITIONS:

1. ALL ADDITIONAL INFORMATION SUCH AS; DESIGN SPECIFICATIONS AND WIND LOAD SHALL BE PROVIDED TO THE ENGINEER AS REQUESTED.
2. ALL CONDITIONS AND/OR TERMS REQUIRED BY THE ENGINEER AND CITY STAFF SHALL BE MET.

3. ALL ENGINEERING AND ATTORNEY COSTS SHALL BE COVERED BY THE APPLICANT.

4. ALL ENGINEERING AND CITY STAFF SITE PLAN CONDITIONS SHALL BE MET PRIOR TO THE ISSUANCE OF THE BUILDING PERMIT.

5. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION.

6. ONCE THE TOWER IS APPROVED BY THE CITY, THE TOWER MUST BE SUBSTANTIALLY COMPLETED WITHIN ONE YEAR, INCLUDING AND STRUCTURES ACCOMPANYING THE TOWER, AS OF THE DATE OF TOWER APPROVAL.

7. IF BECAUSE OF WEATHER CONDITIONS WHERE LANDSCAPING IS UNAVIDABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.

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

B. Downtown Design Guidelines & Architect Selection
Community Development Memo:

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

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

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

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

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

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

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

End of Memo

Hillesheim said that the façade grant program is for downtown selection. There were three architect firms that were interviewed and MacDonald & Mack was the top pick for those who attended the interview process. Their ideas would complement the façade design for downtown.

Johnson said he met with all three and WSB’s price was too high. They were thinking way beyond our scope. The first one interviewed was LHB and they had interesting ideas with possibilities, but still had a scattered concept. MacDonald & Mack did the downtown survey book in 2012 and when he came in for the interview, he had made some good remarks on what he wanted to do for the downtown. He has two others that work for him and they have the backup knowledge from the book that they have done before. He has a basic plan that could be a start and move forward from there.

Hillesheim mentioned that one of the board members that was in the interview process had checked the website on all three firms and WSB had high turnover in staff. MacDonald had
long lasting employees. MacDonald can do small scale of changes that still make a difference and they also have knowledge in historical buildings.

Johnson liked MacDonald who came for the interview and he came across matter of fact and dedicated.

Barbian said the MacDonald firm has the right knowledge and insight. They have the right approach and are the least expensive. LHB has a great billboard on Hwy #494. There would be five renderings that are included in this quote.

JOHNSON MOVED, SECOND BY REYNOLDS, TO RECOMMEND TO THE CITY COUNCIL TO AWARD THE DOWNTOWN GUIDELINES TO MACDONALD & MACK ARCHITECTS AS THE ARCHITECT FIRM TO BE SELECTED FOR THE DOWNTOWN DESIGN GUIDELINES. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Hillesheim said they need five sites that could use an update that have a chance to be completed. Pick a few that will happen and maybe they will have the trickle effect to other. She is meeting with White Birch Dental and would like to have the old Napa site as one of the five. Maybe it would get interest in the site if it were fixed up. If the Planning Commission Board has ideas for sites, to email her.

Johnson asked that MacDonald look at the downtown area and see what they think would work for them to help with a change to improve the looks.

Barbian said for the timeline will be a meeting with business owners downtown and along with the Planning Commission and EDA Board. He would like to get the reconnaissance done where he can take pictures so he needs to know the sites in advance.

Johnson suggested that maybe MacDonald would make a trip up here to show some buildings that would work.

Barbian said one of the sites on the Comprehensive Plan has a change to an apartment building complex.

Hallin said that is the south mall they have as turning into an apartment building complex.

Hillesheim said that it would be a mixed use with store front on the bottom and apartments on top.

Johnson said to recreate what we use to have. We have nothing unique now. He supports removing the mall if it were done well.
Barbian said a TIF District would have to be developed for it. The numbers would have to work for it. We have a rendering of what WSB has suggested. If there are other buildings that need change let Hillesheim know. He would like to have the meeting with the downtown and two Boards in December if possible, maybe on a Monday or Wednesday at 6:00 P.M. The City Council has to be okay with this being funded by the CIP. It is the right direction to make the downtown a center place. It is a step in the right direction.

COMMUNICATION AND REPORTS:
A. Verbal Report
Barbian said they are waiting for the shape files from the Mille Lacs County so the Land Use Plan can be put in place.

DeWitt said the permit list for October has been handed out to them. There is a new Airport hanger being built. Most of the permit are remodels.

Barbian said the new Dairy Queen site is moving forward and might do a multi-tenant sign.

B. January and February, 2019 meeting date change
Community Development Assistant Memo:

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

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

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

January 28th, 2019
February 25th, 2019

End of Memo

DeWitt asked if the date change would work for the Planning Commission members. She spoke to Dan Erickson and he was okay with the date change.

The Planning Commission Board were okay with the change.
JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE DATE CHANGE FOR THE JANUARY AND FEBRUARY, 2019 DATE CHANGE TO JANUARY 28TH AND FEBRUARY 25TH. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

C. City Council Minutes for October, 2018
The Planning Commission Board had no comments.

D. Trail system
Barbian said this trail system has been in the process for five years or more.

Johnson said at McDonalds there are flags all over the place and that is where the new trail would be on the south side of Northland Drive and that is dangerous. You have to cross the busy areas of the Shopko building and McDonald entrance and then cross the intersection to go to Coborn’s. That crossing would be very dangerous. Johnson believes the crossing of Northland Drive should be on the new 8th Avenue South behind the Shopko building and along the tennis court area.

Reynolds asked if it is too late to change it.

Barbian said the Planning Commission could recommend to the City Council to consider this as a modification.

JOHNSON MOVED, SECOND BY REYNOLDS, TO HAVE THE TRAIL SYSTEM REVIEWED BY THE CITY COUNCIL AND CITY ENGINEER WHERE IT WOULD CONTINUE OFF OF 8TH AVENUE SOUTH ACROSS NORTHLAND DRIVE. UPON THE VOTE, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED.

Barbian will have a map and memo on the City Council agenda. He is not sure what meeting date that will be.

REYNOLDS MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE MOTION, THERE WERE 3 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:03 P.M.

ATTEST:

Victoria Hallin, Vice Chairperson

Mary Lou DeWitt, Comm. Dev. Assistant
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Comm. Dev. Assistant
SUBJECT: Site Plan Review Revised for West Birch Apartments
DATE: February 20, 2019

Background: On July 12, 2018 the Planning Commission Board approved Central MN Housing Partnership Site Plan and Conditional Use Permit for West Birch Apartments where the property is located in R-3 Multiple Family Residential District. The plans at the time were for an underground parking garage with two stories above for apartments where the building height exceeded the 30’ foot maximum height and a Conditional Use Permit was needed. Since then Central MN Housing has revised their plans and removed the underground parking garage.

Site Plan Analysis: The project site is at 1103 West Branch Street. Central MN Housing Partnership is proposing to utilize low income housing tax credits and bond funds to build a multifamily 16-unit apartment building. The proposed building will be built directly east of their West Birch 24-unit townhome property. Central MN will also be making some minor updates to the exterior and interior of the townhomes, but that will only require a building permit for the remodeling. The new construction apartment building will consist of 2 stories. The first level will include a community room, public restrooms, office, mechanical, laundry, and rental dwelling units. The second level will include the remaining dwelling units. The building’s unit structure is as follows: four 1-bedroom, four 2-bedroom, six 3-bedroom, and two 4-bedroom units.

Signage: Central MN Housing is also requesting the Planning Commission approval of the proposed monument sign that will be placed at the entrance of the site. The sign area will be approximately 32 sq. ft. and the maximum sign area allowed is 40 sq. ft. The maximum sign height allowed is 6 ft. and that will be the height of the sign. The sign will be lit by exterior lighting that will be controlled by a clock timer. The proposed signage meets the sign requirements and a separate building permit will need to be taken out and reviewed prior to installation.

There will be a few 12”x 18” parking site signs in the parking area for “No Parking”, “Delivery Parking Only”, and “Handicap Parking”. The MN Accessibility Code requires there has to be 5’ clearance from the bottom of the sign to the ground and the plans show this will be followed. These are permitted signs without the need for a building permit.

Landscape: The Ordinance requires that landscaping be installed and restore areas affected by construction activity. The submitted landscape plan is for sod and a seed mixture in different areas and rock landscape beds. The sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year. There will be 60 shrubs and a total of 20 trees that is a mix of 2’ deciduous and 6’ evergreen. Excavated material not required or not suitable for backfilling shall be removed from the site and if necessary the 52’ foot retaining wall will be removed.

Stormwater Pondage: The City Engineer has reviewed and approved the stormwater plans.
Sidewalk: A concrete sidewalk is on the east side of the building and goes to the front entrance over to the west side of the building where it extends to the townhome complex. The Ordinance requires a 6’ foot width sidewalk in multiple family areas.

Bike Rack: The bike rack placement is west of the front door mounted in a cement pad. The length of the bike rack is 88” (7 feet 33” inches) and has 9 spaces.

Parking: The parking areas shall be hard-surfaced within one year of the date the permit is issued. The off-street parking lots have adequate drainage. Multi-family parking lot requires two for each dwelling unit, and one for efficiency unit. The apartment building will host 16 units. The proposed parking plans show 34 parking spaces and 3 accessible spaces. The parking space requirement is 9 feet minimum width and 18 feet minimum depth with a total of 180 sq. ft. for each space. All parking facilities designed for a capacity of five or more parking stalls have a setback from all adjoining property lines of three feet. The parking proposal meets the requirements.

Lighting: The plans show a total of five 20’ foot single head light poles around the hard-surfaced parking area. The Ordinance states the lighting shall be fixed, directed and designed as to not create a nuisance to any abutting residential properties. There are three door lights mounted above each of the three emergency doors and a light mounted above the front entrance. The entrance has a snow removal blue light that is close to the monument sign which has two external ground lights.

Trash Enclosure: The trash enclosure is located on the southeast side of the site. The plans show a concrete pad on the inside and outside of the enclosure gate with a 6’ foot fence on the other three sides. Inside the enclosure will be a 6 yard dumpster and three recycle bins.

Fire Protection: The plans show the fire alarm system in accordance per code. There is a fire suppression system automatic sprinkler system equipped throughout the building. The facility has smoke/carbon monoxide detectors in each unit. Installation of a Knox Box at the front door entrance. Verification of maneuverability within drives/parking area for a 46’ fire truck. A 15’ foot easement is required for the hydrant located on the parking lot island to the street.

Princeton Public Utilities: Applicant will need to contact the Princeton Public Utilities to get the transformer cost they will need to purchase. Sewer and water line cross needs to be corrected.

Sewer: Any unknown sewer lines are abandoned in a manner acceptable to the Public Works Director.

Building Materials: The exterior will be a mixture of vinyl siding in two colors, snow and expresso, along with an accent brick look that is fiber brick material. The soffit and fascia will be aluminum and the roofing will be asphalt shingles. These materials are commonly used in residential construction and are an allowed use.

Zoning: The site is zoned for R-3 Multi-family Residential: A 16-unit apartment building is an allowable use in the R-3 District. The maximum lot coverage is 60% and the plans show 49.7%. The required setbacks are 15’ side, rear 30’, street side 20’, and front 30’. The maximum height is 30 feet and the revised building height is 32’8”. The Conditional Use Permit Resolution #18-06 allows the construction of a 16-unit apartment structure exceeding 30’ in height.
The expiration of the CUP reads as follows: The applicant or property owner shall make a complete application for all permits necessary for operation of the conditional use permit within 12 months of the conditional use permit approval, and the project shall be substantially complete within 24 months of issuance of the first such permit. The Planning Commission has the authority to grant extensions where reasonably necessary. The Conditional Use Permit was adopted July 16, 2018.

The Planning Commission can review this at their July 15, 2019 meeting date if necessary.

Site Plan Review Recommendation: The Planning Commission has been requested to consider approval or denial of the Site Plan application. Staff recommends the Site Plan approval with the following conditions:

1. A separate Building Permit be submitted for the monument signage and have final approval by staff and reviewed by the Building Inspector prior to installation.

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

3. The sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

4. The parking areas shall be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surface is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.

5. The Knox Box has to be placed by the front door entrance, and a Fire Dept. connection (FDA) be placed in front at the point water line enters the building.

6. Verify sewer & water lines meet code for separation in parking lot.

7. If digging in the street to hookup for sewer or water is needed, the applicant will need to take out a Digging Permit and put down the escrow amount.

8. The Century Link phone ped needs to be moved by Developer if necessary.

9. Suitable arrangement for the transformer purchase with Princeton Public Utilities be made.

10. An easement be created and recorded and provided to the City prior to the building permit is issued as shown on the plans.
NOTES:

1. BASE PLAN USED IS A SURVEY PREPARED BY KRAMER LEAS DELEO, P.A.

2. ALL EXISTING UTILITY LOCATIONS AND ELEVATIONS SHOWN ARE APPROXIMATE ONLY. CONTRACTOR SHALL CONFIRM ALL LOCATIONS AND ELEVATIONS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL CONTACT UTILITY COMPANIES VIA SOPHIE STATE ONE-CALL UPLAND OR BY CALLING 811 OR 1-800-422-1166.


4. TOTAL LOT AREA = 70,072 SF (1.61 ACRES)
   PROPOSED IMPERVIOUS SURFACE AREA = 34,846 SF (49.77)

5. WATERMAIN SHALL HAVE A MINIMUM COVER DEPTH OF 8'.
"APARTMENTS" blasted out

6"x6" Green Treated posts with PVC white post wraps and PVC Cap
Part #S P-66096-W, 6NE-W (N-GLANTZ)

Double sided Sandblasted HDU sign

6' Max height above grade per city code 2-8-19
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JANUARY 3, 2019 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 Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Police Chief Todd Frederick, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence and Attorney Damien Toven.

**Ladder Truck purchase discussion**

Lawrence advised that he has been looking at used ladder trucks. He understands they are waiting for townships to approve in March, but would like council direction if they find a great deal on one that fits the departments needs. If they find a truck that meets requirements and the inspection records look good, he would like approval to send a few guys to look at it in person.

Lawrence said if they find something suitable, he would like Jerry Rud and Austin Schneider to come with as they both have a lot of experience. Jerry Rud is very experienced in fire equipment and Austin Schneider is a very good mechanic.

Zimmer asked where he is looking for used ladder trucks. Lawrence responded that he tends to look into areas that do not use them heavily.

Zimmer thinks it is a good option to keep an eye out and jump on any that may be a great deal. Lawrence responded that if he were to find one that appears to meet the departments requirements, he will present it to the truck committee. Before any commitment to purchase, it would be brought to council.

**Council and Staff Laptop / Tablets**

Jackson showed the council a laptop example, and a tablet example. He asked what the council prefers.

Zimmer questioned how much was budgeted in the CIP. Jackson said he believes it was $12,000. Frederick has some funds budgeted for that as well. Hillesheim added she is working with Microsoft on some pricing and options as well.

Jackson said during the year, he was able to get more email accounts available. If the Council would like one, they could have a city email account. Hillesheim stated it would be helpful if they did have their own email account, staff can have the laptops or tablets set up and ready to go for the council. It is also usually recommended for elected officials to keep email separate.

**Sylva Property Lease request**

Barbian advised that Larry Doose from Sylva called and reported that Sylva is doing well and have increased their business. They are looking for some temporary storage space they could rent. One short term option would be in Aero business park. They are looking at using approximately 1 acre from January to May. Staff has been looking within the industrial park, and there is a spot adjacent to the airport, but there are some trees there. Once the airport land issues are resolved, it may be a good spot for them to purchase. For now, they are wondering if there is ability to lease an acre or 2. Doose stated that they would put the land back into the same condition that it was when he began using it.
Zimmer said it is helping a business out as long as they will bring the land condition back to same.

Another piece is allowing the use of right of way, as he would move materials on that right away so they would not be on the airport property.

As of now, preliminary thoughts are a lease cost of $2000 an acre, and an agreement would be drafted and come back for the council to approve.

**Personnel Policy Review**

Barbian asked if the Council has any feedback on the first draft. Has had some discussions from department heads with some recommended changes. Once those changes are made, it will be sent out for review and would be approved in an upcoming meeting.

**West Birch Estates - Amendment to purchase agreement and Development Agreement**

Barbian reported that the purchase agreement with Central MN Housing Partnership has expired and they would like to extend that. They are working with their bond issuer, as they were over budget. Some cuts were made and they are close to an agreement. They are requesting the agreement to be extended to June. The Planning Commission would review any changes to the site plan. Aside from the dates, there has not been many changes to the agreement. The Developer's agreement would be signed at closing.

ZIMMER MOVED TO APPORVE THE PURCHASE AGREEMENT AMENDMENT AND DEVELOPERS AGREEMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Edmonds arrived at 4:58

Lawrence reported on their first call of the year. They rescued a horse out of a swamp it had fallen through the ice into. The thread has been shared hundreds of times on Facebook.

Hillesheim reported on the downtown discussion scheduled for January 17th at the Library. Barbian said it would be a good meeting to attend. It will be posted to cover the council and boards in case a few would like to attend.

**Presentation to Outgoing Mayor Paul Whitcomb**

Barbian presented a plaque to Mayor Paul Whitcomb for the 20 years he has served on the Council.

Whitcomb spoke about all the things he has participated in over the past 20 years on the City Council. There is Walmart, Kwik Trip, Aldi's, providing a Fire Substation in Wyantte Township, 2 Round-a-bouts, 2 bridges replaced, Habitat for Humanity Homes, and a new public safety
building that no tax dollars were used to build. The staff and Council have been wonderful. It has been a great 20 years.

Adjournment

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 5:04PM. REYNOLDS SECOND-ED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON JANUARY 10, 2019 7:00 P.M. AT THE PUBLIC SAFETY BUILDING

Mayor Brad Schumacher, Councilors Jenny Gerold and Jules Zimmer were sworn in.

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

AGENDA ADDITIONS/DELETIONS

There were no additions to the agenda

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

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of December 27, 2018
B. Study Session Minutes of January 3, 2019

ZIMMER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF DECEMBER 27, 2018 AND STUDY SESSION MEETING MINUTES OF JANUARY 3, 2019. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
C. Donations
   1. Resolution 19-02– Accept donation from Hulett’s for Fire Department
D. Miscellaneous

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

OPEN FORUM

PRESENTATION & PUBLIC HEARING

A. Council Orientation and Open Meeting Law

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Resolution 19-01
Jenkins advised that this resolution is done yearly. It is to designate the banks, newspaper, and approve the rules of procedure.

EDMONDS MOVED TO APPROVE RESOLUTION 19-01. GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Sylva Lease

Barbian reported that Sylva Corporation business continues to grow. This year additional product contracts were awarded to the Company. They are in need of additional room to store finished product that is bagged and stacked on pallets. In working with the company a few nearby options were explored in and by the Industrial Park. The most feasible short-term solution is near the Public Safety Building off 21st Avenue.

The Company clearly has utilized areas available near the production facility and will exceed the available capacity. The City is discussing possible long-term options for the company and will continue to do so over the coming months. Determining if and how the City may assist the company meet their demand for finished good storage area is needed. The City may wish to consider leasing property at the Aero Business Park to solve the problem in the short term. Long term solutions are being discussed.

The parties to the Agreement are to be the City and Sylva Corporation, Larry Doose, President, 900 Airport Rd, Princeton, MN 55371.

The term of the lease agreement shall start January 25th and running thru May 25th, 2019, 4 months. The area shall cover two acres. The cost shall be 4,000.00.

The agreement is for the lease of property located at 301& 207 21st Avenue, being two acres with a usable frontage length up to 275' and depth of 295'. The land being directly north of the Public Safety building. The City shall set a flag to mark the southernmost location in which a row is to be initiated for use. Additional lands, up to 2 acres can be leased for the same period for a proportional increase in cost equal to 2,000.00 per acre. This shall be calculated to the nearest ½ acre, for example an additional 15,000 square feet of usage including the setbacks shall be calculated as an additional ½ acre and cost an additional 1,000.00 regardless of the % of the term in which the adjoining land is used. All land is provided as in current state and shall be returned in like fashion at the end of the term. If restoration, grading or planting of turf be necessary it shall be completed by June 25, 2019. While in use Sylva Corporation will keep all adjacent streets and areas free of mud, debris and tracking. Should non-compliance occur the City shall notify Sylva to correct. Should clean up not occur within 24 hours the City shall have the right to utilize City equipment and personnel and bill according at standard City rates which Sylva shall pay for the cleanup, ie. the standard cost of the street sweeper is $110.00 per hour, time measured door to door. Billed in increments of 15 minutes, not less than 30 minutes.

The use is for the storage of finished goods, pallets of bagged mulch to be neatly stacked on wooden pallets stored orderly in rows. The materials to be set back from
all property lines by at least 10' and 30 feet from the front property line. The company is to make efforts to keep the borders to roads and views appear orderly.

Access to the site for all material handling purposes shall be via public roads. Exception to this shall only be when moving finished product from the production site to storage at 301 21st Ave. For this exception movement east of the airport roughly aligned with the proposed 21st Avenue is allowed provided that all entrance pathways are blocked after daily use.

Sylvia Corporation shall provide insurance for all usage, per specification of the City Attorney.

The City shall not be responsible for any materials or incidents on site.

**Recommendation:**
That the City Council consider entering into a lease of the property with the Silva Corp.

ZIMMER MOVED APPROVE A LEASE WITH SYLVA FOR SHORT TERM USE OF 2 ACRES IN AERO BUSINESS PARK TO STORE MATERIALS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**NEW BUSINESS**

A. Appoint Acting Mayor and Council Liaisons

EDMONDS NOMINATED JULES ZIMMER AS THE ACTING MAYOR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER MOVED TO APPROVE THE FOLLOWING COUNCIL LIASON APPOINTMENTS:

- JEFF REYNOLDS – PLANNING COMMISSION, TREE BOARD
- JULES ZIMMER: PARK BOARD, EDA, FIRE BOARD & ALTERNATE FOR CHAMBER OF COMMERCE
- JACK EDMONDS: PUC, MILLE LACS HISTORICAL SOCIETY & ALTERNATE FOR ECRDC BOARD
- JENNY GEROILD: FIRE BOARD, CHAMBER OF COMMERCE
- BRAD SCHUMACHER: AIRPORT, EDA, HRA, CABLE COMMISSION & ECRDC

REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Annual Food Vendor for Firehouse BBQ

Jenkins advised that This will be the third year that this food vendor has applied for an annual license. She usually parks in the mall parking lot, and sometimes at the Liquor Store. Mrs. Strandberg added that she is licensed through the state and has taken all their food safety classes.

EDMONDS MOVED TO APPROVE THE ANNUAL FOOD VENDOR LICENSE FOR FIREHOUSE BBQ. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
C. Pay Equity Report

Jackson reported that this is a report that is required to be completed every 3 years. The city is in compliance.

EDMONDS MOVED TO APPROVE THE PAY EQUITY REPORT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $91,403.21 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 78631 TO 78711 FOR A TOTAL OF $849,123.09. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher thanked everyone who came to the meeting, and those who may be watching the live stream. He thanked the 1012 residents who voted for him, and trusted him to lead the community in Princeton's next chapter of history. He thanked his family for the support. He believes in a short time, we will see positive changes in the community and we will come together. In the past, he and this council may not have seen eye to eye, but he is going to put that aside and looks forward to learning from them, and sharing his experiences as well.

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:54PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON JANUARY 10, 2019 7:00 P.M. AT THE PUBLIC SAFETY BUILDING

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

AGENDA ADDITIONS/DELETIONS

Edmonds would like to make a few additional comments regarding the PUC under Reports. Schumacher would like to report on the CGMC Session under Miscellaneous and Barbian has a couple announcements as well.

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

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of January 10, 2019

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 10, 2019. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Resignation of McKenzey Paudelka-Pierce from Liquor Store effective 12-27-18
   2. Approval to hire Tahnee Kelly for Liquor Store effective 1-16-19
   3. Liquor Store Paul Sauder Step Increase effective 1-13-19
C. Donations
D. Miscellaneous

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

OPEN FORUM

PRESENTATION & PUBLIC HEARING

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Public Utilities Commission 1-17-19 Agenda Packet

Schumacher stated that he is happy to see the Agenda and Packets listed on Princeton Public Utilities Website. It provides transparency to the residents being able to read the packets and minutes. The Minutes will likely be posted once they are approved.

Edmonds replied that Princeton Public Utilities has always been transparent. He spoke to Dobson who was the PUC Liaison for 10-12 years, there have been no issues. There has never really been an interest from the Council or Residents in the past to see the packets and minutes.
Edmonds wanted to add that Princeton Public Utilities paid approximately $7,000 in rebates to residential customers last year, and about $32,300 to commercial companies.

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Phosphorus Trading Sites – Summary and 2018 Annual Report

B. Gerold advised that the City of Princeton operates five phosphorus trading sites that are considered part of its wastewater treatment plant and discharge permit. The sites were constructed between 2012 and 2014 and are intended to offset the phosphorus discharged from the wastewater treatment plant (a point source of phosphorus) by stabilizing eroding banks of the Rum River and reducing sediment loading to the river (a non-point source of phosphorus). The City is required to continue with operation and maintenance of the trading sites in order to maintain the City’s discharge permit for the wastewater treatment plant.

In 2017 the City made repairs to the bank stabilization methods at all five trading sites. In 2018 the City, with assistance from WSB, completed monthly inspections of all five trading sites from May to October to document the stability of the repair work from 2017 and the overall functionality of the sites.

All five sites are currently in good repair and functioning properly. An MPCA inspection in September of all five sites noted only minor areas where vegetative coverage could be improved. City Public Works staff will maintain the schedule of monthly inspections during the growing season and complete reseeding activities as necessary to improve vegetative cover and general bank stability.

As part of the annual reporting process for the wastewater treatment plant, the City is required to submit an annual report on the status of the trading sites. The report must contain the following items:

- Description of the sites inspected
- Photographic documentation that the trade is still in place and operating properly
- If damage has occurred, photographic documentation of the damage
- Photographic documentation of completed repair work
- If all repair work has not been completed, a schedule for completion
- Detailed description of the remaining repair work to be completed
- Estimate of the total cost for each offset project

The attached report and photos are intended to complete this reporting requirement for the year 2018. The attached report must be submitted to the MPCA by February 15th to fulfill the terms of the discharge permit.

As discussed in the 2018 Annual Report, the City is not currently planning to complete major repairs to the trading sites. Minor work such as washout repairs and additional seeding, plus inspections to make sure sites continue to function properly and main-
tain stability, will be completed by the Public Works staff. There is currently $15,000 in
the sewer utility fund for the next five years which is earmarked for minor trading sites
repairs. If additional repairs are required the City can evaluate additional funding
sources at that time.

It is recommended that Council authorize WSB to submit the attached 2018 annual
report to the MPCA to fulfill the terms of the discharge permit.

ZIMMER MOVED TO AUTHORIZE WSB TO SUBMIT THE ANNUAL REPORT TO THE
MPCA. GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Sylva Lease

Barbian reported that the terms discussed at the last meeting has been put into an
agreement and is ready for approval and signature.

ZIMMER MOVED APPROVE A LEASE WITH SYLVA FOR SHORT TERM USE OF 2
ACRES IN AERO BUSINESS PARK TO STORE MATERIALS. EDMONDS SECONDED
THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

MISCELLANEOUS

A. St. Cloud State seminar – "Immigration Explored"

Schumacher stated he had received information on this and wanted to share it with
the Council in case anyone wanted to attend.

B. CGMC Legislative Day

Schumacher reported that CGMC's Legislative Day at the Capital is Wednesday Jan-
uary 30th. He and Barbian are signed up to attend. If any other councilors would like to
go, please have staff sign you up. Reynolds stated he went a couple years ago, and
said it is a very worthwhile event to attend.

C. Announcements – Bob Barbian

Barbian advised that Kwik Trip's Grand Opening is on February 6th, with the ribbon
cutting at 11am if the Council would like to attend.

March 9th is the Business Expo and the City will have a booth there. He asked for vol-
unteers and sent around a sign-up sheet. The City will be providing shirts with the City
Logo on them.

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 $165,800.13 AND
THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST
WHICH WILL BE CHECKS 78715 TO 78781 FOR A TOTAL OF $172,285.33. REYN-
OLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CLOSED SESSION – AT&T Lease Agreement – statute 13D.05. subd. 3

Schumacher stated this portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the attorney/client communication exception to the Minnesota Open Meeting Law. The need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

Confidentiality is necessary to protect the City’s interests with respect to a lease with AT&T for a Cell Tower

- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine what actions are appropriate with respect to the proposed lease with AT&T for a cell tower
- The only business to be discussed in this portion of the meeting is the negotiation of land negotiation and what action, if any, should be taken.

RENOLDS MOVED CLOSE THE MEETING AT 7:26PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

The Council will now go into a closed session. The time is 7:26PM. Only the officials and consultants of the Council who reasonably require access to this data may be in attendance at any portion of the meeting for this agenda item. The minutes of this portion of the meeting should reflect only that a meeting was held with its date, time and location; who was present at the meeting; and the purpose of the meeting.

Members of the Council, I will now ask the Mr. Barbian to begin our discussion on this matter.

Members of the Council, following the completion of our business, we will now adjourn into open session, and I will entertain a motion to adjourn the closed portion of the meeting and go back into open session.

RENOLDS MOVED ADJOURN THE CLOSED SESSION AT 8:48PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:49PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Brad Schumacher, Mayor