MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MARCH 23, 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, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineer Eric Eckman, and Attorney’s Damien Toven and Kelli Bourgeois. Absent was Police Chief Todd Frederick.

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 9, 2017

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

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
C. Donations/Designations

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Airport Board Meeting of February 6, 2017
B. Planning Commission Meeting of February 27, 2017
C. Fire Advisory Board Meeting of March 7, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. PrinceTEN Miler Race Request

Karnowski advised that this is the third year of this race. Walker said this race always seems to run very smoothly. Zimmer stated that he assumes they would use reserve officers and this is a good event for the community.

WALKER MOVED TO APPROVE THE REQUEST FROM KRIS LOFGREN TO HOLD A 5 MILE AND 10 MILE RACE ON OCTOBER 14TH AND TO PROVIDE POLICE SUPPORT TO AID IN RUNNER SAFETY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 747, Lot Width in R2 - FINAL READING

Foss reported that the Planning Commission has held a public hearing and reviewed this ordinance. This amendment is just changing the table included, as the previous ordinance had the R1 table in it in error.

REYNOLDS MOVED TO APPROVE ORDINANCE 747, AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICTS), SECTION 5 OF R-2 RESIDENTIAL ZONING ORDINANCE ALLOWING LOT WIDTH THAT CREATES A NON-CONFORMING LOT IN SPECIFICALLY DE-
FINED CIRCUMSTANCES FROM THE CITY OF PRINCETON ZONING ORDINANCE #538. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 748 – Mini Storage Zoning Amendment – FIRST READING

Foss advised this is amending how Mini Storage is permitted. This was in as an interim use and it has been determined that it needs to be under a conditional use.

Edmonds asked for clarification that this will only be allowed in B3. Foss said that was correct, the zoning did not change, only that it is recommended to be a conditional use.

WHITCOMB MOVED TO INTRODUCE ORDINANCE 748 AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICT), SECTION 10 OF THE B-3 GENERAL COMMERCIAL REGARDING MINI STORAGE FACILITIES PERMITTED BY THE ISSUANCE OF AN INTERIM USE PERMIT TO BE CHANGED TO THE ISSUANCE OF A CONDITIONAL USE PERMIT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 17-17 – Community Gardens

Foss reported that Randy Hatch has requested support by the City Council for an expansion of the Community Garden that was established in 2016. Genny Reynolds, County Commissioner and EDA Member and Community Development Director Foss applied for and received a Statewide Health Improvement Program grant for $1000 last year to begin a small scale Community Garden located at the Mille Lacs County Historical Depot. This garden was very successful and well received. Unfortunately, the garden is small and only allows for a limited number of volunteers to participate.

Randy has a vision for a Community Garden that is modeled after the Isanti County Community Garden in Cambridge. This type of garden allows community members to "lease" a 10x10 plot for their garden. Due to the lack of available space at the Depot, Staff is requesting the Council approve the expansion of the Community Garden at the furthest westernmost portion of the Oak Knoll Cemetery. The newly forming Community Garden Volunteer Group will be electing a Board of Gardeners to oversee the garden, assign plots, provide education, and enforce rules and other necessary tasks.

Edmonds asked for clarification that city workers would not be involved. Foss confirmed that they would not. Zimmer said he thinks it is a nice idea for those residents that do not have space for a garden on their own property.

ZIMMER MOVED TO APPROVE RESOLUTION 17-17 DECLARING SUPPORT FOR THE CREATION, PROTECTION AND LONG TERM SUSTAINABILITY OF COMMUNITY GARDENS IN THE CITY OF PRINCETON. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Main Street Lift Station Pay Voucher #9
Karnowski reported that this pay voucher request is for $9,750.67. He added that most of the funds for this project came from a USDA Grant.

Eckman stated that this Pay Voucher is for the Change Order that was approved at the last City Council Meeting.

WALKER MOVED TO APPROVE PAY VOUCHER #9 IN THE AMOUNT OF $9,458.15. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. National Day Of Prayer

Karnowski reported that as the council does every year, there is a mayoral proclamation for the national day of prayer.

ZIMMER MOVED TO PROCLAIM MAY 4th, 2017 AS THE NATIONAL DAY OF PRAYER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. PUC Rezoning Request

Foss reported that the PUC has submitted an application to rezone from R-3, Multi-Family Residential District, to ES, Essential Services Overlay District, at 907 2nd Street South, on the property described as Lots 7-9, Block 5, Ex E 30 Feet, Carter’s Second Addition, City of Princeton, Mille Lacs County, Section 33, Township 36, Range 26, (PID #24-161-0390).

This parcel was previously owned by Mille Lacs County and was used as a recycling site.

The applicant has met with the Community Development Assistant explaining the rezoning request. The applicant purchased the property in 2016. The usage for this parcel includes storage of transformers, poles, etc. The PUC intends to construct fencing similar to that which is found at the substations. Privacy measures will be put into place for screening from the nearby residential neighborhood.

The neighborhood in which the parcel is located contains mostly single family homes, some two-family homes and some multi-family housing.

The City engaged in a Comprehensive Plan update back in 2009 that identified the long-range goals for development within the City. The proposed use aligns with the goals of the Comprehensive Plan.

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.

The Planning Commission met on February 20th, 2017 to hear this request and has made the recommendation for City Council approval.

Edmonds asked if the property where their buildings are now is also zoned as essential services. Foss replied that it is also zoned as an essential services Overlay.

WALKER MOVED TO APPROVE RESOLUTION 17-15 REZONING FROM R-3 MULTIPLE FAMILY RESIDENTIAL TO ESSENTIAL SERVICES OVERLAY DISTRICT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Proposed Anoco Purchase Agreement

Foss advised that the City was approached regarding the proposed purchase of industrial land in the Princeton Industrial Park. This parcel is adjacent to property already owned by the Powell’s and Anoco Metals.

The request for the purchase is to expand their existing facility with a 17,500 square foot addition and put up fencing around the property.

Staff has been negotiating with the Powell’s and has conferred with the City Attorney regarding this potential sale.

The lots has a current market value of $18,600. Staff is requesting a recommendation to sell to Anoco R/E for $18,000.

Development criteria for this parcel includes that it must be used for industrial expansion of current operations, that buyer submit all proposed plans to Planning Administrator for site plan review.

Edmonds asked how much land the city owns in this area. Gerold replied that there is one other vacant lot, then one with the North Ambulance Hanger and another that includes the Flight Service Station.

Walker asked if there would be an issue with the airport. Karnowski advised that this lot is not airport property, but there may be some height restrictions. The airport engineer will take a look at this, but it should not affect the expansion.

EDMONDS MOVED TO APPROVE RESOLUTION 17-16 APROVING THE SALE OF PART OF LOT 4, BLOCK 3, PRINCETON INDUSTRIAL PARK THIRD ADDITION TO ANOCO METAL SERVICES. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Firehouse BBQ request

Karnowski reported that Campbell at the Liquor Store has been contacted by Firehouse BBQ to request parking her food trailer at the Liquor Store on some Fridays. She does have a license with the City.

Zimmer stated he does not see an issue with it.
Saralee Strandberg with Firehouse BBQ stated she is also licensed from the state and has been in business for 8 years. She is inspected yearly, and can be randomly inspected at any time. Currently she has been setting up in the mall parking lot depending on the weather. Her thought was to move to the Liquor Store Friday afternoons. She does have other events scheduled at times, so she may not be there every Friday.

WHITCOMB MOVED TO APPROVE FIREHOUSE BBQ TO SELL OUT OF THE MUNICIPAL LIQUOR STORE PARKING LOT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. City Surplus Property Policy

Karnowski advised that at a recent council meeting the desire to donate a surplus lawnmower to the American Legion for use at Solheim Field was discussed and staff was asked to find out if that was ‘doable’.

It turns out that, in 2016, the Minnesota Legislature passed a new law authorizing a “local government,” including statutory and home rule charter cities, to donate “surplus equipment” to a “nonprofit organization.”

The law requires that, before surplus equipment can be donated, a city “must adopt a policy on how it will determine what equipment is surplus eligible for donation and how it will determine which nonprofit organizations may receive donations.” In addition, the policy “must address the obligations of the local government to disclose to the nonprofit that the surplus equipment may be defective and cannot be relied upon for safety purposes.”

The new law also adds municipal immunity from liability for any claim “resulting from the use of surplus equipment donated by the municipality to a nonprofit organization under section 471.3459.” Immunity does not apply if “the claim is a direct result of fraud or intentional misrepresentation.”

The proposed policy is modeled after the LMC model policy and complies with the policy adoption requirement in Minnesota Statutes, Section 471.3459.

The provisions of this model policy are recommendations. Each city should carefully consider its own circumstances before adopting a policy. In particular, cities may want to impose additional requirements or restrictions on the types of nonprofit organizations that are eligible for donations, how or whether surplus equipment will be advertised, and how the city will determine which nonprofit organizations will receive donations.

REYNOLDS MOVED TO APPROVE THE CITY SURPLUS PROPERTY POLICY. WALKER SECONDED THE MOTION.

Walker asked if all surplus property is depreciated to zero by the time it’s donated. Jackson said it would be based more on the city’s use or lack thereof. He does not feel that wording needs to be part of the policy.

Zimmer stated that the benefits to a group would outweigh what the city would get if the property was sold.

THE MOTION CARRIED UNANIMOUSLY
MISCELLANEOUS

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $128,433.63 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75280 TO 75328 FOR A TOTAL OF $157,251.75. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:29 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,                                      ATTEST:

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Shawna Jenkins                                              Paul Whitcomb, Mayor
City Clerk