CITY OF PRINCETON
Planning Commission
Agenda
May 22nd, 2017
7:00 P.M., City Hall

1. Call to Order

2. Approval of Minutes of Regular Meeting on April 17th, 2017 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A. Amendment to B-3 Commercial District for Car Wash Restrictions - Tab B
   B. Rezoning PID #90-404-0215 from B-2 Neighborhood Business District to B-3 General Commercial District – Tab C
   C. Ordinance Amendment to add Solar Energy Farms & Solar Energy System District – Tab D

5. Old Business: None

6. New Business:
   A. Kwik Trip Store Site Plan Review – Tab E

7. Communication and Reports:
   A. Verbal Report
   B. City Council Minutes for April, 2017 - Tab F

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON APRIL 17, 2017, 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 Faith Goenner, Jeff Reynolds, and Dan Erickson. Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

APPROVAL OF MINUTES OF THE REGULAR MEETING ON MARCH 20, 2017
REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF MARCH 20, 2017. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE THE AGENDA. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS: None

NEW BUSINESS:
A. Rezoning PID #90-404-0215 from B-2 District to B-3 District
Community Development Director Memo:

BACKGROUND
The Zoning Administrator is proposing to rezone PID #90-404-0215 from B-2 to B-3 to better correspond with the Future Land Use Plan of the City’s Comprehensive Plan and to increase economic viability of this lot.

PID #90-404-0215 is located to the south of Shopko and Caribou Coffee. An image of the site is provided.

RECOMMENDATION
The potential developer has expressed a desire to construct a carwash in this location and due to the restrictive nature of B-2, the Zoning Administrator feels that the best use of this land is to rezone it to B-3.

End of Staff Memo

Hallin asked if Aero Business Park is in the B-3 Zoning District.

Foss said yes.
HALLIN MOVED, SECOND BY ERICKSON, TO RECOMMEND TO STAFF TO HAVE A PUBLIC HEARING FOR THE MAY PLANNING COMMISSION MEETING OF THE REZONING OF PID #90-404-0215 FROM B-2 NEIGHBORHOOD BUSINESS DISTRICT TO B-3 GENERAL COMMERCIAL DISTRICT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

B. Ordinance Amendment for B-3 District for Car Wash Restrictions
Community Development Director Memo:

City Staff have recently been reviewing the restrictions for car wash facilities in the B-3 General Commercial District.

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.

If is Staff’s belief that the restrictions for car washes in B-3 are unreasonable. Staff is recommending that we modify and eliminate some of the restrictions.

(B) Permitted Uses
In a B-3 General Commercial District, unless otherwise provided in this ordinance, no building or land shall hereafter be erected, used or structurally altered except for one of the following, as well as similar uses:

- Any use permitted in B-1 and B-2 Districts;
- Car washes and automobile service stations provided that:
  
  (a) The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.

  (b) The hours of operation shall be limited to 6:00 AM to 10:00 PM, unless extended by the Council as part of the conditional use permit.

  (c) Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.
(d) A protective canopy (auxiliary canopy) located over pump islands may be an accessory structure on the property and may be located twenty (20) feet or more from the front lot line, provided adequate visibility both on and off site is maintained.

(e) All canopy lighting for motor fuel station pump islands shall be recessed or fully shielded.

(f) Litter Control. The operation shall be responsible for litter control within three hundred (300) feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.

(g) All pumps and any related canopy shall be set back at least three hundred (300) feet from residentially zoned or guided property, unless screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(h) No more than one car wash bay shall be allowed.

(i) The car wash shall be designed to be an integral part of the principal building and may not be a separate freestanding structure.

(j) The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.

(k) The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.

(l) Neither the car wash nor an accessory vacuum shall be located within three hundred (300) feet of any residentially zoned or guided property, unless completely screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(m) Both the car wash and accessory vacuum shall conform to noise regulations as defined in Section Chapter VI, Performance Standards of this Chapter.

If the Planning Commission is satisfied with these changes, we can hold a public hearing for this amendment at the May Planning Commission meeting:

End of Staff Memo

HALLIN MOVED, SECOND BY ERICKSON, TO RECOMMEND TO STAFF TO HAVE A PUBLIC HEARING FOR THE MAY PLANNING COMMISSION MEETING FOR AN ORDINANCE AMENDMENT
FOR B-3 GENERAL COMMERCIAL DISTRICT PERMITTED USES FOR CAR WASH RESTRICTIONS. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

C. Solar Zoning Ordinance
Community Development Director Memo:

The City of Princeton has been working with interested partners to bring community solar to our residents.

Community solar is an electric array that generates renewable energy and/or bill credits to multiple subscribers within the community. Subscribers or program participants, can include local residents, businesses and non-profit organizations. Participating customers pay to subscribe to the program, and in turn, receive a credit on their monthly electric bill based on the solar energy production of the project.

The City of Princeton does not have a solar zoning ordinance and does not address solar anywhere in the Zoning Ordinance.

Staff is recommending a Zoning Ordinance addition. A complete chapter regarding the purpose, definition, requirements and standards, and safety measures are drafted for your review.

Staff is recommending having solar energy farms and solar energy systems as an allowed use in the A-1 and A-2 Agricultural Zones. A conditional use permit would be required for this type of use in MN-1, MN-2, and B-3. It would not be an allowed use with or without a permit in R-1, R-2, and R-3.

If the Planning Commission is satisfied with the addition of a Solar Energy Chapter to the Zoning Ordinance #538, a public hearing will be held at the May Planning Commission meeting.

Background: Tom Hardwick, Lindsay Case, and Chris Schoenherr from Southern Minnesota Municipal Power Agency (SMMPA) gave a presentation to the City Council at their April 6, 2017 Study Session meeting. They are looking at purchasing a 40 acre parcel of land located at 9492 Baptist Church Road that is in A-1 Agricultural District. They would like to have a solar farm at this site with approximately 11,232, 340-watt solar panels with 3.82 MW DC capacity.

Foss said this is a standard Solar Ordinance from the State and is used at state level.

Goenner asked if there are businesses that come and present this solar farm idea to the City.
Foss said M.C. Power's Solar Farm came to the City and they want to purchase land in the city and have a solar farm.

Reynolds said it is not economy feasible on its own, but you can take advantage of the subsidies where the cost might be somewhat lower. You have to buy shares.

Foss said they are asking for 25% of panels to be spoken for or they will not make the deal to buy the land.

Erickson asked if that would be commercial property.

Foss said it would be left as Agricultural. This would not be rezoned. There is no sewer or water going to this site.

Hallin asked how far off the ground are the solar panels.

Foss believes three feet.

Hallin remembers in years past that the Princeton Public Utilities had to buy some power.

Erickson asked if this site could be used for residential land.

Foss said we would need to have water and sewer running to that area before we want it zoned residential.

Erickson said we need residential land and the Comprehensive Plan supports more residential.

Foss said there is no sewer and water in that area and we would have to go under Hwy. 169 and West Branch Road. So it is not likely that water and sewer will be going to that area. They said the solar panels would expire in twenty years and at that time they could sell the land and then maybe it could be rezoned to residential if sewer and water goes in there.

**ERICKSON MOVED, SECOND BY REYNOLDS, TO APPROVE STAFF TO BRING THE SOLAR ZONING ORDINANCE FOR A PUBLIC HEARING AT THE MAY PLANNING COMMISSION MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.**

**COMMUNICATION AND REPORTS:**

A. Verbal Report

1) **Reschedule May 15th Planning Commission meeting to May 22, 2017**

Foss asked how the Planning Commissioner would feel rescheduling the May 15th, 2017 Planning Commission meeting for May 22nd, 2017 so she can attend her child’s concert.
HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE THE PLANNING COMMISSION REGULAR MEETING DATE OF MAY 15, 2017 AND RESCHEDULE IT TO MAY 22, 2017. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

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

REYNOLDS MOVED, SECOND BY ERICKSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:27 P.M.

ATTEST:

______________________________________________________________
Victoria Hallin, Chair

______________________________________________________________
Mary Lou DeWitt, Comm. Dev. Assistant
MEMORANDUM

TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: Car Wash Restrictions in B-3
DATE: May 22nd, 2017

City staff have recently been reviewing the restrictions for car wash facilities in the B-3 General Commercial District.

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.

It is Staff’s belief that the restrictions for car washes in B-3 are unreasonable. Staff is recommending that we modify and eliminate some of the restrictions.

B Permitted Uses

In a B-3 General Commercial District, unless otherwise provided in this ordinance, no building or land shall hereafter be erected, used or structurally altered except for one of the following, as well as similar uses:

* Any use permitted in B-1 and B-2 Districts;
* Car washes and automobile service stations provided that:

(a) The off-street loading space(s) and building access for delivery of goods shall be separate from customer parking and entrances and shall not cause conflicts with customer vehicles and pedestrian movements.

(b) The hours of operation shall be limited to 6:00 AM to 10:00 PM, unless extended by the Council as part of the conditional use permit.

(c) Motor fuel facilities shall be installed in accordance with State and City standards. Additionally, adequate space shall be provided to access gas pumps and to allow maneuverability around the pumps. Underground fuel storage tanks are to be positioned to allow adequate access by motor fuel transports and unloading operations which do not conflict with circulation, access and other activities on the site. Fuel pumps shall be installed on pump islands.

(d) A protective canopy (auxiliary canopy) located over pump islands may be an accessory structure on the property and may be located twenty (20) feet or more from the front lot line, provided adequate visibility both on and off site is maintained.

(e) All canopy lighting for motor fuel station pump islands shall be recessed or fully shielded.

(f) Litter Control. The operation shall be responsible for litter control within three hundred (300) feet of the premises and litter control is to occur on a daily basis. Trash receptacles must be provided at a convenient location on site to facilitate litter control.
(g) All pumps and any related canopy shall be set back at least three hundred (300) feet from residentially zoned or guided property, unless screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(h) No more than one car wash bay shall be allowed.

(i) The car wash shall be designed to be an integral part of the principal building, and may not be a separate freestanding structure.

(j) The site shall provide stacking space for the car wash. The amount of stacking space shall take into account the type of car wash and the amount of time it takes to wash a vehicle. Stacking spaces shall not interfere with parking spaces or traffic circulation.

(k) The exit from the car wash shall have a drainage system which is subject to the approval of the City and gives special consideration to the prevention of ice build-up during winter months.

(l) Neither the car wash nor an accessory vacuum shall be located within three hundred (300) feet of any residentially zoned or guided property, unless completely screened by an intervening building or located across an arterial or major collector roadway from residentially zoned or guided property.

(m) Both the car wash and accessory vacuum shall conform to noise regulations as defined in Section Chapter VI, Performance Standards of this Chapter.

If the Planning Commission is satisfied with these changes, we can hold a public hearing for this amendment at the May Planning Commission meeting.
MEMORANDUM

TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: Rezoning PID # 90-404-0215 from B-2 to B-3 Zoning District
DATE: May 22nd, 2017

BACKGROUND
The Zoning Administrator is proposing to rezone PID # 90-404-0215 from B-2 to B-3 to better correspond with the Future Land Use Plan of the City's Comprehensive Plan and to increase economic viability of this lot.

PID# 90-404-0215 is located to the south of Shopko and Caribou Coffee. See image below.

![Map of the area with PID# 90-404-0215 highlighted]

RECOMMENDATION
The potential developer has expressed a desire to construct a carwash in this location and due to the restrictive nature of B-2, the Zoning Administrator feels that the best use of this land is to rezone it to B-3.
MEMORANDUM

TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: Solar Zoning Ordinance
DATE: May 22\textsuperscript{nd}, 2017

The City of Princeton has been working with interested partners to bring community solar to our residents.

Community solar is an electric array that generates renewable energy and/or bill credits to multiple subscribers within the community. Subscribers, or program participants, can include local residents, businesses and non-profit organizations. Participating customers pay to subscribe to the program, and in turn, receive a credit on their monthly electric bill based on the solar energy production of the project.

The City of Princeton does not have a solar zoning ordinance and does not address solar anywhere in the Zoning Ordinance.

Staff is recommending a Zoning Ordinance addition. A complete chapter regarding the purpose, definition, requirements and standards, and safety measures are drafted for your review.

Staff is recommending having solar energy farms and solar energy systems as an allowed use in the A-1 and A-2 Agricultural Zones. A conditional use permit would be required for this type of use in MN-1, MN-2, and B-3. It would not be an allowed use with or without a permit in R-1, R-2 and R-3.

If the Planning Commission is satisfied with the addition of a Solar Energy Chapter to the Zoning Ordinance #538, a public hearing will be held at the May Planning Commission meeting.
Chapter XI

SOLAR ENERGY FARMS AND SOLAR ENERGY SYSTEMS

1. Purpose

A. The purpose of this Chapter is to maintain the City’s attractiveness, protect the safety of the people, and to promote the general welfare by providing legislation by which solar facilities can be located within the City of Princeton. These general objectives include, among others, the following:


2. To correct and prevent conditions that adversely affect and are likely to adversely affect the safety, general welfare, and health of nearby property owners.

3. To preserve the value of land and structures throughout the City.

2. Definitions

The following terms, as used in this section, shall have the meanings stated.

A. "Community Solar Garden" – means a community solar energy system that generates electricity by means of a ground-mounted or building-integrated solar system and that is supplied to multiple community members or businesses
residing or located off-site from the location of the solar energy system under the provisions of Minnesota statutes 216B.1641 or successor statute.

B. "Solar Collector" – means a device, structure or a part of a device or structure for which the primary purpose is to capture sunlight and transform it into thermal, mechanical, chemical or electrical energy.

C. "Solar Energy" – means radiant energy received from the sun that can be collected in the form of heat or light by a solar collector.

D. "Solar Energy System (Building-Integrated)" – means a solar energy system that is an integral part of a principal or accessory building, replacing or substituting for an architectural or structural component of the building. Building integrated systems include, but are not limited to, photovoltaic or hot water solar energy systems that are contained within or substitute for roofing materials, windows, skylights, awnings and shade devices.

E. "Solar Energy System (Ground-Mounted)" – means a freestanding solar system mounted directly to the ground using a rack or pole rather than being mounted on a building.

F. "Solar Energy System (Passive)" – means a system that captures solar light or heat without transforming it to another form of energy or transferring the energy via a heat exchanger.

G. "Solar Farm" - means a commercial facility that converts sunlight into electricity, whether by photovoltaic (PV), concentrating solar thermal devices (CST), or other conversion technology, for the principal purpose of wholesale sales of generated energy.

H. "Solar Energy Farms" – means a solar array composed of multiple solar panels on ground-mounted rack or poles which are the primary land use for the parcel on which it is located and is greater than 100 kilowatts direct current (DC) rated capacity.

3. Requirements and Standards

A. Solar Energy Farms - Solar Energy Farms shall be subject to the following performance standards:
1. Solar Energy Farms are composed of multiple solar panels on multiple mounting systems (poles or racks), and generally have a direct current (DC) rated capacity greater than one hundred (100) kilowatts. Solar Energy Farms greater than one hundred (100) kilowatts in all zones and Solar Energy Systems greater than ten (10) kilowatts in all zones except for General Agriculture (AG) require a Conditional Use Permit. Solar Energy Farms are not allowed in shoreland or residential districts. Solar Energy Farms are allowed up to ten (10) megawatts.

2. Solar Energy Farms in agricultural, commercial, and industrial zoning districts may be up to twenty (20) feet in height at maximum design tilt.

3. Location within Lot: Solar Energy Farms must meet the primary structure setbacks for the zoning district and will be measured from the closest point at maximum orientation.

4. Storm water management shall meet the requirements of the City of Princeton and the State of Minnesota.

5. Erosion and sediment control shall meet the requirements of the City of Princeton and the State of Minnesota.

6. Foundations: The manufacturer’s engineer or another qualified engineer shall certify that the foundation and design of the solar panels is within accepted professional standards, given local soil and climate conditions.

7. Other standards and codes: All Solar Energy Farms shall be in compliance with any applicable local, state and federal regulatory standards, including the State of Minnesota Uniform Building Code, as amended; and the National Electric Code, and National Electric Safety Code as amended.

8. Power and communication lines: Power and communication lines running between banks of solar panels and to the point of interconnection of distribution utility or interconnections with buildings shall be buried underground as much as practical. Exemptions may be granted by the Commission in instances where shallow bedrock, water courses, or other elements of the natural landscape interfere with the ability to bury lines.

9. Application requirements: The following information shall be provided to the City of Princeton’s Zoning Administrator for application of a Conditional Use Permit required in MN-1, MN-2, and B-3. (This is an allowed use in A-1 and A-2)

10. A site plan of existing applicable conditions showing the following:
a. Existing property lines and property lines extending one hundred (100) feet from the exterior boundaries.

b. Existing public and private roads and any easements.

c. Location and size of any abandoned wells and sewage treatment systems.

d. Existing buildings and any impervious surface.

e. Topography at two (2) foot intervals and source of contour interval, unless determined otherwise by the Princeton Planning and Zoning Department.

f. Existing vegetation.

g. Waterways, watercourses, lakes and wetlands.

h. The one hundred (100) year flood elevation and Regulatory Flood Protection Elevation, if available.

i. Floodway, flood fringe and/or Flood Plain (FP) district boundary, if applicable.

j. The shoreland district boundary, if any portion of the project is located in a shoreland district.

k. In the shoreland district, the ordinary high water level.

l. In the shoreland district, the toe and top of a bluff within the project boundaries.

m. Surface water drainage patterns.

11. Site Plan of Proposed Conditions:

   a. Planned location and spacing of solar panels.

   b. Planned location of access roads.

   c. Planned location of underground or overhead electric lines connecting

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the Solar Energy Farm or Solar Energy System to the building, substation or other electric load.

d. Planned new electrical equipment other than at the existing building or substation that is the connection point for the Solar Energy Farm.

e. Proposed erosion and sediment control measures as required in elsewhere in the City of Princeton Zoning Ordinance. If required, the Planning Commission may review the associated land alteration for a Solar Energy Farm or Solar Energy System and issue a Conditional Use Permit for that land alteration as part of the request for the Solar Energy Farm or Solar Energy System Conditional Use Permit.

f. Proposed storm water management measures.

g. Sketch elevation of the premises accurately depicting the proposed

h. Solar Energy Farm or Solar Energy System and its relationship to structures on adjacent lots (if any) unless determined otherwise by the City of Princeton Planning and Zoning Department.

12. Specifications and proposed installation methods for all planned major equipment including solar panels, mounting systems and foundations for poles or racks.

13. The planned number of panels to be installed.

14. A description of the method of connecting the array to a building or substation.

15. A copy of the submitted interconnection application with the local electric utility or a written explanation outlining why an interconnection application is not necessary.

16. A decommissioning plan may be required to ensure that facilities are properly removed after their useful life. Decommissioning of solar panels must occur in the event they are not in use for twelve (12) consecutive months. The plan shall include provisions for removal of all structures and foundations, restoration of soil and vegetation and a plan describing the financial resources that will be available to fully decommission the site. The Commission may require the posting of a bond, letter of credit or the establishment of an escrow during some point of the life of the project to ensure proper decommissioning.

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17. The Conditional Use Permit for Solar Energy Farms shall expire at the same time that the Solar Energy Farm lease expires, but in no case shall exceed thirty years. A new Conditional Use Permit can be applied for and the City may issue a new Conditional Use Permit for an existing Solar Energy Farm under the terms the City of Princeton Zoning Ordinance. The Commission may waive the expiration requirement for Solar Energy Farms located on property owned by the City or the PUC and other unique owner operated facilities. Conditional Use Permits for Solar Energy Systems do not expire unless the Solar Energy System is removed.

18. The Commission may require a buffer between Solar Energy Farms or Solar Energy Systems and adjoining properties.

19. The Commission may require a greater setback between adjoining properties if conditions warrant.

20. Payment In Lieu of Taxes. Notwithstanding that Minnesota Statutes Section 272.02, Subdivision 24 (or its successor) classifies real property upon which a solar energy generating system is located that is used primarily for solar energy production (subject to the production tax under Minnesota Statutes Section 272.0295) as class 3a, the City may require the applicant to enter into a Payment In Lieu of Taxes Agreement to compensate the City for any prospective tax revenue that may be lost due to such reclassification.

B. Solar Energy Systems - Solar Energy Systems ten (10) kilowatts and under are a permitted accessory use in all zoning districts. Solar Energy Systems over ten (10) kilowatts and not exceeding hundred (100) kilowatts require a Conditional Use Permit.

Solar Energy Systems one hundred (100) kilowatts and under are a permitted accessory use in the General Agricultural (AG) zoning district.

1. Accessory Building Limit: Solar Energy Systems, either roof or ground-mounted, do not count as an accessory building for the purpose of limits on accessory buildings.

2. Height: Solar Energy Systems are subject to the following height requirements:

   a. Building or roof-mounted Solar Energy Systems shall not exceed the maximum allowed height in any zoning district.
b. Ground or pole-mounted Solar Energy Systems shall not exceed fifteen (15) feet in height when oriented at maximum tilt in residential zones and may be allowed up to twenty (20) feet in other zones.

3. Location within Lot: Solar Energy Systems must meet the accessory structure setback for the zoning district and will be measured from the closest point at maximum orientation. If attached to the primary structure the Solar Energy Systems must meet the setbacks for the primary structure.

4. Approved Solar Components: Electric Solar Energy System components must have an Underwriters Laboratory (UL) listing.


6. Utility Notification: No Solar Energy System shall be installed until evidence has been given to the Department that the owner has notified the utility company of the customer’s intent to install an interconnected customer-owned generator. Off-grid systems are exempt from this requirement.

C. Passive Solar Energy Systems - Passive solar energy systems are exempt from the requirements of this section and shall be regulated as any other building element.

D. Ground Mounted/Building Integrated Solar Energy Systems - Ground-mounted solar energy systems shall not exceed fifteen feet (15’) in height. Building-integrated solar energy systems shall not exceed the maximum height permitted in the zoning district.

E. Solar Panel Glare - All solar farm and community solar garden facilities shall be designed and located in order to prevent reflective glare toward any inhabited buildings on adjacent properties, as well as adjacent street rights-of-way. Steps to control glare nuisance may include selective placement of the system, screening on the side of the solar array facing the reflectors, reducing use of the reflector system, or other remedies that limit glare.

F. Safety Measures - A clearly-visible warning sign concerning voltage must be placed at the base of all pad-mounted transformers and substations. All mechanical equipment, including any structure for batteries or storage cells, shall be completely enclosed by a minimum eight (8) foot high fence with a self-locking gate, and provided with screening in accordance with the landscaping provisions of Princeton’s Code.
BACKGROUND
Steven Lowe, Store Engineering on behalf of Kwik Trip, has submitted a site plan review application for the construction of a Convenience Store with Integral Carwash and Fuel Sales at US Highway 169 and South Rum River Drive. The property is legally described as LOT 3, BLK 2. EX THEREFROM THAT PORTION OF SAID LOT 3, BLK 2 NOW LYING WITHIN PLAT OF PRINCETON CROSSING SECOND ADDITION. TOGETHER WITH AN EASEMENT OF RECORD.

The property is zoned B-3 General Commercial District. 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.

This property is designated as Highway Commercial Business on the Future Land Use Plan. Proposed use aligns with both the zoning and future land use designation.

ANALYSIS
The site is located south of Shopko, Caribou and McDonald’s. The site includes one parcel that is 4.4 acres in size. The project includes the construction of a 7,243 square foot, one-story building with fueling canopy and matching stand-alone trash enclosure. The Carwash will be an additional 3,047 square feet. The building meets all setback and height requirements. Access will be off of Northland Drive from the north side of the site and from 8th Ave South on the west side of the site.

Parking. The proposed 54 parking stalls meet the Ordinance standards for stall sizes and aisle widths. The proposed parking plan includes 30 standard stalls, 2 handicapped stalls, 20 fuel canopy stalls and 2 diesel canopy stalls.

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 full brick cladding, standing seam metal roof, store front aluminum openings, and stucco accents. Building elevations are provided.

City Engineer. The City Engineer has reviewed the site plan application and submitted comments via a memo dated May 8th, 2017 in regards to the 8th Avenue South extension, Shopko
Parking lot agreement, grading and erosion plan, utility plan. SWPPP, and storm water management. All of the comments will need to be addressed by Kwik Trip. 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, and commented that it will be a good addition to the city.

CONCLUSION
Based upon the above review standards, city staff would recommend approval of the site plan review for the proposed Kwik Trip Convenience Store and Fuel Sales, subject to the following conditions:

1. The City Engineer recommendations shall be followed as indicated in the memo dated May 8th, 2017 and updated plans submitted.
2. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: building, signage, Water Access Charge (WAC), and Sewer Access Charge (SAC).
3. An landscape escrow shall be submitted in an amount $10,000 to ensure the project is finalized and consultant fees are covered.
April 21, 2017

City of Princeton
Jolene Foss, Community Development Director
705 Second Street North
Princeton, MN 55371

RE: Kwik Trip Store 928 at US HWY 169 & La Grange Avenue

Dear Ms. Foss:

This letter is intended to accompany the submittal for our application to the City of Princeton for the requested Site Plan Review in the B-3 Zoning District for a Convenience Store with Integral Carwash and Fuel Sales. Please accept this letter as our request to be placed on the next available Planning Commission Meeting Agenda as well as the City Council Agenda.

Kwik Trip, Inc. is proposing the construction of a convenience store with a fueling canopy and matching stand-alone trash enclosure. Included with the applications in the submittal are 7—full size 24x36 and 15-11x17 copies of the Site Improvement Plans. I have also included the ALTA Survey, Building and Canopy Elevations, Signage Plans, Storm Water Management Plan and an electronic copy of all documents.

Operations
The requested hours of operation will be 24 hours for all uses. The type of products that will be sold will be similar to that of our existing stores throughout the mid-west: fresh produce, bakery and dairy, hot and cold food and beverages, fresh meat and groceries, tobacco products, lotto, convenience store merchandise, alcohol, gasoline, diesel, E-85, ice and propane. The outside merchandising of products is being requested next to the store (two ice chests and one propane cage) and underneath the proposed main canopy. To ensure that the freshest products are sold in our stores, we request that daily deliveries be allowed.

OUR MISSION
To serve our customers and community more effectively than anyone else by treating our customers, co-workers and suppliers as we, personally, would like to be treated, and to make a difference in someone’s life.
Buildings, Architecture and Site Design
The architectural elements in this state-of-the-art building consist of a full brick cladding, standing seam metal roof, store front aluminum openings and stucco accents. Extensive landscaping, modern storm water facilities, monument and wall signage, customer and employee parking, concrete paving with curb and gutter are also included in the overall site design. We are proposing this site will be accessed from one driveway along future 8th Avenue S and one shared access point through the Caribou Coffee Development. These driveways will provide an efficient circulation pattern for vehicles into and out of the site, as well as safe movements internally on the parcel.

Investment in the City
This project will be a multi-million dollar investment in the City of Princeton. Not only in the physical improvements and development of a vacant parcel, but also an investment of approximately 25 to 30 new permanent jobs in the City. The projected payroll here is estimated to be approximately $500,000 annually.

Community Partner
We pride ourselves in being an asset in the communities where we are located. Families can walk or ride their bikes to our stores. Retirees on fixed income can access fresh groceries like milk, eggs, bread and fruit just steps from their car. We take pride in giving back to the communities we serve with charitable donations and by partnering with local non-profits. Kwik Trip would be happy to provide any additional information or answer any questions or concerns the City of Princeton may have with our submittal. Please feel free to call or email with any questions you may have.

Sincerely,

Steven Lowe
Store Engineering
slowe@kwiktrip.com
608 793-5954
Memorandum

To:        Jolene Foss
            Community Development Director
            City of Princeton
            705 2nd Street N.
            Princeton, MN 55371

Copy:      Mark Karnowski, City Administrator, City of Princeton
            Bob Gerold, Public Works Director, City of Princeton
            Andy Brotzler, City Engineer, WSB
            Chris Sonmor, WSB

From:      Eric Eckman, PE

Date:      May 8, 2017

Re:        Kwik Trip Convenience Store #928 Site Plan Review
            WSB Project No. 2257-200

WSB has had a chance to review the civil site plans submitted for the proposed Kwik Trip convenience store located in Princeton, Minnesota. The following is a summary of the comments from the site plan review:

General

- It is our understanding that the Developer will be responsible for the construction of the public street extension of 8th Avenue S.
- Plans and specifications shall be submitted for review for the public improvements.
- 8th Avenue S. is to be designed as a 10-ton street and in accordance with City of Princeton design standards.

SP2 – Site Plan

- Show the improvements for the 8th Avenue S. street extension.
- Provide calculations that show the parking requirements of the City ordinance are met.
- It is our understanding that there is an existing ingress-egress agreement in place to accommodate ingress-egress from the Shopko parking lot. This should be verified.
- It is recommended that truck turning movements be provided for the site.

SP3 – Grading & Erosion Control Plan

- Show the location/route for the emergency overflows (EOF).

SP4 – Utility Plan

- Check the invert elevation of the 6-inch PVC sanitary sewer stub into the main convenience store. The math from the final cleanout to the building at 1% does not appear correct.
- There are two locations where the 6-inch sanitary sewer service crosses storm sewer mains. There is 1.5-feet of separation, but adding installation at those locations could prevent any freezing.
Kwik Trip Convenience Store #928 Site Plan Review
May 8, 2017
Page 2

SP1.4 – Utility Plan (Storm Sewer)

- The site does not meet the requirements for the 1-inch runoff volume for the new impervious area created. One option would be to look at raising the outlet from Basin-30 to increase the volume retained on site.
- A permit will have to be obtained from MnDOT for the installation of the outlet in the TH 169 R/W. Please provide a copy of the approved permit to the City prior to beginning construction.

SP5 – SWPPP

- We would suggest moving the location of the construction entrance to access 8th Avenue S. The construction traffic could damage to the Shopko parking lot. Obtain permission from Shopko site if access is to stay at the location in the NE corner of the site.

Stormwater Management Plan

- The total combined runoff flows in Table 2 don’t appear to match the flows in the proposed HydroCAD calculations. The diagram in the HydroCAD model shows that 1S, 2S, 10P and 30P all discharge off site. Please verify the total combined runoffs.
- The total combined runoff for the 2-year event in the proposed conditions is greater than that of the existing (\(Q_{EX} = 0.60 \text{ cfs} \) versus \(Q_{PROP} = 0.68 \text{ cfs}\)). The proposed should be less than or equal to the existing flow. Please revise.
- Section 2.3 indicates that since the site has fueling operations, stormwater is prohibited from being infiltrated. The plan indicates that approximately half of the required 1-inch volume is being infiltrated. Please revise the calculations to accommodate for the entire 1-inch volume in the other two basins.
- Please indicate the location/route of the EOF for each of the stormwater basins.
- Please provide test results indicating that the soils in the infiltration basins can infiltrate at the rates used in the HydroCAD calculations. Upon completion of the basins, the infiltration rates shall be verified.

Please address the above comments and provide revised documents for review. If you have any questions, please don’t hesitate to call.
To: Mary Lou and Planning Commission City of Princeton  
From: Loren Kohnen

Item: Kwik Trip  
   Purposed construction  
   Hwy 169 and LaGrand

I have reviewed the plans (utility) for the proposed Kwik Trip station, store and car wash.

It appears that emergency vehicles can maneuver on the site and there are two fire hydrants onsite for use of the fire department.

Should be a good addition to the city.

Respectfully,

Loren Kohnen  
Building Official Certificate #589  
MPCA Certificate #756
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON APRIL 6 2017 4:30 P.M.

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

**Discussion with School District regarding council chambers remodeling proposal**

Espe gave a presentation on their ideas for the Council Chambers. The U shaped Dias would allow seating for 11 and be moved back a bit, with the floor flattened to eliminate the step which is not ADA compliant. Carpet, paint and for the cabinetry to be removed to allow for more room. The estimated total cost is $40,000. The School District understands that they are a bigger user of the space and stand ready to pay for a greater cost, but are wondering if the City could contribute as well.

Whitcomb questioned if the current council Dias could be used, and just added onto to allow for more seating.

Karnowski stated that he believes the ramp up to the raised area does make it ADA compliant, but he is not sure. Reynolds said he likes the idea of it being flat. Whitcomb added that he does like that it sits up higher, so the Council can see the audience better and vice versa.

Walker said he understands what they would like to see, but does not see it being feasible to modify it. He questioned the sliding door, and asked if the current door could be switched to swing into the council room instead of into the small conference room.

Edmonds asked Espe what the School Board is doing currently with not having room for everyone at the Dias. Espe replied that they are currently adding a table in front and the staff sits there facing the School Board.

Reynolds said he likes the idea of the u shaped and raised Dias.

Walker said he would like to see the project completed and agrees that getting rid of the tripping hazard may be a good idea.

Walker said painting and carpet shouldn’t be an issue and he assumes that would be last.

Karnowski added that he heard a comment once from the Public that didn’t understand why the staff sat at the Council table with the City Council, and it sounds like that is normal for School Boards.

Edmonds commented that at the County Board meetings, the County Administrator and person taking minutes sat up front with the County Board members.

Karnowski asked if there is a hurry to get an answer, or asked if they can wait until Councilman Zimmer is present and it can be discussed more.
Reynolds asked what type of contribution from the city they are looking for. Espe said they are aware that they use the meeting room heavily, and will likely bear most of the cost but they are wondering if the City Council contribute some to the project.

Jackson said the City Council had already discussed adding some technology to the room, such as microphones, so maybe the City could share in that cost.

Whitcomb stated we can revisit it in a few weeks. Espe will find out what the electric quote includes as it seems a bit high.

**M.C. Power’s Solar Farm Presentation – Tom Hardwick and Lindsay Case**

Chris Schoenherr from SMMPA gave a presentation on their proposed solar farm to be located at 9492 Baptist Church Road. The property is currently zoned A1 Agricultural. The Planning Commission is meeting on April 17th to amend and add solar farms to A1. The Council will have their first reading on April 27th and the final council reading on May 11th.

Walker questioned the glare study with FAA. He questioned the glare the panels may cause to the traffic traveling on Highway 169. Schoenherr replied that they have not had any glare issues related to traffic.

Lawrence commented that he does not believe solar farm fires are common, but he questioned if they would provide the training to the fire department. Schoenherr responded that they can provide that to the fire department.

Edmonds asked if this would affect the current electric rates. Schoenherr replied that it will likely not have much of an effect, and will be blending it into the current supply.

Tom Hardwick from MC Power said they would like to come up with a flat rate per panel, so those wishing to buy into the solar farm would be essentially be paying the same rate today that it would be many years down the road.

Walker asked if the subscribers are statewide or local. Schoenherr said they would like to get 25% local subscribers, but would like to provide it state wide as well.

Frederick questioned if they have had any vandalism issues at any of their sites. Hardwick responded that they have not had any vandalism issues, but they do have insurance in case something were to happen.

Reynolds asked if the panels are easily scratched and if sand blowing around would present a problem. Hardwick replied that they have not seen an issue with that.

Hardwick commented that the sites are monitored and the contractor is out a couple times a year for maintenance. They usually subcontract to local companies for the ground maintenance.
Proposed Aero Business Park Development Criteria

Foss reported that the EDA has approved the development criterial for the Aero Business Parks and they are looking for Council approval.

Karnowski questioned if there should be a time limit on the employee requirement. Walker stated that he was advocating for not having the employee requirement, as he does not want the reporting to be arduous.

Foss said if the council is okay with this criterial, a motion could be made to finalize it as there are a few interested parties.

WALKER MOVED TO APPROVE THE AERO BUSINESS PARK DEVELOPMENT CRITERIA WITH A FEW MINOR CHANGES. WHITCOMB SECONDED THE MOTION.

Edmonds asked if there is a time frame on the employees that need to be hired. Karnowski stated he feels Walker has a point in removing that verbiage, as it would be difficult to have a building large enough to meet those requirements and not have at least 2 full time employees.

THE MOTION CARRIED UNANIMOUSLY.

NSP/Habitat for Humanity Proposal Consideration

Foss advised that Staff has been working with NSP / Habitat for Humanity to build on a lot by the bus garage, one by the North Casey’s and one on West Branch Street. They hope to break ground this fall and be completed by next summer.

They are requesting a few things from the City, most of which can be met with little or no cost to the City

Walker asked about the request to extend sewer to 308 9th Ave South, as he remembers insulation being more expensive as it would be quite shallow there. Gerold said he has a call in to the contractor, but estimates it to be approximately $3,000- $4,000.

Foss asked the Council how they felt about the SAC and WAC 10% reduction, or if the 2 properties would not be charged for SAC or WAC as those fees would have been paid at some point when the old buildings were put in. Whitcomb asked if the Bergstrom property had water and sewer. Gerold said he believes it had water, but not sewer. He will double check on that. The sewer line is located in the right of way, so they wouldn’t need to cut in the road. He will check with the contractor that removed the previous building to see if there was a septic abandoned on the site.

Whitcomb commented that he feels the request for camping fee reduction is a bit much. Gerold responded that when they were in the campground previously, they upgraded the electric service in quite a few of the sites at no charge to the City. He believes it was 7 or 8
sites that they upgraded. The Council agreed that was very nice of them to do last time, so
they felt a reduction in camping fees was warranted for this time.

Whitcomb said he feels the city can meet most of their requests. Foss added that the value
to the city in doing this project is large, but the cost is not.

WALKER MOVED TO ADJOURN THE STUDY SESSION AT 5:51PM. EDMONDS SECONDED
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 APRIL 13, 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, and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Police Chief Todd Frederick, Development Director Jolene Foss, Public Works Director Bob Gerold, Clerk Shawna Jenkins, Fire Chief Ron Lawrence, Engineers Andy Brotzler, and Attorney’s Kelli Bourgeois and Damian Toven. Absent was Jules Zimmer

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 23, 2017
B. Study Session Meeting Minutes of April 6, 2017

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 23, 2017 AND STUDY SESSION MEETING MINUTES OF APRIL 6, 2017. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Coborn’s Fireworks sale permit May 8th through July 31, 2017
   2. Princeton Speedway Liquor License April through September 2017
   3. TNT Fireworks Sale permit for Walmart Location
   4. Christ Our Light gambling permits for August 20th and September 10th
   5. Knights of Columbus Gambling permit for August 19th

B. Personnel
   1. Hire returning Seasonal Public Works and Splash Park Employees
      a. Clarence Reiman
      b. Fred Rittenour
      c. Jack Sinkel
      d. Linda Alexander
      e. Kara Schramel
      f. Mike Alexander
      g. Ashley Schramel

C. Donations/Designations

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Minutes of March 16, 2017
B. Planning Commission Minutes of March 20, 2017
C. Park Board Minutes of March 27, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Ordinance 748 – Mini Storage in B3 - Final 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.

WALKER MOVED TO APPROVE ORDINANCE 748. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 749 – Liquor Ordinance Amendment – First Reading

Karnowski advised that earlier this month the Minnesota Legislature passed a bill making the sale of liquor by the bottle (off-sale liquor) legal from 11 AM to 6 PM on Sundays. The law is permissive in nature and does not require dispensaries like Princeton Wine and Spirits to be open. That choice is left to the individual licensing entities in Minnesota.

Staff suggests that, in order to retain our current customers and hopefully add others, that it makes sense to be open on Sundays.

While the new state law does not mandate that liquor stores stay open the full 7 hours allowed by the new statute, our liquor store manager (Nancy Campbell) feels that, at least to start, we should be open the full 7 hours and then monitor the sales and see if staying open the full 7 hours makes sense.

The ordinance amendment modifies the city’s ordinances to allow the municipal liquor store to be open the full 7 hours allowed by statute. If, in the future, the city opts to be open fewer than the maximum hours, no further ordinance amendment would be necessary.

If the Council agrees that the municipal liquor store should be open on Sundays, a motion to introduce Ordinance #749 would be in order.

One thing staff discussed was Easter. The state statute says they cannot be open on some holidays, but Easter was not mentioned as it was never an issue before.

EDMONDS MOVED TO INTRODUCE ORDINANCE 749. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 17-19 – Supporting Buddy Poppy’s

Karnowski stated that the City Council supports VFW Buddy Poppy’s every year. This year they will be sold May 12th and 13th.

WALKER MOVED TO APPROVE RESOLUTION 17-19 SUPPORTING BUDDY POPPYS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Mayoral Proclamation – National Donate Life Month

Karnowski advised that April is the National Donate Life month and this is something we started a few years ago.
REYNOLDS MOVED TO PROCLAIM APRIL AS NATIONAL DONATE LIFE MONTH. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. 7th Ave Water and Sewer Final Pay Voucher

Karnowski advised that the City has received the Final Construction Pay Voucher No. 5 for the 7th Ave Water and Sewer Project for the in the amount of $94,775.95. It includes the reconciliation of final quantities and the release of retainage for the project.

Walker asked if this will be the last pay voucher for the project. Brotzler confirmed that this will be the last.

Edmonds asked if the issue with the fire hydrant was resolved. Brotzler responded that problem was caused by miscommunication. All 4 parties agreed to split the cost. WSB has sent the city a check for their portion.

WALKER MOVED TO APPROVE THE FINAL PAYMENT OF $94,775.95 TO R.L. LARSON EXCAVATING FOR THE 7TH AVE WATER AND SEWER PROJECT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 17-20 receiving TH95 / CR157 Round e Bout feasibility study

Brotzler reported that the feasibility Study is completed for the TH95 / CR157 roundabout project, and the Council needs to set the public hearing.

The preliminary schedule would put construction this year. Mille lacs will be the project sponsor. Bids will be received in May, prior to the Public Hearing that will be held on May 25th. The current plan will have the funding coming from a variety of sources. The state and federal funds total 1.1 million, with the remaining amount going towards the city. Staff estimates that $195,000, which is about 40% will be assessed, however staff will research to see if some additional funding may be found.

Edmonds asked for confirmation that the council is only approving the feasibility study and setting the public hearing tonight. Brotzler said that was correct.

Walker said he is hesitant to approve this, as he doesn't want to move down a path that we can't return from. He does not feel the local portion and the assessments are something the city can do at this point. When this was originally looked at, the federal and state funds were going to be used, and he does not remember discussing a half a million dollars that would be assessed. Whitcomb replied that the city is not committing to anything, but moving forward will provide more concrete numbers and cost for the public hearing. The Council can still decide whether or not to move forward with the project.

Walker commented that the city will be paying for this feasibility study, and questioned what additional costs would be. Brotzler replied that there would be no additional costs over what the City Council has authorized up to this point. The 2 actions that would commit the city to doing the project will be approving the joint powers agreement with the County or if the project was approved.
Brotzler said there is some time before the Public Hearing on the 25th, so there may be some time to make some modifications to the plans.

EDMONDS MOVED TO APPROVE RESOLUTION 17-20 RECEIVING THE FEASIBILITY REPORT AND SETTING THE PUBLIC HEARING DATE FOR THE TH95 / CR157 ROUNDABOUT PROJECT. REYNOLDS SECONDED THE MOTION. VOTE 3:1, WALKER OPPOSED. THE MOTION CARRIED

C. Riverside Park Bathroom proposal

Karnowski advised that on the Council's 2017 Goals list was the construction of new bathroom facilities at Riverside Park.

Staff has received the first of several quotes for the project. The monetary amounts have been deleted so as not to influence other bidders. But the quote outlines the work that is proposed to be included in the project.

Gerold is still checking to get a cost for the required grinder station (mini-lift station) for the facility as well as whether the water service has to be upsized (because of the advanced toilet flushing system).

Staff is anticipating that the funding for this project will come from the $90,000 remaining in the old Railroad Project TIF fund that was set aside several years ago for (at that time) undesignated Riverside Park improvements.

Staff is looking for the Council to re-affirm the use of those funds for this project.

If that is still the Council's intent, a motion to designate up to $90,000 of those TIF funds for the Riverside Bathroom project would be in order.

Edmonds said he assumes there has been some discussion on an estimate on the bathrooms. Gerold replied that the $90,000 in TIF funds should cover the cost.

Gerold said right now there is a substandard lift station there, so they are looking at the options to make it an internal system or leaving it external. It would be a small grinder type pump.

Walker said the cost seems reasonable.

EDMONDS MOVED TO DESIGNATE UP TO $90,000 IN TIF FUNDS FOR THE RIVERSIDE PARK BATHROOM FACILITIES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Great Northern Trail TAP Bike Path Grant Update

Brotzler stated that WSB & Associates appreciates the opportunity to present this proposal for professional services related to the City's 2018 Great Northern Trail (GNT) Transportation Alternatives Program (TAP) bike/pedestrian trail project. This letter proposal outlines the ser-
The following is a list of some of the design challenges that will need to be addressed during the design process:

- **Steep slope on the west side of Rum River Drive**
- **Utility relocations along the corridor**
- **Pedestrian crossing upgrades at Rum River Drive and Northland Drive signal**
- **Ensuring adequate drainage design (ditch capacity)**
- **Wetland impacts and mitigation**
- **Challenges associated with crossing below the TH 169 bridge**

**PROJECT DESCRIPTION**

The project will include construction of a ten (10) foot wide, 9,500 foot long bituminous trail with a two (2) foot clear zone on both sides. Construction activities will include grading, trail construction, retaining wall construction, drainage, landscaping, wayfinding signage and crosswalk signing. The project has been awarded $509,691 of federal grant funding. The total estimated project cost included in the 2013 grant application was $811,392.85. The project cost may be higher than previously estimated, it is proposed that Task 1 include an updated cost estimate and technical memorandum discussing the feasibility of funding the project. This will allow the City to determine if the project should move forward.

**PROJECT APPROACH / SCOPE OF SERVICES**

WSB’s project scope and proposed work plan are based on our understanding of the project as outlined above. In order to complete the required preliminary and final design, federal environmental document and associated permitting for the project, we propose the following scope of services:

1. **Technical Memorandum (Cost Feasibility):** WSB will prepare a technical memorandum that describes the proposed improvements and anticipated cost of the improvements. The memorandum will compare the cost and the funding for the project. WSB will provide recommendations regarding the feasibility of moving forward with the project. WSB will not proceed to additional design tasks until approval from the City is received. The cost to provide the technical memorandum shall not exceed $3,568.

2. **Preliminary Design:** It is our understanding from preliminary discussions with Sherburne County that they will complete the survey and prepare topographic base files for the project. Based on this, no estimated fee for the survey has been included in this proposal. WSB will use this data to prepare initial layouts and cost estimates.

   **A. Review Base Layouts and Site Visit:** WSB will meet with Sherburne County survey staff to ensure the necessary topography is surveyed. WSB will review the base
files created by Sherburne County and provide feedback to Sherburne County to ensure an accurate base file is created and will be used during design.

B. Conceptual Layouts: WSB will create preliminary geometric layouts of proposed improvements. The layouts will include alignments that match trail and bikeway guidelines. Initial construction limits will be developed.

C. Utility Coordination: WSB will coordinate with the private utility companies and ensure the private utilities are shown correctly. Potential utility relocations will be discussed and be coordinated with the preliminary design.

D. Hydraulic Design: WSB will determine preliminary hydraulic design and treatment requirements for the project.

3. Right of Way Acquisition*: WSB will follow the federal right-of-way process and acquire the necessary right-of-way to construct the project.

A. Project Management: WSB & Associates, Inc. will coordinate the required acquisition and title commitment tasks, provide monthly parcel status reports and provide a detailed contact log for the impacted parcels. Communication will be maintained with the City throughout the process to resolve any issues or concerns that arise quickly and efficiently which, in turn, keeps the project on schedule.

B. Parcel Sketches and Legal Descriptions: WSB will provide legal descriptions and parcel sketches for the parcels that require either permanent or temporary easement. The sketches and legals will be drafted based upon the initial construction limits as set by the design team. WSB will show the trail improvements, construction limits, existing and proposed right-of-way lines and existing topography.

C. Pre-Acquisition Services: The acquisition services will include the preparation of a general information letter, field title report and preparation of Minimum Damage Acquisition Reports (MDA’s). Based on the information that a large part of the project will involve temporary easements with limited permanent easements, we are proposing that MDA’s be used to determine valuation and offer amounts. MDA’s are limited to a valuation limit of $10,000 for the acquisition and does not require owner approval of that type of report. If, once construction limits and easement needs are defined, the valuation is determined to fall in the range of $10,000-$25,000, MDA’s can still be prepared, but the owner would be required to waive their right to an appraisal. If they don’t waive that right, an appraisal would need to be done. Please note that we have not included appraisal or appraisal review services in our estimate at this time.

D. Acquisition Services: Offer documents will be prepared along with conveyance documents using templates supplied by the City Attorney. Offer letters will be presented to the owner in person, if possible, or by certified mail if we are unable to meet them in person. Offer packets will include an offer letter, summary statement, landowner rights brochure and the conveyance documents. In the case where there is a mortgage interest on the property, we will obtain mortgage consents on parcels where we are acquiring permanent easements. Our agents will provide good faith negotiations between the landowners and the City. If a settlement is reached that is higher than the offer, administrative settlements will be prepared and submitted to the City for approval.
E. Right of Way Certificate: WSB will draft the Right-of-Way Certificate # 1, obtain City signatures, schedule and attend the audit with MnDOT’s Dan Phelps to obtain a signed Right-of-Way Certificate # 1. Multiple Right-of-Way Certificate # 1’s have been prepared and submitted by our staff and WSB’s files have always returned “no findings” meaning an A+ audit.

SUB: As part of our management of the project, we will coordinate the delivery of title commitments and deliver them to the surveyors on the project for their use to locate easements and other encumbrances recorded on the parcels.

Additional Services: If appraisal and appraisal review services are required, all appraisal and appraisal review work will comply with the state, federal and USPAP regulations. The appraiser will extend the opportunity to landowners to view the property and impacted area. Appraisal drafts will be submitted for review as they are completed and certified once the reviews are completed. The appraiser and appraisal reviewer will provide three hard copies and an electronic copy of their final reports covering each parcel of real estate on which an appraisal is made. The cost of appraisals has not been included in this proposal.

*The estimate includes the maximum parcels that are anticipated to include some level of acquisition. Through the design process and with the previous negotiating completed by the City, we believe the total number and cost for this task can be decreased significantly.

4. Final Design: WSB will prepare final design plans and work through the federal design process with MnDOT State Aid.

A. Plan Sheet Preparation: WSB will prepare all the necessary plan sheets including:
- Title Sheet
- General Layout
- Statement of Estimated Quantities
- Tabulated Quantities
- Construction Notes and Standard Plates
- Typical Sections
- Miscellaneous Details
- Construction Plans
- Retaining Wall Plans
- Intersection Details
- Signal Plans
- Drainage Plans
- SWPPP/Erosion Control Plans
- Cross Section Sheets

B. Bid Preparation and Specifications: WSB will compile the necessary federal and City documents for the project manual.

5. Project Memorandum:

A. Early Notification Letters and Coordination
WSB will send out letters to the following agencies to determine the potential presence of environmental resources within the project area:
- Minnesota DNR
WSB will also conduct a check of data bases for contaminated properties in the area. If additional investigation is needed due to potential contamination, WSB will inform the City and work with the City to determine the appropriate course of action. Additional investigation on specific sites is not included in this scope of work.

B. Wetland Delineation:
WSB will perform a wetland delineation to identify possible impacts, create the delineation report, create the wetland replacement plan, and attend one (1) TEP meeting. The cost of wetland mitigation credits is not included in this scope of work.

C. Permitting
A certified Environmental Compliance Specialist will provide a detailed Stormwater Pollution Prevention Plan (SWPPP) narrative, erosion control plan review and complete the National Pollutant Discharge Elimination System (NPDES) permit application on behalf of the City. A certified Environmental Compliance Specialist will also complete necessary Minnesota Wetland Conservation Act and US Army Corps of Engineers Section 404 Wetland Replacement Plan/Permits on behalf of the City. The City of Princeton will pay any required permit fees.

D. Prepare Draft Project Memorandum
WSB will prepare a draft Project Memorandum for the project which will include the following information.
1. Report Purpose
2. Project Description
3. Project Purpose and Need
4. Alternatives
5. Cost and Funding Source
6. Social, Economic and Environmental Impacts—Based on a preliminary review of the project at this time, there should not be additional investigations needed with regard to Section 4(f) or 6(f), floodplain, agricultural uses, or noise. There is the potential for threatened and endangered species within the project area or cultural resources (old railroad corridor). It is not believed at this time that additional studies will be needed to address the species or railway. The cost estimate is based on this assumption. Should additional work be required, WSB will discuss the required investigations with City staff and the agency requesting additional investigation.

It should be noted that the contamination investigation is a database search. Should there be concerns about the City acquiring contaminated property, a Phase 1 and Phase 2 investigation could be completed. This is additional work that would require a scope change based on the information obtained from the database search.

7. Agency Coordination and Permits—WSB will prepare an NPDES permit, a wetlands permit and any other permits necessary for constructing the project.
8. Public Involvement—WSB will document the public involvement completed for the project. It is anticipated that public involvement will occur as part of regular City Council/Planning Commission meetings that WSB staff already attend in our capacity as City Engineer. If desired, WSB has provided a task to conduct an open house meeting to inform residents and property owners about the project and to solicit their input.
9. Design Study
E. Coordinate Final Document Review and Signatures
WSB will coordinate with State Aid to obtain signatures on the final Project Memorandum.

F. Open House (Optional Task)
WSB will lead an open house, which will explain the project in terms of the proposed improvements and impacts during construction. WSB will prepare layouts and boards highlighting the proposed improvements and request feedback from the public.

SCHEDULE
It is our understanding that the City intends to construct this TAP project in 2018. Accordingly, WSB will work within the MnDOT State Aid requirements for 2018 project lettings.

- City Approves Proposal ........................................... May 1, 2017
- Begin Environmental Documentation Process (Project Memo) ........ May 16, 2017
- Complete Technical Memorandum ...................................... June 10, 2017
- Sherburne County Completes Survey .................................. May 30, 2017
- R/W Needs Established ................................................... July 15, 2017
- Parcel Sketches and Legal Descriptions Completed .................. August 15, 2017
- Offer Presentation ......................................................... October 13, 2017
- City Authorizes Condemnation (if needed) ............................... November 12, 2017
- R/W Negotiations Complete ............................................. March 1, 2018
- Complete Right of Way Certificate #1 .................................. March 15, 2018
- Project Memorandum Approved .......................................... September 1, 2017
- 90% Plans to MnDOT ...................................................... December 15, 2017
- Plan Set Approved ......................................................... February 15, 2018
- Bid Authorization ......................................................... March 15, 2018
- Open Bids ................................................................. April 15, 2018
- Begin Construction ......................................................... May 30, 2018
- Complete Construction .................................................. August 31, 2018

PROPOSED FEE
WSB proposes to perform the services listed above on an hourly basis for a base fee of $177,191. Itemized breakdown of these costs.

1.0 Technical Memorandum $3,668
2.0 Preliminary Design $26,380
3.0 Right-of-Way Services $64,422
4.0 Final Design $48,896
5.0 Project Memorandum $33,725
Total $176,991

Whitcomb stated with the total estimate project cost of $812,000 and the grant being about $510,000, he asked if staff had identified a source for that additional amount needed. Jackson replied, that at this point, staff had not identified a source. Foss added that 2 suggestions was to put it in the CIP and the Liquor Store fund. Jackson responded that this would be a good expenditure for the Liquor Store funds, but it would not be able to pay for it entirely. There is some in the CIP as well, but that is set aside for other areas and projects.

Whitcomb questioned if it was worth spending more money on the study, if there are no funds available to pay that difference. Walker said he feels this is a project that should be done. Jackson said one of the first tasks was to solidify the numbers a bit and staff will work to find additional funding options for the balance.
Edmonds said these types of projects are hard to put a value on, but they really generate business and value to the community.

Walker said Sherburne County has expressed an interest in linking to the city trails. Edmonds added that trails are always high on project lists.

Walker asked if the $812,000 was a recent estimate. Brotzler responded that it was from a few years ago. That is why staff is looking to complete this first task, so they can determine today’s cost estimate.

Edmonds asked if MnDOT will get involved because the trail will cross the Highway 169 on and off ramps. Brotzler replied that they will just do a plan review and approval.

Reynolds stated he feels it is worth spending the $3,600 to find out the new cost estimates.

Edmonds asked about the Fairview trail. Brotzler responded that the map shows their interior trail and how it could be connected to the City trail. Whitcomb said he believes Fairview made their trail a little wider in anticipation of this City trail.

Whitcomb agrees that it is worth it to do the new study to determine costs today. Brotzler added that he will talk with Sherburne County regarding the survey, as they like to do some of this stuff early before they get very busy.

WALKER MOVED TO APPROVE TASK 1. REYNOLDS SECONDED THE MOTION. VOTE 3:1, WALKER OPPOSED. THE MOTION CARRIED UNANIMOUSLY.

E. Resolution 17-21 Streambank Stabilization project award

Todd Hubmer reported that on October 14th, 2016, WSB & Associates received a letter from the Minnesota Pollution Control Agency (MPCA) summarizing the results of their inspection of the Princeton phosphorus trading sites on the Rum River. The inspection found that all five sites required some repair and maintenance to be completed. In response, WSB has developed a repair plan that was approved by the MPCA on February 23rd, 2017.

Repair Plan for Site 1 – Highway 95 (2012 Construction)

Issues at the Highway 95 include the following:

• The bench vegetation is continuing to grow but more vegetation is needed.
• The lowest bank is showing some signs of erosion and needs to be watched to make sure it does not get worse. Additional vegetation is necessary to help stabilize the bank. Additional seeding should be done.
• A bank area upstream of the project area has experienced some erosion that could eventually work behind the project area towards the highway. The city should watch this area so that it does not impact the project area.

The proposed repairs at the Highway 95 site are as follows:

1. Thirty linear feet of revetment repair at the upstream end of the project.
2. Sixty linear feet of additional revetment installation upstream of the project area to prevent erosion issues from working behind the project.
3. Hydrotezeeding on the bench with a cold weather seed mix.
4. Live staking in areas on the lowest bank where erosion is present. These areas are too low for seeding to remain in place but live staking with red osier dogwood and willow will help establish a vegetated lower bank.

**Repair Plan for Site 2 – Princeton Middle School (2012 Construction)**

Issues at the Princeton Middle School site include the following:

- The bank at the logs/root wads level has been severely eroded and requires extensive repairs. It appears that the logs/root wads are still in place but erosion has occurred behind the logs.
- The upper bluff area has experienced some erosion and is washing down towards the river.

These areas need to be repaired. This area also has very little vegetation. Once the repairs are completed the area should be reseeded.

- The bench vegetation is continuing to grow but more vegetation is needed.

The proposed repairs at the Princeton Middle School site include the following:

1. Five hundred linear feet of revetment repair, including installation of geotextile behind the repaired revetment to provide additional stability
2. Installing live stakes to improve vegetative cover.
3. Hydroseeding on the benches with a cold weather seed mix.

**Repair Plan for Site 3 – Golf Course (2012 Construction)**

Issues at the Golf Course site include the following:

- There is excessive erosion of the bank on the downstream third of the site. It appears that the logs/root wads may have washed out or moved. Extensive repair work is required.
- There is minor erosion of the bank on the remaining two thirds of the site. Minor repairs are required to prevent additional erosion from occurring.

The proposed repairs at the Golf Course site are as follows:

1. Two hundred fifty linear feet of revetment repair, including installation of geotextile behind the repaired revetment to provide additional stability.
2. Installing live stakes to improve vegetative cover.
3. Hydroseeding on the top bench with a cold weather mix.

Site 3 repairs must be coordinated with the golf course management in order to minimize damage to the golf course grounds.

**Cost of Required Repairs**

Prairie Restoration has submitted a quote for the repair work to Sites 1, 2, and 3. The total amount of the original quote for all repair work requested by the Minnesota Pollution Control Agency was $51,560.00

**Proposed Changes to Approved Repair Plan**

Prairie Restoration has also submitted a list of suggested changes to the restoration plan originally proposed by WSB.

The changes proposed by Prairie Restoration include but are not limited to the following:

- Changes to the anchoring locations and frequencies used to anchor the revetments to the stream banks
• Using balsam fir trees instead of cedars in the revetments
• Increasing the quantity of installed live stakes and bare root shrubs to increase the presence of vegetation on the streambanks
• Changing from hydromulching to conventional seeding and blanketign
• Changing from synthetic Turf Reinforcement Mat (TRM) to biodegradable coconut blanket behind the revetments and applying seed between the soil and the blanket, allowing seed to grow through the blanket.

Along with these changes, Prairie Restoration submitted a revised cost of $51,450.00. WSB has reviewed the changes proposed by Prairie Restoration and finds them to be acceptable in achieving the goal of repairing the existing project according to the requirements of the MPCA.

Warranty of Required Repairs
The request for quotes by WSB for repairs to the phosphorus trading sites did not require that firms which submitted quotes provide a warranty on their work. Requiring firms to provide a warranty would raise the cost of the required repairs to the City by forcing firms wishing to do the repair work to guess how much they might be required to pay in future repairs. These estimates are difficult to make as damage to revetment structures and installed vegetation can be caused by any number of factors, including but not limited to drought, flood, animal damage, ice conditions, and vandalism.

Schedule
In order to protect fish spawning in the Rum River, the Minnesota DNR prohibits in-stream water work between March 15th and June 15th. The repair work at Sites 1-3 cannot begin until after the exclusion period has ended on June 15th. The actual work date will be determined by water levels and the presence of safe in-stream working conditions. Live staking must be done outside the growing season so live stakes will likely be installed in late fall of 2017.

Proposed Construction Observation and Post-Construction Inspection Schedule
The City of Princeton and WSB will coordinate inspection of the repairs and the installed vegetation according to the following schedule for the first eight months following installation. All inspections will include taking photographs and field notes to describe the condition of the repairs and the surrounding vegetation. Inspection results will be reported within 3 business days to the MPCA, kept on file by WSB for two years following repair project completion, and be summarized in the 2017 annual report on the condition of the trading sites. The proposed inspection schedule is
• On-site inspections during initial installation
• Monthly inspections for the next three months
• As-needed inspections after rainfalls of 1" or more and after major snowmelt events
The cost for WSB to complete five site visits during construction and monthly inspections for the first three months is estimated to be 8 visits at $500 each, for a total of $4,000. The City of Princeton may also choose to use City staff as construction and post-construction inspectors. If the City wishes to complete the inspections itself, WSB will work with the City to provide inspection documentation to the MPCA.

Recommendations
Based on Council's stated preference for the bid submitted by Prairie Restoration and reviewed at the Council meeting on February 23, 2017, WSB & Associates recommends that the City of Princeton approve the repair plan as modified by Prairie Restoration for the price of $51,450.00.
WSB also recommends that the City of Princeton prepare an annual budget for the next five years for potential repairs and inspections on all five of the phosphorus trading sites.


According to the MPCA, issues at the Princeton Elementary School Site include the following:

- There is erosion occurring at the top of the bluff that needs to be repaired. This area also has some vegetation, but more is needed.
- While vegetation is growing on the bluff, it is spotty. This area may need to be reseeded and additional top soil and fertilizer considered.
- The bank at the logs/root wads level is showing the fabric and getting some erosion in places. These areas should be reseeded to aid in vegetation establishment to prevent additional erosion.

The approved repair plan for Sites 4 consists of the following activities:

1. Install additional willow brush bundles along the face of the slope at five foot intervals to serve as a sediment check.
2. Install additional live stakes of red osier dogwood and willow at the toe of the slope to address erosion and stabilize the bank.
3. Hydroseeding on the top bench with a cold weather mix.

**Repair Plan for Site 5 – Abney Salvage Yard (2014 Construction)**

According to the MPCA, issues at the Abney Salvage Yard include the following:

- There is some erosion occurring at the top of the bluff that needs to be repaired. Once the repairs are completed the area should be reseeded. Since the area is very sandy it may be beneficial to consider adding top soil and fertilizer.
- The logs/root wads all appear to be in place.
- The bench is fairly well vegetated, especially at the downstream end. Vegetation is growing up the bluff from the bench but there is plenty of area that still needs vegetation.

The proposed repairs at the Abney Salvage Yard are as follows:

1. Install additional straw wattles along the top of the bench to slow runoff as it travels down the slope.
2. Install additional trees at the bottom of the washout and straw wattles and hydroseeding along the length of the washout in order to slow runoff as it travels down the slope.
3. Hydroseeding on the top bench with a cold weather mix.

**Warranty Work – Sites 4 and 5**

The construction at sites 4 and 5 was completed in 2014. The MPCA notified the City of required repairs in 2016, before the end of the two-year warranty period. Seeding at Sites 4 and 5 is considered warranty work. Installation of additional products requested by the MPCA, including but not limited to trees, live stakes, brush bundles, hydroseeding, and straw wattles, are new items not covered under the warranty. Hydroseeding is to assist in quicker establishment of vegetation. Sites 4 and 5 were not included in the quote process for the repairs of Sites 1-3 because the application of additional seed at these sites is covered by warranty and the cost of installing additional products was not high enough to require the work be done on a quote basis. It is not advantageous from a liability standpoint to have two contractors work on the same site; whenever possible it is best to have one contractor responsible for all the work at a certain location. Furthermore, having two contractors working on the same site would increase the traffic at the site and possibly cause damage to existing vegetation by additional equipment traffic. WSB therefore chose to have Minnesota Native Landscapes submit the only quote for repairs on these two sites.
Cost of Required Repairs
Minnesota Native Landscapes has submitted a quote for the repair work to Sites 4 and 5 on March 28th, 2017. The total amount of the quote for all repair work is $14,600.

Schedule
Minnesota Native Landscapes will begin the repair work after the work has been authorized by the Princeton City Council. The repairs are estimated to take approximately one week.

Proposed Construction Observation and Post-Construction Inspection Schedule
The City of Princeton and WSB will coordinate inspection of the repairs and the installed vegetation according to the following schedule for the first eight months following installation. All inspections will include taking photographs and field notes to describe the condition of the repairs and the surrounding vegetation. Inspection results will be reported within 3 business days to the MPCA, kept on file by WSB for two years following repair project completion, and be summarized in the 2017 annual report on the condition of the trading sites. The proposed inspection schedule is:

- On-site inspections during initial installation
- Monthly inspections for the next three months
- As-needed inspections after rainfalls of 1" or more and after major snowmelt events

The cost for WSB to complete two site visits during construction and monthly inspections for the first three months post-installation will include 5 visits at $500 each, for a total of $2,500. The City of Princeton may also choose to use City staff as construction and post-construction inspectors. If the City wishes to complete the inspections itself, WSB will work with the City to provide inspection documentation to the MPCA.

Recommendations
WSB & Associates recommends that the City of Princeton approve the repair work as quoted by Minnesota Native Landscapes and prepare a budget for the inspections and ongoing maintenance required by the MPCA.

Walker questioned why MN Landscapes will not warranty flooding. Hubmer said we had some large rains that caused some serious flooding that went well above the design standard. For example, it may be designed for a 7 inch rainfall, but last year we had a 9 inch rainfall just north of Princeton that caused some serious issues.

Hubmer said there will be ongoing maintenance with these, so it should be budgeted for. He explained that this is designated a "Wild and Scenic" river, so large boulders and such cannot be used, it has to be plants and trees. It is also part of the permit requirement.

WALKER MOVED TO APPROVE RESOLUTION 17-21 AWARDING THE STREAMBANK STABILIZATION REPAIR PROJECT FOR SITES 1, 2 AND 3 TO PRAIRIE RESTORATIONS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPROVE MN LANDSCAPING TO DO THE WARRANTY WORK AND TO UPGRADE SITES 4 & 5. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. PFRD Relief
Lawrence reported The Princeton Fire and Relief Association would like to hold a gun raffle and would like the support from the City Council as well as their signature on the permit. The proceeds would help support the Relief Association.

Walker asked how much the Relief Association is anticipating to raise. Hiller said they are estimating $6,500. They will sell tickets at large and were thinking about doing the raffle at the Public Safety Day if the Council is okay with that.

WHITCOMB MOVED TO APPROVE THE PRINCETON FIRE RELIEF ASSOCIATION TO HOLD A GUN RAFFLE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Airport drive-thru issue

Karnowski advised that at the April Airport Advisory Board (AAB) meeting, the Board responded to a complaint from an airplane hangar owner regarding traffic driving on the airport taxiways that is not airport related. Specifically, traffic travelling through the airport between 21st Avenue and Airport Road.

The AAB adopted the following motion:
DOTSETH MOVED TO RECOMMEND THAT THE CITY COUNCIL TAKE ACTION TO CEASE AND DISCONTINUE ALL TRAFFIC FROM USING THE AIRPORT’S TAXIWAYS AND LOOK AT ALTERNATIVE ROUTES. THE MOTION WAS SECONDED BY GLENN. THE MOTIONS PASSED UNANIMOUSLY.

Staff feels that it’s unlikely that the City Council move to will tell police officers, firefighters or other city employees doing their jobs that they cannot go through the airport to respond to an emergency or transact other city business. Therefore, staff has been discussing an alternative that may reduce or eliminate unauthorized traffic to go through the airport.

Staff’s proposal is to put three (3) traffic barriers with signs that the three access points to the route currently used by the police and fire department employees (see the attached aerial photo). The barriers would be positioned such that an authorized vehicle could drive around them.

There are two different signs proposed.
“No Airport Access or Thru Traffic, except for Authorized City and Emergency Vehicles”
“No Thru Traffic, except for Authorized City and Emergency Vehicles”

The intent is to allow police, fire and other city employees using the thru route in the performance of their job duties but to prohibit other users (including hangar owners and others using the airport from using the thru route.

Staff believes this approach would give police officers an option of issuing a ticket for driving around a traffic barrier or unauthorized use of a roadway.

Whitcomb said he is in favor of trying these signs, as something should be changed. Edmonds said this road has been in the making for a long time.

Walker agreed that the amount of unauthorized vehicles driving through there needs to be eliminated. He would almost like to limit it to only fire and police with their lights on. He sug-
gusted putting a gate that opens and closes. If you want to have the volunteer firefighters to
be able to drive through, maybe they could get a light for their vehicle.

Rick Hoffman stated the traffic is a big problem at the airport. The other problem is the rock
and gravel that is being drug onto the tar, which is right on the main taxiway. As you go
through with a plane, if you were to pick up a rock, it could damage a propeller. Even if that
short section could be tarred, that would solve their biggest concern. No traffic would be ideal,
but until there is a definitive road he understands the need for emergency vehicles to get
through. The problem with the traffic is not police and fire, it’s the public that try to drive
through there.

The City Engineer noted that the alternative suggestion to build a temporary road in the loca-
tion used by Sylva this winter isn’t viable because of the soils in that area. It was noted that it
worked for Sylva this winter because the ground was frozen at the time.

Walker questioned how much a gate would cost. Gerold said it would depend on if it was me-
chanical or electrical. The cost would go up considerably if power needed to be ran out to a
gate. Walker said a simple locked gate would work and the first firefighter coming through
from the Industrial area could unlock the gate and it could be left open for the duration of the
fire call.

Frederick said they do make traffic stops and issue citations for those driving through there.
One thing that does not help, is that Google and Garmin both tend to route traffic that direc-
tion.

Reynolds asked if tar would hold up there on that small section. Gerold said it would take
some subgrade work, but he will check on the cost to tar that small section.

Whitcomb said the idea to go forward with the signs and to get some prices for the asphalt.

Walker stated that he feels it may also help having the barricades at the other side of the air-
port as well.

WHITCOMB MOVED TO APPROVE THE SIGNAGE AS SUGGESTED. EDMONDS SECONDED
THE MOTION. VOTE 3:1 WALKER OPPOSED, THE MOTION CARRIED

MISCELLANEOUS

BILL LIST
REYNOLDS MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL
CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $199,030.20 AND THE
ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE
CHECKS 75334 TO 75443 FOR A TOTAL OF $414,671.81. EDMONDS SECONDED THE MO-
TION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:
EDMONDS MOVED TO ADJOURN THE MEETING AT 8:10 PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
APRIL 27, 2017 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of April 13, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF APRIL 13, 2017. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Shopko Fireworks sale permit
   2. Princeton Lion’s gambling permit – Raffle June 10, 2017

B. Personnel

C. Donations/Designations
   1. Resolution 17-22 Fire Department Donation

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Planning Commission Minutes of April 17, 2017

B. Airport Board Minutes of April 3, 2017

C. Fire Board Minutes of April 4, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for the Senior All Night Party

Karnowski reported that the Senior All Night Party is again requesting a donation of a 6 pack of pop for every student attending the Senior All Night Party. This has been requested and approved every year.

ZIMMER MOVED TO APPROVE THE SENIOR ALL NIGHT PARTY REQUEST OF A 6 PACK OF POP FOR EVERY STUDENT ATTENDING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 749 – Liquor Ordinance Amendment –FINAL Reading
Karnowski advised that earlier this month the Minnesota Legislature passed a bill making the sale of liquor by the bottle (off-sale liquor) legal from 11 AM to 6 PM on Sundays. The law is permissive in nature and does not require dispensaries like Princeton Wine and Spirits to be open. That choice is left to the individual licensing entities in Minnesota.

Staff suggests that, in order to retain our current customers and hopefully add others, that it makes sense to be open on Sundays.

While the new state law does not mandate that liquor stores stay open the full 7 hours allowed by the new statute, our liquor store manager feels that, at least to start, we should be open the full 7 hours and then monitor the sales and see if staying open the full 7 hours makes sense.

The ordinance amendment modifies the city's ordinances to allow the municipal liquor store to be open the full 7 hours allowed by statute. If, in the future, the city opts to be open fewer than the maximum hours, no further ordinance amendment would be necessary.

EDMONDS MOVED TO APPROVE ORDINANCE 749 AMENDING CHAPTER 400.05 OF TITLE 4 (ALCOHOLIC BEVERAGES) OF THE PRINCETON CODE OF ORDINANCES BY AMENDING THE HOURS OF OPERATION FOR THE MUNICIPAL OFF-SAUE LIQUOR STORE SUCH THAT THE ORDINANCE IS IN COMPLIANCE WITH THE NEWLY ADOPTED STATE LAW. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Ordinance 750 – Solicitor Amendment – First Reading

Karnowski advised that staff found a loophole which would allow "solicitors" to sell without a license (and only "register" with the city). At the end of the current ordinance, it also states that when a solicitor "registers" with the city, the application is signed off on immediately after it is filled out. Therefore, a background check would not be completed in these instances.

Definition of "Solicitor" which would encompass most people wishing to go Door to Door:

"Solicitor" - a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property or services of which the person may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this section if the actual purpose of the person's activity is to obtain or attempt to obtain orders as discussed above. The term shall have the same meaning as the term "canvasser".

The proposed amendment simply changes the requirement that Solicitors are required to be licensed and a background check done as it is with Peddlers and Transient Merchants.

If the Council agrees with requiring Solicitors to have a background check done and be licensed, please introduce Ordinance #750.

Walker stated that many people may not even know that licenses are required to go door to door in the city, so he suggested making note of that on the website and city's Facebook page. Staff can put it on Facebook and on the city's webpage.
ZIMMER MOVED TO INTRODUCE ORDINANCE 750. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

NEW BUSINESS

A. Proposed May 27th Golf Course Outdoor Dance Request

Karnowski reported that Becky Southard from the Princeton Golf Course is requesting to have an outdoor band for their 2nd Annual Grand Opening on Saturday May 20th. Weather permitting, they would like approval for it to go from 8pm to Midnight. They plan on facing the band to the south or east to reduce the noise level to residences near the golf course. Since the letter, Mark received an email asking if they ended at 11pm would they still need council approval.

Walker asked Southard if she had anything to add for the Council. She replied that the band they are having would like to play until midnight, so they are asking for permission to go an hour later than normally allowed. Walker said he recalls last year there was a lot of pushback from the event. Zimmer added that this event is only once a year, and the Golf Course is a very nice asset to the community.

ZIMMER MOVED TO APPROVE THE PRINCETON GOLF COURSE’S REQUEST FOR AN OUTDOOR STREET DANCE REQUEST FOR MAY 27, 2017 TO GO UNTIL MIDNIGHT, WITH THE REQUEST THAT THE BAND BE FACED AWAY FROM THE RESIDENTIAL HOMES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Sealcoat Bid Authorization

Karnowski advised that it is time to go out for bids for Sealcoating and is asking for Council Approval. Approximately 35% of the city streets are included yearly, and how much is done varies slightly on the cost per square yard.

EDMONDS MOVED TO APPROVE STAFF GOING OUT FOR SEALCOATING BIDS FOR 2017. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

SPECIAL ORDER OF BUSINESS

*** Mille Lacs County Board of Appeal and Equalization ***

EDMONDS MOVED TO OPEN THE MILLE LACS COUNTY BOARD OF APPEAL AND EQUALIZATION AT 7:18PM. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Mille Lacs County Assessor Al Heim reported on their 21 month study of sales and the residential preliminary and final ratios that were used in determining the estimated market values in the city of Princeton. The evaluations are now sent out with the tax statements, which saves the county a considerable amount of money, but requires the Board of Appeal Meeting to be held a little later than they used to be.
Heim advised that they have not received any calls or appointments for tonight’s meeting. Walker stated that was nice to hear.

Karnowski asked about Commercial and Industrial values. Heim responded that they did have to move on the commercial and industrial values a bit this year. He added that when an area does not have 6 sales in an area, they look at a 5 year history. The change regarding that occurred in 2009, so they are just now getting a look at the 5 year history. Commercial was raised approximately 7-8%, as the 5 year history said they were sitting at the 84-86% range. He stated that commercial, industrial and apartments have been pretty flat for several years. They are hard to get a good handle on values without sales.

Walker asked for clarification that residential properties are going up 8.66%. Heim replied that 8.66% was looking at the 21 month study. Looking at values over the 12 month period will have the property values increase about 11%. Heim said he met with regional rep from the MN Department of Revenue and he felt the county may need to increase it a bit more.

Heim reported that they just saw a state wide Tax Court Appeal from Walmart that they will be watching. He stated that there was a similar petition from Menards a few years ago, and adjustments were made to some stores. He added that the assessors from across the state do keep in touch so they can be aware of issues others are seeing and be prepared.

Walker asked what the commercial and industrial increase was. Heim responded that it was about an 8% increase.

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 $121,269.15 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75445 TO 75425 FOR A TOTAL OF $235,396.58. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business.

EDMONDS MOVED TO ADJOURN THE MEETING AT 7:39 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,              ATTEST:

_________________________________    _______________________________________
Shawna Jenkins                           Thom Walker, Acting Mayor
City Clerk