CITY OF PRINCETON
Planning Commission
Agenda
July 15th, 2019
7:00 P.M., City Hall

1. Call to Order/Pledge of Allegiance

2. Approval of Minutes of Regular Meeting on June 17th, 2019 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A. #19-01 702 8th Avenue South Conditional Use Permit - Tab B
   B. #19-02 Variance, Vacation, and Re-plat of Meadow View Estates First Add – Tab C

5. Old Business:

6. New Business:
   A. Comprehensive Land Use Plan – Tab D

7. Communication and Reports:
   A. Verbal Report
   B. City Council Minutes for June, 2019 - Tab E

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION HELD ON JUNE 17, 2019, AT 7:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS
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The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Jeff
Rep.). Staff present were Robert Barbian (City Administrator) Stephanie Hillesheim (Community
Development Specialist) and Mary Lou DeWitt (Community Development).

APPROVAL OF MINUTES OF REGULAR MEETING ON APRIL 15TH, 2019
HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF APRIL 15, 2019. UPON
THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:
HALLIN MOVED, SECOND BY REYNOLDS, TO APPROVE THE AGENDA. UPON THE VOTE, THERE
WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

NEW BUSINESS:
A. Meadow View 1st Addition, Block 1, Lots 13-18, Concept Plan
Memo from Mary Lou DeWitt, Comm. Development

Background:
Meadow View First Addition was platted for 18 townhomes in 2000. There were 12 of the
townhomes that were built and sold and the remaining Lots 13-18 have been vacant since then.
The Developer let this go into forfeiture where Mille Lacs County had been the owner of the
site. The lots are now owned by Tim & Mindy Siercks and they are in the process of selling the
property to Adam Price.

Adam Price is requesting that the Planning Commission review this Concept Plan for the re-
platting of lots 13-18 in Meadow View First Addition into four lots. The replat is for two sets of
twin homes (four single family homes) instead of the six townhome plat.

Analysis:
Lot Size & Width:
A meeting was held with City staff, the Developer, and seller at which time the use of the site
zoned for Townhomes was discussed to determine general concept compliance to ordinances.
A main topic was utilizing the site for twin homes rather than the traditional townhomes
consisting of 3 or more units attached to one another. After checking with legal counsel it was
determined acceptable. Also covered at the meeting was a 4’ overlap of the end home into the
SIMPA easement for utilities and drainage. The land owner expressed that a release would not
be an issue. The Developer has since proceeded to have discussions with SIMPA regarding an
easement release. Keith Butcher, GM of Princeton Utilities has indicated that SIMPA would be
able to release 4’.
Since the meeting and with the concept plan application a close look at the concept revealed a few additional items:

1) The concept shows the end unit footing built up to the easement line to meet code. It is noteworthy that the eve of the house will be in the easement. This could be a problem for the easement holder or the end unit owner. A solution is to have SIMPA acknowledge the infringement and allow or increase the easement to the eve.

2) The minimum lot area is 5,000 sq. ft. and the two center lots are 4,958 sq. ft. (each 42 sq. ft. under the requirement) and this shortage of lot area also results in not meeting the 40 sq. ft. minimum lot width by 3 sq. ft. each.

3) The street side lot requirement is 50 sq. ft. and the lot facing 11th Avenue South is 45 sq. ft. (under by 5 ft.).

4) As previously covered, the applicant requested from SIMPA a reduction of the 100 ft. Drainage & Utility Easement. Given a more thorough review either a larger easement release is necessary or a variance will be necessary to meet the Ordinance requirements.

Other related conditions to consider:
5) There are currently six (6) existing sanitary sewer and water services that were installed for the original lot configuration. PUC policy has been to require the Developer in a replat to abandon all unused laterals at the main. Two (2) water service will need to be removed.

6) The units will enter on a private driveway which will require the completion of additional asphalt.

7) The land is part of an association. The City has a fiduciary responsibility to review the documents to verify statements made by the seller that the development proposed does not violate any terms of the association necessitation no amendments to the association or modifications.

8) Easement maintained by owner of the lot?

9) How is the access to be handled? Across easement or is this going to be part of the Association?

Recommendation:
That the Planning Commission consider how the proposed development fits within the neighborhood. That the Planning Commission consider the importance of the issues brought forward within the review process and provide direction to staff on:
Lot widths, total lot square footages, easement release requirements, infringement of eve over easement, abandonment of water laterals, curb construction and the association document legal review.

End of Memo

DeWitt introduced the Concept Plan and the background of the site and what the Developer is proposing for the remaining vacant lots.

Adam Price, Developer introduced himself to the Planning Commission Board. Price said that 4 units of a twin homes would work best for the site instead of a six plex townhome. This proposed plat would be for single family plats on slab on grade. He would need a four-foot easement with SMMMPA to meet the Ordinance requirements. Each twin home would be 1,008 square feet with two bedrooms and one bath. Price for each would be $199,000 - $200,000.

Barbian said that this is a concept plan review to provide the Developer feedback, instead of having an issue come up with the Preliminary Plat. City Attorney said since there are more than two twin homes in a row the townhome setbacks and definition can be used. This plat meets the minimum lot size, but not the width. They will need to request a 4 foot easement release from SMMMPA. The eve on the building on Lot 4 hangs over and SMMMPA would have to okay that or release more of the easement so this is not an issue for the owner of the property.

Price said a six plex would need a sprinkler system and that is not feasible for this site. The Princeton Public Utilities has been in contact with SMMMPA and they are okay with releasing 4’ feet of the easement and the eve of the twinhome overhanging in the easement.

Barbian said that the other items in the memo that will need to be addressed for the Preliminary Plat review. The current townhomes developed on this site is in an Association and the Developer will either have to have an agreement for joining this proposed development with that Association or provide documentation of agreement for the driveway maintenance and lawn care. Two water connections will have to be disconnected. The City Attorney will have to review any documentation.

Price said the driveway area is the front of the house. He is checking into joining the Association.

DeWitt had photos of curb cuts that is in the development across Third Street and not used and this would be the same for this development. Planning Commission said this is not an issue.

Moller commented that he would like to see these lots built on instead of sitting vacant.

Price said SMMMPA would not want to release more than the 4’ feet from what Keith Butcher, General Manager at Princeton Public Utilities had said. He would like this proposed development to merge with the Association of the other townhome development.
Barbian said the City Attorney would need to review the documents from the Association. The City would need a paper release of the 4’ feet easement from SMMPA.

Hallin asked Price if he is okay with abandoning the water two water lines.

Price said yes.

JOHNSON MOVED, SECOND BY MOLLER, TO ACCEPT THE CONCEPT PLAN. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

B. Renaming Smith System Road
Memo from Ben Barton, Princeton Superintendent

To the City of Princeton:

This is a formal request from the Princeton School District to the City of Princeton to rename Smith System Road. It is our understanding that the name of the road was inspired by a company located on that street that is no longer at that location. We request that the road be renamed as Tiger (Street, Blvd, Road), Tiger Pride (Street, Blvd, Road), Tiger Way, or some other reference to the Tigers. The name change would enhance school and community spirit with little to no impact given that there are no current addresses associated with it. In addition, naming the road in association with the Tigers makes logical sense given the proximity to Princeton High School. Thank you for your consideration.

Respectfully, Ben Barton

Hiilleshaim said in 2007 the City Council denied the proposal of a name change for Smith System Road. Smith System business is no longer in business and the School District would like the name changed.

Reynolds said the hospital had thought about renaming Smith System Road.

Hiilleshaim said she looked up MN Statue and for renaming a road it would need to have a public hearing and then be recorded.

Barbian said there might be some cost to changing the name.

Johnson asked why we would not do it. The School District can pay the cost. Erickson said remove Tiger Street since that is already being used in Isanti County.
JOHNSON MOVED, SECOND BY HALLIN, TO RECOMMEND TO THE CITY COUNCIL TO TAKE THE STEPS FOR RENAMING SMITH SYSTEM ROAD. TAKE OUT THE SUGGESTION OF TIGER STREET. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

C. Downtown Design Guidelines & & Façade Case Studies  
Community Development Memo

BACKGROUND:  
City staff has been working with the Planning Commission & Economic Development Authority to set up a couple of downtown initiatives to assist property owners to reinvest in their storefronts.

In November of 2018 the City hired the architecture firm MacDonald and Mack to conduct an architectural case study of specific downtown facades, as well as create design guidelines to direct future improvements in the downtown. The original quote from MacDonald and Mack Architects was for $11,950. The finished product included “before and after” renditions of five sites as well as 15 copies of the design guidelines formed.

Subsequently, in January of 2019, the architecture firm visited the City of Princeton and began working on case studies of buildings identified through previous projects, staff and community recommendations, as well as the architect’s consideration. City staff and MacDonalds and Mack Architects held a community meeting gathering ideas from building owners, businesses and community members.

ANALYSIS:  
With input from the community, Planning Commission, EDA, and Council 7 sites were identified for façade case studies. Along with the case studies, MacDonald and Mack Architects have been devising a set of Design Guidelines to be used as guiding principles for the Façade Grant Program implemented by the city. The role of the Planning Commission moving forward on this project will be to ensure downtown redevelopment projects adhere to the guidelines created through this initiative.

RECOMMENDATION:  
The recommendation from the city staff is to consider the proposed Design Guidelines for implementation as well as provide input on necessary changes to the proposal. This should be followed by providing a recommendation to the Council to implement the approved guidelines.

Barbian said this is a grant program. Not ordinance changes and it is just an incentive for them. It will be if they met the design guidelines to receive the grant. The Planning Commission would recommend what they do if they meet the guidelines. Bob Mack introduced himself and explained that these are not historic guidelines but to maintain the City of Princeton. This is guidelines that is just standards and not a hard rule. It
will be for the appearance of the buildings. The windows should be returned to the original concept and would enhance the outside appearance. They are looking at the before and after where you will see what is the minimal you can do and then what is the most progressive you could do. On the dental office at First Street, it is good to be respectful of the aesthetics. The color use would be moderate subdued. The awnings should be more energy efficient and, this will reduce the heat from the sun in the summer and could be rolled back in the winter. They had five buildings initially and then ended up with seven. The Rock Shop is more of an extreme example of what could be done. The siding could come off, and make it more accessible for someone in a wheel chair. The Napa building should remove the big blue sign and the awning would be a suggestion.

Barbian said in the Twin Cities there are more incentives.

Mack said it could be done in steps. The Antique Store could look at what is underneath the metal siding and put windows back at their full height along with a new sign. The lighting and putting the signage down to the pedestrian level would be a nice look. One challenge was the building adjacent to the old bank that is now the Dental Office. There had been a fire years back and to restore it they suggest to remove the siding and put in new windows. The air conditioning unit should be moved where it does not drip on pedestrians. If there are any changes they want to see, just let him know.

Barbian said by next month to wrap this up so it can be done.

Bob Mack will get her an electronic copy so it can go on the website for people to see.

Thom Walker asked if this is a successful program and want to expand it, what could be done for others to get a design concept for their building.

Barbian said if a business would like a design concept, they could hire MacDonald and Mack and the funds for it could go towards their loan.

Erickson said there is $2,500 is a match for the renovation loan.

Barbian said yes, the funds come from Small Cities Block Grant.

Johnson said if we had more buildings then how does he go towards it.

Mack said they would come up with choices that are feasible. These are not historical buildings.

Jerry Mueller, who owns the Napa building, said this is for 1895 and we are not a Stillwater town so why are we trying to make it look like that. He said make them look modern. His building is brick and is breaking up and how would he make it look better. It’s the property owners money so they should be able to do what they want.
Barbian said these are just directions of what they could do. This is just a guideline.

Reynolds said a property owner came up with their own plan that is practical and attractive, then we could look at it and see if they could use some grant funds.

Barbian said that the grant application goes through the EDA and the Planning Commission Board’s will look at the design.

Moller asked how much funds are available.

Barbian said $20,000 - $30,000. He is looking at other tools that the City has to make more available funds.

Erickson said this is not telling people they have to do this design, just an example of what could be done with their building.

Ed Stofferahn said he is buying the building next to the Insurance Shop on First Street and they want to return it to a more traditional look. If they pull the steel off and it is not good underneath, then what happens.

Hillesheim said the City would work with you, make it work with them as long as fits in the guidelines the Planning Commission sets.

Stofferahn said if they remove the facing then they would need to cover it up, would the Planning Commission still review it.

Barbian commented to not this this in the winter so you can see what is underneath and have time to get the project done. There is a loan program also. Not just the grant program.

Stoeckel said if you tear it off and six months later you are stuck with a mess then is there a bail out to help get it fixed.

Barbian said there are solutions and we have funds.

Johnson said he has brick on his building and they knew right away if there is going to be issues.

Thom Walker said the bricks being solid or not, there are a couple different design outlooks that can be looked at. Maybe there is a way to look at the windows and if not stabilizing the brick you might put in stucco.

Erickson asked if painting would be covered under the grant. Barbian said it depends on what type of painting they would like to do. Not a simple yes or no answer.
Mack said one of the keys is to have people agree on the guidelines and then work on what is acceptable.

Barbian said he encourages the building owners to not wait and fill out the application so you do not have to wait for it to be approved.

COMMUNICATION AND REPORTS:

A. Verbal Report
DeWitt gave an overview of the building permit list for the month of May.

Barbian commented that the Landuse Plan is close to being done for review and would like to get it adopted soon.

Hillesheim invited them all to try out the canoe and kayak rentals at Riverside Park and a Fish Fry at the golf course. It takes about an hour to go down Rum River to the golf course. The rentals are on Saturday and Sundays for the summer. The City received an outdoor recreation grant and a dock will be put in 2012, fishing pier, and campsites.

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

HALLIN MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE MOTION, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:25 P.M.

ATTEST:

____________________  ________________________________
Dan Erickson, Chair     Mary Lou DeWitt, Community Development
MEMORANDUM

TO: Planning Commission Board
FROM: Mary Lou DeWitt, Community Development
SUBJECT: Conditional Use Permit for Detached Garage
DATE: July 10th, 2019

BACKGROUND
Chris Caskey has submitted an application for a Conditional Use Permit to construct a detached garage in excess of 1,000 square feet and 15 feet in height. The property is located at 702 8th Avenue South in the R-3 Multi-family Residential Zoning District.

ANALYSIS
The subject parcel is located on the east side of 8th Avenue South in the middle of the block. The property contains a single-family home in the center of the lot and a detached garage south of the house.

The property owners are proposing to tear down the existing 24’ x 28’ (672 sq. ft.) detached garage and construct a new 28’ x 44’ (1,232 sq. ft.) detached garage in the same location. The new garage is proposed to match the color of the existing home along with asphalt shingles. The style of the proposed garage is shown on the attached photograph.

The property owner is requesting the larger size detached garage to store two vehicles, motorcycle, riding lawn mower, tools, and a camper. The height of the camper is the reasoning for the need for the additional height of two feet for the building.

CONDITIONAL USE PERMIT
The proposed detached garage is 1,232 square feet and 17’ feet in height, which requires a conditional use permit in the R-3 Zoning District. The accessory building maximum square footage is 1,000 square feet and the maximum height limit in R-3 is 15 feet to the peak.

General CUP Review Standards
Subsection 3.B. of Chapter IV outlines the standards for review of a conditional use permit:

1. The proposed use does not violate the health, safety, or general welfare of Princeton residents.
   Comment: No characteristics of the proposed use appear that they may violate the health, safety, or general welfare of the Princeton residents.

2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.
   Comment: It does not appear that the proposed use will create any potential erosion, runoff, water pollution and sedimentation issues.

3. Adequate parking and loading is provided in compliance with the Ordinance.
   Comment: The concrete slab provides adequate off-street parking for the home.
4. Possible traffic generation and access problems have been addressed.  
**Comment:** No changes to the traffic generation or access are proposed with the CUP.

5. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.  
**Comment:** The detached garage does not create additional capacity to the city services.

6. The proposed use conforms to the City’s Comprehensive Plan and is compatible with present and future land uses of the area.  
**Comment:** The act of updating to a new detached garage is consistent with the Comprehensive Plan as it identifies on-going residential activities within the Vision and Plan portion, including the improvement of neighborhoods.

**Staff Recommendation**

It is City Staff’s recommendation to approve the Conditional Use Permit to construct a detached garage where the total square footage would be in excess of 1,000 square feet and exceed the 15 feet in height, in the R-3 Zoning District with the following conditions:

1. The detached garage cannot be utilized for a business.

2. A building permit shall be obtained prior to construction.

3. The CUP shall be subject to the expiration terms of the Ordinance.

4. All siding and roofing used in residential construction shall consist of building materials in common use in residential construction and match the exterior of the principal structure.

**Exhibit:**
- Applicant’s CUP Narrative
- Site Plan
- Photo

**Cc:**
Chris Caskey  
702 8th Avenue South  
Princeton, MN  55371
Princeton Planning Commission,

I’m requesting to construct a detached garage that is larger in square footage and taller than the normal size and height.

I’m requesting this because I have a camper which would require a tall door to get inside and would raise the overall height of the garage taller than the normal maximum height of fifteen feet. The overall height of the purposed garage would be just under seventeen feet. So I’m requesting approval for seventeen feet.

The square footage increase I’m requesting is due to the large size of the camper combined with my other two vehicles. I would like to get all of these inside the garage. Both vehicles have sustained hail damage from sitting outside in the past. The square footage of the purposed garage would be 1232 square feet.

I also have a motorcycle, riding lawn mower and tools that I would like to get inside the garage as well.

Thank you
Princeton Planning Commission,

The garage will look like this picture but the roof will have less of a pitch to keep the overall height lower.

I will be replacing the shingles on the house so everything will match.

The siding will be LP Smart Side lap siding that will match the house in appearance and color.

Fascia and trim will be painted to match the house.

The garage doors will be painted to match the front door of the house.
TO: Planning Commission Board  
FROM: Mary Lou DeWitt, Comm. Dev.  
SUBJECT: Re-plat of Meadow View Estates 8th Addition  
Blk 1, Lots 13-18, Variance, Prelim & Final Plat  
DATE: July 11, 2019

REQUEST
Adam Price, Developer has submitted the Meadow View Estates 8th Addition Preliminary and Final Plat application for review. The plat involves the creation of four (4) twin home lots from the platted six (6) townhome lots as currently described as Meadow View Estates First Addition, Block 1, Lots 13-18. See attachment.

BACKGROUND
The subject property is located east of 11th Avenue South and north of 3rd Street South. The site is in Meadow View Estates First Addition that was platted in 2001 with R-3 Multiple Residential Zoning. The current plat is a high-density townhouse area and with the availability of re-platting Lots 13-18 to twin homes.

ANALYSIS
Meadow View Eighth Addition proposes Lots 1-4, Block 1, on what is currently known as Meadow View Estates First Addition, Lots 13-18, which is located on the south end of Meadow View First Addition plat, north of 3rd Street South.

The subdivision does not meet the requirements for a Short Plat by our Subdivision Ordinance standards, and so it must follow the Preliminary and Final Plat procedures. The preliminary/final plat must be reviewed and approved by both the Planning Commission and City Council. The necessary public hearing notices have been sent to the property owners 350 feet from the site.

The Planning Commission & City Council reviewed the Concept Plan of this Meadow View Estates 8th Addition plat. There are a few conditions that will need to be met and those will be listed in the conditions of approval.

ZONING
Lot Size & Width:
The Developer wanted to utilize the site for twin homes rather than the traditional townhome consisting of three or more units attached to one another. Staff checked with legal counsel and it was determined acceptable to use the townhome regulations for twin homes where more than one set is in a row.

The minimum lot area is 5,000 square feet for townhome end lots and all four lots meet the requirement. The minimum lot width for end lots is 50’ ft. and Lot 1 is 45’ feet, short 5’ ft. The end lot width minimum is 40 ft. and Lots 2 and 3 are 37’ ft., short 3’ ft.

Variance for minimum Lot Widths:
The applicant has submitted a variance application for Lot 1 for the minimum lot width for end
lot requirement of 50’ ft., short by 5’ ft. and Lot 2 and 3 minimum lot width requirements of 40’ ft., short by 3’ ft. each. A public hearing will be held by the Planning Commission prior to the Preliminary & Final Plat review. If the review standards are met, the Planning Commission can approve the variance with the condition of the Final Plat approval.

General Variance Review Standards
Subsection 3.B of Chapter IV outlines the standards for review of a Variance:

1. Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?
   Comment: Yes, the general purpose and intent of the R-3 District is to create multiple family residents.

2. Is the variance consistent with the Comprehensive Plan?
   Comment: Yes, the Comprehensive Plan designates this area as Traditional Residential to provide more land suitable for creating new residential neighborhoods which includes upscale housing.

3. Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?
   Comment: Yes, this site is zoned R-3, multiple residential and is in a neighborhood of mixed townhomes and twin homes.

4. Are there circumstances unique to this property not created by the landowner?
   Comment: Yes, because of the unique shape of this property and large utility & drainage easement, a variance is needed to get the full use of the site.

5. Will issuance of the variance maintain the essential character of the locality?
   Comment: Yes, the issuance of a variance to allow twin homes built on the site maintains the essential character of the area.

6. Does the alleged practical difficulty involve more than economic considerations?
   Comment: Yes, the request for this variance is due to the unique shape of the lot. Granting the variance will allow the applicant to maximize space and is appropriate land use.

Landscaping:
Sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year. The applicant will provide documentation from the townhome association neighboring this proposed plat whether it will be joining the association and what they propose for lawn care. If sprinkler irrigation is installed, the PUC requires separate meters. No landscaping in the clear view area at the corner of 3rd Street and 11th Avenue South.

Other Regulations:
The proposed twinhomes shall meet all regulations, including setbacks, height, type, minimum floor area, driveway, etc. If the driveways are not finished, and the builder requests a certificate of occupancy, an escrow will be required. Verification that the proposed development will be in the association where the private driveway access and maintenance is included.

Sanitary Sewer and Water Services:
There are currently six (6) existing sanitary sewer and water services that were installed for the original lot configuration. Princeton Public Utilities requires the Developer in a replat to abandon all unused laterals at the main. The PUC has approved the Developer to vacate the
two water services on Lots 3 and 4, at the driveway connection. The Public Works Director stated the two extra laterals for sewer do not need capping.

Vacation of Easements:
The Meadow View Estates First Addition original plat has drainage & utility easements that will need to be vacated. There is also a 100’ ft. Southern Minnesota Municipal Power Agency Power Line Easement that SMMPA will give written release approval to reduce this to 96’ ft. Keith Butcher, GM of Princeton Public Utilities has indicated that SMMPA granting the reduction of the easement by 4’ ft. will also reference the specific drawings submitted showing on Lot 4 the encroachment of the eave overhanging in the SMMPA easement by 1’ 6” ft.

The applicant has submitted a vacation application and the City Council called for a public hearing July 25th.

New drainage and utility easements are to be dedicated in the plat of Meadow View Estates 8th Addition and are shown on the final plat. In addition, it is recommended that a pedestrian trail easement be included.

The City Council has final approval of the Final Plat. If the Planning Commission approves the Preliminary and Final Plat they will recommend approval to the City Council contingent upon the Council’s vacation of easements.

CONCLUSION
If the recommended conditions are met, the Variance, Preliminary Plat and Final Plat meet the Zoning and Subdivision Ordinance standards, therefore, the Planning Commission would recommend approval to the City Council of the Drainage and Utility Vacation Easements and Final Plat, subject to:

1) Abandoning the two unused water service laterals in the driveway on Lot 3 & 4.

2) Separate meter for sprinkler irrigation if installed.

3) Provide association documentation subject to legal review approval.

4) SMMPA provide documentation from for releasing 4’ ft. of the 100’ ft. Southern MN Municipal Power Agency Power Line Easement with reference of the encroachment of the 1’ 6” ft. eave overhanging in the SMMPA easement.

5) If due to weather conditions the sodding and/or seeding and driveway asphalt installation is unadvisable an escrow deposit be submitted prior to issuance of Certificate of Occupancy.

6) No landscaping in the clear view area of 3rd Street and 11th Avenue South.

7) All necessary building permit applications need to be submitted and approved by the Building Inspector prior to building.
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON JUNE 6, 2019 4:30 P.M.

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

Invitation to Sherburne Area Visual Arts Showcase opening reception June 10, 6-8pm

Schumacher advised that the Council has been included to the Sherburne Area Visual Arts Showcase. In 2018 we created a small art show for local artists to show some of their work. This year, we changed the name to expand the opportunity to artists around the area, not simply Sherburne County. This year, 2019, they have increased the number of artists showing their work, up to 14 this year. The artists are from all over the area, from St. Francis to St Cloud; from Buffalo to Foley; Anoka, Elk River, and Becker. The art medium ranges from metal sculpture, to oil on canvas, to photography.

The showcase will be open to the public from Tuesday June 11 to Friday, June 14. The opening reception, that I wrote about earlier, is scheduled for select invitees (including city and county officials) on Monday evening, June 10 from 6 pm to 8pm.

Canoe / Kayak Outdoor Rec Verbal Update

Hillesheim advised that she has been working with Paddle Bridge on an agreement. So far, they do not have any registrations for the Rum River Festival canoe run, but they are opening up the, canoe and kayak rental for the weekend. Barbian added that Paddle Bridge is satisfied with the agreement and the first trip will be Saturday at 10am. Public Works has been working hard to get the entrance and exit cleaned up, and the Golf Course has been good to partner with on the exit area.

Schumacher stated he has heard some nice comments about this program.

Zimmer was concerned about the safety, and wanted to make sure the City, Chamber and Outfitter is equipped to handle it. Hillesheim responded that they have believe everything is covered. Her next plan is to apply for some grants for additional safety equipment that she will be looking into as well. Barbian added that Paddle Bridge does the same on the Mississippi, so they are familiar with any issues that may come up. Hillesheim stated they will be having some signs made that have the GPS locates on them in case there was an emergency on the River.

J Gerold asked about waivers of liability. Hillesheim responded that there are waivers on each registration form.

Downtown Design guidelines meeting verbal update

Hillesheim reported that staff has received their first draft, and staff will be presenting their downtown design guidelines and façade case studies at the upcoming Planning Commission meeting.
PUC Commissioner Findell resignation and approve advertisement for opening

Schumacher reported that that Henry “Hank” Findell mailed a resignation from the Public Utility Commission effective May 31, 2019 to City Hall.

Edmonds said he is sure the commission will be recognizing Findell for his many years of service to the Public Utility Commission.

EDMONDS MOVED TO ACCEPT HENRY FINDELL’S RESIGNATION FROM THE PUBLIC UTILITY COMMISSION WITH REGRET. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO WAIVE THE APPLICATION PROCESS, AS THERE WERE APPLICANTS THAT WERE REVIEWED IN DECEMBER, AND APPOINT PAUL WHITCOMB TO FINISH HENRY FINDELL’S TERM WHICH WILL END DECEMBER 31, 2019. ZIMMER SECONDED THE MOTION.

J Gerold asked who else who had applied in December. Jenkins replied the applications received was from Mayor Schumacher, Paul Whitcomb, Dan Erickson and Greg Hanson.

Zimmer recalled Paul Whitcomb stepping down with the tied vote, so Dan Erickson was appointed to the PUC. If the Attorney is okay with it, he feels the Council could appoint Paul Whitcomb to finish Henry Findell’s term.

Reynold stated he would like to see it go through the full process again. Schumacher agreed, that there is no reason to short circuit the process, and feels the new General Manager should have a say in who is appointed as well.

VOTE 2:3, EDMONDS AND ZIMMER IN FAVOR, J GEROLD, SCHUMACHER AND REYNOLDS OPPOSED. THE MOTION FAILED

Schumacher said he would like to see it be advertised for a month, and then the new Public Utility Manager to have a say in the position appointment. He thinks the 2 remaining PUC commission members can handle things until a 3rd person was appointed.

Edmonds said he feels Paul Whitcomb would do a great job.

Jenkins stated that when commission openings are advertised in the fall, it is usually in the paper for 2 weeks and put on the City’s Facebook page.

SCHUMACHER MOVED TO ADVERTISE THE COMMISSION OPENING FOR 2 WEEKS, THEN APPOINT THEM AT THE JULY 11TH COUNCIL MEETING. REYNOLDS SECONDED THE MOTION. VOTE 3:2, SCHUMACHER, REYNOLDS AND J GEROLD IN FAVOR. EDMONDS AND ZIMMER OPPOSED. THE MOTION CARRIED

Thursday Manager Meeting

Schumacher stated he would like the manager meetings to be held on Thursdays instead of Monday’s, so he can attend those meetings.
Miscellaneous

Zimmer would like to bring up all the late additions to the meeting agendas, and the fact that they are going much later than usual. He knows Karnowski would have late additions at times, but they were items that could not wait until the next meeting.

Barbian responded that it 2 separate issues. For the late meetings, you don’t want to limit discussion on some items, and we have had a lot of things to discuss lately. However, many of the late additions to the agenda can wait until the next meeting.

****closed session regarding sale of Aero business Park lot ****

Barbian provided an update on the closed meeting discussion. The Council discussed a potential sale of a lot to Dan and Liz Tveite, who own the Princeton Anytime Fitness.

REYNOLDS MOVED MOVE FORWARD WITH AN AGREEMENT AND DEPOSIT FOR THE LOT WITH THE PROJECT AS DISCUSSED. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Adjournment

REYNOLDS MOVED TO ADJOURN THE STUDY SESSION AT 5:55 PM. J GEROLD SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

________________________
Shawna Jenkins Tadych
City Clerk

ATTEST:

________________________
Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JUNE 13, 2019 7:00 P.M. AT PRINCETON CITY HALL

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

AGENDA ADDITIONS/DELETIONS

Edmonds stated he would like to provide the council some information about a letter that went out from Princeton Public Utilities in regard to underground work and options for residents.

Barbian would like to provide an update on the Assistant Liquor Store Manager hiring.

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

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of May 23, 2019
B. Study Session Meeting Minutes of June 6, 2019

EDMONDS MOVED TO APPROVE THE OF REGULAR MEETING MINUTES OF MAY 23, 2019 AND STUDY SESSION MEETING MINUTES OF JUNE 6, 2019. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
B. Personnel
   1. Approval to hire Cheyanne Lutgen, Taylor Breault and Brynn Papesh for Splash Park
   2. Accept Liquor Store Employee Ashley Johnson resignation effective 6-12-19
   3. Approval to hire Probationary Firefighters Shawn Aesby, Brandon Bedbury, Joe Kiel, Dan Stoltenberg and Justin Sucket
C. Donations
   1. Resolution 19-19 Princeton Twice New Clothing donation to cemetery beautification
D. Miscellaneous

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

OPEN FORUM - None

PRESENTATIONS - None

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Correspondence from Mille Lacs Equal Rights Foundation
Jenkins stated that while this does not meet the requirements for a Liquor Store Grant, she wanted to share it as it was addressed to the City Council. Edmonds gave a brief overview of the foundation, as he is affiliated with them so if any actions were taken, he would be abstaining.

Schumacher stated he would like to send a thank you card to the group for keeping the City updated with their activity. Edmonds will pass along Jack will also pass along the City Council’s thank you, and explain why they cannot extend a donation.

Barbian asked how the County views the group. Edmonds said the county takes no actions on their issues, but he is not sure how each of the Board members feel.

B. Community Development Department update

Hillesheim provided an update on the new Canoe and Kayak program. The first weekend had a light turnout, but staff is seeing some interest in the program and the partnership with the outfitter is going great.

Barbian said staff is going a great job at getting the word out. there may be some buy one get one free deal coming up. It is very unique and there has been some discussion about getting the information out to the DNR as well.

Hillesheim advised that staff has chosen what to put on the 3 Princeton-Opoly board. They chose the Civic Center Ice Skating Rink, the Splash Pad and then one with the City Logo. Schumacher asked then they would be available for purchase. Staff recalls Tim Hennagir saying they planned to have them available in November.

Hillesheim also reported that Mark Park won Best Park and the Splash Park won best outdoor water park in the 2019 Town and Country Reader’s Choice Awards. She asked if the Council would like to advertise in that special section. B Gerold added that the Splash Park always has funds allocated for advertising.

Edmonds suggested an ad that says thank you to those that voted for Mark Park and the Splash Park. Hillesheim agreed it would be nice to put something like that in. She will check with Finance to find out where the budget is for the advertising.

The City Council agreed to move forward with some advertising for the Reader’s Choice edition.

Hillesheim reported that the City did receive the Outside Recreation Grant for $220,000 from the DNR. It was $10,000 less than requested, but she is not yet sure what they removed that totaled the $10,000. It is a very competitive grant, and it is great timing with various plans for the park. She is looking for some additional grants to assist in the city’s matching portion. It cannot be a Federal or State grant, it will need to be from other sources. However, the Franchise fees are slated to be used for these planned projects. Barbian added that it could also come from Park Dedication funds and Capital Improvement funds.
Edmonds stated that he saw on the Princeton Bulletin Board that there were some negative comments about a letter that sent out by Public Utilities in regard to some underground utility work, and that it was in sense a shake down on people to require them to upgrade. Another person said that there was a $40 meter reading fee. He went to the PUC this morning and got a copy of the letter that was sent out in regard to the underground utility work. He advised that each year Public Utilities upgrades a section of town to underground utilities.

Schumacher added that he spoke with the new PUC Manager Keith Butcher and he was told that while they are there, they offer the homeowners the option of burying their line to the house as well. It is cheaper for the property owner to do it then when they are out there with the equipment, verses a later date. They are not required to upgrade if they do not want to.

Schumacher stated that the poster on the forum did post on the thread again that he reread the letter and did misinterpret it the first time.

Edmonds stated that his mission is to monitor that site and try to correct facts when he sees incorrect information. He is going to suggest that the PUC does as well. Barbian added that there are areas where the City and PUC can partner and work together to get information out to residents.

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Police Support Staff hiring update

Frederick advised that the Princeton Police Department received over 90 applications for the Secretary / Support Staff position. This hire is replacing Debbie Hoeft who is sadly retiring at the end of the month. This Thursday we will be interviewing the five finalists for the position. This process has gone smoothly as we have had 3 stages with the last stage being an interview of the 20 finalists. They interviewed 5 applicants today.

He asked the Council to allow himself, Sgt. Vandenheuvel, City Administrator Barbian and Finance Director Jackson to discuss and potentially give a conditional offer to one of the five finalists pending a background check. The reason for this is to allow the applicant to give notice to their employer and hopefully allow for training before Debbie leaves. With a council meeting not until June 27th it will make it difficult to achieve any training before Debbie’s last day on the 30th.

On the June 27th council meeting, he will have an update for council on the hiring processes. They had 5 very good interviews and are going to think about it over the weekend.
Edmonds asked how long a background check takes to complete. Frederick responded
usually investigator Matt Mullins does them, but he just had surgery on a broken foot. He will
be doing the background check, which usually takes a couple days.

J GEROLD MOTIONED TO MAKE AN OFFER TO THE CHOSEN APPLICANT, AND PROBA-
TIONARYLY HIRE THEM PENDING A BACKGROUND CHECK. REYNOLDS SECONDED
THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Award 2019 Sealcoat Bid

B Gerold advised that the ad was placed in both the Union Times and the Finance and
Commerce like it is done every year. This year, staff only received one bid, which was from
Allied Blacktop. It is approximately $.13 under what he estimated it would be. The Council
asked which streets would be doing. Jenkins provided a map of the planned streets and lots
that would be sealcoated this year.

EDMONDS MOVED TO AWARD THE 2019 SEALCOAT BID TO ALLIED BLACKTOPPING AT
$1.07 PER SQUARE YARD. REYNOLDS SECONDED THE MOTION. THE MOTION CARR-
RIED UNANIMOUSLY.

NEW BUSINESS

A. CDBG Loan Repayment for 105 N Rum River Drive

Barbian advised that the City of Princeton Small Community Development Block Grant
(CDBG) program provided a number of loans for housing and commercial redevelopment.
The terms of the loan extended a reduction in repayment. The reduction reduced repay-
ment to zero over 10 years. The loan program has no interest. The City was able to pro-
vide these loans due to receiving a grant from the State of Minnesota who administers the
Federal HUD Dollars under the Small Cities CDBG program.

The owners of 105 N Rum River Drive are selling their property and have requested that the
City transfer the loan to the new owner, allowing the loan write down to continue or write the
balance of the loan off.

The purpose of the loan was to encourage owners to improve properties needing repairs af-
fecting the long-term stability of the property. The loans were for HVAC, roofing, plumbing,
electrical and accessibility improvements. Further the grant was received by the City to pro-
vide funding to stabilize the commercial districts and housing districts targeted for the use of
the funds. By all accounts the CDBG has been a success for the City of Princeton.

The Ossell’s have proposed that the loan be transferred to a long-term tenant and future
building owner. The tenant being the same as when the loan was first extended. The re-
quest would maintain the current obligation though April 9, 2022.

In looking into the CDBG program regulations and talking to Lakes & Pines it was deter-
mined that the request is a City of Princeton decision.
Since the program was initiation 59,007.00 have been repaid to the City. The proceeds have been used as follows. A grant was given to the Historical Society for 15,000.00 and a loan was provided to Walsh’s for sewer back up repairs of 4,196.00. Currently the CDBG dollars have been targeted to be used to fund the Façade Grant Program being initiated in 2019.

Recommendation is that the City Council consider allowing the mortgage to be transferred to the buyer or 105 N Rum River Drive as requested or the loan written off. Further a determination be made on who covers the cost of the legal work necessary, if any.

Lakes and pines called MN Deed, and they called Barbian today. In order to do this, it needs to follow city policy. In order for this to be done, they would need to change the city’s policy to allow this.

Charlie Ossell spoke to the Council about the business that has been in the family for 60 years. They updated the store with the handicap doors, new exit signage, new bathrooms and new lighting and fans.

Schumacher asked for clarification that the option is to transfer it to the new owner or write off the balance. Barbian responded that was correct. However, the City would need to change the policy to either transfer or write off the balance.

Reynolds questioned if this would need to go to the EDA, or if the Council can make that change. Barbian will check into see what is required.

Schumacher asked the Council what they would like to do. Reynolds stated that the loan did and is still serving the goal of the program. Edmonds added that Elaine Herlinger and the Ossell’s still need to work it out prior to the closing. They entered into a loan agreement and doesn’t think the City should be in the business of forgiving loans.

Schumacher asked what fund the dollars would go back into. Jackson responded that it will go back into the CDBG Grant/loan fund.

Schumacher said he feels it should be transferred to the new owner. Reynolds agreed.

REYNOLDS MOTIONED TO AMEND THE CITY’S POLICY TO INCLUDE OWNERS AND LONG-TERM TENANTS WHICH WILL ALLOW THE LOAN TO FOLLOW THE SAME TERMS AND BE TRANSFERRED TO THE NEW OWNERS. J GEROLD SECONDING THE MOTION. VOTE 3:0:1 EDMONDS ABSTAINED. THE MOTION CARRIED.

Barbian asked Attorney Dove the procedure to amend the policy, and at which point in time can the transfer be completed. Dove said he would like to see the agreement in full, and any change would be conditional on Lakes and Pines approval. Carol Ossell stated that Lakes and Pines are out of the picture at this point, and it’s a City decision.

Barbian said a policy change will be on the next agenda.

B. Liquor Store Assistant manager

Barbian advised that Campbell was not able to attend the meeting, as she is short staffed and had to work at the store this evening.
Staff received 30 applications for the position, and 6 were interviewed by the panel. In discussing the timeline for some training before Campbell goes on vacation, they would like to provide an offer to the candidate prior to the next meeting, so they can notify their employment and get started in a timely manner.

Schumacher asked when the ad was put in. Jenkins responded that she can look, but she knows the deadline to apply was May 3rd as J Gerold had asked when she picked up the applications for review. Schumacher stated it shouldn’t have taken so long to review, interview and chose an applicant.

Edmonds questioned why there appears to be such a high turnaround at the Liquor Store. Jack asked why we are losing all these people. Reynolds responded that the economy has turned around, and with Aldi’s and Kwik Trip being in town and paying very well, they can sometimes take employees from other businesses.

Barbian stated that with going through this process, he has learned how tight Campbell’s schedule is. It should be a big help to have an assistant manager.

REYNOLDS MOVED TO ALLOW STAFF TO OFFER THE POSITION TO THEIR CHOSEN APPLICANT PENDING BACKGROUND CHECK, AND WITHIN THE PAY SCALE THAT WAS PREVIOUSLY APPROVED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Barbian commented that staff will be getting together Monday to discuss their selection and will be offering the position to the person they chose.

BILL LIST

J GEROLD MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $98,168.04 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79385 TO 79483 FOR A TOTAL OF $295,948.63. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

ADJOURNMENT
There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:20PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

Shawna Jenkins Tadych Brad Schumacher, Mayor
City Clerk
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON JUNE 27, 2019 7:00 P.M. AT PRINCETON CITY HALL

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

AGENDA ADDITIONS/DELETIONS

Barbian stated that the Closed Session Item can be removed from the Agenda, as the Fire Board Meeting has been cancelled.

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

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of June 13, 2019

J GEROLD MOVED TO APPROVE THE OF REGULAR MEETING MINUTES OF JUNE 13, 2019. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Resolution 19-20 – approve offsite gambling for Jaycees Raffle at Solheim Field
   2. Resolution 19-21 – approve offsite gambling for Jaycees Raffle at Fairgrounds
   3. Annual Solicitors Permit for Tracey Carlson – Edward Jones 7-1-19 – 06-30-20
   4. Temporary 3.2% license for Mille Lacs County Fair Aug 7-11, 2019
   5. Gambling permit for American Legion Bingo at the Fairgrounds
   7. Gambling permit for Mille Lacs County Ag Society at Fairgrounds

B. Personnel
   1. Ryan Vandenheuvel – Sergeant Grade Adjustment (motion 12-12-17) effective 7-1-19
   2. Approval to hire Stacy Pendergast and Amber Mertan for the Liquor Store

C. Donations
   1. Resolution 19-22 accept airport fuel facility donations

D. Miscellaneous

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

OPEN FORUM –

Kevin Gerrard, 411 Rum River Drive asked if there is an issue with the life station on the North side of 95 and 6th Ave, as it appears to be getting pumped out daily. B Gerold responded that certain haulers have permission to dump into the city sewer line for a fee. There has been a truck there a few times this week dumping into the City’s Sewer.
Gerrard also mentioned that there is also a dangerous situation on their properties, as there are water and sewer lines that are in the woods, with trees quite close. He understands Princeton Utilities is not technically part of the city, but they were supposed to come out and fix a water line. There also appears to be some confusion as to where the water line is. The line broke in the 1980’s, but Princeton Public Utilities has no record that it was repaired.

Edmonds stated that what Gerrard stated is not entirely accurate. They have addressed his concerns. The water line was repaired when it broke. The work was on the CIP for this year, but with the roundabout going in, it was moved to next year as it is not a high priority item. It is tentatively the first project next spring.

Edison said private utility locates are different than public line locates. Her understanding is that the PUC has located the line, but there are different accuracies depending on what equipment is used. For example, Gopher State One has an obligation to locate where it is horizontally, but it is not as easy to locate it vertically.

Schumacher suggested giving the new Utilities manager some time to come up to speed on everything. The PUC stated the project will be on the CIP for next year. He will ask staff to send an email to Manager Butcher to request a formal look at Gerrard’s concern.

Tim Hennagir with the Union times asked for an update on the open PUC Commission seat. Jenkins responded that it originally had a deadline of June 25th, but that was moved to July 8th as the appointment would be on the July 11th Agenda.

Barbian mentioned he was at the League of MN Cities conference. He wanted to make sure that there are funds available for the Council and staff to attend training and events. He ran into a number of local officials that were attending. It is a great time to pick up ideas and bring them back to their community. He suggested residents’ email, call, or stop in to give staff their ideas. He stated the first 8 people will get a free canoe rental.

PRESENTATIONS
A. 2018 Audit – Bergan KDV

Jackie Knowles of Bergan KDV provided a presentation on the 2018 Audit.

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES
A. Mayor Schumacher and County Administrator Oman quarterly meetings

Schumacher advised that with staff not having much luck setting up a meeting with the County, he requested a one on one meeting with County Administrator Oman. Email communication is good, but a face to face meeting is much better. He and staff had put together a list of items to discuss.

Zimmer said he feels the city Administrator should be meeting with the County Administrator, and the Mayor with the elected officials.

Edmonds stated he would like to see one other person attend as well, possibly Jenkins.
Schumacher said when he was on the Baldwin Town Board, they met with the County Officials periodically in a casual dinner type atmosphere. Edmonds stated he would like to see a meeting with 2 people from the City and 2 from the County to sit down in a regular meeting type situation.

Schumacher brought up the recent meeting where everyone met to sign the agreement for the south roundabout. It was more of a casual discussion. Sometimes you lose some information and good discussion when done over email. Barbian added that it is important to engage with the County, and it is good that the Mayor has taken a step to reopen those lines of communication.

B. Princeton Public Utilities Audit

Schumacher questioned why the City Council and City Administrator were no longer listed as Trustee’s on the 2018 Audit. Edmonds responded that he had not noticed that, he will find out.

Edmonds stated that he feels discussing this here is out of line. There is no one here from the PUC to address their concerns. He feels the Public Utilities Manager should be here. Schumacher stated that Butcher is on the email list that the packets are sent to.

Schumacher said he had some questions and concerns about the numbers in the audit. In his opinion, they have a lot of cash in the bank. Edmonds responded that the PUC’s rates are competitive to other local companies and their service is second to none.

Barbian stated this is the right place for the council to ask questions, instead of addressing issues individually. It would be good to have PUC Manager Butcher here to answer any questions the council has.

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant request from Fairview Scrubby Bear Golf Tournament

Jenkins advised that the Council has granted this request for a couple years now. It is a worthwhile event.

REYNOLDS MOVED TO SPONSOR A HOLE IN THE SCRUBBY BEAR GOLF TOURNAMENT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Wine and Spirits Grant request from Princeton Youth Softball and Baseball

Tammy Nut PYSBA Director is requesting a Wine and Spirits Grant to pay for the root beer for their Family fun night event on July 17th. Last year was the first time they held the family night and it went over well. They are hoping to encourage growth in the group. The Community is welcome to come.

Schumacher asked how many were they expecting. Nut replied that they are hoping for approximately 300-325 kids. Last year was the first year, and they would like to continue it
yearly.

ZIMMER MOVED TO APPROVE THE REQUEST TO PAY FOR THE ROOTBEER. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER AMENDED HIS MOTION TO PAY FOR THE ROOTBEER UP TO $200. REYNOLDS ACCEPTED THE AMENDED MOTION.

Campbell said it is not a usual order, so she will not be sure of the cost until she places the order

C. Elim Care and Rehab Center request to close street Sunday, August 25

Jenkins reported that the Elim Home is requesting the closure of 8th Ave for their 33rd annual Elim Fest. Frederick added that they do a very nice job on this event. They reach out to residents in the area to notify them of the event, and most of them end up attending as well.

ZIMMER MOVED TO APPROVE THE REQUEST TO CLOSE 8TH AVE ON SUNDAY AUGUST 25TH FROM APPROXIMATELY 1:30PM TO UNTIL 8PM AND TO USE THE CITY'S GENERATOR. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Resolution 19-24 modifying CDBG Policy and procedure Manual

Barbian advised that the Council directed staff to modify the Policy & Procedures Manual for the City Small Cities Community Development Program at the June 13th meeting. The modification is to set a policy in place allowing the Council the ability, when a building is being transferred to an original occupant of a commercial building to transfer the commercial loan obligation to this original tenant of the building.

Background provided for June 13th discussion: The City of Princeton Small Community Development Block Grant (CDBG) program provided a number of loans for housing and commercial redevelopment. The terms of the loan extended a reduction in repayment. The reduction reduced repayment to zero over 10 years. The loan program has no interest. The City was able to provide these loans due to receiving a grant from the State of Minnesota who administers the Federal HUD Dollars under the Small Cities CDBG program.

The owners of 105 N Rum River Drive are selling their property and have requested that the City transfer the loan to the long-term tenant and future new owner, allowing the loan write down to continue or write the balance of the loan off. The new owner would be the same as when the loan was first extended.

Analysis:

In review of the manual a modification to section IV Commercial Rehabilitation, found on page 14 of the manual will achieve the wishes of the City Council. Adding the following sentence to the paragraph modifies the policy. "In cases when transferring real estate ownership to an original tenant or employee of the business occupying the building a loan obligation may also be transferred. City Council approval of an obligation transfer is required.
In addition to City Council approving of the attached resolution the Department of Employment and Economic Development (DEED) will be necessary. In anticipation of Council approval of the resolution staff has request DEED approval.

Analysis provided for June 13 discussion: The loans were to encourage owners to improve properties needing repairs affecting the long-term stability of the property. The loans were for HVAC, roofing, plumbing, electrical and accessibility improvements. Further the grant was received by the City to provide funding to stabilize the commercial districts and housing districts targeted for the use of the funds. By all accounts the program has been a success.

Since the program was initiation 59,007.00 have been repaid to the City. The proceeds have been used as follows. A grant was given to the Historical Society for 15,000.00 and a loan was provided to Walsh's for sewer back up repairs of 4,196.00. Currently the CDBG dollars have been targeted to be used to fund the Façade Grant Program being initiated in 2019.

REYNOLDS MOVED TO APPROVE RESOLUTION 19-24 MODIFYING THE CDBG POLICY AND PROCEDURE MANUAL. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 19-25 transferring CDBG Loan

Barbian stated that this resolution will allow the loan to be transferred to Elaine Hierlinger.

EDMONDS MOVED TO APPROVE RESOLUTION 19-25 WITH THE CORRECTION TO THE SPELLING OF ELAINE HIERLINGER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 19-26 calling for a Public Hearing for easement vacation

Barbian advised that Meadow View First Addition was platted for 18 townhomes in 2000. There were 12 of the townhomes that were built and sold and the remaining Lots 13-18 have been vacant since then. The Developer let this go into forfeiture where Mille Lacs County had been the owner of the site. The lots are now owned by Tim & Mindy Siercks and they are in the process of selling the property to Adam Price.

Adam Price has requested the Planning Commission review this Concept Plan for the replatting of lots 13-18 in Meadow View First Addition into four lots at their June 17, 1019 meeting. The replat is for two sets of twin homes (four single family homes) instead of the six-townhome plat.

Analysis:
Lot Size & Width:
A meeting was held with City staff, the Developer and seller at which time the use of the site zoned for Townhomes was discussed to determine general concept compliance to ordinances. A main topic was utilizing the site for twin homes rather than the traditional townhome consisting of 3 or more units attached to one another. After checking with legal counsel, it was determined acceptable. Also covered at the meeting was a 4’ ft. overlap of the end home into the SIMPA easement for utilities and City for drainage. The land owner expressed that a release would not be an issue. The Developer has since proceeded to have
discussions with SIMPA regarding an easement release. Keith Butcher, GM of Princeton Utilities has indicated that SIMPA would be able to release 4 ft. feet.

Since the meeting and with the Concept Plan application a closer look at the concept revealed a few additional items:

1) The concept shows the end unit footing built up to the easement line to meet code. It is noteworthy that the eve of the house will be in the easement. This could be a problem for the easement holder or the end unit owner. A solution is to have SIMPA acknowledge the infringement and allow or increase the easement to include the eve.

2) The two center lots are not meeting the 40 sq. ft. minimum lot width by 3 sq. ft. each.

3) The street side lot requirement is 50 sq. ft. and the lot facing 11th Avenue South is 45 sq. Ft. (under by 5 sq. ft.).

4) As previously covered, the applicant requested from SIMPA a reduction of the 100 ft. Drainage & Utility Easement. Given a more thorough review, either a larger easement release is necessary or a variance will be needed to meet the Ordinance requirements. The Developer stated at the Planning Commission meeting that SIMPA would most likely not release more than 4 ft. of the 100 ft. Drainage & Utility Easement so the Developer will be requesting a variance.

5) The Developer will be requesting the vacation of the Drainage and Utility Easement and the reduction of the Southern MN Municipal Power Agency Power Line Easement of 100 ft. reduced by 4 ft. Staff would recommend that a City easement be added to the replat should a pedestrian trail to the Depot become a future destination.

Other Related Conditions to consider:

7) There are currently six (6) existing sanitary sewer and water services that were installed for the original lot configuration. PUC policy has been to require the Developer in a replat to abandon all unused laterals at the main. Two (2) water services will need to be removed.

8) The units will enter on a private driveway which will require the completion of additional asphalt. The Developer stated at the Planning Commission meeting that they are checking with the Association to have this replat become a part of the Association so there are no issues with the shared driveway and lawn upkeep of the easement area. The Association documents that were recorded stated this site could be added if approved by the Association members, otherwise would be terminated ten years from the date of the recording in 2001. The Developer will need to provide the City with Association agreement documents to add the proposed replat land to their association and reviewed by the City Attorney.

The Planning Commission considered the facts and believes a variance allowing the Concept application is in the interest of Princeton. The Planning Commission recommends the Council consider the parts and provide direction to the Developer on proceeding with the replat process, variance application, easement modification, and related items. All applications will go through the Planning Commission and City Council review process.
REYNOLDS MOVED TO APPROVE RESOLUTION 19-26 CALLING FOR A PUBLIC HEARING FOR EASEMENT VACATIONS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Assistant Liquor Store Manager

Campbell reported that her, Administrator Robert Barbian, Finance Director Steve Jackson and Councillor Jenny Gerold reviewed the 22 applications and interviewed 5 for the Assistant Liquor Store Manager position.

Their recommendation is to hire Dylan Donner for the position. He holds an MDA Servesafe Manager License. His experience in the Liquor Industry includes approximately 3 years as the Clubhouse Manager at the Princeton Golf Course and almost 6 years as a Bartender and Assistant Manager of Steven’s Restaurant and Catering. He has a Bachelor’s Degree in Social Studies Education with St. Cloud State University.

Donner has accepted the position; he has passed the background check and has a planned start date of July 8th.

ZIMMER MOVED TO APPROVE DYLAN DONNER TO BE HIRED AS THE LIQUOR STORE MANAGER. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Airport Fuel System Replacement

Barbian advised that the Airport Advisory Board would like to proceed to have the fuel pump replacement completed this summer. The grant documents are in place and the purchase may proceed. They have raised about a third of the match they have pledged for the project.

The BID for the pump is $13,790.00 from QT pod. The installation and miscellaneous communications equipment are estimated to be under $5,000.00.

Staff recommends the Council approve the purchase and installation of the QTpod M4000.

REYNOLDS MOVED TO APPROVE THE PURCHASE OF THE QTPOD M4000 AND TO HAVE IT INSTALLED. SCHUMACHER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Authorize bidding for Princeton Trail Connection Project

Edison reported that the final design for the construction of the Great Northern Regional Trail is complete and MnDOT has authorized bidding the project. The trail begins at County Road (CR) 45 at the southbound TH 169 ramp terminal. Various trail and/or sidewalk segments will occur along CSAH 29, Northland Blvd, and CSAH 2, and ultimately end at the intersection of Old CR 18 South and 11th Avenue South.
Temporary and permanent easements from several property owners were obtained for the proposed alignment. In the sources and uses chart below note the additional TAP funding awarded to the project. This, combined with lower estimated construction costs has slightly decreased the local required match.

The engineer's opinion of probable construction cost for the proposed trail is $775,000. The current bidding climate has been extremely difficult this season and recent bid prices have been high, in some cases as much as 20% higher. Oil prices continue to climb as well as granular material. We are concerned but we have made adjustment to encourage better pricing such as allowing flexibility on completion into the summer of 2020. Bidding the project late in the summer risks contractor availability; however, this project may be late season work for contractors and we recommend bidding at this time to determine if bids will be competitive for late season construction. Should prices come in high rebidding in fall or winter may be considered.

The current funding breakdown is as follows:

<table>
<thead>
<tr>
<th>TAP Funding</th>
<th>Additional TAP funding</th>
<th>Local funding</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$506,691</td>
<td>$108,928</td>
<td>$156,681</td>
</tr>
<tr>
<td>Design</td>
<td>$162,037</td>
<td></td>
<td>$162,037</td>
</tr>
<tr>
<td>ROW/Wetland Mitigation</td>
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<tr>
<td>Construction Admin.</td>
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<td>$95,000</td>
</tr>
<tr>
<td>Materials Testing (Geotech)</td>
<td>$25,000</td>
<td></td>
<td>$25,000</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$509,691</td>
<td>$108,928</td>
<td>$480,418</td>
</tr>
</tbody>
</table>

The proposed schedule is as follows:

- City Council Considers Approval of Plans and Authorizes Advertisement for Bids ................................................. June 27, 2019
- Advertise ........................................................................................................... July 11-31, 2019
- Open Bids ......................................................................................................... July 31, 2019
- Award Contract ................................................................................................... Week of August 12, 2019
- Substantial Completion .........................................................................................Summer 2020

Staff recommends approving plans and specifications and to authorize advertisement for bids for the Princeton Trail Connection Project.

**ZIMMER MOVED TO APPROVE PLANS AND SPECIFICATIONS, AND TO AUTHORIZE ADVERTISEMENT FOR BIDS FOR THE PRINCETON TRAIL CONNECTION PROJECT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY**

D. Police Secretary Support Staff hiring approval

Frederick advised that on Wednesday June 26th the interview / hiring committee recommended that the Princeton Police Department hire Karen Aguilera to replace Debbie Hoeff who is retiring at the end of the month.

Aguilera worked at the Milaca Police Department for 16 years in a similar position and has worked for the last year at a business in the City of Princeton.
A conditional offer was given to Ms. Aguilera on Wednesday June 26th which she accepted. A successful background has been completed. Staff recommendation is to hire Karen Aguilera at Step #2 with a pay of $23.67. Ms. Aguilera would move to Step #3 one year after her hire / start date. There will be a 6-month probation period after which there will be a performance review conducted.

Zimmer stated he was involved in this process. It was very thorough, and there were some really great applications received.

ZIMMER MOVED TO HIRE KAREN AGUILERA AT STEP #2. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

J Gerold asked if there would be some time for training with Hoeft before she retires. Frederick replied that Aguilera is going to sit with Hoeft for a few hours tomorrow.

NEW BUSINESS

A. July Study Session

Barbian stated that originally staff was planning on cancelling the July Study Session as it falls on July 4th, but Edmonds stated that PUC manager Butcher can attend the study session on Tuesday July 2nd. Reynolds stated that he would not be able to make a 4:30 meeting on a Tuesday. Zimmer questioned whether the PUC applicants could attend that meeting. Jenkins responded that on the Facebook post, the deadline to apply is after July 2nd.

ZIMMER MOVED TO RESCHEDULE THE JULY STUDY SESSION TO TUESDAY JULY 2 AT 7PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Approve Managers Meeting

C. Congressman Pete Stauber visit on July 12

Schumacher reported that Miranda Janssen from Congressman Pete Stauber’s office would like to set up a visit with the Council to discuss any issues. They are planning on about a half hour to 45 minutes. He suggested meeting on July 11th prior to the Council meeting. Janssen checked the schedule and Thursday July 11th at 6pm works.

D. Meadow View 1st Addition

Dewitt’s memo stated that Meadow View First Addition was platted for 18 townhomes in 2000. There were 12 of the townhomes that were built and sold and the remaining Lots 13-18 have been vacant since then. The Developer let this go into forfeiture where Mille Lacs County had been the owner of the site. The lots are now owned by Tim & Mindy Siercks and they are in the process of selling the property to Adam Price.

Adam Price has requested the Planning Commission review this Concept Plan for the replatting of lots 13-18 in Meadow View First Addition into four lots at their June 17, 2019 meeting. The replat is for two sets of twin homes (four single family homes) instead of the six townhome plat.
Analysis:
Lot Size & Width:
A meeting was held with City staff, the Developer and seller at which time the use of the site zoned for Townhomes was discussed to determine general concept compliance to ordinances. A main topic was utilizing the site for twin homes rather than the traditional townhome consisting of 3 or more units attached to one another. After checking with legal counsel, it was determined acceptable. Also covered at the meeting was a 4' ft. overlap of the end home into the SIMPA easement for utilities and City for drainage. The land owner expressed that a release would not be an issue. The Developer has since proceeded to have discussions with SIMPA regarding an easement release. Keith Butcher, GM of Princeton Utilities has indicated that SIMPA would be able to release 4" feet.

Since the meeting and with the Concept Plan application a closer look at the concept revealed a few additional items:

1) The concept shows the end unit footing built up to the easement line to meet code. It is noteworthy that the eve of the house will be in the easement. This could be a problem for the easement holder or the end unit owner. A solution is to have SIMPA acknowledge the infringement and allow or increase the easement to include the eve.

2) The two center lots are not meeting the 40 sq. ft. minimum lot width by 3 sq. ft. each.

3) The street side lot requirement is 50 sq. ft. and the lot facing 11th Avenue South is 45 sq. ft. (under by 5 sq. ft.).

4) As previously covered, the applicant requested from SIMPA a reduction of the 100 ft. Drainage & Utility Easement. Given a more thorough review, either a larger easement release is necessary or a variance will be needed to meet the Ordinance requirements. The Developer stated at the Planning Commission meeting that SIMPA would most likely not release more than 4 ft. of the 100 ft. Drainage & Utility Easement so the Developer will be requesting a variance.

6) The Developer will be requesting the vacation of the Drainage and Utility Easement and the reduction of the Southern MN Municipal Power Agency Power Line Easement of 100 ft. reduced by 4 ft. Staff would recommend that a City easement be added to the replat should a pedestrian trail to the Depot become a future destination.

Other Related Conditions to consider:

7) There are currently six (6) existing sanitary sewer and water services that were installed for the original lot configuration. PUC policy has been to require the Developer in a replat to abandon all unused laterals at the main. Two (2) water services will need to be removed.

8) The units will enter on a private driveway which will require the completion of additional asphalt. The Developer stated at the Planning Commission meeting that they are checking with the Association to have this replat become a part of the Association so there are no issues with the shared driveway and lawn upkeep of the easement area. The Association documents that were recorded stated this site could be
added if approved by the Association members, otherwise would be terminated ten years from the date of the recording in 2001. The Developer will need to provide the City with Association agreement documents to add the proposed replat land to their association and reviewed by the City Attorney.

Recommendation:
The Planning Commission consider the facts and believes a variance allowing the Concept application is in the interest of Princeton. The Planning Commission recommends the Council consider the parts and provide direction to the Developer on proceeding with the replat process, variance application, easement modification, and related items. All applications will go through the Planning Commission and City Council review process.

EDMONDS MOVED TO ALLOW STAFF TO PROCEED WITH THE REPLAT PROCESS, VARIANCE MODIFICATION, EASEMENT MODIFICATION AND RELATED ITEMS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Request to rename Smith system Road

Dewitt's memo reported that Ben Barton, Princeton Superintendent is requesting the renaming of Smith System Road. The request has examples of possible name changes; Tiger (Street, Blvd., Road), Tiger Pride (Street, Blvd, Road). Tiger Way or some other reference to the Tigers.

The Planning Commission reviewed this request at their June 17, 2019 meeting and recommended the City Council consider approving the request and go through the formal process of changing the street name and advance an Ordinance as required for final approval. The Planning Commission further recommended that all costs associated with the name change be covered by the applicant and would advise not using Tiger Street because it is used in Isanti County.

The differences in road, street, avenue, lane, boulevard, and drive in naming a street:

Road: A road does not have any special meaning attached to it. It's simply a way from one point A to another point B.

Street: A street is a special kind of road in a sense that it should be able to connect two buildings together, oftentimes in an east to west direction. This term is usually used in cities and other urban environments.

Avenue: Avenues, in contrast to streets, usually run from north to south and have medians.

Lane: A lane is a street that is so small in size that it lacks a median.

Boulevard: A boulevard is simply a street lined with trees down its middle or sides.

Drive: A drive is a privately-owned, winding road that often leads into a residential property.

Procedure of renaming of street:
Minnesota Statutes: 440.11 Street Name, Change; Ordinance
The council of each home rule charter city of the second, third, or fourth class may by ordinance change the name of and rename any of the streets, lanes, avenues, public highways, parks, and public grounds of the city. Immediately after publication, the ordinance shall be recorded in the office of the county recorder of the county in which the city is located.

Frederick stated that road is in both Sherburne and Mille Lacs County, so it may make it a little more difficult.

Toven stated the city has the final say in the name chosen.

ZIMMER MOVED TO ALLOW STAFF TO PROCEED THE RENAMING PROCESS FOR SMITH SYSTEM ROAD. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ZIMMER WOULD LIKE TO AMEND HIS MOTION TO NOT USE AVENUE. REYNOLDS ACCEPTED THE AMENDMENT. THE MOTION CARRIED UNANIMOUSLY.

Toven stated the final naming has to be done by Ordinance.

F. Mark Park Parking area pavement proposal

B Gerold advised that Public Works has looked into paving an additional parking area at Mark Park. 2 quotes were received and are as follows:

Erickson Asphalt Services, Final grade & pave approximately 9000 square feet at $2.02 per sq. ft

Rum River Contracting – option #1- Final Grade and pave approx. 8400 square feet at $1.40 per square foot

option #2 - Final Grade and pave approx. 10,500 square feet at $1.40 per square foot

Staff recommends the Council approve Option #2 to grade and pave approximately 10,500 square feet with Rum River Contracting for not more than $14,700.

Reynolds prefers Erickson Asphalt. Schumacher thanked the staff for getting 2 bids for the project.

EDMONDS MOVED TO APPROVE OPTION #2 WITH RUM RIVER CONTRACTING FOR NOT MORE THAN $14,700. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

G. Liquor Store Parking Lot repair, sealcoat and striping proposal

B Gerold reported that Public Works has received a quote to patch some potholes with Infrared Technology, sealcoat and stripe the Liquor Store Parking lot. This is considered routine maintenance.

Staff recommends the Council approve the scope of work from Erickson Asphalt Services for not more than $6,515.08
B Gerold explained the Infrared process, and Erickson Asphalt has agreed to do the project in 2 different phases so it would not inconvenience the Liquor Store customers.

ZIMMER MOVED TO APPROVE THE BID FROM ERICKSON ASPHALT FOR NOT MORE THAN $6515.08. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

H. Financial Planning Agreement with Northland Securities for TIF 8-4

Barbian this agreement is for the proposed multi-tenant complex plan for Aero Business Park. The interested party has put a deposit down on the land, so staff is recommending approval of the financial planning agreement with Northland Securities for the TIF 8-4.

REYNOLDS MOVED TO APPROVE THE FINANCIAL PLANNING AGREEMENT WITH NORTHLAND SECURITIES FOR TIF 8-4. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

*** closed Session regarding Wyanett Township Fire contract negotiation *** cancelled

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 $143,927.45 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79485 TO 79534 FOR A TOTAL OF $243,786.27. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

ADJOURNMENT
There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:54PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted, ATTEST:

Shawna Jenkins Tadych Brad Schumacher, Mayor
City Clerk