MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON AUGUST 22, 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, Jules Zimmer, and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Engineer Jen Edison and Attorney Damien Toven.

AGENDA ADDITIONS/DELETIONS

Barbian reported that there is only the addition of a Washington DC Trip report under Reports.

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

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of August 8, 2019
B. Special Joint Meeting of August 15, 2019

J GEROLD MOVED TO APPROVE THE OF REGULAR MEETING MINUTES OF AUGUST 8, 2019 AND SPECIAL JOINT MEETING MINUTES OF AUGUST 15, 2019. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Approve gambling permit for Princeton Lion’s for December 2, 2019 Raffle
B. Personnel
C. Donations

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

OPEN FORUM –

Kevin Gerrard would like the Council to know that he has requested any and all documents from the PUC in regard to the watermain on his block. He was told they do not have records that are older than 10 years, and he was told it could take 30-60 days to get each of the documents that he has requested. They also sent a list of the cost of these documents. When he requests documents from the state, he receives them in a few days.

Gerrard stated that another concern he has is the community garden in the cemetery. Barbian responded that Gerrard has contacted staff a few times and information has been provided to him regarding the community garden approval and the parcel information.

Jenkins clarified that the Community Garden is not located on the Oak Knoll Parcel, but instead is on a separate parcel. Gerrard asked if the Garden must follow the Cemetery rules. Jenkins replied that they do not.

Tim Hennagir from the Union Times spoke about MN Statute 13 which covers Data Requests in regard to Gerrard’s comments. The Statute provides information on time frames of response and costs that can be charged to the person requesting the data. He asked Attorney Toven about the timelines stated in the statute. Toven replied that going by memory,
when a request is made by a member of the public seeking data regarding themselves, he believes the general response is within 10 days, or within reason. For persons that have miscellaneous requests, it simply states the requirement being a “reasonable amount of time”. They group receiving the request is allowed to charge whatever the hourly rate of the person doing the research, and a cost per page for copies. Depending on the nature of the data, there is sometimes extensive research as someone needs to go through all the documents to determine what is private data and what is public data.

PUBLIC HEARINGS

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. FYI – Variance approval by Planning Commission for 1302 3rd Street N
B. Mayor Schumacher report on Washington Dc Trip

Schumacher reported on his trip to the White house for Leadership Day. There was a group of keynote speakers. Scott Turner is the newly appointed executive director of the White House Opportunity and Revitalization Council, which is a group of cabinet members and White House officials charged with Coordinating Federal Agency efforts to magnify the impact of investments in Opportunity Zones. He said he took a lot of notes and has a list of contacts that will be beneficial to the city.

One disturbing thing this year is it is a record year for unplanted crops because of the floods and weather. It is a concern because of what that may do to the food prices.

He added that he, Councilor Jeff Reynolds, County Commissioner Genny Reynolds sat down with a representative from Tim Emmer’s office. It was very interesting to meet and brainstorm on things going on in the community. They were very willing to help get the cross-wind runway off the airport layout plan, so the city can look at extending 21st Ave to the South.

Reynolds was impressed with the enthusiasm for community development. Schumacher stated he felt the trip was well worth it.

Zimmer commented on the email that Schumacher requested be sent out that mentioned his 5-year plan. He asked what Schumacher’s 5-year plan is, and feels that the Council should be aware of it.

Schumacher replied that one of the items in his 5-year plan is to extend 21st Ave to the South, and eliminating the cross-wind runway is part of that.

Zimmer stated that the Council consists of 5 members, and before a plan is laid out, he thinks the Council should be aware of that plan. Schumacher responded that he made sure to say it was his 5-year plan and not the City Council’s.

Edmonds added that 21st Avenue should have been extended when the property was purchased for the runway.

Schumacher stated that the City was not part of the first round of the 1031 opportunity zone, so we need to get involved to try to be included in the second round.

Zimmer would like to see this put on the agenda for a Study Session. Barbian added that
there has been some discussion with some EDA funding for the Industrial park.

Schumacher said he would like to have a transportation plan in place as well. Zimmer responded that should be in a 5-year plan, as well as the Smith System Road project.

Barbian added that these are some big projects that are being mentioned. The Council will be going through the CIP’s and there can be discussion on some of these projects at that time. The current CIP items should be looked at first, before adding to it.

J GEROLD MOVED TO CONTINUE THIS DISCUSSION AT A STUDY SESSION. ZIMMER SECONDED THE MOTION.

J GEROLD AND ZIMMER APPROVED A FRIENDLY AMENDMENT FOR IT TO BE ADDED TO THE SEPTEMBER 19TH MEETING, AS THE STUDY SESSION AGENDA IS ALREADY PRETTY FULL.

ORDINANCES AND RESOLUTIONS

A. Resolution 19-33 Approve Interim Use permit for chickens at 414 7th Ave. S

Barbian advised that Ashleigh & Robert Blasey has submitted an Interim Use Permit application for the raising and keeping of chickens on their property located at 414 7th Avenue South. The property is zoned R-2, Residential District.

The public hearing notice had been sent to the properties 350 feet from this site. Two neighbors have contacted staff and said the applicants already have the chickens and they are in support of allowing the Interim Use Permit. The proposal meets the Ordinance criteria, as reviewed by the Planning Commission, whom recommended approval of the Interim Use Permit subject to the conditions.

ANALYSIS

The housing and keeping of chickens in the R-2 District requires an Interim Use Permit. Chapter VI.BB lists the review criteria for the housing of chickens:

No person shall own, keep, harbor, or have custody of any live chickens without first obtaining an Interim Use Permit in writing from the City, in accordance with the provisions of Section IV.6 of the Zoning Ordinance and subject to the following conditions:

a. The keeping of any poultry besides chickens is prohibited.
   Comment: This shall be a condition of approval.

b. Roosters are prohibited.
   Comment: This shall be a condition of approval.

c. No more than four (4) chickens shall be housed or kept on any one residential lot in any area of the city zoned R-1, R-2, or R-3.
   Comment: The applicant is requesting to have 4 (four) chickens and understands this is the allowed limit, and will be a condition of approval.

d. Chickens shall only be allowed on single family home lots.
Comment: This condition is met, still will be a condition of approval.

e. **Outdoor slaughtering of chickens in city limits is prohibited.**
   Comment: This shall be a condition of approval.

f. **Chicken fighting shall not be allowed within city limits.**
   Comment: This shall be a condition of approval.

g. **Leg banding of all chickens is required. The bands must identify the owner’s name, address, and telephone number.**
   Comment: This shall be a condition of approval.

h. **Chickens shall not be housed in a residential house or an attached or detached garage.**
   Comment: The applicant has provided a layout of a chicken coop and run area that will be installed, still will be a condition of approval.

i. **A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:**
   1) **Located in the side or rear yard.**
      Comment: The applicant will have the coop located in the fenced area of their rear yard.
   
   2) **Meet the accessory structure setback requirements.**
      Comment: The proposed location meets the setback requirements.
   
   3) **Construction shall be adequate to prevent access by rodents.**
      Comment: Per the proposed coop design, the coop will be anchored on four post that will be 24” inches above the ground.

j. **A run or exercise yard is required to be provided and must be enclosed by a fence.**
   Comment: The applicants back yard is fenced and the run area will have its own fencing.

k. **All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surroundings much be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.**
   Comment: This shall be a condition of approval.

l. **All food shall be stored in an enclosed, rodent proof container.**
   Comment: This shall be a condition of approval.

m. **Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.**
   Comment: This shall be a condition of approval.
Interim Use Permit Review Standards: When reviewing the application for an interim use, the City shall base its judgement on the following factors it may deem appropriate for the specific property. The interim use may be granted if:

1. The proposed use is an interim use listed in the district in which the application is being made.
   Comment: The keeping of chickens is an Interim Use in the R-2 District.

2. The date or event that will terminate the use can be identified with certainty and continued.
   Comment: The Planning Commission shall recommend to the City Council a date or event that will terminate the keeping of the chickens. Staff would recommend that the keeping of chickens terminate when the current property owners sell the property. The Interim Permit can also be reviewed upon complaints.

3. The interim use does not result in adverse effects on the public health, safety and welfare nor does it create additional pollution potential for ground and surface waters.
   Comment: If the listed conditions are met, the interim use does not appear that it will result in adverse effects on the public health, safety, and welfare, nor does it create additional pollution potential.

4. Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future.
   Comment: It does not appear the use will impose additional costs on the public if it is necessary for the public to take the property in the future.

CONCLUSION/RECOMMENDATION
Based on the findings that the proposed Interim Use appears to meet the standards for the keeping of chickens and the general review standards for an Interim Use Permit, as listed in the Zoning Ordinance. Staff would recommend approval of the Interim Use Permit to keep chickens at 414 7th Avenue South, subject to the following conditions (as listed in the Ordinance):

1. The keeping of any poultry besides chickens is prohibited.
2. Roosters are prohibited.
3. No more than four (4) chickens shall be housed.
4. Outdoor slaughtering is prohibited.
5. Chicken fighting shall not be allowed.
6. Leg banding of all chickens is required. The bands must identify the owner’s name, address, and telephone number.
7. A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:
   a) Located in the side or rear yard.
   b) Meet the accessory structure setback requirements.
   c) Construction shall be adequate to prevent access by rodents.
   d) If the coop is 120 SF or larger, a building permit is required.
8. A run or exercise yard is required to be provided and must be enclosed by a fence.
9. All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surrounding must be cleaned frequently enough to control odor. Manure
shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.

10. All food shall be stored in an enclosed, rodent proof container.

11. Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.

12. The keeping of chickens terminate when the current property owners vacate the property.

13. The Interim Permit can be reviewed upon complaints.

The Planning Commission recommends approval of this Interim Use Permit.

Zimmer commented that there have been a couple of these permits and does not recall hearing any complaints.

ZIMMER MOVED TO APPROVE RESOLUTION 19-33, APPROVING THE INTERIM USE PERMIT FOR CHICKENS AT 414 7TH AVE SOUTH. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for VFW Post 806

Kimberly Good from the VFW stated that with the ice dam’s last year, they have had extensive roof damage. If they cannot get the roof repaired, they will likely need to close the VFW. The VFW has been active in the city for many years, serve veterans, provide meeting and event space to the public, etc.

Zimmer questioned what the total estimate cost to repair the interior and exterior damage. Good replied that it is around $120,000. Barbian added that staff has discussed the Small cities Development Loan options with the VFW

Zimmer stated that $2000 is a larger amount that what is usually approved, but this is going to help our Veteran’s.

ZIMMER MOVED TO APPROVE THE VFW POST 806 REQUEST OF $2,000. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Auditor Selection Process - RFP

Jackson reported that as was briefly discussed at the audit presentation in June, 2018 was the final year of the auditor engagement commitment. Staff has prepared the “Request for Proposals for Professional Auditing Services” (RFP). This is basically an updated version of the RFP that was used the last time. The request is for a 3-year term with an option to negotiate an additional 3-year extension in the future. The 3-year term is designed as a benefit for both the auditing firms and the City for continuity and consistency.

Staff is proposing to send the request out to 4 auditing firms that have experience with cities
in the area. If the Council has knowledge of another firm that you would like to contact, let staff know.

Abdo, Eick & Meyers, LLP – 5201 Eden Avenue Ste. 250, Edina, MN 55436
BerganKDV (current auditor) – 220 Park Ave. S., St. Cloud, MN 56301
CliftonLarsonAllen, LLP – PO Box 1067, St Cloud, MN 56302-1067
Redpath and Company – 4810 White Bear Parkway, White Bear Lake, MN 55110

Staff can also consider how the Council would like to proceed with the selection process. In the past, staff has reviewed the proposals, summarized the proposals and made a recommendation to the Council for selection. Other methods to make the selection can be discussed.

Schumacher asked if it was advertised. Jackson responded that in the past, they have not advertised, but send it out to auditors that are in the business of Municipal audits.

Schumacher stated he was very happy with the Audit prepared by BerganKDV.

ZIMMER MOVED TO SEND OUT THE RFP’S FOR AUDITORS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Accept bids and award contract for the Great Northern Trail

Edison advised that bids were received on August 6, 2019. The City received 4 bids ranging from a low of $908,445.75 to a high of $965,003.90.

<table>
<thead>
<tr>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forest Lake Contracting, Inc.</td>
</tr>
<tr>
<td>Engineers Estimate</td>
</tr>
</tbody>
</table>

The current bidding climate indicated the potential for bids to come in higher based on certain material pricing changes and a labor shortage. Following the bid opening, staff reached out to MnDOT Federal Aid requesting additional funding due to the high bids. Federal Aid did respond favorably and agreed to additional funds up to 80% of the construction costs. The additional funding results in a local contribution similar to the expected contribution presented in the past.

In July, 2018, City Council approved a Franchise Fee Trail and Park Improvement Program to have a vision and planned approach to park and trail development, as well as steps to fund and implement the Plan. The City Council approved the implementation of Franchise Fees in 2018 as a method to fund the Trail and Park Improvement Program. The Princeton Trail Connection project was part of this Plan and the following table provides the anticipated contribution for funding the trail project as part of the Franchise Fee program.
The current project costs as the project was bid can be seen in the following table:

<table>
<thead>
<tr>
<th>Project Costs (As Bid)</th>
<th>Total Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$908,446</td>
</tr>
<tr>
<td>Design</td>
<td>$162,037</td>
</tr>
<tr>
<td>ROW/Wetland Mitigation</td>
<td>$39,483</td>
</tr>
<tr>
<td>Geotechnical (Material Testing)</td>
<td>$25,000</td>
</tr>
<tr>
<td>Construction Administration</td>
<td>$95,000</td>
</tr>
<tr>
<td><strong>Total Project Cost</strong></td>
<td><strong>$1,229,966</strong></td>
</tr>
</tbody>
</table>

The current funding breakdown is as follows:

<table>
<thead>
<tr>
<th></th>
<th>TAP Funding</th>
<th>Additional TAP Funding</th>
<th>Local Funding</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$509,691</td>
<td>$217,066</td>
<td>$181,689</td>
<td>$908,446</td>
</tr>
<tr>
<td>Design</td>
<td>$162,037</td>
<td></td>
<td>$162,037</td>
<td>$324,074</td>
</tr>
<tr>
<td>ROW/Wetland Mitigation</td>
<td></td>
<td></td>
<td>$39,483</td>
<td>$39,483</td>
</tr>
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<tr>
<td>Construction Administration</td>
<td></td>
<td></td>
<td>$95,000</td>
<td>$95,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$509,691</strong></td>
<td><strong>$217,066</strong></td>
<td><strong>$503,209</strong></td>
<td><strong>$1,229,966</strong></td>
</tr>
</tbody>
</table>

Supporting Documentation
- Bid Summary
- Letter of Recommendation
- Construction services proposal

Recommendation
The following is recommended by the Princeton City Council:

- Accept bids and award the contract to Forest Lake Contracting, Inc. in the amount of $908,445.75, and authorize construction phase services to be performed by WSB in an amount to not exceed $120,000 for the Princeton Trail Connection Project.
Schumacher stated he originally thought we were going to wait and put it out for new bids in the spring, but with the extra TAP funding, it may be better to go with this one. Edison agreed, and said while we may get a little better bid redoing it in the spring, the extra TAP money would not likely be there.

Jackson stated that the city has received two quarters of Franchise fees so far. If we receive the same amount, it will total about $180,000 per year, which is about $5000 less than was originally predicted.

ZIMMER MOVED TO AWARD ACCEPT THE BIDS AND AWARD THE CONTRACT TO FOREST LAKE CONTRACTING FOR $908,445.75. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Approve Proposal for Construction Services for Trail Connection Project.

Edison provided the WSB is pleased to provide you with the following proposal for construction services relating to the Princeton Trail Connection Project.

A low bid has been received for the Princeton Trail Connection Project. Improvements include the construction of a bituminous trail from Rum River Drive at TH 169 to the Great Northern Depot and Rum River Trail located at the Mark Park Athletic Facility.

WSB’s project scope and proposed work plan are based on our design of the project, MnDOT/Federal Aid Requirements, and experience on similar projects.

Task 1 – Project Management
This task includes coordination of all construction activities with the on-site construction observer and contractor on behalf of the City. This will include:
- Conducting the preconstruction meeting and weekly on-site construction meetings.
- Preparing and distributing meeting minutes.
- Addressing project design and contractor questions.
- Providing the City with weekly updates on the construction status.
- Meetings with City staff and property owners as necessary.

Task 2 – Construction Inspection Services
WSB will provide the day-to-day construction observation, coordination, and project documentation. This will include:
- Completing a pre-condition review of the project and coordinating with the contractor prior to construction commencing.
- Completing and submitting all City and MnDOT/Federal Aid project documentation required.
- Ensuring that all aspects of the project meet the requirements in the plans and specifications.
- Coordinating the construction activities with the property owners affected by construction and ensuring they are informed on any issues related to their specific property.
- Keeping the City and Project Manager informed on the status of construction on a daily or weekly basis.

It is assumed that the main construction observer will be on site part time an average of 50 hours per week for approximately 8 weeks to meet the estimated completion dates set for the project.
The construction schedule is expected to span over the course of six to eight weeks. These hours are estimates and could be increased or decreased, depending on the timeframe of construction (contractor working hours) and contractor performance. If more observation time is determined necessary than we have estimated, WSB will not exceed this amount without the City’s prior approval.

**Task 3 – Contract Administration**
WSB will provide overall construction contract management for the project. This will include:
- Completing and submitting all MnDOT/Federal Aid documentation required.
- Preparation, submittal, and securing approval for any change orders through the City.
- Shop Drawing review and approval.
- Material testing coordination and documentation review.
- Preparation and submission of monthly pay requests.
- Coordinating the final project closeout including final pay voucher and ensuring that all punch list items and warranty items have been addressed.

**Task 4 – Survey**
WSB will provide surveying services during construction. WSB’s survey crew will be available as needed to locate and provide all necessary staking for the contractor. The survey crew will be scheduled through the on-site construction observer.

**Task 5 – Material Testing**
WSB will provide material testing during construction. WSB’s testing staff will be available as needed to provide all required material testing for the project. Material testing staff will be scheduled through the on-site construction observer.

**PROPOSED FEE**
Based on the above scope of work, we estimate our fee for the construction to be $120,000. The hours and cost are based on our best estimation of the project at this time. The estimated cost is based on our 2019 fee schedule. These rates will, therefore, be used for the duration of the project.

If the Council is in agreement with the project understanding, scope of services, and fee as outlined, please have the City signature block of this letter signed and return one copy to WSB. Should the City request additional services outside of the outlined scope of services, we will work with you to revise the scope and fee accordingly.

ZIMMER MOVED TO APPROVE THE CONSTRUCTION SERVICE PROPOSAL WITH WSB. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. QT Petroleum on Demand Fuel Terminal Purchase Agreement

Barbian advised that the City of Princeton received a MNDOT grant to purchase a QT Pod Self-serve Fueling terminal. The automated terminal will be installed with a modem-based platform to send and receive information, credit card in which billing will occur. This platform requires a subscription to operate. The subscription allows the processing of credit card over the EPIC Fuels label utilizing US Bank. Attached you will find a subscription service agreement, EPIC Fuels Setup Forms and US Bank agreement to provide the cloud-based service. This will enable various sales to be processed and reports to be compiled.
Staff recommends that the Council approves staff entering the Subscription Service Agreement, complete the EPIC Fuel Account Setup forms and US Bank agreement in order for the system to operate.

J GEROLD MOVED TO APPROVE THE PURCHASE OF THE QT POD. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Epic Aviation LLC Customer Account Approval

J Gerold asked what the City pays for the current system. Jackson responded that there are no yearly fees with the current system. This system will give staff much better control.

REYNOLDS MOVED TO APPROVE THE AGREEMENT WITH EPIC AVIATION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Princeton Township discussion

Barbian stated that the City of Princeton and Princeton Township started discussions on how the jurisdictions may work together to improve road conditions on 33rd and 82nd Street.

The discussions covered Road Conditions & recommended work, Engineers Estimate, Funding sources to pay for improvements, Assessments, Options for Boundary adjustments, orderly annexation agreements and annexations.

There were a few points in which a consensus amongst both the City and Township developed which may warrant further exploration and consideration. These items being:

a) Recognition of a need to improve all of 33rd and 82nd giving priority to improving 33rd Street west of and 82nd Ave. and 82nd south of 33rd due to the high traffic.

b) Work with Mille Iacs County Commissioners on reopening the Local Option Sales Tax (LOST) project listing to include 33rd and 82nd as a county routes with regional importance.

c) Identifying a project area and project lead, Township or City.

d) Work with School District to identify outside funding for their proportional share.

e) Obtaining bids for preliminary engineering.

f) To pay a proportional share of the cost of preliminary engineering to advance project to further discussions and Joint Powers Agreement.

g) That a joint powers agreement be considered.

To consider further steps the City of Princeton City Council may wish to offer. The City of may want to discuss and consider going on record in support of one or more items which may include items listed above.

Zimmer stated he feels the Township should take the lead, as the roads are primarily in the Township. We need to work with the School District as well. He thinks the road improvements would be a benefit to the community, but most of those roads are in the township.

Schumacher’s thought is to draft a joint powers agreement and that the City will be a partner on the portion that is in the city limits. He would like staff to draft a letter to send to the Township.
Zimmer added that it is important to mention the local option sales tax and the option of assessments. Schumacher suggested that the letter state that the City would partner on their portion if the Township decides to do the project.

Zimmer would like to have a good idea on the cost. Edison stated her numbers are fairly accurate for prices today, and some contingencies were added as well.

Barbian would like a consensus from the Council. It appears the council would like the Township to identify a project, and the city would partner on it. The City and Township should also with the School District.

Edmonds stated that he recalls Princeton Township had said they would not improve that road, so he went into that meeting thinking that. Reynolds agreed, and said that seemed to change when they got to the meeting.

F. Sale of Land to West Birch Estates – Resolution 19-34

Barbian advised that the City of Princeton entered into discussions in 2015 and an agreement to sell property to West Branch Estates of Princeton Limited Partnership, a Minnesota Limited Partnership who is affiliated with Central Minnesota Housing Partnership (CMHP) in June of 2016. Since this time the Purchase Agreement has had 3 amendments, all approved and executed. The most recent amendment extending the time in which the transaction is allowed to close within. The sale is to close by October 31, 2019.

In 2018 the Development Agreement and TIF Agreement were drafted and approved by both the City of Princeton and West Branch Estates. Unexpected hurdles caused Central Minnesota Housing Partnership to modify the project and obtain additional financial commitments which have now been completed. The project is proceeding to closing with MN Housing.

The Development Agreement and TIF Agreement approved list dates which need to be modified in order to have accurate documents. The changes have been reviewed by Tammy Omdal, Managing Director of Northland Public Finance the City’s TIF consultant and City Attorney Paul Dove, both approving the changes indicating that at this time the changes do not materially impact the project. Redline documents are in the packets.

A Resolution has been prepared authorizing the sale of the property and execution of the necessary documents including the Development Agreement, TIF Agreement and closing paperwork.

Staff recommends approval of the resolution as provided which includes the changes to the TIF Agreement and Development Agreement.

1. Development Agreement

2. TIF Development Agreement

REYNOLDS MOVED TO APPROVE RESOLUTION 19-34 APPROVING THE SALE OF LAND, APPROVING THE DEVELOPMENT AGREEMENT AND TIF AGREEMENT. J. GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
G. Façade Design Guidelines and Grant Program

Hillesheim advised that 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 store fronts.

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 seven 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 MacDonald and Mack Architects held a community meeting gathering ideas from building owners, businesses and community members.

In June, Bob Mack from the architecture firm debuted the case studies and presented the proposed design guidelines for the Planning Commission, EDA and interested community members. Each member of the Planning Commission was furnished with a copy of the Design Guidelines and the document was also shared on Facebook and the City of Princeton website. At the July and August monthly Planning Commission Meetings the guidelines and application were further discussed and considered. The guidelines and application were also considered at the EDA meeting in August. The program application, as originally drafted called allowed for up to 300.00 for design fee reimbursement, both the Planning Commission and EDA believe this should be increased to 500.00 as noted in the proposed redline attached to this memo.

The Planning Commission and EDA both recommend the adoption of the proposed guidelines and Façade Grant Application to ensure downtown redevelopment projects are able to obtain a grant and provided direction on architecturally appropriate designs to shape a downtown Princeton atmosphere.

The recommendation from city staff is to consider adopting the proposed Design Guidelines and adopt the Façade Grant Application to establish the program.

ZIMMER MOVED TO APPROVE THE FAÇADE DESIGN GUIDELINES AND GRANT PROGRAM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $149,799.72 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79774 TO 79854 FOR A TOTAL OF $219,231.34. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

1. Radio / Cell Tower
Zimmer asked for an update on the cell / radio tower. Barbian replied that Lawrence recently spoke with a new AT&T representative. AT&T is still reviewing the contract. It is a little different than the standard agreements they usually do, so it is taking a little longer. Barbian added that AT&T has 18 months after signing the contract to determine to move forward or not.

2. Snow Removal on Rum River Drive

Zimmer wanted to bring up Snow Removal for Rum River Drive, as time goes quickly and winter will be here soon. Schumacher replied that the quarterly meeting with the County on September 12th, so it will be discussed.

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:33PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

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Shawna Jenkins Tadych
City Clerk

ATTEST:

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Brad Schumacher, Mayor
City Clerk