1. Call to Order

2. Approval of Minutes of Regular Meeting on February 27th, 2017 - Tab A

3. Agenda Additions/Deletions

4. Public Hearing:
   A. Ordinance Amendment to B-3 Zoning District for Mini Storage - Tab B
   B. #17-02 Amendment to Princeton Speedway Conditional Use Resolution – Tab C

5. Old Business:
   A. Pole Type Construction in B-3 District (Continued) – Tab D

6. New Business:
   A. W.S.B. Comprehensive Plan - Presentation

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

8. Adjournment
THE MEETING OF THE PLANNING COMMISSION BOARD HELD ON FEBRUARY 27, 2017, 
AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Victoria Hallin. Members present were Faith Goenner, Jeff Reynolds, and Dan Erickson. Staff present were Jolene Foss (Comm. Dev. Director) and Mary Lou DeWitt (Comm. Dev. Assistant).

OATH OF OFFICE:
Dan Erickson took the Oath of Office.

APPROVAL OF MINUTES OF THE REGULAR MEETING ON JANUARY 23rd, 2017
REYNOLDS MOVED, SECOND BY GOENNER, TO APPROVE THE MINUTES OF JANUARY 23, 2017. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

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

PUBLIC HEARING:
A. Rezoning 907 2nd Street South to Essential Services Overlay District
Community Development Director Memo:

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

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

Applicant Request. The applicant has met with the Community Development Assistant explaining the rezoning request. The applicant purchased the property in 2016. The usage for this parcel includes storage of transformers, poles, etc. The PUC intends to construct fencing similar to that which is found at substations.

ALALYSIS

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

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

**Review Standards.** The Zoning Ordinance does not list review standards for rezoning applications. However, many communities utilize the following factors as review standards in rezoning request, which are being provided as information:

1. The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the official city comprehensive plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms to all performance standards contained in this code.
4. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.
5. Traffic generation by the proposed use is within capabilities of streets serving the property.

**CONCLUSION/RECOMMENDATION**

Staff recommends approval of the rezoning request from R-3 to include an Essential Overlay District.

End of Staff Memo

Foss said the Public Utilities submitted an application for rezoning the site they purchased at 907 2nd Street South. This parcel was owned by Mille Lacs County and they were using it for a recycling site and that was not an allowed use.

Foss said the property owner of 908 3rd Street South had contacted her and disapproves of this rezoning. The owner possibly would like to build a residential structure that could be two to three stories high. Foss does not believe this will cause any negative impact to the lot on the south of this site.

Hallin opened the public hearing.

Public Utilities staff present to answer questions were; Connie Wagen (General Manager), Jon Brooks (Electric Superintendent), and Scott Daniels (Water Superintendent).

Tim Siercks, 218 11th Avenue South, owns a townhouse to the west of this site. He is also representing the townhouse association. He does not have a problem with what they plan to use it for, but is asking that they put up fencing that blocks the view of what is inside.

Scott Daniels asked if a chain link fence with slats would be okay.
Siercks said that would be fine.

DeWitt said the Fence Ordinance states front yard fence height cannot be above three and a half feet. This is one of the reasons for rezoning this to Essential Services Overlay is to allow the same fencing they have at their other two property sites that has the ES Zoning. The fencing is a six foot chain link fence with a foot of barb wire on the top. DeWitt looked through the files when the other two sites were rezoned for Essential Services Overlay and could not find any information on the fencing they were installing. Because of the material that will be stored at the site, the fencing will be needed. It is understood that a three and a half foot fence will not protect the property inside so DeWitt asked the applicant if they will keep the fence side facing the road clear of the slats for visibility. This will be where the gate will be for the fencing also. DeWitt asked Siercks if he is okay with that also.

Connie Wangen said that will work fine.

Siercks said that will work. They only needed the blocker facing them.

Foss asked if there will be more traffic at this site.

Daniels said no, less traffic than there was with the public recycling center that was there. This is just for the Public Utilities use for storage.

Goenner said what if this site wanted to go back to residential.

Foss said this is an overlay district, but remains residential.

Erickson asked the applicants if this site would be a hard surface lot.

Daniels said crush concrete or class five would be put down so it still can drain.

Erickson asked what had the site been use for prior to them buying it.

Wangen said a recycling center site.

Jon Brooks said the back half of this lot was over grown.

Wangen said there was an environmental review and MN Pollution Control Agency records for this site that she will give a copy to Foss. There are transformers and electric poles that will be stored at the site. No chemicals will be in there.

REYNOLDS MOVED, SECOND BY GOENNER, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.
REYNOLDS MOVED, SECOND BY ERICKSON, TO APPROVE ITEM #17-01 REZONING FROM R-3, MULTI-FAMILY RESIDENTIAL DISTRICT, TO ES, ESSENTIAL SERVICES OVERLAY DISTRICT, AT 907 2ND STREET SOUTH, ON THE PROPERTY DESCRIBED AS LOTS 7-9, BLOCK 5, EX E 30 FEET, CATER'S SECOND ADDITION, PID #24-161-0390. THERE IS ALSO APPROVAL OF THE SIX FOOT CHAIN LINK FENCE WITH A ONE FOOT BARB WIRE ADDED TO THE TOP. THERE WILL BE SLATS INSTALLED IN THE FENCING ON THREE SIDES AND THE SIDE FACING SECOND STREET SOUTH WILL NOT HAVE THE SLATS. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

The Planning Commission Board reviewed the Findings of Fact:
1. Is the rezoning consistent with the Princeton Land Use Plan. Yes.
2. Have there been changes in the character of development in the vicinity? No.
3. Does the rezoning constitute spot zoning of the property? No.

B. Ordinance Amendment for R-2 Residential District Creating a Non-Conforming Lot
The City Council approved Ordinance Amendment #744 for R-2 Residential District creating a non-conforming lot on January 12, 2017. The table that was placed in the Ordinance was that of R-3 Multi-Residential Zoning District. This amendment has to come back for a public hearing with the correct language.

Foss said when she was putting the Ordinance together, she made an error and cut the R-3, Multiple Residential table instead of the R-2 Residential table. To correct the amendment, it needs to come back to the Planning Commission for a public hearing. It would then need to go before the City Council for final approval. She is hoping to have it on the Council agenda for March 9th, 2017.

Hallin compared the Ordinance Amendment #747 to what is in the Zoning Ordinance book and she sees in the table under Item J., Rear Yard Minimum Alley Setback, in Section "Other Building", the 15 foot setback is missing.

Foss will correct that.

Hallin opened the public hearing.

There were no questions from those in the audience.

GOENNER MOVED, SECOND BY REYNOLDS, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY GOENNER, TO APPROVE AND FORWARD TO THE CITY COUNCIL, THE ORDINANCE AMENDMENT FOR R-2 RESIDENTIAL DISTRICT CREATING A NON-CONFORMING LOT, WITH THE 15 FOOT SETBACK FOR THE REAR YARD MINIMUM ALLEY
SETBACK FOR OTHER BUILDING, PUT BACK IN THE TABLE. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS:
A. Pole Type Construction Prohibited in B-2 District
Community Development Director Memo:

At the January 2017 Planning Commission meeting, there was a proposed amendment to prohibit pole-type construction in the B-2 Zoning District. This suggested amendment was not approved and questions were asked regarding why the Planning Commission would not want to allow this type of development in B-2. A request to see if other communities allow this type of construction in B-2 was made.

In looking into this request, staff was reminded of the information gathered from communities when searching for the allowance of alternative building materials in B-3 Zoning District. The other communities that were surveyed did not distinguish between the B-2 and B-3 Zoning District.

Please see below:

Staff contacted several communities that are in the region or are of similar size and this is what was found:

Zimmerman: Pole frame construction is allowed in industrial and commercial, some standards on sheet steel exterior.

Elk River: Pole type structures are allowed in Industrial.

Milaca: Pole type structures are allowed in commercial and industrial.

Cambridge: Nothing that states pole type structures are not allowed. Architectural metal siding as an accent only, no more than 35% on exterior.

Circle Pines: Nothing in ordinance regarding pole type structures.

Baxter: Nothing specific in place regarding post frame construction. Architectural standards put in place. Non Architectural sheet metal in MN-1 up to 20% on front façade and up to 100% on other facades. MN-2 – 40% on front.

St. Cloud: The Land Development Code only addresses exterior materials in the Industrial Districts. Any internal structure allowed by the Building Code is permitted.
B. Design Standards: The following design standards apply: 1. All exterior wall finishes on any building must be any single one (1) or combination of the following: a. Face brick, b. Natural stone or cultured stone, c. Specially designed pre-cast concrete units, if the surfaces have been integrally treated with an applied decorative material or texture, d. Membrane, e. Factory fabricated and finished metal-framed panel construction, if the panel materials are any of those named Paragraphs 1 through 3 above, glass, prefinished metal (excluding unpainted galvanized iron), or plastic f. Other material as may be approved by the Zoning Board of Appeals 2. All subsequent additions and outbuildings constructed after the original building(s) must be harmonious in architectural design and general appearance. 3. Any other exterior wall finishes or any changes in architectural design must be approved by the Zoning Board of Appeals.

In the City owned business park, the covenant does not allow pole type structures.

Maple Grove: Prohibits pole type construction by reference to exterior standards, no types of sheet metal for exterior in Commercial or Industrial.

Little Falls: The City of Little Falls’ ordinance doesn’t really treat pole buildings differently than other buildings in commercial and industrial developments – at least not from a zoning perspective. All buildings are subject to the building code and if you had specific questions about how that is handled the City’s contracted building inspector is David Barsody and you can contact him.

Staff has determined that there is no significant difference in other communities regarding B-2 versus B-3 Zoning Districts and alternative building materials. The City of Princeton has been encouraging growth and development, especially in the B-3 Zoning District. The allowance of alternative building materials, including pole type construction, is a way the City can encourage growth. By extending the allowance into the B-2 will allow for some redevelopment and in-fill development, but there is not a lot of undeveloped acreage in B-2 at this time. It is staff’s recommendation to leave the B-2 Chapter as stated in the states, “Or other materials approved by the Planning Commission if determined to have a similar or better longevity and durability as material listed above,” in the General Design Criteria. Any proposed development in B-2 will be subject to a Site Plan Review by the Zoning Administrator and would be presented to the Planning Commission for approval. If there was a request to use alternative building material, a thorough review and verification that the developer will meet all of the design criteria will be completed.

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

Foss said it was suggested to prohibit pole type buildings in the B-2 District. The Zoning Ordinance states that if it is not in there it is not allowed. In the B-2 Zoning Ordinance it does
state, “Or other materials approved by the Planning Commission if determined to have a similar or better longevity and durability as material listed above.” There was not a large difference in the allowance for alternative building materials. She is thinking that we leave it as is. If we leave it then it will not be allowed.

Reynolds would like to see it clear one way or the other. There are advances in pole type construction. He does not see any reason to discriminate against the building materials.

Foss said it could come to the Planning Commission for other building materials and they would bring their plans and see if it fits in the building code if we leave it as it is.

Reynolds said just so we are not prohibiting pole building.

Foss said alternative building materials could allow a less quality material.

Hallin said it could be left as is or if there is a change needed to not allow them.

Erickson said if left as is the pole building is allowed.

Foss said it would have to go through the Planning Commission for the materials and such.

Hallin said it would then be allowed.

Foss supports it to be allowed if the building materials are looked over by the Planning Commission.

Goenner likes to have the language in there just like it is in B-3 District where the description is there.

Foss said she understands and is not sure if we want to have the language where it is allowed and encouraging pole type construction. It is a fine line. It is the Planning Commissions call.

Goenner asked Reynolds what he thinks. Does the wording cover what we have in the B-3 District.

Reynolds understands what she is saying and said it is good to have the wordage.

Foss said the Planning Commission should review what is allowed in B-2 District and if they want more wordage, she could draft that up.

Reynolds wants the wording in the B-2 Zoning Ordinance so there are no questions.

Goenner said from what Foss said, it should not be allowed if it does not state it.
Foss said other similar building materials would be allowed. It does not state building materials. She would review it first.

Hallin said have a language change for the B-2 District where it is clear.

Reynolds said yes, have the wordage clear so it helps the Zoning Administrator.

Foss said she would see what the materials are and if okay, bring it to the Planning Commission. If they did not like the materials then the Developer would have to make changes.

Hallin asked how they know what the State guidelines are.

Foss would ask the Building Inspector. Foss recommends leaving the wording as is. If the Planning Commission wants the wording changed, she will review it, and bring it back to them.

B. Mini Storage Moratorium

Community Development Director Memo:
On December 8th, 2016 the City Council approved a moratorium on the issuance of any Interim Use Permit within the City of Princeton and, further, the City Council requires staff to initiate a study regarding the impacts of storage facilities within the city.

Prior to the moratorium, mini-storage facilities were allowed with an Interim Use Permit in B-3 General Commercial District.

* Mini-storage facilities, including exterior and interior only accessible facilities provided that:

(a) No building to exceed 4,000 square feet with no more than 4 buildings per site.

(b) No site shall be closer than 1,000 feet from another mini-storage facility.

(c) No buildings shall be closer than 50 feet from a neighboring residential zone.

(d) Units are to be used for dead storage only. Units are not to be used for retailing, auto repair, human habitation, or any commercial activity. Storage of any flammable or hazardous material is prohibited.

(e) No outdoor storage is permitted.

(f) The facility shall be secured by either the walls of the structure and/or fencing. All doors on the units shall face inward and away from the street.
Upon further research, it was clear that issuing an interim use permit for mini-storage was not the correct procedure. Interim Use Permits are for temporary use of a property until a particular date, until the occurrence of a particular event or until zoning regulations no longer permit it. A Conditional Use Permit (CUP) is a more appropriate permitting process as CUP’s are a property right that runs with the land so it attaches to and benefits the land and is not limited to a particular land owner.

In researching the existing mini-storage ordinance, Staff created a map that shows the existing storage facilities, highlighting the 1,000 foot buffer required around them. Staff also created a map showing where the remaining B-3 zones are and where potential storage facilities could be allowed.

Staff is requesting the Planning Commission evaluate the remaining locations where storage facilities could be located and determine if that would be the best use of that land.

Foss said there are three areas in B-3 District; Aero Business Park, Sterling Point, and Princeton Auto. An Ordinance Amendment will be coming to the Planning Commission where they will need a Conditional Use Permit instead of currently allowed with an Interim Use Permit. Foss asked the Planning Commission Board if they would like to continue to allow mini-storages in B-3 District or just have them allowed in Industrial District. Both have pros and cons. They are not much of a tax value increase.

Hallin does not want them by Sterling Point or Aero Business Park.

Tim Siercks asked why we want to send people out of town to rent a mini-storage unit if these are filled. Why not allow more in to bring people to town.

Erickson asked if there is Industrial land available.

Foss said by the Princeton Hockey Arena, Pike’s Auction, and Sylva.

Erickson said the only way for that to be financial feasible is if they got the lots for a dollar.

Foss said Aero Business Park has a draft Developer’s Agreement and in it the building for a one acre site would have to be starting at $400,000. There is a site across the street from Aero Business Park that meets the criteria and she could see a mini-storage going there.

Goenner said she understands a mini-storage could also bring people to Princeton.

Reynolds said it depends if they are needed or not. He does not see a problem with one mini-storage next to another. He does not see a reason for no site shall be closer than 1,000 feet from another mini-storage facility. He does not want them in the retail.
Erickson said if someone came in with a controlled environment storage facility where there is temperature control inside the facility. Those are nice facilities. He believes that they are financial feasible to build those on these lots. He could see a control environment facility that is completely enclosed.

Hallin said the criteria for Aero Business Park is each parcel has to have two full times jobs. She would like them out of B-3 Zoning District.

Erickson said to take out the 1,000 foot rule in the Ordinance.

Foss is not sure why it is there and she could look into it.

Erickson said mini-storage is important for a growing community. It is popular right now. If we are a growing community it is needed.

Goenner said if you live in an apartment, you need them.

Erickson said he moved to town and needed storage. He does not want to see a restriction for mini-storage facilities and he does believe the 1,000 foot barrier should be removed.

Reynolds agrees.

Erickson said visibility is not a requirement for this type of building.

Foss said in the B-3 District it would be highway visible. Maybe keep them for highway visibility. She is not certain how she feels about it. She is concerned on Aero Business Park having them, but the criteria takes that away. Rivertown Crossing lots she is concerned about if they are allowed there.

Erickson said mini-storage is a low traffic area.

Foss said if allowed in the B-3 District it would still need to be changed to a Conditional Use Permit instead of the Interim Use Permit. It would have to come to the Planning Commission for the Conditional Use Permit and they do not have to allow it if it does not meet the Comprehensive Plan.

Reynolds said if a mini-storage was built and then the area was doing better, it could be sold and torn down, and another building could be built.

Hallin said if left as it is, they have to come for a Conditional Use Permit, and the Planning Commission decides if we grant it.

Foss said there would have to be factual evidence on its impact where it can be denied.
Hallin asked why there is that 1,000 foot buffer between mini-storage units.

Erickson said he has a mini-storage facility in Baldwin Township and there is a competitor close by and that is actually helpful.

Foss said the Council approved the moratorium on mini-storage facilities and she will ask the Council to lift the moratorium. We will keep it allowed in the B-3 Zoning District with a Conditional Use Permit.

Goenner asked why the moratorium was put in place.

Foss said so the Planning Commission could decide if they wanted it in the B-3 Zoning District or in Industrial.

Erickson said he is not for limiting someone.

Hallin commented that she does not want to see mini-storages allowed in Rivertown Crossing.

Reynolds said you cannot say they are not allowed in B-3 Zoning District.

Goenner said if we cannot come up with facts to not approve a mini-storage facility, the Planning Commission would have to approve it.

Foss said in the Zoning Ordinance it states five items of criteria that needs to be compatible to the Ordinance and has to go along with the Comprehensive Plan. It does not violate the health, safety or general welfare of the Princeton residents. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation. Adequate parking and loading is provided in compliance with the Ordinance. Possible traffic generation and access problems have been addressed. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity. The proposed use conforms to the City’s Comprehensive Plan and is compatible with present and future land uses of the area. If the future Land Use Plan is the only one that does not go with the request, it could maybe make it not happen. It would be difficult to find negative findings to deny it. Staff recommends leaving it in the B-3 Zoning District with a Conditional Use Permit.

Reynolds moved, second by Hallin, to leave mini-storage facilities in the B-3 General Commercial District and amend the Ordinance to allow them with a Conditional Use Permit instead of the Interim Use Permit. Upon the vote, there were 4 Ayes, 0 Nays. Motion carried.

Foss said she would have the public hearing ready for March 20th, 2017 Planning Commission
meeting and will look into the 1,000 foot buffer.

**NEW BUSINESS:** None

**COMMUNICATION AND REPORTS:**
A. **Verbal Report**
There was no verbal report.

B. **City1 Council Minutes for January, 2017**
The Planning Commission Board had no comments.

GOENNER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:30 P.M.

**ATTEST:**

____________________________  ______________________________
Victoria Hallin, Chair          Mary Lou DeWitt, Comm. Dev. Assistant
City Staff is requesting the consideration of an Ordinance Amendment to the B-3 General Commercial District:

ORDINANCE #748

AN ORDINANCE AMENDING THE ZONING ORDINANCE CHAPTER V (ZONING DISTRICT), SECTION 10 OF THE B-3 GENERAL COMMERCIAL REGARDING MINI STORAGE FACILITIES PERMITTED BY THE ISSUANCE OF AN INTERIM USE PERMIT TO BE CHANGED TO THE ISSUANCE OF A CONDITIONAL USE PERMIT

*****************************************************************************************************

Section 1. Zoning Ordinance is amended as follows (underline indicates additions; strike-through indicates deletions):

C. Conditional Uses (Rev. 02-11-16; ord. 729)

* Mini-storage facilities, including exterior and interior only accessible facilities provided that:

(a) No building to exceed 4,000 square feet with no more than 4 buildings per site

(b) No site shall be closer than 1,000 feet from another mini-storage facility.

(c) No buildings shall be closer than 50 feet from a neighboring residential zone.

(d) Units are to be used for dead storage only. Units are not to be used for retailing, auto repair, human habitation, or any commercial activity. Storage of any flammable or hazardous material is prohibited.

(e) No outdoor storage is permitted.

(f) The facility shall be secured by either the walls of the structure and/or fencing. All doors on the units shall face inward and away from the street,
D. Interim Uses (Rev. 02-11-18; Ord. 729)

*Mini-storage facilities, including exterior and interior only-accessible facilities provided that:

(a) No building to exceed 4,000 square feet with no more than 4 buildings per site

(b) No site shall be closer than 1,000 feet from another mini-storage facility.

(c) No buildings shall be closer than 50 feet from a neighboring residential zone.

(d) Units are to be used for dead-storage only. Units are not to be used for retailing, auto-repair, human habitation, or any commercial activity. Storage of any flammable or hazardous material is prohibited.

(e) No outdoor storage is permitted.

(f) The facility shall be secured by either the walls of the structure and/or fencing. All doors on the units shall face inward and away from the street.
MEMORANDUM

TO: Planning Commission
FROM: Jolene Foss, Community Development Director
SUBJECT: Princeton Speedway, Inc. Conditional Use Permit Amendment to resolution #02-13
DATE: March 20th, 2017

BACKGROUND
Princeton Speedway, Inc. is requesting an amendment to PC Resolution #16-03 for an extension of the 11:00 P.M. curfew to 12:00 am on approximately 4 race nights (May 12th, floating night in June, floating night in July and August 4th) of the 2017 racing schedule, at Princeton Speedway in an A-2 Agricultural District at 1400 3rd Street North (Mille Lacs County Fairgrounds) for the 61st Year of Racing. They are proposing no Saturday or Sunday races and no rain out dates.

Proposed Schedule:
Apr. 21st and 28th
May 5th, 12th, 19th, 26th
June 2nd, 9th, 16th, 23rd, 30th
July 7th, 14th, 21st, 28th
August 4th, 11th, 18th 25th
September 1st

ANALYSIS
Princeton Speedway, Inc. is seeking an extension of the 11:00 P.M. curfew on approximately 4 of the scheduled race nights.

CONDITIONAL USE PERMIT
A resolution authorizing an amendment to the Conditional Use Permit for an extended curfew until 12:00 am on approximately 4 nights is being requested.

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: The proposed use will have no significant effect in regards to erosion, runoff, water pollution and sedimentation.

3. Adequate parking and loading is provided in compliance with the Ordinance.
Comment: Adequate parking and loading design is in compliance with the ordinance.

4. Possible traffic generation and access problems have been addressed.

Comment: The proposed use appears to have no negative impact on traffic generation or accessibility.

5. The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.

Comment: The proposed use can be accommodated with existing public services and will not overburden the city’s service capacity.

6. The proposed use conforms to the City’s Comprehensive Plan and is comparable with present and future land uses of the area.

Comment: The proposed use conforms to the City’s Comprehensive Plan and is comparable with present and future land uses of the area.

STAFF RECOMMENDATION

Upon review of the conditional use permit request, staff recommends that this permit be granted with the following conditions:

1. Friday night races shall end by 11:00 P.M. except on four nights of the season (May 12th, floating night in June, floating night in July, and August 4th).

2. Traffic will be encouraged to exit through the pits and away from the residential streets.

3. Litter will be picked up within a four block radius by management.
I am Holly Orpen the new Manager/ Promoter at Princeton Speedway. All of our scheduled events happen on a Friday night. We are asking that 4 nights be granted that we can go past curfew and go until midnight if necessary. We are asking that one be in May, one in June, one in July, and one in August. That includes two floating nights one in June and one in July depending on when our sprint car nights are.

We have taken into consideration and have in place traffic routing from our drivers after the event so as not to disturb all of the neighbors. It is suggested that they exit from the pits and go by Walmart to get to wherever they may need to go. As far as the litter the owner Cliff Sarker and myself try to get there as soon as possible on Sunday morning to clean up what we weren’t able to Friday nights. This will continue again this year. We also make about a four block radius around the track to pick up garbage that may have blown out or that was thrown out by spectators.

Most nights last year we were done fairly early (around 10pm) and we will try to continue this again this year. There are some nights though that we are asking to extend our curfew. Not that it is a definite but we want to have that leeway to plan for the unexpected.

This will be Princeton Speedways 61st year in business and we look forward to seeing you out there.

Thanks for your consideration,

Holly
PC RESOLUTION #16-03

A RESOLUTION AUTHORIZING A CONDITIONAL USE PERMIT AMENDMENT TO PC RESOLUTION #15-04 TO EXTEND THE CURFEW ON FOUR NIGHTS (IF NEEDED) AND ADD AN ADDITIONAL SATURDAY TO THE SCHEDULE FOR AUTOMOBILE RACING AT PRINCETON SPEEDWAY IN AN A-2 AGRICULTURAL ZONING DISTRICT AT 1400 THIRD STREET NORTH (MILLE LACS COUNTY FAIRGROUNDS)

Legal Description: S 295 FT OF SE OF SE, EX E 755 FT, & EX.69A PARCEL #12 TO HY 169, SEC 29, TWP 36, R 26; W 17.1 ACRES OF NE OF NE, EX S 300 OF E 200 FT, & EX 5A PARCEL #11 TO HY 169 (FC), SEC 32, TWP 36, R 26; S 295 FT OF E 748.4 FT OF SE OF SE, SEC 29 & N 835 FT OF E 755 FT OF NE OF NE SEC 32 DES IN BK 69 P 104, & PART OF BLK 14-3RD ADDN TO OAK KNOLL CEME, & PART OF TRS DES IN BK 57 P 594 LYING S'LY OF A LINE DES IN 10/15/96 SKETCH, SEC 29 & 32, TWP 36, R 26; PIDS #24-029-0901, 24-032-2802, AND 24-029-1200.

WHEREAS, Princeton Speedway has submitted an application for a Conditional Use Permit amendment for an extension of the 11:00 P.M. curfew on four race nights to end at 11:30 P.M. (if needed), and add an additional Saturday to the schedule for automobile racing in an A-2 Agricultural Zoning District at 1400 Third Street North; and

WHEREAS, a representative from Mille Lacs County Agricultural Society has signed off on the Conditional Use Permit application; and

WHEREAS, the conditions for PC Resolution #02-13 and PC Resolution #15-04 will still be in place with the exception of the extended hours of four nights till 11:30 P.M. (if needed) and the additional Saturday added to the schedule; and

WHEREAS, a public hearing was held by the Planning Commission on March 21, 2016 after due published and posted notice had been given, and a reasonable attempt was made to give personal notice to all affected property owners, and all persons interested were given an opportunity to be heard; and

NOW, THEREFORE, BE IT RESOLVED that the Planning Commission approves the Conditional Use Permit for an extension of the 11:00 P.M. curfew on four race nights to end at 11:30 P.M. (if needed), and add an additional Saturday to the schedule for automobile racing with the following conditions:
1. A mid-season review will be conducted after the July 3rd, 2016 race week.

ADOPTED this 21st day of March, 2016

ATTEST: 

Jolene Foss, Comm. Dev. Director

This instrument was drafted by:
City of Princeton
705 2nd Street No.
Princeton, MN 55371

Jack Edmonds, Chairperson
MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON FEBRUARY 2 2017 4:30 P.M.

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

Sherburne County Drug Task Force Presentation

Frederick reported that at the City Council meeting on 12-22-17 it was discussed that the Sherburne County Sheriff’s Department providing a presentation at a study session in the beginning of 2017. This presentation for the council, regarding this topic, will allow for any questions as well as a brief background by Administration of the Drug task Force Unit, how drugs affect our community, and the use of drugs in our area. This presentation will not be a budget item discussion at this time because of time restraints. However, it is expected that this position will increase the budget to around $110,000 (which includes wages, vehicle and other required equipment or funds).

Creating another position within our department will be a significant budget item and will create a great deal of planning by the department. In anticipation that the presentation is liked and the position is accepted by the City Council, staff will start working on the position as soon as possible to prepare for it to start in January of 2018.

Sgt. Luke McLean and Captain Scott Fildes gave a presentation on the Sherburne County Drug Task Force. The council is in agreement that this is needed and the cost is by far worth the benefit. Staff will begin working on details and necessary budgeting to begin the program in 2018.

TH95 Roundabout update - WSB

Brotzler reported that the TH95 95 at CR157 (21st Ave) Roundabout project continues to progress. At this time, he wanted to update the council on the progress of the design, options for construction staging, and project cost and funding scenarios for the local share of the project cost.

At the December 1, 2016 public informational meeting, a suggestion was received regarding the feasibility of using the abandoned 19th Ave as a temporary business access during construction. Since the public informational meeting, this option was reviewed and approved by MnDOT as a feasible option for the project with the understanding that the access will be removed after the completion of construction. Based on the feasibility and approval of this option by MnDOT, the construction staging alternatives have evolved throughout the design process. It has been identified that the full closure of the TH95 / County Road 157 intersection will accomplish a majority of the project goals, as listed:

1. Safety: Eliminating through traffic from traveling near the work zone creates a safer environment for construction workers and the traveling public.

2. Duration: It is anticipated the closure can be limited to 8 weeks, or possibly even less. Completing the project in multiple stages would require a minimum of a 15-20 week schedule.

3. Cost: The project funding is capped in terms of federal and state funding. Therefore, any cost increases will be the responsibility of the City of Princeton. The cost of adding the 19th Avenue access and maintaining TH95 through traffic, would increase the cost of the project by approximately $250,000 (above the original estimate) due to the
construction of the access and the additional costs associated with multiple traffic control setups. It is anticipated the cost of providing full closure at TH95 and CR157, and providing the 19th Ave access will be at, or even slightly below the original construction estimate.

4. Quality of Product: Constructing the entire roundabout in one stage will increase the quality of the concrete and bituminous pavement by eliminating unnecessary seams in the pavements.

5. Utility Delays: It is likely the chance for utility delays will be decreased with the full closure option since the utilities can be installed by open trench excavation rather than boring.

6. Access to local businesses: Access to local businesses will be maintained throughout the duration of the project with the construction of the temporary 19th Ave access.

Given the lack of other east-west trunk highways in the area, the initial understanding was that a long distance detour would not be feasible and TH95 would have to remain open to through traffic during construction. Typically, detours for trunk highways to not utilize county roads and/or city streets. The initial staging concept included constructing the roundabout half at a time, and closing access from TH95 to CR 157 while the southern half was being constructed.

The full closure alternative was shared with MnDOT and Mille Lacs County to understand if it was a viable alternative before sharing with the council. MnDOT responded that the alternative was acceptable provided the City and County were in agreement.

Alternatives Considered-

Construct in halves, maintain TH95 Traffic: Initial consideration was to construct the roundabout in two halves, and maintain through access on TH95 through the project area. The first state would cut off access from CR157 to TH95. Access would be maintained via a detour from TH95 to 100th Avenue to 1st Avenue, to CR157. The second state would be to construct the north half of TH95 and access to CR 157 would be restored.

Construct in halves, maintain TH95 traffic (with temporary 19th Ave connection): This alternative was acceptable to MnDOT, but did require a dedicated left turn lane from westbound TH95 to 19th Avenue, and it was highly recommended to create a two week duration closure and set up a detour in order to construct the splitter islands. The detour route would be 100th Avenue to 1st Street, to Rum River Drive to TH95.

Full Closure (with temporary 19th Ave connection): This option was considered and it is recommended that the City Council consider supporting this option for the above identified reasons related to safety, quality, schedule and cost. Review of the detour route shows the county roads to be in good condition and contains the necessary turn lanes and traffic control to accommodate the increase in traffic. Also, this option would still include providing the temporary connection at the old 19th Avenue access, so local traffic would still have access at all times from TH95 and TH169. The advantages are:

1. Safety: the removal of traffic work zones provides a safer area for construction workers and the traveling public. The presence of barriers can create sign distance issues during construction. The full closure option would eliminate the need for barriers and traffic operating near open trenches.
2. Duration: Based on previous experience with roundabout projects, they have seen roundabouts constructed as quickly as 6 weeks with a full closure. They have estimated the working days based on 10 hour working days, and determined construction could be completed within 7 weeks. There is potential that the full closure could be limited even further to 6 weeks, since off-line work could be completed while TH95 is still open to traffic. They have determined the duration to complete the roundabout project half at a time would need anywhere from 15-20 weeks to complete. This assumes a 20% reduction if efficiency, additional time to set up traffic control and additional items such as time waiting for concrete to cure at the end of each stage.

3. Quality of Product: The full shutdown will increase the quality of the work. This is due to the reduction of cold joints in bituminous and concrete. As well, it will reduce the number of excavations to connect storm sewer and water main, thereby reducing chances for settlement of existing materials.

4. Utility Delays: A number of the private utilities will be required to relocate their facilities outside the circulatory roadway. With the full closure, the private utilities can place their facilities in open trenches rather than directionally drill their facilities. This will reduce the potential delay as each utility needs room to perform the drilling operation.

5. Access Maintained for Local Businesses: the full closure will allow continual access to the businesses south of TH95. The half at a time option would require a minimum of a two week closure. They proposed to keep that area open throughout the duration of the project until the roundabout has been open to traffic.

**Cost / Assessments**

Funding: The project will be funded by a combination of Federal, State and Local Funding. The summary of the proposed project that has been previously presented:

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal Funds</td>
<td>$904,000</td>
</tr>
<tr>
<td>State Funds</td>
<td>$236,000</td>
</tr>
<tr>
<td>Local Funds (City)</td>
<td>$490,000</td>
</tr>
</tbody>
</table>

Special Assessments: From initial staff discussions, it has been proposed to assess up to 50% of the local share to the benefitting properties that are adjacent to the improvements and have direct access to 21st Ave between TH95 and 1st Ave.

A proposed per acre assessment rate was developed for the project area. When developing a per acre rate, a 15 acre parcel located at the northwest corner of TH95 and 21st Ave was included as an undevelopable area. This area was included in an effort to normalize the proposed assessments for all four quadrants to the intersection.

The proposed rate was calculated by taking the total acreage of the adjacent properties (103.1) and subtracting the undevelopable acreage (18.1) to determine the developable acreage (85). From the developable acreage, we determined the developed and undeveloped acreage for each property. It was assumed that 25% of the currently undeveloped land would be dedicated to the right-of-way and drainage and utility easements. This assumption gives a net assessable acreage for the project of 72.4 acres. The undeveloped acreage was then added back in to determine the area used to calculate the assessment rate per acres (72.4 + 18.1 = 90.5 acres) Dividing the anticipated project cost by this area gives a rate of approximately $2,700 per acre. Applying this rate to each property as it they were all devel-
oped gives a total of $194,748 is proposed to be assessed to the individual properties. The balance is proposed to be added to the City local share.

Based on that methodology, the assessments for the 26 properties that are proposed to be assessed for this project range from $1,614 to $39,272.

Staff would like to discuss with the Council the proposed assessment methodology and comments received at and after the December 1, 2016 public informational meeting.

Brotzler stated said there are a few options. One of which would be to have the assessment hearings after the bid opening so we would know for sure how much the assessments would be. The other option would be if there was an appeal, or more than one appeal, the project could be scrapped. However, the council needs to remember there are a lot of federal funds that would be lost if the project is not done.

He added that one other option would be to look at obtaining a benefit appraisal, before the assessment rates were set. The outcome of the benefit appraisal would provide some information to the council, so adjustments could be made prior to the assessment hearing.

Walker questioned if the city has to get a General Obligation Bond for the local portion. He asked Jackson what an approximate amount would be and if it would be for 10 years. Jackson responded that he has not looked at rates as of yet. Walker said there are a lot of undeveloped lots in that area and getting businesses in there would bring more taxes into the city.

Karnowski asked what the approximate cost of a benefit appraisal would be. Brotzler estimated that it would be in the $7,000-12,000 range. Karnowski said if the study was done, the council would have a pretty good idea of what the level of assessments could be. The Council make a decision to go with estimated assessment or, the study could be done to determine the benefit level of the project.

Karnowski asked if there were any bonds coming off this year. Jackson replied that there was not any at this time.

Reynolds questioned how long a benefit appraisal would take. Brotzler responded that they take 4-6 weeks on average.

Foss asked how many property owners were mailed notices of the public informational meeting that was held. Brotzler replied that all of those listed who will be assessed, and some additional properties in the area as well.

The Attorney for several affected property owners stated that whatever assessment amount is determined, they will be appealing it as they do not feel it is an appropriate funding option for this project. They feel that this does not benefit the properties in the area, and feel it is just a traffic regulation project.

Whitcomb stated that that only a small portion of the people that use the intersection are city residents, so he felt it was not fair for them to pay for the entire city portion out with city taxes.

Walker added that the project is being done as the council is looking towards the future growth in the area and there is a lot of Federal funds that can be used towards this project,
making it much less expensive, however he does not feel the property owners should be assessed.

Dan Howard questioned the different costs that were presented. Plowman responded that the project alone is approximately 1.2 million, and 1.6 million including engineering, right of way acquisitions, etc.

Linda Howard asked how the deferred assessments worked and if the interest accrues. Brotzler replied that the interest does not accrue so the amount of assessment stays the same.

Brotzler commented that the NE Property that is owned by Ideality Development would be deferred until that property was able to be developed.

Zimmer asked how the financing would work if the whole project was bonded for and how long it would take. Jackson replied that it would only take 3 to 4 months. He stated that the first payment would be included in that amount, so the first payment from the General Fund would not be due until 2018. He would need to look into options, as the city has never done a project with no assessments. Karnowski added that usually a referendum is needed if 20% of the cost was not assessed. A referendum would need a special election and the public would vote on it.

Walker and Reynolds looked at the numbers and felt if the assessment was lowered to 20% to meet that requirement, it would cut those assessments considerably.

Whitcomb said it doesn’t make sense to do it on a referendum. Jackson will find out what kind of options there are for what the Council is asking, what type of time frame there would be, etc.

Whitcomb commented that if this project is not done, we lose the $904,000 in federal funds. When that area is further developed, the state is likely going to tell the city that something needs to be done to fix the traffic, and then the entire cost would need to be assessed.

Walker stated that the city does not know what the consequences of a roundabout would be there. Sometimes he feels they can create traffic issues. Such as on Alpha Road and County Road 1 just east of the roundabout. Sometimes the traffic backs up and it is difficult to turn onto 95 from those roads.

Whitcomb stated that staff will have more information at the next meeting.

EDMONDS MOVED TO ADJOURN THE STUDY SESSION AT 6:37PM. WALKER SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

________________________  ATTEST:
Shawna Jenkins          Paul Whitcomb, Mayor
City Clerk
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON FEBRUARY 9, 2017 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

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

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of January 26, 2017
B. Study Session Meeting Minutes of February 2, 2017

EDMONDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF JANUARY 26, 2017 AND STUDY SESSION MEETING MINUTES OF FEBRUARY 2, 2017. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. EDA Board Meeting of January 19, 2017
B. Planning Commission Meeting of January 23, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Princeton Comprehensive Plan Update

Eric Zweber from WSB and Associates reported on the Comprehensive Plan progress.

Public Engagement

Public engagement for the Comprehensive Plan Update will be conducted through three methods:
- Online
- Meetings with Residents and Businesses
- The City Council and Existing Boards and Commissions

Online

WSB will use a website called “mySidewalk” to allow for community engagement via the internet. MySidewalk allows residents to access Comprehensive Plan update 7 days a week, 24 hours a day. MySidewalk also allows you to build users based on your existing electronic engagement, including the City’s website and Facebook page. The City website will have a link that allows users to go directly to the mySidewalk page and the City’s Facebook page can distribute updates on the mySidewalk page simply by liking the post.
Meetings with Residents and Businesses
The Comprehensive Plan proposal includes two public Open Houses, one early in the process and one towards the end of the process when the draft Comprehensive Plan will be available for review. In addition to the Open Houses, an additional meeting with a focus group of the City’s choice and a meeting with the neighboring jurisdictions is included within the proposal.

The City Council and Existing Boards and Commissions
The majority of the creation of the Comprehensive Plan Update will occur during City Council, Planning Commission and Economic Development Authority (EDA) meetings. These meetings start with tonight’s joint City Council/Planning Commission meeting. The draft Comprehensive Plan will be developed during two Planning Commission meetings, one City Council meeting and one EDA meeting. Following the public Open House reviewing draft Comprehensive Plan, the Planning Commission and EDA will review and recommend approval of the Plan before the final City Council approval.

Existing Plans
Princeton has conducted a number of issue- and area-specific plans within the last five years. These plans and planning initiatives include the 2016 Industrial Park Expansion Study, the Housing Needs Analysis for East Central Regional Housing Collaborative prepared by Maxfield Research Inc., the Princeton Market Area Profile completed by University of Minnesota Extension MN Design Team, the Sherburne and Mille Lacs Counties Master Parks and Trail Plans, City of Princeton Parks, Trials and Open Space Comprehensive Plan 2016, 2017 City Council Goals, Economic Development Authority (EDA) Strategic Plan 2012, EDA 2017 Goals, and the Economic Development Strategy (CEDS) 2016 currently being discussed. A major component of the Comprehensive Plan Update will be analyzing the goals and recommendations from these plans, removing any initiatives that have been completed and prioritizing the goals and recommendations that remain. That analysis begins tonight. The City Council, EDA and Planning Commissioners will be asked to review and comment on the goals by the February 22. These responses will be provided to the Planning Commission to be used to guide their recommendations.

Vision
Before WSB begins the technical construction of the Comprehensive Plan, we desire to understand the goals and vision of the elected and appointed official of the City. We will review the 2017 Goals, but to understand your visions we will ask each member to answer the following two questions:

If you were speaking with your nephew or niece, how would you describe why you love living in Princeton?

In 2040, Princeton will be the premiere City in central Minnesota. What actions do you need to make this year to allow Princeton to grow into the premiere City?

WSB will use the responses and 2017 Goals to guide decisions and discussion during the creation of the Comprehensive Plan Update.

2017 City Council Priorities
1. Extend 21st Ave into the Industrial Park to improve Public Safety and reduce traffic on Rum River Dr.
2. Develop the Arcadian Home site to provide additional rental units in the city.
3. Construct a walking bridge between Riebe Park and the west side of the river.
4. Construct a boat launch ramp at Riverside or Riebe Park.
5. Construct New restrooms in Riverside Park.
6. Complete the roundabout at Highway 95 and 21st Avenue.
7. Promote development of both Aero Business Park and Rivertown Crossing
8. Work with the Sherburne County Drug Task Force
9. Complete the bike trail from Crystal Cabinets to Mark Park.
10. Extend the city sidewalks to Coborns grocery store
11. Finalize airport boundary issues
12. Develop a plan for budget surpluses
13. Develop a process for using store profits to benefit public (assessment relief, etc.)
14. Develop additional rental units in the city.
15. Develop an Infrastructure replacement plan,
16. Develop process for repairing, upgrading and/or adding city sidewalks.
17. Develop more middle income housing opportunities
18. Get to the city population up to 5,000
19. Develop a parks and trails park marketing plan
20. Eliminate the sharp corner at Sterling Pointe
21. Upgrade the driving surface of City Streets.

Princeton Economic Development Authority 2016 Goals and Visions
1. Promote: Maintain continuous and ongoing marketing and promotion of our City of Princeton’s unique and increasing amenities through thoughtful and creative use of technology, partnerships with the Princeton Area Chamber of Commerce, ISD #477, Small Business Development Center and other local groups. Continue to create a destination location that our residents find value in and prospective residents and business owners will find appealing and exciting.

2. Develop: Plan for the continued growth of the development of the City, including Aero Business Park, Princeton Business Center (new industrial site), River Town Crossing, 21st Avenue Extension, the existing Princeton Industrial Park, and the Downtown Business District through retention, expansion and attraction with the intent to increase job opportunities and tax base for the community. Development shall occur while simultaneously addressing the needs of a healthy community of all age groups and abilities in the areas of housing, transportation, education, employment and services.

3. Compete: Increase and maintain incentives to develop in the Community including Tax Increment Financing, Tax Abatement, Revolving Loan Fund, and Small Cities Development Program. Other possible incentives could include but are not limited to; reduced land price, forgiveness of assessments, incentives based on number of employees, etc.

4. Improve: Maintain responsible land uses and improvements, create an inter-connected regional trail system, grant write and seek support for ongoing improvements to the parks and open spaces within our community. Keep contact and communication with the Princeton Area Visioning Committee (PAVC), Rum River Resources and Recreation Board (4R Board), and Mille Lacs and Sherburne Counties.

East Central Regional Development Commission – Comprehensive Economic Development Strategy (CEDS) Survey
1. Project 1: Purchase of additional acreage and provision of infrastructure, including sewer, water, sidewalks and streets, to accommodate growing and new business, residential, industrial and commercial development properties through extension of municipal services and land investment. The current availability of developable property is limited and there is a need for growth.

2. Project 2: Marketing analysis and marketing promotion of the Aero Business Park lots. The City’s investment properties include 7 shovel ready lots that were purchased with the intent to sell and continue a retail/commercial corridor along 21st Avenue, near the airport and the new Public Safety Building. Analysis of these lots for professional marketing will increase jobs and tax base.
3. **Project 3**: Create an inter-connected regional trail and open spaces system. Partnering with GMRPT, SHIP, Sherburne and Mille Lacs County, PAVC, 4R Board, and other entities that support this kind of growth, the City hopes to retain and recruit a willing and skilled workforce that wants to reside in our community and to improve the quality of life for all people in our community.

4. **Project 4**: Create an opportunity for the attainment of a higher education opportunity. Research, network and support all ongoing efforts to bring an opportunity to Princeton for higher education through an accredited organization.

5. **Project 5**: Support the creation of additional housing of all types. The recent East Central Housing Study shows a need for housing in our community. The addition of more multi-family dwellings and taking advantage of infill development could be ways of expanding our housing stock. More housing opportunities will help support growth and retention of workforce.

**A Comprehensive Economic Development Strategy (CEDS) for Chisago, Isanti, Kanabec, Mille Lacs & Pine Counties in East Central Minnesota (Princeton-Specific Goals)**

1. Purchase of additional acreage and provision of infrastructure, including sewer, water, sidewalks and streets, to accommodate growing and new business

2. Conduct a marketing analysis and implement a marketing promotion of the Aero Business Park lots.

3. In conjunction with strategic partners, create an inter-connected regional trail and open spaces system.

4. With the assistance of strategic partners, work to recruit education providers that offer postsecondary education opportunities locally.

5. Support the creation of additional housing of all types.

**City of Princeton Comprehensive Plan 2008 – 2018**

1. **Overall Goals:**

   a. **GOAL 1 - Appeal and Unique Qualities**: Enhance the City's appeal and unique natural amenities, including the Rum River and Sherburne National Wildlife Refuge. Promote the City's accessibility to the Twin City metropolitan area, the Northern Lakes region, and Princeton's identity as a complete community that offers great business, housing and recreational opportunities.

   b. **GOAL 2 - Life-Time Community**: Establish Princeton as a lifetime community by recognizing and addressing the housing and economic needs of all age groups.

   c. **GOAL 3 - Tax Base**: Expand and diversify the area tax base by promoting sound economic development opportunities and encouraging wise land use patterns in the area.

   d. **GOAL 4 - Housing**: Support the expansion and diversification of the housing stock within the City to include new neighborhoods in higher-amenity areas of the community and completion of in-fill development.

   e. **GOAL 5 - Central Business District**: Support the urban core of Princeton by promoting a healthy business climate in downtown. Expand retail and service business options and preserve the unique character of the built and natural environment in downtown.

   f. **GOAL 6 - Industrial – Business**: Support opportunities for quality manufacturing to expand within the community and encourage new businesses to locate in Princeton.

   g. **GOAL 7 - Parks, Trails and Open Space**: Develop a balanced Parks, Trails, and Open Space system that includes adequate areas for active and passive recreation sites.

   h. **GOAL 8 - Environmental Issues**: Support local and regional plans to improve surface water quality and reduce the impact of unwise land use patterns.

   i. **GOAL 9 - Infrastructure**: Promote the orderly and efficient extension of urban services, such as wastewater treatment, water, transportation, and public safety.
j. GOAL 10 - Growth Management: Support the expansion of the municipal boundary to
growth areas in adjacent townships when development can adequately and efficiently
be served by urban infrastructure. Oppose land use patterns that promote rural sprawl
and prevent the logical extension of urban services.

2. Transportation Policies
   a. Complete System – Incorporate the needs of pedestrians, automobiles, bicycles, trucks,
   air transportation, and transit in neighborhood design.
   b. Street Improvements – Develop a street improvement data base to manage street im-
   provement projects and to help prioritize future road improvement projects.
   c. Functional Classification System – Utilize the approved functional Classification Map for
   future road improvement designs and for road right-of-way dedication requirements
   within future subdivisions. Update road construction standards for each functional clas-
   sification as needed.
   d. Arterial Roadways – Support and protect the Arterial status of both Trunk Highways 95
   and 169. Prevent unnecessary access points to these roadways during future develop-
   ment and platting processes.
   e. River Crossings – Support and encourage the increase in capacity of the current river
   crossings on the Rum River and West Branch of the Rum River. Support the construc-
   tion of the Sherburne County Road 19 crossing of the Rum River.
   f. Airport - Promote upgrading, maintenance, and operations of the airport as a viable re-
   gional facility contributing to the full services offered by Princeton. Encourage improved
   access and visibility of the facility.
   g. Park and Ride – Promote more use of the park and ride facility located at CSAH 29 and
   Highway 169. Examine the ability to improve the former MnDOT storage facility at Mille
   Lacs CSAH 29 and Highway 169 into another park and ride location.
   h. Transit – Monitor the need/potential for transit facilities connecting the City of Princeton
   to regional centers and the future Northstar Corridor Facilities in Elk River.
   i. Shared Parking – For efficiency, promote joint or shared parking facilities downtown and
   at other locations where appropriate. Require that parking and sidewalks connect to ad-
   joining uses.
   j. Maintenance - Maintain all transportation facilities (roads, walks, and trails) in good re-
   pair and keep the facilities free from a buildup of dirt, snow, and ice, especially downtown
   at school routes.
   k. Grant Opportunities – Continue to pursue transportation grants and special funding to
   offset the costs of road improvements, including Federal and State transportation pro-
   grams.
   l. State-Aid System – When the City reaches the 5,000 population level, implement a Met-
   ropolitan state aid system program.

3. Housing Policies
   a. Housing Locations – Provide more land suitable for creating new residential neighbor-
   hoods which include upscale housing. Focus on new neighborhoods north to Fog Lake
   & along County Road 102 and Southeast of the City along County State Aid Highway 2.
   b. Housing Stock Diversity – Encourage the development of a variety of housing types and
   sizes, including affordable and upscale, for sale and rental, senior citizen housing, 
   apartments/condominiums, townhouses and assisted living. Support mixed housing
   styles within a neighborhood.
   c. Existing Housing and Neighborhoods - Preserve and protect the housing stock, housing
   values, and neighborhoods through enforcement of the housing and zoning codes:
      a. Preserving and protecting neighborhood amenities,
      b. Improving and expanding, where appropriate, infrastructure and community facil-
         ities such as parks and trails,
c. Promote enforcement of housing and zoning codes, Develop more flexible zoning ordinance requirements for the traditional residential neighborhoods.

d. Housing Rehabilitation - Promote rehabilitation and upgrading of single family and multiple family housing.

e. Expand - New Neighborhoods - Expand the community and allow creation of new planned neighborhoods consistent with the comprehensive plan and land use map.

f. Coordination - Work with Baldwin Township, Princeton Township, and private property owners to plan for suitable expansion through subdivisions planned on a neighborhood basis.

g. Downtown Housing - Encourage housing development in and near the downtown area.

h. Energy Efficient Design - Promote a more walkable/bikeable neighborhood design. Work with the local development community to create more energy efficient neighborhoods.

4. Commercial/Industrial Policies

Downtown

a. Update commercial design standards to promote a walkable downtown. Work with the Princeton Area Visionary Committee to plan for trail/sidewalk improvements.

b. Support the efforts of the Historic Preservation Committee to identify historically important buildings within the downtown and support private investment to improve and preserve these structures.

c. Improve parking visibility for shoppers in the downtown area.

d. Promote more housing opportunities in and near the downtown area.

e. Improve access to and visibility of the Rum River in the downtown.

f. Support the redevelopment of Riverside Park and improve the quality of the facilities in that park.

g. Coordinate festivals and special events in and near the downtown. Work with the Princeton Area Chamber of Commerce to improve the promotion of these events.

Commercial Development – General

a. Encourage the private development of additional Highway Commercial lots along Trunk Highway 95 near the 169 interchange. Encourage staged development that will reduce public infrastructure costs.

b. Continue to improve the quality of commercial development by enhancing local design standards for the buildings and parking lots.

c. Require that parking lots be shared or connected. Include sidewalks or trails within each development site.

d. Review signage allowances for commercial development.

e. Encourage reduced height and size where possible.

f. Restrict the placement of new off-site advertising signs along Trunk Highways 169 & 95.

g. Support and encourage the development of an anchor store(s) in the west side development area.

h. Respond to request by land owners for the extension of sewer and water services and require the annexation of the parcel at that time.

i. Support the development of mixed commercial/housing uses as part of a medical clinic, hospital, or office complex.

Industrial

a. Encourage the development of new privately owned industrial sites according to the adopted land use map of the City of Princeton.

b. Diversify the types of industrial uses within the City to “recession proof” our jobs base as much as possible.

c. Encourage unique technology based educational programs between our school system and our business community.
d. Support the development of new technology based businesses.

e. Encourage the development of “clusters” in our industrial park, by providing incentives to businesses that support and work with our current businesses.

5. Parks and Recreation Policies

a. Develop a detailed park improvement plan for each city-owned recreational site that identifies future park improvement projects.

b. Monitor changes in the state enabling legislation that affects park dedication requirements.

c. Negotiate park dedication requirements with each developer based on the current land needs and cash in-lieu of land requirements in the City Code.

d. Require land dedication to the City as part of a plat where the City Parks Plans indicate future park land needs. Work with developers to set aside necessary lands for other public purposes, including public safety, public utilities, or schools.

e. Adopt an official trails corridor map that connects local recreational sites and links the community to recreational facilities in the surrounding community.

f. Preserve, protect, and enhance the Rum River and adjacent lands for year-around recreational activities and for the scenic vistas it provides. (Uses could include picnicking, camping, fishing, boating/canoeing, jogging, biking, nature observation/interpreting, and scenic viewing.)

g. Encourage joint use of park and open space for recreation, preservation of natural and visual amenities, drainage, and water storage.

h. Support the acquisition and/or donation of parcels that enhance the natural features of the community. Research State grant programs to offset development and acquisition costs.

City of Princeton Economic Development Authority – 2012 Economic Development Strategic Plan

1. Goal 1: Increase tourism by recognizing and promoting the City’s appeal and unique qualities, including, but not limited to the following:

☐ Growing regional community on the Rum River
☐ Accessibility to the metropolitan area and northern lakes
☐ Location on Highways 169 and 95
☐ Unique history including the foundation as a railroad town, brick industry, & potato industry
☐ Identity as a complete community meeting the living, working, recreational, and shopping needs of the area

a. Strategy 1a: Participate in a marketing strategy/plan to attract businesses and visitors to Princeton.

b. Strategy 1b: Participate in the obtainment and installation of a community sign advertising community-wide events.

c. Strategy 1c: Participate in the establishment of a community-wide website advertising community-wide events.

d. Strategy 1d: Support the planning for and construction of an area-wide trail system.

e. Strategy 1e: Recognize the economic benefits of and support the preservation of the unique historic structures in the City.

f. Strategy 1f: Recognize the economic benefits of the community’s natural resources, especially the Rum River, and support the utilization of it.

g. Strategy 1g: Revisit results of the Business Retention and Expansion Report.
2. Goal 2: Encourage and support commercial, manufacturing, and industrial development and redevelopment, including existing business expansions, renovations, and new businesses moving to Princeton.
   a. Strategy 2a: Support the existing businesses and recognize their contributions to the community as a whole.
   b. Strategy 2b: Offer available business incentives, such as JobZ, Revolving Loan Fund, TIF District, etc., in instances where quality jobs for area residents will be promoted and where the development results in a marked increase in the value of property within the community.
   c. Strategy 2c: Encourage business and industry collaboration with area resources, including the East Central Regional Development Commission, Small Business Development Center, Initiative Foundation, area colleges, and so on.
   d. Strategy 2d: Work to receive additional funding in the Small Cities Development Program.
   e. Strategy 2e: Encourage the redevelopment of blighted/substandard commercial sites.
   f. Strategy 2f: Review land uses to determine where economic opportunities can provide the greatest returns to residents and business owners within the community.
   g. Strategy 2g: Review development standards to ensure that they maintain quality and competitive development.
   h. Strategy 2h: Gather and maintain current data regarding existing Princeton area businesses and industries.

   a. Strategy 3a: Explore new marketing tools.
   b. Strategy 3b: Explore utilizing Tax Increment Financing to assist in financing new or relocated businesses into Aero Business Park.
   c. Strategy 3c: Support the extension of 21st Ave South.

   a. Strategy 4a: Support the existing downtown small businesses.
   b. Strategy 4b: Continue partnering with the Chamber of Commerce in the revitalization of downtown, particularly filling vacant commercial spaces.
   c. Strategy 4c: Improve and diversify the goods and services provided.
   d. Strategy 4d: Recognize and embrace the unique character of the historic structures and natural environment of downtown.
   e. Strategy 4e: Encourage investment into renovating existing structures.
   g. Strategy 4g: Support the area-wide efforts of attracting visitors to downtown, including the PAVC amphitheater project, the 4R Board's regional trail network, and the Park and Recreation Advisory Board's local trail construction projects.

5. Goal 5: Expand the opportunities for existing and new quality manufacturing and industrial development by expanding available industrial park land.
   a. Strategy 5a: Expand Industrial Park land south and west of the Princeton Municipal Airport
   b. Strategy 5b: Work with surrounding property owners in identifying viable future industrial areas.
   c. Strategy 5c: Support the extension of 21st Avenue to provide a second entrance and outlet for the Princeton Industrial Park.
   e. Strategy 5e: Encourage the utilizing of JobZ designation.
6. Goal 6: Recognize the interdependence of private and public sector entities in a healthy community.
   a. Strategy 6a: Continue the positive, working relationship with the Princeton Area Chamber of Commerce.
   b. Strategy 6b: Encourage the collaboration and cooperation between all public and private sector entities, including the area businesses and industries, service organizations, the Princeton School District, area townships, and intra-governmental units.
   c. Strategy 6c: Support efforts to work with surrounding townships and counties to improve communication and reduce duplication of efforts in business and residential growth efforts.

7. Goal 7: Establish Princeton as a life-time community by addressing the needs of all age groups, including educational, jobs, housing, and services.
   a. Strategy 7a: Explore coordinating with area institutions of higher education to offer college extension classes in Princeton.
   b. Strategy 7b: Attract industries with high-wage jobs.
   c. Strategy 7c: Encourage the development of Market Rate Life Cycle Housing.
   d. Strategy 7d: Support filling existing vacant homes.

8. Goal 8: Expand options for all modes of transportation.
   a. Strategy 8a: Runway extension at the Princeton Municipal Airport to facilitate greater use by all traffic in general.
   b. Strategy 8b: Second bridge across Rum River for parks, industrial, commercial, and residential uses, to address safety concerns and easier access to Princeton schools.
   c. Strategy 8c: Support the planning for and construction of an area-wide trail system.

City of Princeton Industrial Park Expansion Plan – 2016
1. The City should develop a phasing plan for the extension of the city services (water/sewer and roads) to the new site to reduce the financial burden on the community for the costs of those improvements.
2. The City should work with the property owners of Sites 1-4 to allow for the in-fill development of the community on those sites.
3. While we have shown some possible layouts for the Sites 1-5, at this time, the City should not make any changes to sites in relation to subdivision and or the extension of services. This will allow for Sites 1-5 to have the greatest flexibility for their development and use.
4. The City should also work with the companies that are located in the community on their future plans to determine if they are candidates for the use of the available lots.
5. The community should develop a process for the determining of the level of assistance that maybe available for new industrial projects. The plan should include the criteria for assistance and the formula for determining that level of assistance that will be provided. This plan could include the use of TIF, tax abatement, development fee reduction, special energy rates, and state programs.
6. The community should begin the process of developing a marketing plan for the existing lots and the new industrial park. The plan should be based upon reasonable expectations of the development of the properties and should be updated on a regular basis.
7. The City has the added advantage of having its own municipal utility for the provision of electrical power. This allows for the City to set rates that can make the community more attractive for industries that are large energy users. The community will need to incorporate the electric utility in the planning for the growth and development Site 5.

Parks & Rec
1. Mark Park
a. Add trees to park area
b. Improvements to trail (pathway and lights)
c. Add entrance to Splash Park with parking lot and sidewalk to areas
d. Add entrance signage to Splash Park
e. Add Miniature golf course next to Splash Park
f. Continue with upgrade and replacement of Splash Park equipment
g. Construct permanent structure for Splash Park attendant
h. Continue the trail to connect with the Splash Park Trail

2. Sidewalks/Trails
   a. Identify First Street as a trail to extend existing trail in township, including adding share the Road Signage.
   b. Add wayfinding signage throughout the community to encourage bicycling.
   c. Add bicycle racks throughout the community, starting in the existing parks and downtown.

3. Pioneer Park
   a. Add maps; Update map at the entrance
   b. Add markers at trail intersections for wayfinding.
   c. Add walking points / distance locations.
   d. Maintainance of natural path.
   e. Market and advertise trail system as suitable for mountain biking.
   f. Add information regarding vegetation within the park
   g. Add more paths.
   h. Add Benches.
   i. Add Bike rack at park entrance.
   j. Update signage (on and off-site).

4. Rainbow Park
   a. Upgrade playground equipment.
   b. Maintain basketball court.
   c. Add Bike rack(s).
   d. Add trees and additional landscaping.
   e. Add more tables.
   f. Add identification sign

5. Riebe Park
   a. Pave the parking lot
   b. Add picnic shelter
   c. Add bathrooms
   d. Add tables and anchor them
   e. Add Bike rack(s)
   f. Sidewalk/Trail leading to and from the park
   g. Maintain and add new features for dog park
   h. Fire ring and seating area
   i. Pedestrian bridge connection across Rum River to Riverside Park
   j. Promotion of park features (disc golf course & dog park)

6. Riverside Park
   a. Improve canoe/kayak access
   b. Upgrade bathrooms.
   c. Add fishing pier.
   d. Add Bike rack(s).
   e. Pedestrian bridge connection across Rum River to Riebe Park.
   f. Work with the PAVC in regards to potential amphitheater project
   g. Promotion of campground
   h. Explore potential growth/relocation of campground
7. **Civic Center Park**
   a. Ongoing maintenance and improvements to equipment
   b. Add new equipment
   c. Update signage (on and off-site)
   d. Add skateboard park
   e. Add pool
   f. Promotion of building and park renovation

Zweber asked the council to take a few weeks to look through the lists and prioritize the various goals that have been discussed by different boards and commissions.

Edmonds stated that the large factory vacant building can be difficult to find a good fit for in a downtown district. Jim Gromberg responded that sometimes they can be, but he has also seen some neat things done with those types of vacant buildings. One such business was a Micro-brewery.

Zimmer added that there have been a lot of older buildings that were torn down and still hears feedback from some people wishing some of those buildings could have been saved.

Edmonds wondered if a large vacant building like that could be turned into some type of senior center.

Zimmer said he feels that the parks in Princeton are really an asset to the community.

Karnowski added that on a staff level, they have discussed the possibility of purchasing the large piece of property on the other side of the river that could be used as additional camp sites. He does not see it as a way for the city to make money, but to enhance the city and bring more people to the community.

Whitcomb asked the Council to email Zweber with any questions, comments or concerns throughout the comprehensive plan process.

B. **21st Ave Pending Litigation** – see CLOSED SESSION

**NEW BUSINESS**

A. **PFRD request to work at Brainerd International Speedway**

Karnowski reported Fire Chief Ron Lawrence is asking the Council for permission to allow our firefighters to take their turnout gear to Brainerd International Raceway and assist the track in providing firefighting and first responder services during certain weekends during the racing season this summer.

Chief Lawrence favors allowing the firefighters to participate because of the training and experience they will receive. Ron points out that most of our firefighters have two sets of turnout gear.

Staff checked with the manager of BIR who advises that BIR has their own fire truck as well as pertinent equipment (Jaws of Life, etc.) The race track does not provide housing or food but the firefighters can use the track’s campgrounds if they have an RV. The firefighters would receive payment for each day they serve...that payment is provided by BIR.
Staff checked with the League’s Insurance Trust and they advised they really have no concerns if the city decides to permit the firefighters to use their city-owned turnout gear while performing this activity for the BIR.

LMCIT wants to make sure that it’s absolutely clear to everyone involved that these activities are not part of the firefighters’ duties as employees of the City of Princeton, but that since they’re being paid by the BIR they would instead be acting either as employees of the BIR or as independent contractors of the BIR.

In other words, if one of the firefighters is injured while performing these functions for the BIR, they would not be entitled to workers compensation benefits from the City of Princeton or from LMCIT; and if they were sued by some third party who claims to have been injured as a result of some action by a firefighter while performing these functions for the BIR, they would also not be covered by the city’s LMCIT liability coverage.

If the Council is okay with allowing the firefighters to use their turnout gear at BIR, then a motion allowing the practice would be in order. It would probably be a good idea to make sure Chief Lawrence advises any interested firefighters of the Worker’s Comp and liability components as noted by LMCIT. A copy of the LMCIT’s complete email has been forwarded to the Chief.

What we have not gotten answers on as of yet, is for instance, if a firefighter was injured while working at the track, or if a driver was injured and the first responders were sued, does BIR have the necessary insurance. Staff suggests something in writing from BIR to state that those situations would be covered by their insurance.

Zimmer stated that if they get the right answers to those questions, it could really provide some good training for the firefighters.

Lawrence added that BIR is asking for assistance from Fire Departments throughout the state.

ZIMMER MOVED TO ALLOW PRINCETON FIREFIGHTERS TO USE THEIR GEAR TO ASSIST AT BRAINERD INTERNATIONAL RACEWAY PROVIDED ALL THE INSURANCE REQUIREMENTS ARE MET. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $102,895.75 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75021 TO 75100 FOR A TOTAL OF $284,891.70. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

21st Ave Pending Litigation –CLOSED SESSION
Whitcomb stated that this agenda item is to discuss pending litigation In the Matter of the proposed 21st Roundabout Project Assessments.

This portion of the properly noticed regular meeting of the City Council of the City of Princeton will be closed pursuant to Minnesota Statutes, section 13D.05, subdivision 3 (b) under the attorney/client privilege exception to the Minnesota Open Meeting Law to discuss pending litigation related to the matter of the proposed 21st Roundabout Project Assessments.
The city's need for absolute confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

- Absolute confidentiality is necessary so that the City Council and legal counsel can have a candid and open discussion to determine the available legal options to handle the pending litigation, including strategy and possible areas of resolution.
- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine the legal options for handling the referenced pending litigation.
- The only business to be discussed in this portion of the meeting is the pending litigation.
- An open session would be detrimental because it may take place in the presence of individuals involved in the litigation.
- A closed session would benefit the public because the ultimate outcome of the litigation may impact the finances of the City.

ZIMMER MOVED CLOSE THE MEETING AT 7:44PM. REYNOLDS SECONDED THE MOTION. VOTE 4:1 WALKER OPPOSED, THE MOTION CARRIED.

ZIMMER MOVED ADJOURN THE CLOSED MEETING AT 8:44PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:44 PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins
City Clerk

ATTEST:

Paul Whitcomb, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON FEBRUARY 23, 2017 7:00 P.M. IN THE CITY HALL COUNCIL CHAMBERS

Mayor Paul Whitcomb called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Thom Walker, Jack Edmonds, Jules Zimmer and Jeff Reynolds. Others present: Administrator Mark Karnowski, Finance Director Steve Jackson, Clerk Shawna Jenkins, Waste Water Treatment Plant Manager Chris Klinghagen, Fire Chief Ron Lawrence, Engineer Eric Eckman, and Attorney Damian Taven. Absent was Police Chief Todd Frederick, Development Director Jolene Foss, and Public Works Director Bob Gerold

AGENDA ADDITIONS/DELETIONS

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of February 9, 2017

WALKER MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 23, 2017. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses
   1. Princeton Lion’s gambling permit for raffle drawing on April 1st
B. Personnel
C. Donations/Designations
D. Other
   1. Hoffman TH95 Roundabout temporary easement - $37,500 payment

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

OPEN FORUM

PUBLIC HEARINGS

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Fire Board Minutes of February 7, 2017

PETITIONS, REQUESTS, AND COMMUNICATIONS

ORDINANCES AND RESOLUTIONS

A. Resolution 17-10 Final Payment & Change Order on West Branch Project

Eckman reported that this is the final payment and change order for the West Branch Project.

Walker asked if this was the final payment, and questioned what the change order is for. Eckman responded that it is the final payment and the change order was for a pipe size upgrade.

Karnowski added that as the Council was informed previously, WSB was going to cover some of the costs of the overages and that check has been received.

WALKER MOVED TO APPROVE RESOLUTION 17-10 APPROVING THE FINAL PAYMENT IN THE AMOUNT OF $44,119.58 AND THE CHANGE ORDER #3 IN THE AMOUNT OF $14,187.90. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY
B. Resolution 17-11 MN Wetland Conservation Act

Karnowski advised that in the past, the city has relinquished the administration of the wetland conservation to the county as they have staff that deals it on a regular basis. The agreement in place is due to expire, so staff is asking for the agreement to be continued with the County.

EDMONDS MOVED TO APPROVE RESOLUTION 17-11 DELEGATING ADMINISTRATION OF THE WETLAND CONSERVATION ACT TO MILLE LACS COUNTY FOR THE CITY OF PRINCETON. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Main Street Lift Station Pay Voucher #8 and Change Order #1

Eckman reported that the lift station is currently fully operational. The operational functionality has been demonstrated by the Contractor as required. WSB and City staff are satisfied with the Contractor’s work and the results of the project. The Contractor is addressing a punch list and is awaiting the arrival of spring in order to complete the restoration work.

Change Order No. 1
This is a summary document for eight minor modifications made throughout the duration of the contract. These modifications were negotiated with the Contractor and individually considered by City staff for approval. The items add a total of $9,750.67 to the contract. This amount is a 1.8% increase in comparison to the contracted amount. A narrative that details each individual modification was provided to staff and the Council for review.

Certification of Substantial Completion
The contract included a requirement to be Substantially Complete by December 31, 2016. The Contractor met this requirement and a Certificate of Substantial Completion was prepared to document this milestone. A list of the remaining work to complete the project was prepared and is part of the Certificate.

Pay Voucher No. 8
Construction Pay Voucher No. 8 is for the amount of $19,758.15. This pay voucher includes a reduction in retainage of 2%. This is recommended for payment at this time to coordinate the contractual payments with the amount of work remaining. All quantities completed to date have been reviewed and agreed upon by WSB, and we hereby recommend that the City of Princeton approve Construction Pay Voucher No. 8 for Eagle Construction Company, Inc.

Zimmer asked where the amount comes from when a project goes over. Jackson said in most cases, the amount over is usually within the contingency that is built into the project.

ZIMMER MOVED TO APPROVE CHANGE ORDER #1 FOR $9,750.67. REYNOLDS SECONDED THE MOTION.

Walker asked what the change order was for, as the description was not in the packet. Eckman stated that it was some minor additional work that Rural Development and Gerald were involved in.

ZIMMER RESCINDED HIS MOTION, REYNOLDS AGREED. WALKER SAID HE IS SURE THAT THE CHANGE ORDER IS LEGITIMATE WORK, BUT HE WOULD LIKE TO SEE WHAT THE AMOUNT IS FOR.
WALKER MOVED TO APPROVE THE CERTIFICATE OF SUBSTANTIAL COMPLETION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Eckman will get details on the Change Order and that along with the final pay voucher will be put on the next agenda.

B. Public Works Building Change Order #1

The additions to the Public Works Building are moving forward and are currently under budget by about 5%.

One issue requiring a change order has been identified. It's been determined and agreed to by both staff and the building that additional cabinets in the breakroom area are needed.

Accordingly, a change order in the amount of $960.00 is submitted to the Council for their consideration.

If the council concurs, a motion to approve the change order for $960 to Brenny Custom Cabinets of Sauk Rapids would be in order.

WALKER MOVED TO APPROVE CHANGE ORDER #1 FOR $960 TO BRENNY CUSTOM CABINETS FOR THE PUBLIC WORKS BUILDING EXPANSION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

NEW BUSINESS

A. Security Camera Policy

Karnowski advised that the City should have a policy in place for the security cameras that are located at several City properties. He said this came to his attention because there was a local story that a spouse wanted to look through security footage to determine if their spouse was frequenting a liquor store.

Edmonds agreed that the City should have a policy in place. Walker asked if any video request would go through the police department. Karnowski confirmed that any request would likely come to the police department first.

Walker asked how it would be dealt with if there was a subpoena for video. Toven responded that if the city was served, he or another attorney would work with the city staff. Walker asked if that process should be spelled out in the policy. Toven replied that those cases would be under state and court laws, so it should not need to be listed in the policy. Karnowski added that the last line in the policy should cover those types of issues should they arise.

ZIMMER MOVED TO APPROVE THE SECURITY CAMERA POLICY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Sylva Corporation Land Lease
Karnowski reported that Larry Doose of Sylva Corporation has inquired about the possibility of temporarily leasing some city property just north of their plant to use for storage of some of their product.

Doose proposes to exchange some of Sylva's product (Soft Step) that the city uses in our parks and playgrounds in exchange for a one-year lease for the property. The retail value of the product is approximately $1,200 according to Doose. The proposed lease may be extended.

Sylva is also looking for land in the area to purchase for a longer term solution to their storage needs.

If the Council agrees with the concept, staff will draft a lease agreement (similar to the ones we use to lease out for farming), have it reviewed by the city attorney and get it signed.

Whitcomb said he assumes that the agreement would state that the lessor needs to be put the land back into the same condition it was prior. Karnowski confirmed that would be the case.

REYNOLDS MOVED TO APPROVE STAFF DRAFTING A LEASE AGREEMENT WITH SYLVA CORPORATION FOR A LAND LEASE. ZIMMER SECONDED THE MOTION.

Edmonds asked about outlot C. Karnowski replied that outlot C was purchased by from John Westling about 5 years ago and it will likely become part of the airport at some point.

THE MOTION CARRIED UNANIMOUSLY

C. 2017 Streambank Stabilization Project

Eckman reported that in October 2017 the MPCA sent a letter stating that 3 of the Streambank Stabilization sites needed to have some additional work done. There were 2 quotes received for the project. The Bid Tabulation indicated that Minnesota Native Landscapes, Otsego, Minnesota, as the low bidder at $50,250.00.

It is recommended that the City Council consider these quotes and award a contract to Minnesota Native Landscapes. They are familiar with the sites as they have put in all 5 sites.

Whitcomb asked why the sites failed. Eckman replied that Site 1 had some issues due erosion from up river. With this repair, some additional live stakes will be put in to help get the root system deeper and some erosion matting.

Zimmer asked what will happen if this doesn’t work. Eckman responded that this work will have a 2 year warranty. Karnowski stated that the damage that happened from floodwaters were after the 2 year warranty period on these 3 sites; the other 2 are covered by warranty. Staff has had discussions with Gerold and he has some ideas that may help things last longer. There will be ongoing costs with these sites. Because of the extensive flooding we had last summer, the amount of work needed is more than was expected. Walker asked what kind of monitoring we do on these sites. Karnowski replied that the monitoring will be stepped up as well.

Walker questioned if the city should consider using the other company to see if they do a better job, since all 5 sites done by Minnesota Native Landscapes need repair work. Karnowski
stated that staff talked about that as well. If the council wanted to go with the higher bid, it would just need to be justified. Toven stated that he was okay with not awarding the low bid in this case.

EDMONDS MOVED TO HAVE STAFF DRAFT AN AGREEMENT AND RESOLUTION OUTLINE THE REASON THE HIGHER BID WAS BEING APPROVED. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Zimmer asked if this project is budgeted for. Karnowski said that it is not, but it will be paid for out of the sewer reserve fund.

Edmonds asked if there are other methods if this repair doesn't hold up. Eckman said he will look into other options. Karnowski added that Princeton was the first municipality in MN to get funds and do this type of phosphorus reduction project. Since then, other cities are doing the same. Eckman said the installation procedures have been changed slightly over the last several years.

THE MOTION CARRIED UNANIMOUSLY

D. WWTP Intern Proposal

Karnowski stated that Waste Water Treatment Plant supervisor, Chris Klinghagen has been successful in securing an intern from St. Cloud State to work at the WWTP for a period of time. The good news is that there is no fee or salary involved. It's a voluntary position but will require Chris to do some paperwork.

In order to activate the agreement, the Council needs to approve the deal.

Whitcomb asked if that intern would be covered by the cities insurance if they were hurt while out there. Karnowski responded that volunteers are covered so interns would likely be as well, but he will confirm.

EDMONDS MOVED TO APPROVE THE INTERN POSITION FOR 50 HOURS, FOR THE WWTP. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Park Board

Zimmer said he has been the liaison for the park board for a couple years. They have a few vacancies and he is wondering if a council member can serve as a voting member. Karnowski responded that he believes they can.

WHITCOMB MOVED TO APPOINT JULIE ZIMMER TO THE PARK BOARD. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. PUC report- Jack Edmonds

Edmonds reported that the PUC is going to be painting the middle water tower this summer. They have decided to go with the Princeton School District's Tiger logo on each side. The only
question is that the district may be looking at modifying the logo, but as of now the PUC will be going with the current logo.

MISCELLANEOUS

BILL LIST
ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF $120,331.04 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 75104 TO 75175 FOR A TOTAL OF $209,821.84. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ADJOURNMENT
There being no further business:

WALKER MOVED TO ADJOURN THE MEETING AT 7:49 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

__________________________
Shawna Jenkins
City Clerk

ATTEST

__________________________
Paul Whitcomb, Mayor