

**PRINCETON ECONOMIC DEVELOPMENT AUTHORITY
AGENDA**

**September 17th, 2020, 6:00 P.M.
Princeton City Hall**

Members of the EDA Board may attend the meeting in person or via Zoom. The meeting size is limited to 10 therefore the public is invited via Zoom. All Zoom participants are asked to notify Mary Lou in advance of the meeting to receive your Zoom invite. Those in attendance will be screen for temperature and health status.

- 1. CALL TO ORDER/PLEDGE OF ALLEGIENCE**
- 2. AGENDA ADDITIONS / DELETIONS**
- 3. APPROVAL OF MINUTES FROM regular meeting on June 18th, 2020 - Tab A**
- 4. UNFINISHED / OLD BUSINESS:**
- 5. NEW BUSINESS:**
 - A. EDA Bylaws Amendment – Tab B**
 - B. TIF District – Tab C**
 - C. Downtown Façade Grant Application- White Birch Dental – Tab D**
- 6. MISCELLANEOUS:**
 - A. EDA Balance Sheet**
 - B. Report**
 - C. City Council and Planning Commission Minutes for August, 2020 - Tab E**
- 7. ADJOURN**

DRAFT

THE MEETING OF THE EDA BOARD HELD ON JUNE 18, 2020, AT 6:00 P.M., AT THE PRINCETON CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Victoria Hallin. Members present at City Hall were Genny Reynolds, Brad Schumacher, Thom Walker, and Sharon Sandberg. Charles Snustead and Jack Edmonds were present via Zoom. Staff present were Robert Barbian (City Administrator), Stephanie Hillesheim (Comm. Dev. Specialist), and Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

AGENDA ADDITIONS / DELETIONS:

DeWitt said Jack Edmonds will be joining the EDA Board meeting and will take his Oath of Office via Zoom. That will need to be added to the agenda.

REYNOLDS MOVED, SECOND BY WALKER, TO ADD JACK EDMONDS OATH OF OFFICE. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

Jack Edmonds took the Oath of Office.

APPROVAL OF MINUTES FROM REGULAR MEETING OF FEBRUARY 20, 2020

WALKER MOVED, SECOND BY SNUSTEAD, TO APPROVE THE MINUTES OF FEBRUARY 20, 2020. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED / OLD BUSINESS: None

NEW BUSINESS:

A. Business Park Development

Stephanie Hillesheim, Comm. Dev. Specialist Memo:

Background:

The City of Princeton has been working through a land purchase to acquire and attach land on First Street. This purchase will allow the City to expand opportunities for industrial businesses to expand in Princeton. Currently, the potential for expansion in the Industrial Park is very limited.

This project will facilitate the modernization for the continuance of commerce by providing access between the existing Industrial Park and increase access to Hwy 169 for all industries. The improvement includes the modernization of the entire thoroughway of the current Industrial Park, including the redirection of storm water.

With the support of Mille Lacs County, and their contracted Engineer, the City of Princeton with assistance from ECRDC has been putting together a grant application package to submit for the FY 2020 EDA Public Works and Economic Adjustment Assistance Programs including CARES Act Funding opportunity through the EDA.

Analysis:

Staff are currently working with a few potential anchor businesses to sponsor the application, a requirement for the FY 2020 EDA Public Works and Economic Adjustment Assistance Programs including CARES Act Funding. The estimated cost to construct the project, including two new roadways, sewer, water, storm water improvements, and modernization and completion of the 21st Avenue connection and route is: \$6,615,939. This grant application under the CARES ACT allows the EDA funding to invest up to 80% of the project, requiring a 20% match of \$1,360,237 from local and state funding sources.

The grant is applied for and administered through the City of Princeton with the support of Mille Lacs County and the ECRDC. The City Council approved this application at the June 11, 2020 City Council meeting with the approval of Resolution 20-36.

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

Hillesheim said they have been working on acquiring land to construct an Industrial Park. This is an update on the funding process they are applying for. Total is \$6,690,488.20 for the project and City would pay 20% with local and county funding. Next week the application would be submitted.

Hallin asked if there will be any bonding bills taken out.

Barbian said there could be. There is a number of different alternatives that the Council will have to consider.

Walker asked if the six million for the grant amount is for the land or infrastructure.

Hillesheim said for all of it. It has been negotiated and not been purchased. First they apply for the grant.

Barbian said additional cost and fees were in the estimate.

Hallin asked what is the anticipated shovel time.

Hillesheim said December 2020 bids and forward to building in the next spring.

Walker asked if there is any interest in purchasing properties.

Hillesheim said there is some interest.

Barbian said the location is good and compatible with the airport. Good for the community. There is 1.8 acres behind the Public Safety building and they want to put a storage building behind them. They had a hanger that the roof caved in and now they want to replace it with a storage building. No sewer and water, just storage.



B. Housing Development

Hillesheim said the ECRDC is in the process with a familiarity tour and they want options of housing developments for this community. Does the EDA have any thoughts on this.

Barbian said the Pontious property is an alternative site.

Reynolds asked if they want multi-family sites.

Hillesheim said just regional housing. They would look at funding available if something were to come forward. Single family housing is needed here.

Barbian said they want five-acre sites or more for single or multiple family housing.

Reynolds said she had gotten feedback from the residents in the area and we are an aging community here where they live in Minnesota for six months and then a warmer climate for six months. They are a more active age group, but they would still like a one story site with no steps and where the property is maintained.

Barbian said the is what was being looked at for the Pontious site.

Schumacher said they had spoken with the School Superintendent and what is needed here is residential areas that the kids could walk to the schools. There are three schools located in the same area on the north end of town. Family neighborhoods.

Hillesheim said on the Sherburne County Housing Study the City was on the lower end of the list for single family homes and higher with multiple family.

Walker said if we could have Developer friendly sites where it would make it easy for them to know what the fees are and utility hookups. Much like shovel ready plans.

Barbian said there are State programs available for prepackaged. The Sewer Study is done and in place to help them know the ball park estimate to hook into. The water is easier to hook into. There is a lot to learn in this area.

Hallin asked Hillesheim when she needs the EDA Boards thoughts or locations by.

Hillesheim said June 22nd.

Schumacher mentioned that Mike Ziegler wants to build by the high school, did he come back to City Hall.

Barbian said he met with him once. There is another interested party for a site on First Street. They did get information that would help them go to links for the TIF rules.

Schumacher said the Strand building went under contract and will be closing next month. Hillesheim said he did contact the City on the Façade Program.

Reynolds asked Barbian if there is interest in the City applying for a Small City Grant for renovations. The City could put the grant in themselves.

Barbian said he would if the county did it with them.

Reynolds said Mille Lacs County has joined with Pease and Foreston.

C. Sherburne County Housing Study Draft

Hillesheim said she emailed this out to the EDA Board a week ago.

Barbian asked Hillesheim if she noticed anything in this housing study that came to her attention.

Hillesheim said Elk River and Big Lake are so different than Princeton. It was our School District area that was requesting to be in this study.

Reynolds noticed that Zimmerman had the lowest amount of senior housing, but the highest amount of seniors in the area. Princeton had the lowest rent.

Barbian said we may have a lot of subsidized housing.

Hillesheim said she heard people move to Cambridge because there is no place here to rent and they want to live in Princeton.

Hallin asked Hillesheim if she needs to go back to them with more information.

Hillesheim said she will tell them that we discussed it and were happy with it.

Reynolds said Mille Lacs County did a study in 2013 and Baldwin Township also did. The City of Princeton had their own numbers from GPS and we should have those included in here.

Hillesheim said the date on it was 2014.

Reynolds said the GPS went to Pine County and that was too broad of an area.

Hillesheim said the GPS area was done again and she gave them the area to look at.

MISCELLANEOUS:

A. EDA Balance Sheet

There was no Balance Sheet provided.

B. Report

Hillesheim said the park project is on the way and the bid is in the paper. The improvements are happening. The fishing pier is in. There will be an improvement on the boat ramp and a dock and canoe launch will be put in. They will be ADA accessible. Trails will be in to the library parking lot. The two parks will be linked. There will be a bridge to Riebe Park with another milelong trail around the peninsula. There are some good sandy areas for picnics and also will have fire pits. There will be carts available to bring your stuff to the campsite. The Lions group will build a picnic shelter.

Barbian said they are looking at corporate sponsorship and family sponsorship and amounts will be set. \$1,500 will be for the benches. They are getting some sponsorship from some local businesses. There are big rocks that would be put around a fire pit that would be a nice gathering place.

Hallin asked if there will be a shed by Riebe Park for the carts.

Hillesheim is not sure. There will be a total of eight campsite and six of those you can reserve online. The other two are first come first serve.

Hallin asked if someone is passing through town, what would they do to get a spot.

Hillesheim said they can do it on their cell phone.

Hallin knows seniors that do not have cell phones. Normally we have a park host that stays at the park, do we have that now.

Barbian said no.

Hillesheim said if they do not have a cell phone they can come to City Hall and we can help them reserve a spot. She has it on Groupon, but needs to put it on more sites to advertise the camping, canoe, and kayaking.

Barbian said the same outfitter is back and he provides a short training on this. We did get a used trailer for the canoe and kayaks. The Rotary is disbanding and will donate the can fund to the parks.

Hillesheim said there will be an event in the fall and there may be food vendors there.

Sandberg asked on the walkways in the parks, what are we doing in the winter months for grooming the trails.

Hillesheim said Pioneer Park is groomed for cross country.

Barbian said the trails are not cleared in the winter months.

Sandberg said the tar needs to be repaired on the Sherburne County trail.

Walker said we spent a lot of money on the trails and the City should change their policy and clear the trails. Some are setup for the School District and should be used. They could be walking to the Industrial Park.

Schumacher said the trail was completed last year and will be discussed with the City Council. The City should address this process for the trails.

Barbian said the residents have gotten use to shoveling their own sidewalk now. He understands the difference between the sidewalk and the trail.

Schumacher would like to set the standard now because it takes months for the Council to get it done.

Barbian said the Airport runway reconstruction is in the process and the asphalt is in place. The lighting will take longer, but should be workable by the end of July or August. Barbian would like to have the EDA Board meeting every three to four months. Everyone is on task and if there is something that the EDA Board would have to make a motion on, he can call a special meeting.

Hillesheim said Dennis from the Insurance Shop is getting bids for what he wants done at his building and use for the Façade Grant.

Schumacher said if they have an update for the EDA Board, they should email those to the Board each month.

Barbian said that the Chamber spoke of a new \$10,000 grant that is user friendly. It is a State program and should be available on Monday. It is a pool drawing for those who are awarded it. If the bonding bill gets passed the City would like to use those funds to extend 21st Avenue.

C. City Council and Planning Commission Minutes for May, 2020

The EDA Board had no comments.

WALKER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:09 P.M.

ATTEST:

Victoria Hallin, President

Mary Lou DeWitt, Comm. Dev. Zoning Specialist

**BYLAWS OF THE
PRINCETON ECONOMIC DEVELOPMENT AUTHORITY**

ARTICLE I - THE AUTHORITY

Section 1. Name of Authority. The name of the Authority shall be the "City of Princeton Economic Development Authority" (and may be referred to as the "PEDA" or the "Authority"), and its governing body shall be called the Board of Commissioners (the "Board"). The Board shall be the body responsible for the general governance of the Authority and shall conduct its official business at meetings thereof.

Section 2. Seal of Authority. The official seal of the Authority shall be the seal of the City.

Section 3. Office of Authority. The offices of the Authority shall be the Princeton City Hall, 705 2nd Street North, Princeton, Minnesota 55371.

ARTICLE II - OFFICERS

Section 1. Officers. The officers of the Authority shall be a President, a Vice President, a Treasurer, an Assistant Treasurer, a Secretary, and an Executive Director. The President, the Vice President, the Secretary, and the Treasurer shall be members of the Board and shall be elected annually at the annual meeting. No Commissioner may be both President and Vice President simultaneously.

Section 2. President. The President shall preside at all meetings of the Board. At each meeting the President shall submit such recommendations and information as he or she may consider proper concerning the business, affairs, and policies of the Authority.

Section 3. Vice President. The Vice President shall perform the duties of the President in the absence or incapacity of the President; and in case of the resignation or death of the President, the Vice President shall perform such duties as are imposed on the President until such time as the Board shall select a new President.

Section 4. President Pro Tem. In the event of the absence or incapacity of the President and the Vice President at any meeting, the Secretary shall act as President Pro Tem to preside at such meeting. Such appointment shall expire at the adjournment of the meeting.

Section 5. Secretary. The Secretary shall keep or cause to be kept minutes of all meetings of the Board and shall maintain or cause to be maintained all records of the Authority. The Secretary shall also have such additional duties and responsibilities as the Board may from time to time and by resolution prescribe.

Section 6. Recording Secretary. The Recording Secretary shall be the City Clerk or designee.

Section 7. Treasurer. The Treasurer shall have the care and custody of all funds of the Authority and shall deposit the same in the name of the Authority in such bank or banks as the Board may select. The Treasurer and Assistant Treasurer shall sign all orders and checks for the payment of money and shall pay out and disburse such moneys under the direction of the Board. The Treasurer shall keep regular books of accounts showing receipts and expenditures and shall render to the Board, at least annually (or more often when requested), an account of such transactions and also of the financial condition of the Authority.

Section 8. Assistant Treasurer. The Assistant Treasurer of the EDA shall be the City Treasurer. The Assistant Treasurer shall act as the Treasurer's agent and assistant to perform the above-described duties, subject to the Treasurer's approval thereof.

Section 9. Executive Director. The Executive Director shall be designated from time to time by the Authority, shall be the chief appointed executive officer of the Authority, and shall have such additional responsibilities and authority as the Board may from time to time by resolution prescribe. The Executive Director shall serve at the pleasure of the Board. Any compensation for the Executive Director shall be established by the Board and subject to City Council approval.

Section 10. Additional Duties. The officers of the Authority shall perform such other duties and functions as may from time to time be required by the Board or the bylaws or rules and regulations of the Authority.

Section 11. Advisory Committees. The Authority may by resolution establish one or more advisory committees to the Authority.

Section 12. Remove for Cause. A commissioner may be removed by the City Council for inefficiency, neglect of duty, or misconduct in office after a hearing. A Commissioner may be dismissed if attendance at three (3) meetings in a row or four (4) meetings throughout a year is missed. A copy of the charges must be given to the commissioner at least ten (10) days before the hearing.

Section 13. Vacancies. Should the office of President, Vice President, Treasurer, Assistant Treasurer, or Secretary become vacant, the Board shall elect a successor from its membership at the next regular meeting, or at a special meeting called for such purpose, and such election shall be for the unexpired term of said officer. A vacancy on the Board must be filled for the balance of the unexpired term in the manner in which the initial appointment was made.

Section 14. Compensation of Commissioners. All Commissioners shall serve voluntarily. The City Council may set a meeting stipend. Required expenses and/or additional compensation may be recommended by the Board and approved by the City Council.

Section 15. Additional Personnel. The Board may from time to time employ such personnel as it deems necessary to exercise its powers, duties, and functions. The selection and compensation of such personnel shall be determined by the Board, subject to approval by the City Council.

ARTICLE III - MEETINGS

Section 1. Regular Meetings. The Board shall hold regular meetings on the third Thursday of every fourth (quarterly month or as needed) at 6:00 p.m. at City Hall.

Section 2. Special Meetings. Special meetings of the Board may be called by the President or any two members of the Board for the purpose of transacting any business designated in the call. The call for a special meeting may be delivered at any time at least 48 hours prior to the time of the proposed meeting to each members of the Board or may be mailed to the business or home address of each of the members of the Board at least three (3) days prior to the date of such special meetings. At such special meeting, no business shall be considered other than as designated in the call, but if all members of the Board are present at a special meeting, any and all business may be transacted at such special meeting. Notice of any special meeting shall be posted at City Hall and/or published as may be required by law.

Section 3. EDA Meetings. All Board meetings of the EDA are subject to and must conform to all open meeting requirements. The annual meeting shall be the first regular meeting in January.

Section 4. Quorum. The powers of the Authority shall be vested in the Board. Four Commissioners shall constitute a quorum for the purpose of conducting the business and exercising the powers of the Authority and for all other purposes, but a smaller number may adjourn from time to time until a quorum is obtained. When a quorum is in attendance, action may be taken by the Board upon a vote of a majority of the Commissioners present.

Section 5. Order of Business. At the regular meetings of the Board, the following shall be the order of business:

1. Roll Call
2. Approval of the minutes of previous meeting
3. Bills and communications
4. Reports
5. Unfinished business
6. New business
7. Adjournment

All resolutions shall be written or transcribed and shall be retained in the journal of the proceedings maintained by the Secretary.

Section 6. Adoption of Resolutions. Resolutions of the Board shall be deemed adopted if approved by not less than a simple majority of all Commissioners present, unless a different requirement for adoption is prescribed by law. Resolutions may, but need not, be read aloud prior to vote taken thereon and may, but need not, be executed after passage.

Section 7. Rules of Order. The meetings of the Board shall be governed by the most recent edition of Robert's Rules of Order.

ARTICLE IV - MISCELLANEOUS

Section 1. Amendments to Bylaws. The Bylaws of the Authority shall be amended only by resolution approved by at least four of the members of the Board and approved by the City Council.

Section 2. Fiscal Year. The fiscal year of the Authority shall coincide with the fiscal year of the City of Princeton.

Section 3. Assistant Treasurer's Bond. The Assistant Treasurer shall be covered by the City's errors and omissions insurance policy.

Section 4. Financial Statement. The Authority shall examine the financial statement together with the treasurer's vouchers, which financial statement shall disclose all receipts and disbursements, their nature, money on hand, and the purposes to which it shall be applied, the Authority's credits and assets and its outstanding liabilities. If the Authority finds the financial statement and treasurer's vouchers to be correct, it shall approve them by resolution.

Section 5. Report to the City. The Authority shall provide a written report to the City Council annually, no later than March 1st. The report shall give a detailed account of its activities and of its receipts and expenditures for the account of its activities and of its receipts and expenditures for the preceding calendar year. The Authority shall, at the City's request, make available all records necessary to conduct an audit of the Authority's finances.

Section 6. Budget to City. The Authority shall annually prepare its budget in conformance with the City's budget process. The City Council will review and approve the budget as part of the City's annual budget process.

Section 7. Employees. The Authority may select and recommend for employment to the City Council employees as it may require and determine their duties, qualifications, and compensation in accordance with the budget.

Section 8. Services. The Authority may contract for the services of consultants, agents, public accountants, engineers, technical experts and agents, and others as needed to perform its duties and to exercise its powers. The Authority may also use the services of the City Attorney or hire a general counsel, as determined by the Authority. These contracts for service must be in accordance with the budget as approved by the City Council.

Section 9. Supplies, Purchase, Facilities, and Services. The Authority may purchase the supplies and materials it needs in accord with the budget. The Authority may use the facilities of the City's purchasing department. The City may furnish offices, structures and space, stenographic, clerical, engineering, and other assistance to the Authority.

APPROVED by the Princeton Economic Development Authority on the day 17th of September, 2020.

Board President

ATTEST:

Board Secretary

CODE OF ORDINANCE, TITLE 2. ADMINISTRATION

Chapter 255 - Economic Development Authority and District

255.01 Background; Findings.

- (A) The City is authorized by M.S. Ch. 469 (Act), as it may be amended from time to time, to establish an Economic Development Authority (EDA) to coordinate and administer economic development and redevelopment plans and programs of the city.
- (B) It is found and determined by the City Council that the encouragement and financial support of economic development and redevelopment in the city is vital to the orderly development and financing of the city and in the best interests of the health, safety, prosperity and general welfare of the citizens of the city.
- (C) It is further found and determined that the economic development and redevelopment of the city can best be accomplished by the establishment of an EDA and establishing an Economic Development District as authorized by the Act.

255.02 Enabling Resolution.

- (A) The Economic Development Authority of the City of Princeton (EDA) is established.
- (B) An Economic Development District is created that encompasses the corporate limits of the City of Princeton as they may be amended from time to time.
- (C) The EDA consists of a governing body of seven commissioners. Two of the commissioners shall be member of the City Council and two commissioners may be residents of area townships. All commissioners shall be appointed by the City Council at the first meeting in January of each year. The terms for those initially appointed shall be appointed for one, two, three, four, five, and two members for six years. Thereafter, all commissioners shall be appointed for six-year terms. The EDA has all the powers and duties set forth in M.S. §§ 469.090 to 469.108, as these sections may be amended from time to time, and other law, except as limited by this chapter.
- (D) The following items apply to the EDA and its operation:
 - (1) The sale of bonds or other debt obligations of the EDA must be approved by the City Council;
 - (2) The EDA must follow the budget process for the city departments in

accordance with city policies, ordinances and resolutions;

- (3) Development and redevelopment actions of the EDA must be in conformance with the City Comprehensive Plan and official controls implementing the Comprehensive Plan;
 - (4) The EDA must submit work plans for development and redevelopment to the City Council for approval on a minimum of an annual basis and report activities to the City Council upon request;
 - (5) The administrative structure and management practices and policies of the EDA must be approved by the City Council;
 - (6) All activities of the EDA must comply with all local ordinances, including all applicable zoning laws;
 - (7) The EDA may enter into any agreements necessary to administer the Revolving Loan Fund;
 - (8) The EDA may acquire and dispose of real estate/property in order to carry-out the development and redevelopment activities detailed in the plan presented to the City Council;
 - (9) The proceeds of land sales should first be applied to any obligation of the city related to the property. Any proceeds beyond the City's costs may be retained by the EDA to future the development and redevelopment activities detailed in the annual EDA plan presented to the City Council.
- (E) As provided in the Act, it is the intention of the City Council that nothing in this chapter nor any activities of the EDA are to be construed to impair the obligations of the City under any of its contracts or to affect in any detrimental manner the rights and privileges of a holder of a bond or other obligation heretofore issued by the City.

255.03 Implementation

- (A) The City Council will from time to time and at the appropriate time adopt such ordinances and resolutions as are required and permitted by the Act to give full effect to this chapter.
- (B) The Mayor, City Administrator and other appropriate City officials are authorized and directed to take the actions and execute and deliver the documents necessary to give full effect to this chapter.
- (C) Nothing in this chapter is intended to prevent the City from modifying this enabling resolution to impose new or different limitations on the EDA as authorized by the Act.

255.04 Filling of Vacancies; Compensation. Vacancies on the Board shall be reported to the City Council and filled by like appointment for the unexpired term. Board members shall receive \$25 for each Economic Development Authority meeting they attend.

255.05 **Removal From Office or Appointment.** The City Council may remove, for proper cause, any member or officer of the board and fill the vacancy; but, such removal must be by a concurrent vote of the majority of the City Council, at a meeting of whose time, place, and object the charged member or officer has been duly notified, with the reasons for such proposed removal and after the opportunity to be heard in defense against the removal. Just cause includes, but is not limited to, insubordination, engaging in conduct in violation of the City's Social Media Policy or engaging in conduct in violation of Section 7.2 (Discipline, Suspension, and/or Dismissal) of the City's Personnel Policy.

MEMORANDUM

Tab C



TO: EDA Board

FROM: Community Development

SUBJECT: West Rivertown Apartments TIF District 9-2

DATE: September 14, 2020

Background:

The Developer, Patrick Briggs, Briggs Properties Inc. is ready to move forward with the development of two apartment building as proposed on the attached map.

The designated site and other lands owned by Briggs Properties were subject to development discussion in the past. A 25-year TIF district has been requested for the project.

At this time the developer has provided the City with a concept plan that is to center on the two apartment buildings shown on the map. It has been presented that building 1 will be along 1st Street and the other behind. Building 1 is proposed to start in 2021 with occupancy in 2022 and building 2 proposed to start in 2023 and occupancy in 2024. Each building is to have 49 units.

Analysis:

City staff have been working with Northland Securities to propose TIF District 9-2. The fees associated with the creation of the TIF district will be completely paid by the developer. The current real estate taxes on the project site are \$714 annually. The estimated Real Estate Taxes after completion are estimated at \$7,000,000. Construction start date is planned for April of 2021.

The housing TIF district requires the development to meet low/moderate income standards that will be monitored annually. If at anytime the development does not meet the guidelines the TIF district will terminate.

The total project cost is estimated at \$15,417,130.

Recommendation:

City Staff recommends the EDA Board's approval to move forward with TIF District 9-2.

REVISIONS	DATE	BY	DESCRIPTION
1	10/15/2019	J. H. HARRIS	INITIAL DESIGN
2	10/15/2019	J. H. HARRIS	REVISED DESIGN
3	10/15/2019	J. H. HARRIS	REVISED DESIGN

SITE AND UTILITY PLAN

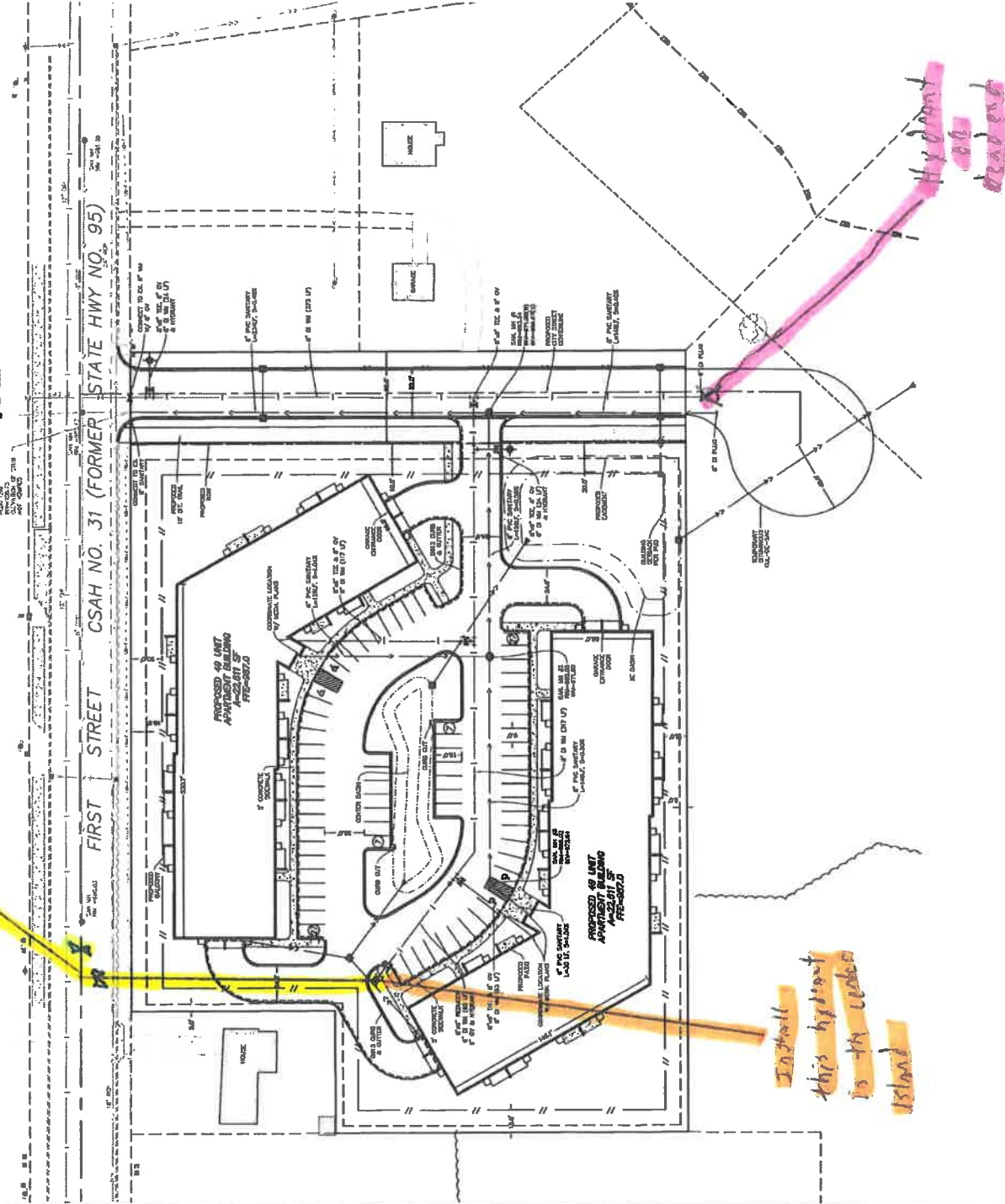
WEST RIVERTOWN APARTMENTS
 PRINCETON, MINNESOTA
 PHOENIX CAPITAL, LLC

C-1

REVIEW PLAN
 NOT FOR CONSTRUCTION

NOTES:

1. BASE PLAN USED IS A SURVEY PREPARED BY BOGART PETERSON AND ASSOCIATES, INC.
2. ALL EXISTING UTILITY LOCATIONS AND ELEVATIONS SHOWN ARE APPROXIMATE ONLY. CONTRACTOR SHALL CONFIRM ALL LOCATIONS AND ELEVATIONS PRIOR TO CONSTRUCTION. CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND CALL BEFORE DIGGING OR BY CALLING 811 OR 1-800-252-1166.
3. ALL CONSTRUCTION SHALL CONFORM TO THE MOST RECENT EDITIONS OF THE MINNESOTA STANDARD SPECIFICATIONS OF THE CITY OF PRINCETON AND THE LATEST EDITION OF MNDOT STANDARD SPECIFICATIONS FOR CONSTRUCTION.
4. GARAGE PARKING = 40 STALLS (3 ACCESSIBLE)
 SURFACE PARKING = 34 STALLS (2 ACCESSIBLE)
 TOTAL PARKING PER BUILDING = 83 STALLS (4 ACCESSIBLE)
5. TOTAL LOT AREA = 174,089 SF (4.00 ACRES)
 PROPOSED IMPERVIOUS SURFACE AREA = 107,033 SF (61.5%)



CITY OF PRINCETON, MINNESOTA

**MODIFIED DEVELOPMENT PROGRAM FOR
MUNICIPAL DEVELOPMENT DISTRICT NO. 9**

**TAX INCREMENT FINANCING PLAN FOR
TAX INCREMENT FINANCING (HOUSING)**

DISTRICT NO. 9-2

(BRIGGS APARTMENT PROJECT)

PUBLIC HEARING DATE: SEPTEMBER 24, 2020

PLAN APPROVED DATE: _____, 2020

PLAN CERTIFICATION REQUEST DATE: _____, 2020 PLAN

CERTIFIED DATE: _____, 2020



Northland Securities,
Inc.
150 South 5th Street, Suite
3300
Minneapolis, MN 55402
(800) 851-2920
Member NASD and
SIPC

TABLE OF CONTENTS

â1
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Section 1.01	Introduction	1
Section 1.02	Definitions.....	1
Section 1.03	Listing of Exhibits.....	2
Section 1.04	Plan Preparation.....	2
§3	
Section 2.01	Overview	3
Section 2.02	Statement of Objectives	3
Section 2.03	Boundaries of Development District.....	4
Section 2.04	Development Activities.....	4
Section 2.05	Payment of Project Costs.....	4
Section 2.06	Environmental Controls; Land Use Regulations.....	5
Section 2.07	Park and Open Space to be Created	5
Section 2.08	Proposed Reuse of Property	5
Section 2.09	Administration and Maintenance of Development District	5
Section 2.10	Amendments.....	5
§ 6	
Section 3.01	Statutory Authority.....	6
Section 3.02	Planned Development	6
3.02.1	Project Description.....	6
3.02.2	City Plans and Development Program	6
3.02.3	Land Acquisition.....	6
3.02.4	Development Activities.....	6
3.02.5	Need for Tax Increment Financing.....	6
Section 3.03	Tax Increment Financing District.....	7
3.03.1	Designation.....	7
3.03.2	Boundaries of TIF District.....	7
3.03.3	Type of District.....	7
Section 3.04	Plan for Use of Tax Increment	8
3.04.1	Estimated Tax Increment.....	8
3.04.2	Project Costs.....	8
3.04.3	Estimated Sources and Uses of Funds	9
	Figure 3-1.....	9
3.04.4	Administrative Expense.....	10
3.04.5	County Road Costs	10
3.04.6	Bonded Indebtedness	10
3.04.7	Duration of TIF District.....	10

3.04.8 Estimated Impact on Other Taxing Jurisdictions	10
3.04.9 Prior Planned Improvements	11

a

Section 4.01	Filing and Certification.....	12
Section 4.02	Modifications of the Tax Increment Financing Plan.....	12
Section 4.03	Four-Year Knockdown Rule	12
Section 4.04	Pooling and Five-Year Rule.....	13
Section 4.05	Financial Reporting and Disclosure Requirements.....	13
Section 4.06	Business Subsidy Compliance.....	13

EXHIBITS..... 14

Exhibit I – Present Value Analysis.....	14
Exhibit II – Projected Tax Increment.....	15
Exhibit III – Impact on Other Taxing Jurisdictions.....	16
Exhibit IV – Estimated Tax Increment Over Life of District.....	17
Exhibit V – Map of Development District and TIF District.....	18

ARTICLE I – INTRODUCTION AND DEFINITIONS

SECTION 1.01 INTRODUCTION

The City of Princeton proposes to provide tax increment financing assistance to a private developer for public costs related to the construction of multifamily housing units within the City. This document contains the plan for achieving the objectives of the Modified Development Program for Municipal Development District No. 9 through the establishment of Tax Increment Financing District No. 9-2 within.

The City previously established Development District No. 9 and Tax Increment Financing District No. 9-1 within the Development District on October 25, 2018. The City proposes to modify the Development District to expand the boundaries to be coterminous with the municipal boundaries of the City and to establish Tax Increment Financing District No. 9-2 within.

SECTION 1.02 DEFINITIONS

For the purposes of this document, the terms below have the meanings given in this section, unless the context in which they are used indicates a different meaning:

1. “City” means the City of Princeton, Minnesota.
2. “City Council” means the City Council of the City.
3. “County” means Mille Lacs County, Minnesota.
4. “Developer” means the private party that will undertake construction within the TIF District.
5. “Development District” means Development District No. 9 within the City, created and modified, and established pursuant to and in accordance with the Development District Act.
6. “Development District Act” means Minnesota Statutes, Sections 469.124 through 469.134, as amended and supplemented from time to time.
7. “Development Program” means the Development Program for the Development District, as amended, modified, and supplemented from time to time.
8. “Project Area” means the geographic area of the Development District.
9. “Project Costs” means the cost of the development activities that will or are expected to occur within the Project Area or the TIF District.
10. “School District” means Princeton Public Schools (ISD #477).
11. “State” means the State of Minnesota.
12. “TIF Act” means Minnesota Statutes, Sections 469.174 through 469.1794, as amended, both inclusive.
13. “TIF District” means Tax Increment Financing (Housing) District No. 9-2 (Briggs Apartment Project).
14. “TIF Plan” means the tax increment financing plan for the TIF District (this document).

SECTION 1.03 LISTING OF EXHIBITS

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o Program and the TIF Plan:

- Exhibit I: Present Value Analysis.
- Exhibit II: Projected Tax Increment
- Exhibit III: Impact on Other Taxing Jurisdictions
- Exhibit IV: Estimated Tax Increment Over Life of District
- Exhibit V: Map of Development District and TIF District

SECTION 1.04 PLAN PREPARATION

The document was prepared for the City by Northland Securities, Inc.

ARTICLE II - DEVELOPMENT PROGRAM

SECTION 2.01 OVERVIEW

The City establishes the Development District and the related Development Program as a tool to achieve the objectives described in Section 2.02. The Development District serves as the Project

Area for tax increment financing districts established within its boundaries. The Development Program describes the City's objectives for the development of this area and the use of tax increment financing.

This modified Development Program is intended to restate and expand on the original Development Program and all prior amendments hereto, which are incorporated herein by reference.

SECTION 2.02 STATEMENT OF OBJECTIVES

The establishment of the Development District in the City pursuant to the Development District Act is necessary and in the best interests of the City and its residents and is necessary to give the City the ability to meet certain public purpose objectives that would not be obtainable in the foreseeable future without intervention by the City in the normal development process.

The establishment of the Statement of Objectives for the Development Program provides the City with the ability to achieve certain public purpose goals not otherwise obtainable in the foreseeable future without City intervention in the normal development process.

The public purpose goals include: restore and improve the tax base and tax revenue generating capacity of the Development District; increase employment and housing opportunities; realize comprehensive planning goals; remove blighted conditions; revitalize the property within the

development district for residential, commercial and related use.

The City seeks to achieve the following Development District program objectives:

1. Promote and secure the prompt development of certain property in the Development District, which property is not now in productive use or in its highest and best use, in a manner consistent with the City's Comprehensive Plan and with the minimum adverse impact on the environment, and thereby promote and secure the development of other land in the City.
2. Promote and secure additional employment and housing opportunities within the Development District and the City for residents of the City and the surrounding area, thereby improving living standards, reducing unemployment and the loss of skilled and unskilled labor and other human resources in the City.
3. Secure the increase of commercial/industrial property subject to taxation by the City, School, governmental services and programs required to be provided by them.

4. Provide for the financing and construction of public improvements in the Development District necessary for the orderly and beneficial development of the Development District and adjacent areas of the City.
5. Promote the concentration of commercial, office, and other appropriate development in the Development District so as to maintain the area in a manner compatible with its accessibility and prominence in the City.
6. Encourage local business expansion, improvement, and development, whenever possible.
7. Create a desirable and unique character within the Development District through quality land use alternatives and design quality in new and remodeled buildings.
8. Encourage and provide maximum opportunity for private redevelopment of existing areas and structures that are compatible with the Development Program.
9. Encourage redevelopment of substandard buildings, to improve employment opportunities in the Development District and the City, where compatible with other planning and development goals.

SECTION 2.03 BOUNDARIES OF DEVELOPMENT DISTRICT

The boundaries of the Development District are contiguous with the municipal boundaries of the City and is depicted in Exhibit VI.

SECTION 2.04 DEVELOPMENT ACTIVITIES

The City anticipates that the following activities pursuant to the Development District Act, the Tax Increment Financing Act and other applicable state laws, and in doing so anticipates that the following may, but are not required, to be undertaken by the City:

1. The making of studies, planning, and other formal and informal activities relating to the Development Program.
2. The implementation and administration of the Development Program.
3. The rezoning of land within the Development District.
4. The acquisition of property, or interests in property, by purchase or condemnation, which acquisition is consistent with the objectives of the Development Program.
5. The preparation of property for use and development in accordance with applicable Land Use Regulations and the Development Agreement, including demolition of structures, clearance of sites, placement of fill and grading.
6. The resale of property to private parties.
7. The construction or reconstruction of site improvements to property within a tax increment financing district.
8. The construction, improvement and maintenance of parking facilities.
9. The construction, improvement and maintenance of streets, sidewalks, alleys, and public utilities.
10. The issuance of Tax Increment Bonds to finance the Project Costs of the Development Program, and the use of Tax Increments or other funds available to the City to pay or fi

finance the Project Costs of a tax increment financing plan incurred or to be incurred by it pursuant to the Development Program.

11. The use of Tax Increments to pay debt service on the Tax Increment Bonds or otherwise payor reimburse with interest the Project Costs of a tax increment financing plan.

SECTION 2.05 PAYMENT OF PROJECT COSTS

Project Costs and the plan for their payment will be described separately in the Tax Increment Financing Plan for each Tax Increment Financing District that may be created within the boundaries of the Development District. It is anticipated that the Project Costs of the Development Program will be paid primarily from tax increments. However, the City reserves the right to utilize other available sources of revenue, which the City may apply to pay a portion of the Project Costs.

SECTION 2.06 ENVIRONMENTAL CONTROLS; LAND USE REGULATIONS

All municipal actions, public improvements and private development shall be carried out in a manner consistent with existing environmental controls and all applicable land use regulations.

SECTION 2.07 PARK AND OPEN SPACE TO BE CREATED

Park and open space within the Development District if created will be created in accordance with the City's Comprehensive Plan and zoning and subdivision ordinances.

SECTION 2.08 PROPOSED REUSE OF PROPERTY

The Development Program provides that the City may acquire property and reconvey the same to another entity. All parcels within the Development District are eligible for acquisition. In acquiring land, the City Council will require the execution of a binding development agreement with respect thereto and evidence that tax increments or other funds will be available to repay the Project Costs associated with the proposed acquisition. It is the intent of the City to negotiate the acquisition of property whenever possible. Appropriate restrictions regarding the reuse and redevelopment of property shall be incorporated into any Development Agreement to which the City is a party.

SECTION 2.09 ADMINISTRATION AND MAINTENANCE OF DEVELOPMENT DISTRICT

Maintenance and operation of the Development District will be the responsibility of the City Administrator or designee of the City who shall serve as administrator of the Development District for the City. Each year the Administrator will submit to the City the maintenance and operation budget for the following year.

The Administrator will administer the Development District pursuant to the provisions of Section 469.131 of the Development District Act; provided, however, that such powers may only be exercised at the direction of the City Council. No action taken by the Administrator pursuant to the above-mentioned powers shall be effective without authorization by the City Council.

SECTION 2.10 AMENDMENTS

The City reserves the right to alter and amend the Development Program, subject to the provisions of state law regulating such action.

ARTICLE III - TAX INCREMENT FINANCING PLAN

SECTION 3.01 STATUTORY AUTHORITY

The TIF District and the TIF Plan are established under the authority of the TIF Act.

SECTION 3.02 PLANNED DEVELOPMENT

3.02.1 Project Description

The City received an application from the Developer for public financial assistance to assist with

the development and financing of certain project costs for the construction of two apartment buildings, constructed in phases, include approximately 49 rental units in each of the two buildings (the "Project"). The Proposed is proposed to be market rate with an affordable component.

The first building of the Project is located along First Street and the second building is located just behind the first building, on a site that is owned by the Developer. The first building is proposed to be completed and at 50% occupancy by 2022 and full occupancy by 2023. The second building is proposed to be completed and at 50% occupancy by 2024 and full occupancy by 2025. The Developer's plan and timing is contingent on receiving public financial assistance to assist with the affordable component of the market rate building, among other items.

The cost for the Project (inclusive of 98 units, both buildings) is estimated at approximately \$15.4 million in today's dollars. The Developer's request for public financial assistance is to assist with the extraordinary costs, including public improvements, and the cost to be provide the affordable housing units. The Developer has represented that it will not undertake the Project as proposed without public financial assistance.

3.02.2 City Plans and Development Program

In addition to achieving the objectives of the Development Program, the proposed development is consistent with and works to achieve the development objectives of the City. The TIF Plan for the TIF District conforms to the general plan for development or redevelopment of the City as a whole.

The City has adopted land use controls to guide the use of property. The proposed development plans for the project in the TIF District have been reviewed by the Planning Commission and the City Council.

3.02.3 Land Acquisition

The City does not intend to acquire property within the TIF District.

3.02.4 Development Activities

As of the date of approval of this TIF Plan, there are no development activities proposed in this TIF Plan that are subject to contracts.

3.02.5 *Need for Tax Increment Financing*

In various materials the Developer has demonstrated that the proposed use of tax increment financing is needed to offset the high construction costs of high-quality low-to moderate income housing and associated infrastructure required to support the facility. Without the proposed assistance, these initial up-front costs would make it infeasible for the Developer to be able to charge the affordable rents required for the low-to moderate-income tenants. Thus, it is the City's opinion that the proposed development would not reasonably be expected to occur solely through private investment within the foreseeable future and that the increased market value of the site that could reasonably be expected to occur without the use of tax increment

financing would be less than the increase in the market value estimated to result from the proposed development after subtracting the present value of the projected tax increments for

A comparative analysis of estimated market values both with and without establishment of the TIF District and the use of tax increments has been performed as described above and is shown in Exhibit I. This analysis, while not required by the TIF Act for approval of a housing tax increment financing district, indicates that the increase in estimated market value of the proposed development (less the present value of the projected tax increments for the maximum

SECTION 3.03 TAX INCREMENT FINANCING DISTRICT

3.03.1 *Designation*

This TIF District is designated Tax Increment Financing (Housing) District No. 9-2 (Briggs Apartment Project).

3.03.2 *Boundaries of TIF District*

The boundaries of the TIF District are depicted in Exhibit V. The TIF District includes the following parcels and property described as follows and the adjacent roads and right-of-way:

- Parcel 24-032-2100, described as: SECT -32 TWP-036 RANG-26 CITY OF PRINCETON S 213.53 FT OF N 362.03 FT OF E 510 FT W 1060 FT OF 1801 1ST ST
- Parcel 24-032-0800, described as: SECT-32 TWP-036 RANG-26 CITY OF PRINCETON SW OF NE EX W 200 FT & EX N 450' OF E 350' OF W 550

The City may act to approve a modification to the boundaries of the TIF District as property is

3.03.3 *Type of District*

The TIF District is designated as a "housing" district pursuant to Section 469.174, Subd. 11 of the TIF Act. In the Development Agreement, the developer will commit to:

1. Satisfy the income requirements for a qualified residential rental project as defined in section 142(d) of the Internal Revenue Code. This requirement applies for the duration of

the tax increment financing district. The developer will commit to provide (a) 20% or more of units for occupancy by persons at 50% or less of area median gross income. The income thresholds will be based on persons in family and may change over the life of the TIF District. The Fiscal Year 2020 Area Median Income for the County is \$65,200. This equates to an income limit for a two person family of \$29,050 and an income limit for a four person family of \$36,300, for example (*source: FY2020 Median Family Income and Income Limits for Mille Lacs County, MN HUD Metro FMR Area*).

2. No more than 20% of the square footage of buildings that receive assistance from tax increments consist of commercial, retail, or other nonresidential uses. Revenue derived from tax increment from a housing district must be used solely to finance the cost of housing projects as defined in Section 469.174, Subd. 11 of the TIF Act. The cost of public improvements directly related to the housing projects and the allocated administrative expenses of the City may be included in the cost of a housing project.
3. Failure to comply with these income limitations is subject to Section 469.1771 of the TIF Act.

SECTION 3.04 PLAN FOR USE OF TAX INCREMENT

3.04.1 Estimated Tax Increment

The original net tax capacity of value of the TIF District will be set by the County upon request for certification. For the purposes of the TIF Plan, the estimated original net tax capacity is \$1,229. This amount is estimated based on the most recent published estimated combined taxable market value of \$98,300 for parcel numbers 24-032-2100 and 24-032-0800; with tax capacity value calculated for residential non-homestead, greater than four units.

The total tax capacity value of the property after development completion of Phase I (for taxes payable in 2024) is estimated to be \$80,421. This amount is based on a total estimated market value of \$6,433,700 with property classified as residential non-homestead, greater than four units. The estimated difference between the total tax capacity value after development completion (for taxes payable in 2024) and the original net tax capacity value is the captured tax capacity value for the creation of tax increment, estimated to be \$79,193.

The total local tax rate for purpose of estimating tax increments for the TIF District, for taxes payable in 2020, is 174.09%. At the time of the certification of the original net tax capacity for the

TIF District, the County Auditor shall certify the original local tax rate that applies to the TIF District. The original local tax rate is the sum of all the local tax rates, excluding that portion
 0 0 0 0 0 0 0 0 0 0 0 0
 0 0 0 0 0 0 0 0 0 0 0 0
 0 0 0 0 0 0 0 0 0 0 0 0
 0 126C.13, that apply to a property in the TIF District.

The local tax rate to be certified is the rate in effect for the same taxes payable year applicable to the tax capacity values certified as the TIF District's original tax capacity. The resulting tax capacity rate is the original local tax rate for the life of the TIF District.

Under these assumptions, the estimated annual tax increment for Phase I will be \$137,373 after completion of Phase I, estimated based on the second year of tax increment collection for the TIF

District. The TIF Plan estimates that the first year of tax increment collection will be based on partial completion of Phase I.

The actual tax increment will vary according to the certified original tax capacity value and original tax rate, the actual property value produced by the proposed development, and the

changes in property value and State tax policy over the life of the TIF District. The City plans to retain 100% of the Capture Tax Capacity Value for the duration of the TIF district. Exhibit II contains the projected tax increment over the life of the District.

3.04.2 Project Costs

The City will use tax increment to pay Project Costs. The City anticipates the use of tax increment to pay administrative expenses for the TIF District and to reimburse the Developer on a pay-go basis for eligible Project Costs. A development assistance contract with the Developer will define the means for verifying the Project Costs financed by the Developer that will be eligible for reimbursement and the means of disbursing tax increments collected by the City to the Developer.

The City may also use tax increments to pay financing costs. The interest rate payable on bonds, which may include interfund loans and an anticipated (pay-go) revenue note to be issued to the Developer will be set pursuant to resolution and/or a development assistance contract with the Developer.

The City reserves the authority to modify the TIF Plan to provide authority to expend tax increment from the TIF District on other housing projects that meet the criteria for establishing a housing TIF district. The statutes governing the use of TIF define a housing district consisting of a project, or a portion of a project, intended for occupancy, in part, by persons or families of low and moderate income subject to Section 469.174, Subd. 11 of the TIF Act. The requirements for the establishment of a housing TIF district are contained in Section 469.1761 of the TIF Act.

The primary criteria are income related. The criteria are different for owned and rental housing.

The practical application of this authority for the City includes:

- The use of tax increment is not limited by pooling restrictions or the five-year rule.
- The tax increment can be spent on activities outside of the TIF district, but within the Development District.
- This authority does not extend the maximum statutory duration of the TIF district.
- The tax increment must be used solely to finance the cost of the "housing project" as defined by the TIF Act. The cost of public improvements directly related to the housing project and the allocated administrative expenses of the city may be included in the cost of a housing project.
- No more than 20% of the square footage of buildings that receive TIF assistance may consist of commercial, retail, or other nonresidential uses.

Potential applications of this authority include:

- Individual housing projects avoiding the need for a new TIF district.
- Supplementing the revenues of another housing TIF district.
- Assistance for the renovation of existing housing.
- Acquisition of land for housing.
- Assistance to make public improvements more affordable.

3.04.3 Estimated Sources and Uses of Funds

The Total Estimated Tax Increment Revenues and Total Estimated Project and Financing Costs to be paid from Tax Increment are itemized in Figure 3-1.

**FIGURE 3-1
ESTIMATED SOURCES AND USES OF FUNDS**

	Total
Estimated Tax Increment Revenues (from tax increment generated by the district)	
Tax increment revenues distributed from the county	\$7,684,000
Interest and investment earnings	\$50,000
Sales/lease proceeds	\$0
Market value homestead credit	\$0
Total Estimated Tax Increment Revenues	\$7,734,000
Estimated Project/Financing Costs (to be paid or financed with tax increment)	
Project costs	
Land/building acquisition	\$1,000,000
Site improvements/preparation costs	\$0
Utilities	\$0
Other public improvements	\$0
Construction of affordable housing	\$3,583,000
Small city authorized costs, if not already included above	\$0
Administrative costs	\$509,000
Estimated Tax Increment Project Costs	\$5,092,000
Estimated financing costs	
Interest expense	\$2,642,000

The City reserves the right to administratively adjust the amount of any of the Project Cost items listed in Figure 3-1, so long as the total estimated tax increment project costs amount, not including financing costs, is not increased.

3.04.4 Administrative Expense

The City will retain up to ten percent (10%) of annual tax increment revenues, in addition to any required fees paid to the State and County. The City will use these monies to pay for and reimburse the City for costs of administering the TIF district allowed by the TIF Act. The estimated amount of tax increment revenue available to pay administrative expense is shown in Figure 3-1. Anticipated administrative expenses of the TIF District include annual audit of the fund for TIF District, preparation of annual reporting, legal publication of annual report, and administration of the development agreement.

3.04.5 County Road Costs

The proposed development will not substantially increase the use of county roads and necessitate the need to use tax increments to pay for county road improvements.

3.04.6 Bonded Indebtedness

The total amount of bonds estimated to be issued is shown in Figure 3-1.

The City intends to use tax increment financing to reimburse the developer on pay-as-you-go basis for Project Costs.

The City may loan or advance money from its General Fund or any other fund it has legal

authority to use to finance qualifying TIF expenditures, such as costs of administering the TIF District. An interfund loan or advance is defined in the TIF Act as a bond or a qualifying obligation. Before money is transferred, advanced, or spent, the loan or advance shall be authorized by resolution of the City. For the loan or advance to be repaid with tax increments from the TIF District, an interfund loan agreement must be in place before any loans or advances are made. The terms and conditions for repayment of the loan must be in writing and include, at minimum, (i) the principal amount of the loan or advance, (ii) the interest rate to be charged, and (iii) its maximum term. The maximum rate of interest that can be charged is limited to the annual rate charged by the State Courts or by the Department of Revenue, whichever is greater.

3.04.7 Duration of TIF District

The City sets the duration to collect and spend tax increments on eligible purposes for a maximum of 25 years after the date of receipt of the first tax increment or 26 years of tax increment collection. The estimated first year of collection is July 2023 and the estimated decertification date is 12/31/2048.

The City may determine to provide tax increment financing assistance to the Developer for a period that is less than the maximum duration established for the TIF District pursuant to the TIF Plan.

3.04.8 Estimated Impact on Other Taxing Jurisdictions

Exhibit III and IV shows the estimated impact on other taxing jurisdictions if the maximum projected retained captured net tax capacity of the TIF District was hypothetically available to the other taxing jurisdictions. The City believes that there will be no adverse impact on other taxing jurisdictions during the life of the TIF District, since the proposed development would not have occurred without the establishment of the TIF District and the provision of public assistance. A positive impact on other taxing jurisdictions will occur when the TIF District is decertified and the development therein becomes part of the general tax base.

The City anticipates minimal impact of the proposed development on city-provided services. There will be a manageable increase in water and sewer usage. It is anticipated that there may be a slight but manageable increase in police and fire protection duties due to the development.

3.04.9 Prior Planned Improvements

There have been no building permits issued in the last 18 months in conjunction with any of the properties within the TIF District. The City will include this statement with the request for certification to the County Auditor. If building permits had been issued during this time period, then the County Auditor would increase the original net tax capacity of the TIF District by the net tax capacity of each improvement for which a building permit was issued.

ARTICLE IV – ADMINISTERING THE TIF DISTRICT

SECTION 4.01 FILING AND CERTIFICATION

The filing and certification of the TIF Plan consists of the following steps:

1. Following adoption of the TIF Plan and at the time the City submits a request for certification of the TIF District to the County Auditor, the City shall submit a copy of the TIF Plan to the Minnesota Department of Revenue and the Office of the State Auditor.
2. The City shall request that the County Auditor certify the original net tax capacity and net tax capacity rate of the TIF District. To assist the County Auditor in this process, the City shall submit copies of the TIF Plan, the resolution establishing the TIF District and adopting the TIF Plan, and a listing of any prior planned improvements.
3. The City shall send the County Assessor any assessment agreements establishing the minimum market value of land and improvements within the TIF District, and shall request that the County Assessor review and certify this assessment agreement as reasonable.

SECTION 4.02 MODIFICATIONS OF THE TAX INCREMENT FINANCING PLAN

The City reserves the right to modify the TIF District and the TIF Plan. Under current State Law, the following actions can only be approved after satisfying all the necessary requirements for approval of the original TIF Plan (including notifications and public hearing):

- Reduction or enlargement in the geographic area of the Development District or the TIF District.
- Increase in the amount of bonded indebtedness to be incurred.
- Increase in the amount of capitalized interest.
- Increase in that portion of the captured net tax capacity to be retained by the City.
- Increase in the total estimated Project Costs, not including cost of financing. ▪ Designation of additional property to be acquired by the City.

Other modifications can be made by resolution of the City Council. In addition, the original approval process does not apply if (1) the only modification is elimination of parcels from the TIF District and (2) the current net tax capacity of the parcels eliminated equals or exceeds the net tax capacity of those parcels in the TIF District's original net tax capacity, or the City agrees that the TIF District's original net tax capacity will be reduced by no more than the current net tax capacity of the parcels eliminated.

The City must notify the County Auditor of any modification that reduces or enlarges the geographic area of the TIF District. The geographic area of the TIF District may be reduced but not enlarged after five years following the date of certification.

SECTION 4.03 FOUR-YEAR KNOCKDOWN RULE

This Rule requires that if after four years from certification of the TIF District no demolition, rehabilitation, renovation or site improvement, including a qualified improvement of an adjacent street, has commenced on a parcel located within the TIF District, then that parcel shall be excluded from the TIF District and the original net tax capacity shall be adjusted accordingly.

Qualified improvements of a street are limited to construction or opening of a new street, relocation of a street, or substantial reconstruction or rebuilding of an existing street. The City must submit to the County Auditor, by February 1 of the fifth year, evidence that the required activity has taken place for each parcel in the TIF District.

If a parcel is excluded from the TIF District and the City or owner of the parcel subsequently commences any of the above activities, the City shall certify to the County Auditor that such activity has commenced and the parcel shall once again be included in the TIF District. The County Auditor shall certify the net tax capacity of the parcel, as most recently certified by the Commissioner of Revenue, and add such amount to the original net tax capacity of the TIF District.

SECTION 4.04 POOLING AND FIVE-YEAR RULE

Expenditures of increment from the TIF District to pay the cost of a "housing project" as defined in Section 469.174, Subd. 11 of the TIF Act will be treated as an expenditure within the district for the purposes of the "Pooling Rules" and the "Five-Year Rule". It is not anticipated that tax increments will be spent outside the TIF District (except allowable administrative expenses), but such expenditures are expressly authorized in the TIF Plan.

SECTION 4.05 FINANCIAL REPORTING AND DISCLOSURE REQUIREMENTS

The City will comply with the annual reporting requirements of State Law pursuant to the guidelines of the Office of the State Auditor. Under current law, the City must prepare and submit a report on the TIF district on or before August 1 of each year. The City must also annually publish in a newspaper of general circulation in the City an annual statement for each tax increment financing district.

The reporting and disclosure requirements outlined in this section begin with the year the district was certified, and shall end in the year in which both the district has been decertified and all tax increments have been spent or returned to the county for redistribution. Failure to meet these requirements, as determined by the State Auditors Office, may result in suspension of distribution of tax increment.

SECTION 4.06 BUSINESS SUBSIDY COMPLIANCE

The City is exempt from the business subsidies requirements specified in Minnesota Statutes, Sections 116J.993 to 116J.995 because the intended subsidy for the project specified in this document is anticipated to be 100% for housing assistance.

TAX INCREMENT FINANCING DISTRICT NO. 9-2

Exhibit I

City of Princeton

Tax Increment Financing District No. TIF District No. 9-2

Present Value Analysis ³

Minnesota Statutes 469.175(3)(2)

Briggs Apartment Project

1 Estimated Future Market Value with Tax Increment Financing	16,338,184 ¹
2 Payable 2020 Market Value	<u>98,300</u>
3 Market Value Increase (1-2)	16,239,884
4 Present Value of Future Tax Increments	<u>5,092,020</u>
5 Market Value Increase Less PV of Tax Increments	11,147,863
6 Estimated Future Market Value without Tax Increment Financing	126,063 ¹
7 Payable 2020 Market Value	<u>98,300</u>
8 Market Value Increase (6-7)	<u>27,763</u>
9 Increase in MV From TIF	<u><u>11,120,100</u></u> ²

¹ Assume 1.00% annual appreciation over 26 year life of district.

² Statutory compliance achieved if increase in market value from TIF (Line 9) is greater than or equal to zero.

³ Section 469.175(3)(2) of the TIF Act does not require this present value analysis for a housing tax increment financing district. This analysis is provided for information purposes.

TAX INCREMENT FINANCING DISTRICT NO. 9-2

Exhibit II
City of Princeton
Tax Increment Financing District No. TIF District No. 9-2 (Housing)
Projected Tax Increment Cash Flow
Briggs Apartment Project

PHASE I PHASE II TOTAL									100.0%	3.00%
TIF District Year	Taxes Payable Year	Taxable Market Value (TMV) <small>1, 6</small>	Taxable Market Value (TMV) <small>1, 7</small>	Taxable Market Value (TMV) <small>1, 8</small>	Tax Capacity	Less Base Tax Capacity <small>4</small>	Captured Tax Capacity <small>3, 4</small>	Original Tax Rate <small>2</small>	Total Available TIF <small>7</small>	Present Value of Total Available TIF <small>5</small>
1	2023	3,185,000	-	3,185,000	39,813	(1,229)	38,584	174.09%	66,930	65,292
2	2024	6,433,700	-	6,433,700	80,421	(1,229)	79,193	174.09%	137,373	195,370
3	2025	6,498,037	3,249,019	9,747,056	121,838	(1,229)	120,609	174.09%	209,217	387,665
4	2026	6,563,017	6,563,017	13,126,035	164,075	(1,229)	162,847	174.09%	282,484	639,684
5	2027	6,628,648	6,628,648	13,257,295	165,716	(1,229)	164,487	174.09%	285,330	886,773
6	2028	6,694,934	6,694,934	13,389,868	167,373	(1,229)	166,145	174.09%	288,205	1,129,030
7	2029	6,761,883	6,761,883	13,523,767	169,047	(1,229)	167,818	174.09%	291,108	1,366,549
8	2030	6,829,502	6,829,502	13,659,004	170,738	(1,229)	169,509	174.09%	294,041	1,599,421
9	2031	6,897,797	6,897,797	13,795,594	172,445	(1,229)	171,216	174.09%	297,002	1,827,738
10	2032	6,966,775	6,966,775	13,933,550	174,169	(1,229)	172,941	174.09%	299,994	2,051,589
11	2033	7,036,443	7,036,443	14,072,886	175,911	(1,229)	174,682	174.09%	303,015	2,271,061
12	2034	7,106,807	7,106,807	14,213,615	177,670	(1,229)	176,441	174.09%	306,066	2,486,239
13	2035	7,177,875	7,177,875	14,355,751	179,447	(1,229)	178,218	174.09%	309,148	2,697,207
14	2036	7,249,654	7,249,654	14,499,308	181,241	(1,229)	180,013	174.09%	312,261	2,904,047
15	2037	7,322,151	7,322,151	14,644,301	183,054	(1,229)	181,825	174.09%	315,405	3,106,841
16	2038	7,395,372	7,395,372	14,790,744	184,884	(1,229)	183,656	174.09%	318,580	3,305,667
17	2039	7,469,326	7,469,326	14,938,652	186,733	(1,229)	185,504	174.09%	321,787	3,500,603
18	2040	7,544,019	7,544,019	15,088,038	188,600	(1,229)	187,372	174.09%	325,027	3,691,724
19	2041	7,619,459	7,619,459	15,238,919	190,486	(1,229)	189,258	174.09%	328,298	3,879,105
20	2042	7,695,654	7,695,654	15,391,308	192,391	(1,229)	191,163	174.09%	331,603	4,062,820
21	2043	7,772,611	7,772,611	15,545,221	194,315	(1,229)	193,087	174.09%	334,940	4,242,939
22	2044	7,850,337	7,850,337	15,700,673	196,258	(1,229)	195,030	174.09%	338,311	4,419,534
23	2045	7,928,840	7,928,840	15,857,680	198,221	(1,229)	196,992	174.09%	341,715	4,592,672
24	2046	8,008,128	8,008,128	16,016,257	200,203	(1,229)	198,974	174.09%	345,154	4,762,422
25	2047	8,088,210	8,088,210	16,176,419	202,205	(1,229)	200,976	174.09%	348,626	4,928,850
26	2048	8,169,092	8,169,092	16,338,184	204,227	(1,229)	202,999	174.09%	352,134	5,092,020
TOTAL =									7,683,755	5,092,020

Key Assumptions for Cash Flow:

- 1 Taxable market value (TMV) annual growth assumption = 1.00%
- 2 Original Tax Capacity Rate estimated based on Taxes Payable Year 2020.
- 3 Election for captured tax capacity is 100.00%
- 4 Captured Tax Capacity is net of Base Tax Capacity calculated based on TMV = \$98,300.
- 5 Present value (PV) is calculated based on semi-annual payments, 3.0% , and date of 1/1/2023.
- 6 TMV calculated based on 49 units in Phase I and 49 units in Phase II for total of 98 housing units at an estimated average value of \$130,000 per unit
- 7 Total Available TIF (Tax Increment Financing) is net of State Auditor Fee of 0.36%.

TAX INCREMENT FINANCING DISTRICT NO. 9-2

Exhibit III
City of Princeton
Tax Increment Financing District No. TIF District No. 9-2
Impact on Other Taxing Jurisdictions
(Taxes Payable 2020)
Briggs Apartment Project

Annual Tax Increment

Estimated Annual Captured Tax Capacity (Full Development)	\$202,999
Payable 2020 Local Tax Rate	174.093%
Estimated Annual Tax Increment	<u>\$353,406</u>

Percent of Tax Base

	Net Tax Capacity (NTC)	Captured Tax Capacity	Percent of Total NTC
City of Princeton	3,895,746	202,999	5.21%
Mille Lacs County	22,153,825	202,999	0.92%
ISD 477	19,252,764	202,999	1.05%

Dollar Impact of Affected Taxing Jurisdictions

	Net Tax Capacity (NTC)	% of Total	Tax Increment Share	Added Local Tax Rate
City of Princeton	66.562%	38.234%	135,120	3.468%
Mille Lacs County	78.636%	45.169%	159,630	0.721%
ISD 477	28.687%	16.478%	58,234	0.302%
Other	0.208%	0.119%	422	
Totals	174.093%	100.000%	353,406	

NOTE NO. 1: Assuming that ALL of the captured tax capacity would be available to all taxing jurisdictions even if the City does not create the Tax Increment District, the creation of the District will reduce tax capacities and increase the local tax rate as illustrated in the above tables.

NOTE NO. 2: Assuming that NONE of the captured tax capacity would be available to the taxing jurisdiction if the City did not create the Tax Increment District, then the plan has virtually no initial effect on the tax capacities of the taxing jurisdictions. However, once the District is established, allowable costs paid from the increments, and the District is terminated, all taxing jurisdictions will experience an increase in their tax base.

TAX INCREMENT FINANCING DISTRICT NO. 9-2

Exhibit IV City of Princeton Tax Increment Financing (Housing) District No. TIF District No. 9-2 Briggs Apartment Project Estimated Tax Increments Over Maximum Life of District

Based on Pay 2020 Tax Rate = 174.093% 66.562% 78.636% 28.687% 0.208%

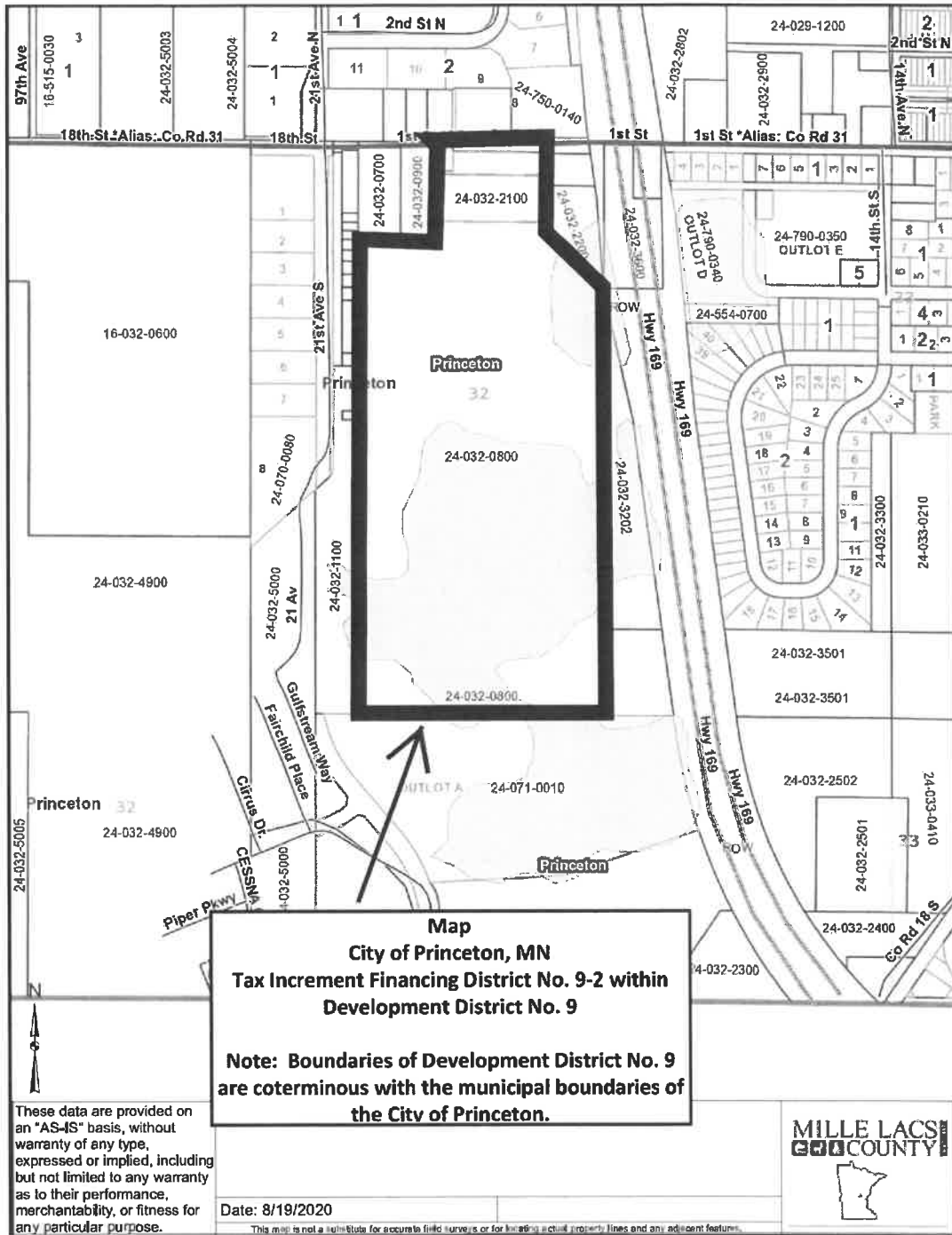
TIF District Year	Taxes Payable Year	New Taxable Market Value	New Tax Capacity	Base Tax Capacity	Captured Tax Capacity	Estimated Total Tax Increment	City TIF Related Share	County TIF Related Share	School TIF Related Share	Other TIF Related Share
1	2023	3,185,000	39,813	(1,229)	38,584	67,172	25,682	30,341	11,069	80
2	2024	6,433,700	80,421	(1,229)	79,193	137,869	52,712	62,274	22,718	165
3	2025	6,498,037	121,838	(1,229)	120,609	209,973	80,280	94,842	34,599	252
4	2026	6,563,017	164,075	(1,229)	162,847	283,505	108,394	128,056	46,716	339
5	2027	6,628,648	165,716	(1,229)	164,487	286,361	109,486	129,346	47,187	342
6	2028	6,694,934	167,373	(1,229)	166,145	289,246	110,589	130,649	47,662	346
7	2029	6,761,883	169,047	(1,229)	167,818	292,160	111,703	131,966	48,142	349
8	2030	6,829,502	170,738	(1,229)	169,509	295,103	112,828	133,295	48,627	353
9	2031	6,897,797	172,445	(1,229)	171,216	298,075	113,965	134,638	49,117	355
10	2032	6,966,775	174,169	(1,229)	172,941	301,078	115,113	135,994	49,611	360
11	2033	7,036,443	175,911	(1,229)	174,682	304,110	116,272	137,363	50,111	364
12	2034	7,106,807	177,670	(1,229)	176,441	307,172	117,443	138,746	50,616	367
13	2035	7,177,875	179,447	(1,229)	178,218	310,265	118,626	140,144	51,125	370
14	2036	7,249,654	181,241	(1,229)	180,013	313,389	119,820	141,555	51,640	374
15	2037	7,322,151	183,054	(1,229)	181,825	316,545	121,026	142,980	52,160	379
16	2038	7,395,372	184,884	(1,229)	183,656	319,731	122,245	144,419	52,685	382
17	2039	7,469,326	186,733	(1,229)	185,504	322,950	123,475	145,873	53,216	386
18	2040	7,544,019	188,600	(1,229)	187,372	326,201	124,718	147,342	53,751	390
19	2041	7,619,459	190,486	(1,229)	189,258	329,484	125,974	148,825	54,292	393
20	2042	7,695,654	192,391	(1,229)	191,163	332,801	127,242	150,323	54,839	397
21	2043	7,772,611	194,315	(1,229)	193,087	336,150	128,522	151,836	55,391	401
22	2044	7,850,337	196,258	(1,229)	195,030	339,533	129,816	153,364	55,948	405
23	2045	7,928,840	198,221	(1,229)	196,992	342,950	131,122	154,907	56,511	410
24	2046	8,008,128	200,203	(1,229)	198,974	346,401	132,441	156,466	57,080	414
25	2047	8,088,210	202,205	(1,229)	200,976	349,886	133,774	158,040	57,654	418
26	2048	8,169,092	204,227	(1,229)	202,999	353,406	135,120	159,630	58,234	422
Total						7,711,516	2,948,388	3,483,214	1,270,701	9,213

Note: The Estimated Total Tax Increment shown above is before deducting the State Auditor's fee, which is payable at a rate of 0.36% of the Total Tax Increment collected. Exhibit II provides Estimated Total Tax Increment after deducting for the State Auditor's fee.

EXHIBIT V

Boundaries of Development District No. 9 and Tax Increment Financing District No. 9-2

TAX INCREMENT FINANCING DISTRICT NO. 9-2





DOWNTOWN FACADE IMPROVEMENT
GRANT PROGRAM APPLICATION

Applicant Name: Heidi : Alex Lund
 Phone Number: 763-389-1373 Email: whitebirchdental@gmail.com
 Business Name: White Birch Dental
 Business Address: 510 1st Street, Princeton, MN 557
 Name: Heidi : Alex Lund / Lund Buildings

Property Owners Name:

Describe Project Scope: New signage for front of business.

Project Budget: List individual project elements (e.g. awing, lights, sign, painting of trim, etc.)

<u>New Sign</u>		<u>516.00</u>
<u>Window Decals</u>	<u>0</u>	
<u>Install/Trip/Permit</u>		<u>30.</u>
		<u>1200.00</u>
Total:		<u>\$ 31073.26 (w/tax)</u>

Required Attachments:

- * Photographs of existing facade
- * Written authorization from property owner (if Tenant is the applicant)
- * Bids, estimates, contracts, and/or design drawings, if appropriate

Have you checked with the Building & Zoning Office to determine if permits are needed? Yes No, but I will check with them prior to the start of any work

Applicant's Certification

The applicant has reviewed the grant application materials and downtown design guidelines.

The applicant certifies that all information in this application and all information furnished in

Support of this application is given for the purpose of obtaining a grant through the City of Princeton knowledge and belief.

Date: 9-14-20

Princeton Downtown Facade Improvement Grant Program, and is true and complete to the Applicant's knowle

Signature:

created Date: 8/17/2020

DESCRIPTION: Exterior Sign & Logo with Window Decals

Bill To: White Birch Dental Installed: White Birch Dental 501 1st St. 501 1st
St.
Princeton, MN 55371 Princeton, MN 55371
US US

Requested By: Ann Byykonen

Salesperson: Perry Schramm

Email: whitebirchdental.ann@gmail.com

Work Phone: (763) 389-1373

NO.	Product Summary	QTY	UNIT PRICE	AMOUNT
1	"WHITE BIRCH DENTAL" ** *Customer provided image of building, with window sizing* ** ** *Vector formatted art file required to produce signs*** Painted white, laser cut acrylic lettering Non-illuminated 7" letter height, 3/8" thick Custom font (Frontage Bold) Flush stud mounted to brick (8" lettering is about \$100 additional)		\$515.00	\$515.00
2	Window/ Door Decals Window 2- 21 sq/ft - \$210 Window 3- 8 sq/ft - \$80 Window 4- 6 sq/ft - \$60 Window 5- 7 sq/ft - \$70 Window 8- 21 sq/ft - \$210 Window 9- 30 sq/ft - \$300 Window 10- 30 sq/ft - \$300		\$1,230.00	\$1,230.00
3	Installation Installation of window and door decals Installation of exterior wall sign		\$875.00	\$875.00
4	Trip Charge 39 miles/ 45 minutes one way		\$175.00	\$175.00
5	Permit Acquisition -File proper permitting paperwork with the city of Princeton, MN		\$150.00	\$150.00
	-Exterior sign would need to be permitted -Window decals may need permitting			

6	Permit	\$0.00	\$0.00
	-Actual cost of permit is added to the final invoice at no mark up.		

Estimates are valid for 30 calendar days from the stated date at the top of the estimate, unless otherwise communicated. Proofing will begin after receipt of signed estimate and the required down payment is received. Signs, King

Subtotal:	\$2,945.00
Taxes:	\$128.26
Grand Total:	\$3,073.26

Graphics & Imaging requires a 50% deposit and at times may request the entire payment up front.

To apply for Net 15 or Net 30 terms, please contact your sales representative to get started. Payment on your first order may still require down payment while your request for terms is being processed.

Turnaround times will be stated up front by your sales representative. Turnaround times listed are only for estimating purposes and are not a guarantee of delivery or installation date for any project. Due dates are dependent on final proof approvals.

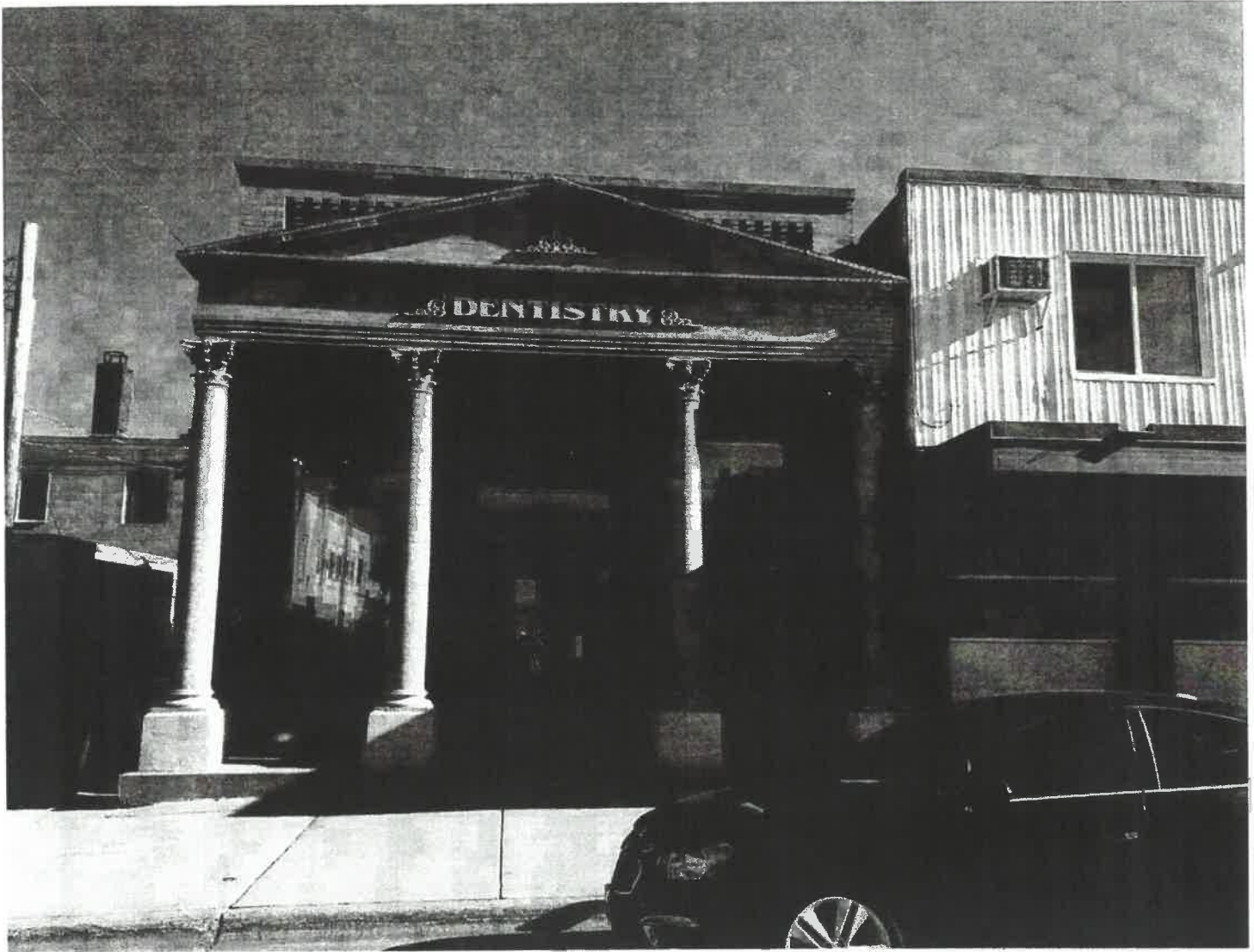
Please contact your sales representative with questions.

Thank You For Choosing King Signs, Graphics & Imaging. We look forward to fulfilling your request.

Signature:

Date:

Present



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GRAP H ICS IMAG n G

768B00 n

eAvenueNO

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Suite4

Project. WhiteBirchDental

Client **】**

Design. Tyle 「



- All graphics on windows to be printed vinyl applied first surface or second surface (depending on customer preference)

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7600BooneA

GRAP H

venueNorth

| Suite4

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IMAGING

MN55428

Phone: 763---205---

Project: White Birch Dental

Client:

NEW PATIENTS
WELCOME



763-389-1373

DENTAL
CARE



HEALTHY • CONFIDENT • SMILES



**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON AUGUST 6 2020 4:30 P.M.**

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

Accept donation of land from Roger, Richard and Cheryl Anderson

Barbian reported that Roger, Richard and Cheryl Anderson own a parcel on West Branch that they are interested in donating to the City.

J Gerold stated that in a letter / memo from WSB, it was stated that they were providing fill in exchange for the easement. Richard Anderson stated that WSB did not request the easement they were supposed so, and the fill was provided in exchange for the easement.

J Gerold asked why they did not accept the fill, as it would have helped make it a buildable lot. Richard Anderson responded that they are not in the development field. They had spoken with both Howard Homes and RW builders and they were not interested in the property at that time.

Schumacher said his concern is that if the city were to accept that land, it would likely end up as low-income housing. The market is geared towards market rate housing right now. Richard Anderson said it is going into Tax Forfeiture on Sept 30th, as they have not been paying the assessments on the property. The property is currently for sale, and they were contacted by a prospective buyer.

Schumacher asked Jackson how much time the City needs to make a decision. Jackson responded that if the Council were to accept the donation, they would make the payment on the assessment. The last meeting in September is the 24th, which is prior to the Tax Forfeiture date.

Edmonds asked if the assessment could be extended, in whatever process that may require. J Gerold said the total owed is about \$29,000 in past due and future assessments. She thinks everyone should drive by the lot and take a look at it.

Schumacher asked Reynolds if the Planning commission has looked at this parcel at all. J Gerold said the lot has a considerable drop, which would need a lot of fill added to make it buildable. During the West Branch project, Anderson's were offered 2900 cubic yards of fill, and they did not accept that.

Schumacher thanked Anderson's for the offer, and with the Tax forfeiture being at the end of September, it will allow the Council some time to review the property.

Hazard Mitigation Plan

Lawrence advised that the City has been contacted by Sherburne County Emergency Management and is asking that the city consider adopting the Sherburne County Hazard Mitigation Plan. The City Emergency Management team has been working with Sherburne County Emergency Management on completing an All Hazards Mitigation Plan.

The Hazard Mitigation Grant Program structures the implementation of long-term mitigation measures following a major disaster declaration for events like floods, tornados, etc. Mitigation is any sustained action taken to reduce or eliminate the long-term risk to human life and property and focuses on breaking the cycle of disaster damage, reconstruction, and repeat-

ed damage. Hazard mitigation planning is an important aspect of a successful mitigation program which aids in the process of setting short and long-range mitigation goals and objectives.

All mitigation projects must be cost-effective, meet both engineering and technical feasibility criteria, and clear Environmental Planning and Historic Preservation requirements in accordance with the Hazard Mitigation Assistance Unified Guidance. Other eligibility requirements include: National Flood Insurance Program (NFIP) participation and participation in a Hazard Mitigation Plan.

The HMGP program is funded by the Federal Emergency Management Agency (FEMA) and is administered by the State. Federal funding for eligible mitigation projects is available for certain mitigation projects.

The Sherburne County plan is 4 pages long and staff is not sure when it was last updated. The council was provided the plan to review. In any event, adoption is recommended.

Jenkins added that she was asked to remove the Resolution, and put it on the agenda for the next meeting, so the Council can approve it then.

City – County Cooperation on Simulcast System Discussion

Zimmer reported on the recent meeting regarding the Simulcast System. The County is going to draft a resolution.

Frederick said he wanted to be sure that Omann has the grant. In addition to the County drafting the Resolution, he is also waiting on the Letter of Support. As of this morning, the Sheriff was waiting for a date of the next meeting. The Council is in support of moving this forward.

Zimmer added that they talked about getting figures and the grant numbers together and go from there.

Police Department Squad Computer CIP Purchase

The Princeton Police Department's IT Specialist has been working on developing quotes for replacing squad computers (Panasonic Toughbook FZ-55). I have currently budgeted in the 2020 CIP to purchase computers for the department squad cars along with one extra as a backup computer. The budgeted amount for the computers, software, equipment and install is 35,000.00.

The breakdown of the above cost is below:

1. \$ 2,372.00 per computer for a total of \$18,976.00 through Baycom.
 2. \$ 249.00 per software license for a total of \$ 1,743.00
 3. \$ 9,289.00 for equipment and install
 4. \$ 550.00 for software install, IT department
 5. \$ 400.00 misc. hardware (example: cables and power hubs)
- Total approximate cost for project \$ 30,958.00

- Second quote (Compar) is the State Bid with the computer cost of \$ 2,424.00 for a total of \$ 19,392.00 which is a total of \$416.00 dollar difference from recommended quote.

If the council is still ok with this CIP purchase of 35,000.00, I would like to proceed with this as soon as possible as we are starting to having a number of different issues with our current computers. With the above recommended bid (Baycom) which is an in-state company we will be under the budgeted amount for the 2020 CIP request.

ZIMMER MOVED TO APPROVE THE CIP PURCHASE OF THE POLICE DEPARTMENT SQUAD COMPUTERS FROM BAYCOM FOR THE ESTIMATED COST OF \$30,958.00, BUT NOT TO EXCEED THE CIP AMOUNT OF \$35,000. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

City Trails

Zimmer reported that the Park Board would like for the trails to be plowed of snow in the winter. It would be at the discretion of Public Works in terms of priority, etc. Schumacher would like to see a map created to show which are trails would be plowed. The Park Board had also requested that the County trails would be cleared as well, so that should be discussed with the County during one of the meetings.

Schumacher likes that we are discussing these items now, so things can be decided on prior to the winter season

City Logo Discussion

Zimmer advised that the Park Board did not like any of the new logos presented. They felt that the current logo was better than any of the new ones. One member said they do not pop out at you and the current logo is more identifiable. He said he explained that the logo update was done in conjunction with the new website.

Hillesheim reported that the new website rolled out Monday and she provided a brief tour of the new website.

Zimmer, Schumacher and J Gerold all said the new website looks great.

Adjournment

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 6:32PM. J GEROLD SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 13, 2020 7:00 P.M.**

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

AGENDA ADDITIONS/DELETIONS

Schumacher stated that there is an addition to the original agenda that was sent out Tuesday. Under the bill list, Real estate taxes for land purchase.

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

PROMOTION OF PFRD PROBATIONARY FIREFIGHTERS

Lawrence announced the promotion of our newest Firefighters from Probationary Status to Regular Firefighter Status.

The five new regular Firefighters are:

Shawn Aaseby
Brandon Bedbury
Joe Kiel
Dan Stoltenberg
Justin Suckut

They were sworn in by Administrator Barbian.

CONSIDERATION OF MINUTES

A. Regular meeting Minutes of July 23, 2020

J GEROLD MOVED TO APPROVE THE JULY 23, 2020, MINUTES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- A. Permits and Licenses
- B. Personnel
- C. Donations and Designations
 - 1. Resolution 20-46 – accept donation from Fairview Health Services for Rockn on the Rum

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

Zimmer thanked Hillesheim for the hard work she has done on this program.

OPEN FORUM

Kevin Gerrard asked if there was any progress on his previous concern regarding the dealership near his home. Toven responded that he is aware of his concerns, staff has reviewed the conditional use permits and the site, and have not found any violations. He will be sending a letter out to Gerrard regarding his concerns.

Tim Hennagir asked for clarification on the affidavits of candidacy. He could not read them very well, so asked for their addresses to make sure he has them correct.

PUBLIC HEARINGS - None

PRESENTATIONS / SPEAKERS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

- A. Planning Commission Minutes of July 20, 2020
- B. Airport Board Minutes of July 6, 2020
- C. Park Board Minutes of June 22, 2020

Hennagir asked for some clarification on the Park Board minutes when the Park Project and Grant was discussed.

Zimmer said there was a lengthy discussion regarding the ideas on funding. The Park board was concerned that the original estimates were low, and questioned why the City did not know where their share was going to come from before applying for the grant. They asked if there should be some type of Policy in place for these types of situations. He stated he has been satisfied with how staff and the Council has handled the projects and grants. The Council does not approve things blindly, there is always a means of getting where we want to go. He gave a hats off to Finance Director Jackson, as he always gets a straight answer and great ideas.

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

ORDINANCES AND RESOLUTIONS

- A. Ord 797 - providing use of slaughterhouse activities in the B3 & N-1– FIRST READING

Dewitt's memo advised that Carla Mertz approached the City in regards to wanting to bring a slaughterhouse business in the City. Currently, the City of Princeton does not have a Slaughterhouse Ordinance where it is an allowable use. Mertz explained to the Planning Commission at their May 18th meeting her experience in the slaughterhouse business and with this pandemic has mad awareness of the need for slaughterhouses. She had a site she was interested in that was located in the B-3 district and then a second choice of hers is in the process of being annexed into the City and zoned MN-1 Industrial.

The Planning Commission Board directed staff to draft an Ordinance that was received at their June 15th meeting, and they moved to hold a public hearing on July 20th. The Ordinance reads that

a Slaughterhouse would be permitted with a Conditional Use Permit in the B-3 General Commercial District and the MN-1 Industrial District. The City council received a copy of the draft at their July 9th meeting.

AMENDMENT REVIEW STANDARDS

1. The proposed action has been considered in relation to the specific policies and provisions 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 can be accommodated with existing public services and will not overburden the City's service capacity.
4. Traffic generation by the proposed use is within capabilities of streets serving the property.

The Planning Commission held a public hearing on July 20th and moved to recommend approval to the City Council.

ZIMMER MOVED TO APPROVE ORDINANCE 797. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Res 20-45 – Approve Hazard Mitigation Plan

ZIMMER MOVED APPROVE RESOLUTION 20-45 APPROVING A HAZARD MITIGATION PLAN. REYNOLDS SECONDED THE MOTION.

J Gerold had some questions regarding some of the language regarding the financing. Lawrence said he would need to get some numbers. Items will need to be added to the CIP, and they can see what grants may be available.

J Gerold asked about the River level gauges. B Gerold said he believes those will be installed soon.

Schumacher asked if the City will also be reviewing the Mille Lacs plan that was last done in 2012. Lawrence said he has spoken with their Emergency Manager and they will be reviewing and updating theirs as well.

THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. City – County Cooperation on Simulcast System discussion

Zimmer said he does not have any updates. Frederick said he spoken with Sheriff Lorge and he does not have an update at this time either. He believes the County is going forward with their resolution next week. A similar resolution would come to the City Council for approval.

Reynolds asked Frederick if he has received the grant information from Commissioner Reynolds

as of yet. Frederick responded that he has been in touch with her, and should have that soon.

NEW BUSINESS

A. Amended and restated power purchase agreement

PUC General Manager Keith Butcher's memo reported that in an effort to reduce administrative burdens, expand to include large customer-owned Distributed Energy Resource (DERs), and update the language in the Power Purchase agreement to align with the standard Municipal Minnesota Distributed Energy Resources Interconnection Process (M-MIP), Princeton Public Utilities requests that the Princeton City Council approve SMMPA's Amended and Restated Power Purchase Agreement Relating to Qualifying Facilities.

BACKGROUND INFORMATION

Princeton Public Utilities has been a member of Southern Minnesota Municipal Power Agency (SMMPA) for many decades. That relationship is defined under a Power Purchase Agreement and includes an Amendment to include Qualifying Facilities as defined under the federal Public Utility Regulatory Policies Act (PURPA) originally enacted in 1978.

The revisions to the existing SMMPA PURPA amendment, last updated in 2011, covers three main areas.

1. The existing contract lays out the agreement and process for the purchase of the output from customer-owned Distributed Energy Resources (DERs) of less than 40 kW. This required monthly reporting which, for such small facilities, has become administratively burdensome. The revised contract changes this to an annual basis with the purchases continuing at the members' average retail utility energy rate per state statute.
2. The existing contract does not address purchases from facilities 40 kW and larger. The revised contract lays out the agreement and process for the purchase of the output from customer-owned DERs of 40 kW and above. This is to be done on a monthly basis and the purchases made at SMMPA's seasonal estimated time-of-use marginal energy costs.
3. The contract language is also updated to align with the standard Municipal Minnesota Distributed Energy Resources Interconnection Process (M-MIP) which SMMPA and its membership worked through with the Minnesota Municipal Utilities Association (MMUA).

RECOMMENDATION

On July 29th, 2020, the Princeton Public Utilities Commission supported the adoption of the Amended and Restated Power Purchase Agreement Relating to Qualifying Facilities and requests approval by the City Council.

EDMONDS MOVED TO APPROVE THE ADOPTION OF THE AMENDED AND RESTATED POWER PURCHASE AGREEMENT. ZIMMER SECONDED THE MOTION. VOTE 3:2. EDMONDS, ZIMMER AND J GEROLD IN FAVOR, SCHUMACHER AND REYNOLDS OPPOSED, THE MOTION CARRIED.

B. Consider November 3rd Ballot Question to eliminate Princeton Public Utilities Commission – MN Statute 412.391

Schumacher stated he understands the employees of Princeton Public Utilities are hard workers,

but he has some concerns with the management. If this was to pass, the Commission would no longer exist and the City Council would oversee the utilities. Clerk Jenkins stated she confirmed with Mille Lacs County Commissioner Eric Bartusch that the question would need to be sent to him by Friday, August 21st at 4:30pm.

Commissioner Greg Hanson said it would be a large undertaking for the Council to take over the utilities. The City Council's responsibility is to the residents of the City. The Commission's is to serve the rate payers by providing good clean water and electric utilities, with the commissioners not worrying about getting elected.

Zimmer stated that the PILOT Ad Hoc committee has met 3 times. The biggest thing accomplished so far is establishing some trust. They are moving forward to having a real partnership. Their next meeting is August 21st. He felt they were getting somewhere, and then this appeared on the agenda. He feels like they are being undermined. The PILOT program has not been cancelled, but just the payments have stopped due to financial issues.

J Gerold stated she has offered some suggestions, and none were looked at seriously. She suggested that they could transfer some extra from the water account, but they said it was not allowed. She heard elsewhere that it was allowed. Big projects could also be bonded for instead of paid for outright.

J Gerold added that there have been 5 months of no PILOT payments, but that fund has the same balance as it did in December. She asked if they had a plan in place. Hanson responded that at the next work study meeting, they are going to see if they can move some funds from the water fund, as the rules have recently changed that would allow them to do that.

J Gerold said she has mixed feelings on this whole thing, and is very conflicted in what to do. She feels that in the last year and a half the PUC has not been making decisions based on what is best for the community.

J Gerold suggested the Council hold a special meeting on Friday August 21st so the Council can determine the route to take on this.

Schumacher stated George Freichels was recently quoted in the paper as saying "if everything goes right, you don't hear a thing. If something goes wrong, you hear about it really fast". He feels that statement is very correct.

Edmonds said maybe it is time for a 5-person committee.

Schumacher stated that the commission could be eliminated, but the current staff would still operate Princeton Public Utilities. This would allow the residents to have a say with different leadership.

Edmonds added that you cannot compare a public utility to other utility companies, as they are tax exempt. Instead of property taxes, they have been paying Payment in Lieu of taxes.

Reynolds commented that the Council oversees several departments that there is not a commission for, and does not see this any differently. He has been asking for the Commission to be increased to 5 people since he has been on the Council.

Greg Hanson added that there is a difference between listening and doing. Yes, the Commission needs to listen, but they also need to do what is best for that business. The PILOT committee will be meeting again on August 21st.

Schumacher said taking the suggestion of J Gerold, he would like to have a special meeting on August 21st at 3pm. The agenda item for the special meeting at 3pm, will say "to consider the November 3rd ballot question to eliminate the PUC, citing statute. 412.391. He asked if he can call for the meeting as the Mayor. Toven replied that the Mayor can call a special meeting, or 2 council members.

Hennagir asked if the Council would be willing to make some type of trade, and agree to a 5-person commission instead. Schumacher responded that it is a legislative bill that needs to be done, and it is a pretty lengthy process.

J Gerold added she isn't sure what the city could have to trade. Zimmer said he is also not sure what we would trade, but would be okay with a 5-person commission. Reynolds stated he would like to see the City Council in control of Princeton Public Utilities.

BILL LIST

A. Real Estate tax payment for land purchase

Barbian advised that staff was looking for approval to pay the \$1,514.00 property taxes on the land that will be purchased for the public safety storage building.

REYNOLDS MOVED TO APPROVE THE TAXES OF APPROXIMATELY \$1514.00 BE PAID FOR THE LAND THAT WILL BE PURCHASED FOR THE PUBLIC SAFETY STORAGE BUILDING. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$234,289.61 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81554 TO 81637 FOR A TOTAL OF \$366,593.59. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:37PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Brad Schumacher, Mayor

**MINUTES OF A SPECIAL MEETING OF THE PRINCETON CITY COUNCIL
HELD ON AUGUST 21ST 2020 3:00 P.M.**

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

Agenda Additions / Deletions

ZIMMER MOVED TO ADD AN OPEN FORM TO THE AGENDA TO ALLOW THOSE IN ATTENDANCE TO SPEAK. EDMONDS SECONDED THE MOTION. VOTE: 2:3, ZIMMER AND EDMONDS IN FAVOR, SCHUMACHER, J GEROLD AND REYNOLDS OPPOSED. THE MOTION FAILED.

EDMONDS MOVED TO READ PUC CHAIRPERSON GREG HANSON'S STATEMENT THAT HE SENT TO STAFF AND THE COUNCIL. ZIMMER SECONDED THE MOTION. VOTE: 2:3, EDMONDS AND ZIMMER IN FAVOR, SCHUMACHER, J GEROLD AND REYNOLDS OPPOSED. THE MOTION FAILED.

REYNOLDS MOVED TO APPROVE THE AGENDA. J GEROLD SECONDED THE MOTION. VOTE 4:1, REYNOLDS, J GEROLD, SCHUMACHER AND ZIMMER IN FAVOR, EDMONDS OPPOSED. THE MOTION CARRIED

**Consider November 3rd, 202 ballot question "shall the public utility commission be abolished"
– Mn Statute 412.391, subd 2**

Zimmer reported that the PILOT ad hoc committee met this morning. The following was discussed and agreed upon:

Agreement was reached to utilize the following principles in reestablishing a long-term PILOT agreement between the City of Princeton and Princeton Utilities.

1. Method to track level of PILOT for water and electric based upon:
 - o A revenue-based percentage of total income, often referred to as Gross Revenues.

* Adjustments occurs automatically based upon year end audit calculations available 7/1, this providing advance information for budgeting purposes.

* Use a three-year rolling average based upon year end audit statements.

2. Exchanges of intergovernmental support (Utilities to City & City to Utilities) i.e. labor

a. Annual schedule of rate costs/values. ie. Man hourly rate, truck & man hourly rate, sewer billing cost, etc.

b. In-kind services to be approved administratively & as appropriate by governing body.

- c. Services approved in advance and quarterly reported or billed.

In addition to the guiding principles above, the workgroup proposes the following:

Princeton Public Utilities will resume PILOT payments to the City, effective September 1, 2020, in the amount of \$4,000.00 per month thru July 1, 2021. This will allow time to the workgroup to continue its work in establishing a long-term PILOT level and methodology that

The ad hoc committee sees this as a good step toward establishing a cooperative arrangement that moves the City of Princeton and Princeton Utilities to a long term mutually beneficial agreement.

Therefore, Councilor Zimmer & Commissioner Hanson recommend that the Princeton City Council not place on the ballot the question of whether or not the Princeton Public Utilities Commission should be abolished.

J Gerold asked if City Staff and PUC staff currently just share support at no charge. Zimmer responded yes, and this is to just look at the costs so it will be known what those amounts would be for both entities.

Reynolds asked if the agreement is contingent on the Council's vote whether to place the question on the ballot or not. Zimmer replied yes, he believe it is.

J Gerold asked what it considered "long term". Barbian said he recalls the comment, but not what exactly it was.

Schumacher asked who produced the memo. Barbian stated that he put it together, then sent it out to confirm the details and language. Schumacher said it is not on letterhead and not signed. Zimmer responded that we have an agreement and he believes they are going to follow through with it. He spoke with commissioner Dan Erickson and he agreed that they would follow through the agreed upon the terms, and payment of \$4000 per month to begin September 1st.

Schumacher asked where the payments are for April through August. Zimmer stated that by law they do not have to pay PILOT fees.

J Gerold clarified that future amounts would be agreed upon and voted on by the council. Zimmer confirmed that was correct.

J Gerold said she also spoke with Dan Erickson and he confirmed with her that he will agree with the ad hoc committee's recommendation.

While she trusts Zimmer, her concern is if she can trust the General Manager and the Commission. As it appears, they do not always do what is best for the residents. She would like to see the commission increased to 5. Edmonds agreed and stated he spoke with Sondra Erickson and she would be in favor of going through that process.

Reynolds stated that he did read Commissioner Hanson's letter. The City Council would not be abolishing the commission, the residents will vote on that in November.

Zimmer said he is not opposed to a 5-person Commission, He would suggest appointing J Gerold to a committee to look into that process.

J Gerold stated she is really torn on this. It is a step forward that they agreed to a PILOT fee being reinstated, but she feels they are not doing what is best for the community.

Jackson added that he does not recall the agreement being contingent, but the majority of the discussion was if the question was not put on the ballot.

Edmonds commented that the state statute's intent was not to mix politics with a utility.

Schumacher added that the Litchfield City Council oversees their utility. Putting this on a ballot allows the community to decide. North Branch had the question put on the ballot, then went to a 5-person Commission. Why not let the community decide.

Edmonds stated that this should have been looked at months ago, not a week before the election deadline.

Zimmer said he spoke to the Commissioners and 2 of them stated they were not afraid of it going on a ballot, but would prefer it did not as it can tear a community apart.

J Gerold questioned why the Council would not be able to run a utility, we oversee multi-millions of dollars every year. Edmonds responded that many of the sewer lines are bad, and we are not able to manage that. J Gerold replied that a long-range sewer plan has been discussed and is in the works.

Zimmer state that this all started with the PUC's knee jerk reaction to stop the PILOT payments. Zimmer said this is also a real knee jerk reaction. J Gerold responded that the deadline to get it on the ballot is today.

Zimmer said this should have been discussed months ago. Schumacher replied that General Manager Butcher has been stalling. Zimmer added that PILOT has been discussed for several months, why wasn't this ballot question brought up.

Edmonds stated that Princeton Public Utilities have been under an assault for 2 years. There are 3 new commissioners, all of which were endorsed by the Mayor.

Zimmer said he believes this is fixable and they should not put the community in the middle on this.

Reynolds stated that we had an agreement for many years, and they broke that agreement. Now that the Council discusses putting it on the ballot for a vote, they finally came up with a new agreement and say they will work on it moving forward.

J Gerold commented that this way the residents are the ones to decide whether the Public Utility Commission of the City Council should oversee the Utilities. If it remains to be the commission, she feels it should be changed to a 5 person board, with one of them being a Council member. However, she worries as that process would probably take about a year and a half. She agrees with Zimmer that this came up so quickly, but they did the same thing when they abolished the PILOT.

Zimmer stated that he is sure the knee jerk reaction was due to one person. Schumacher stated the them stopping the PILOT is due to their disdain of him. Zimmer added by him doing what he

did last week by adding this to the agenda, is not helping the ad hoc committee to rectify the problem.

Edmonds added that Public Utilities has not done anything different since the PILOT was cancelled. They have still served the residents the same as they always have. The Commissioners just oversee the management. Schumacher responded that he does not have anything bad to say about the working men and women of Public Utilities, the problem is with the management.

Thom Walker asked if the County was going to allow comments from those present for the meeting. asked if there were going to be comments to be allowed.

ZIMMER MOVED TO ADD AN OPEN FORUM AND TO ALLOW COMMENTS FROM THOSE WHO WISH TO SPEAK. EDMONDS SECONDED THE MOTION. VOTE: 2:3, ZIMMER AND EDMONDS IN FAVOR, SCHUMACHER, J GEROLD AND REYNOLDS OPPOSED, THE MOTION FAILED.

SCHUMACHER MOVED TO PLACE THE FOLLOWING QUESTION ON THE NOVEMBER 3, 2020 BALLOT QUESTION:

"SHALL THE PRINCETON PUBLIC UTILITY COMMISSION BE ABOLISHED"

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

REYNOLDS MOVED TO APPROVE RESOLUTION 20-47. SCHUMACHER SECONDED THE MOTION. VOTE: 3:2, SCHUMACHER, REYNOLDS, J GEROLD IN FAVOR, ZIMMER AND EDMONDS OPPOSED. THE MOTION CARRIED

Adjournment

REYNOLDS MOVED TO ADJOURN THE STUDY SESSION AT 4:06PM. J GEROLD SECONDED THE MOTION. VOTE: 4:1, SCHUMACHER, REYNOLDS, J GEROLD, ZIMMER IN FAVOR, EDMONDS OPPOSED. THE MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 27, 2020 7:00 P.M.**

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

AGENDA ADDITIONS/DELETIONS

Barbian would like to add an update on the Finance Director position hiring. He will provide an update under the Reports section of the agenda.

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

CONSIDERATION OF MINUTES

- A. Study Session meeting Minutes of August 6th, 2020
- B. Regular Meeting minutes of August 13, 2020
- C. Special Meeting Minutes of August 21, 2020

J GEROLD MOVED TO APPROVE THE AUGUST 6, 2020 STUDY SESSION MINUTES, THE AUGUST 13, 2020 REGULAR MEETING MINUTES AND AUGUST 21, 2020 SPECIAL MEETING MINUTES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

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

OPEN FORUM

Lee Steinbrecher notified the Council that there has been a citizen group started to save the Princeton Public Utility Commission. Some false information has been passed along that they are the most expensive in the area. However, the study that was done shows that they are average in comparing them to other local utility companies. The Citizen group will challenge every untruth stated and get the correct information out to the residents. They trust the Utilities Commission and they are there to make the best decisions for the residents.

PUBLIC HEARINGS - None

PRESENTATIONS / SPEAKERS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Public Utility Commission agenda packet for August 26, 2020

J Gerold gave an update on the Public Utilities meeting. They have changed the billing a bit to color code it so it is easier to understand as to what is electric, water and sewer. An informational sheet and survey went with the bill as well. Much of the meeting was discussing the Council's vote to include the question on abolishing the public utilities on the November ballot.

B. Planning Commission Minutes of August 17, 2020

C. Finance Director hiring update

Barbian said they have had a good response to the job posting and have reviewed the applicants narrowing it down to several to interview.

Edmonds asked if the entire council will be interviewing the candidates. Barbian stated that he believes as has been done in the past, 2 council members, and himself will conduct the interviews.

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

A. Mille Lacs Relay for Life Special Event Permit for August 30, 2020

Frederick and B Gerold have reviewed and have approved of this application.

REYNOLDS MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR MILLE LACS RELAY FOR LIFE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. FEMA Approval for Sherburne County Mitigation Plan

Lawrence advised that the City has received a letter from FEMA approving the Sherburne Mitigation Plan.

Thank you for submitting the adoption documentation for the Sherburne County Multi-Hazard Mitigation Plan. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. The Sherburne County plan met the required criteria for a multi-jurisdiction hazard mitigation plan and the plan is now approved for the city of Princeton. Please submit the adoption resolutions for any remaining jurisdictions who participated in the planning process.

The approval of this plan ensures continued availability of the full complement of Hazard Mitigation Assistance (HMA) Grants. All requests for funding, however, will be evaluated individually according to the specific eligibility and other requirements of the particular program under which the application is submitted.

We encourage Sherburne County and the participating jurisdictions to follow the plan's schedule for monitoring and updating the plan, and to continue their efforts to implement the mitigation measures. The expiration date of the Sherburne County plan is July 30, 2025. To continue project grant eligibility, the plan must be reviewed, revised as appropriate, resubmitted, and approved no later than the plan expiration date.

Please pass on our congratulations to the city of Princeton for completing this significant action. If you or the communities have any questions, please contact Cadence Peterson

C. Allow the Emergency Declaration to expire midnight 8-27-20

Lawrence said they are recommending the Council allow this to expire, and continue following that state mandates.

Reynolds thanked the emergency management team for all their work through this. J Gerold added that staff and residents really have no idea just how much time Lawrence, B Gerold and Frederick spent on this the last few months.

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Public Safety Storage Building Site plan – FYI, no action needed

DeWitt's Memo advised that the City of Princeton is purchasing a 1.907-acre section of land adjoining the Princeton Public Safety Building located at 305 21st Avenue South, from the west (backside) of the site. This added land will accommodate the addition of a storage building for the Police and Fire Department. The land is in Princeton Township and the City Council is in the process of annexing this section of land into the City. When the City receives approval of the annexation, staff will complete an Administrative Lot Line Adjustment to add the section of land to the:

Public Safety Building, Lot 8, Block 1, Aero Business Park First Addition.

The proposed storage facility will be 60' x 104' sq. ft., totaling 6,240 square feet. No water or sewer will be extended to the building. There will only be electrical and the Princeton Public Utilities are aware of the expansion.

Zoning:

The proposed annexed section of land will be attached to the Public Safety Building and automatically zoned as B-3 General Commercial District.

Setback requirements:

Side yard minimum 5 feet, proposed setback on the north side 21' feet and south 429' feet Rear yard minimum 20 feet, proposed setback is 55' feet
Maximum height 30 feet, proposed building will be 26' feet in height

Stormwater Pondage:

The City Engineer has designed the Site Plan with the grading and drainage. The maximum lot coverage not to exceed the 60% requirement and the proposed Site Plan is 43%. No additional pondage will be necessary.

Driveway:

There will be asphalt added from the back of the current Public Safety Building to this storage facility.

Sidewalk:

In the B-3 District the requirement is for a 6'-foot sidewalk and this proposed site is installing a 4'-foot sidewalk along the front garage door area and along the south wall. The site will be fenced in and residents will not be able to access it so the sidewalk area should be okay.

Lighting:

There will be lighting installed on the building above the doors on the front and back of the building and one light on the two sides. The lighting will be directed downward with LED lighting. There are no proposed light poles.

Building Materials:

The building will be a pole building with a cement floor. The metal will be exposed fastener in a color to match the Public Safety Building. There will be four garage doors in a maximum height of 14' feet at the front of the building along with a standard service door and standard garage door.

Site Plan Review Recommendation:

The Planning Commission has approved the Site Plan application at their August 17th meeting with the following conditions:

1. Contingent on State approval on the annexation of the section of land.
2. Lot Line Adjustment Resolution be recorded at Mille Lacs County.
3. A Building Permit shall be applied for and approved prior to construction.
4. Installation of the fence follow the Zoning Ordinance requirement.
5. The sodding or seeding must be completed. If because of weather conditions sodding and/or seeding is unadvisable, it should be in compliance by no later than July 1st of the following year.
6. The driveway area must be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surface is unadvisable, it should be in compliance by no later than July 1st of the following year.

B. Letter of Support for Simulcast System Grant

Lawrence stated that staff has written a letter to show their support for the simulcast system. It was requested from Mille Lacs County so they can send it in with the grant application. Staff is asking for the Mayor to sign the letter so it can be sent to the County.

ZIMMER MOVED TO APPROVE THE LETTER OF SUPPORT FOR THE SIMULCAST SYSTEM BE SIGNED AND SENT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. Princeton Fire Relief Association Retirement Benefit Increase request

Lawrence advised that the relief committee met and discussed increasing the retirement amount for the firefighters. The committee agreed that we should suggest that we raise the amount from \$3600.00 to \$4100.00. This amount would still keep the amount 121% funded.

The firefighters agreed that this would be a good increase and also keep the city safe with the 121% funding. He is looking for council approval to raise the retirement to \$4,100.00.

J Gerold stated she has a conflict of interest and removed herself from this discussion and vote.

Schumacher said he was on this committee that looked at this. In the discussion, they could split the difference, but it is required to be an even amount. He spoke with another fire department who had a goal to get to 106%, but he understands the council's goal is to keep it about 120%. He added that if the percentage does not increase, there would not be an increase in the rate.

Lawrence stated that summer of 2023 is when they will meet their 5-year requirement, so they do expect some retirements at that time.

Zimmer says that this shows the firefighters the city cares about them. We want to retain people, and hire new. He does not think it should be an automatic 120% percentage. Lawrence added that since being in the PERA program, it is a safe program and they have seen how the funds are doing well.

Zimmer asked if we were in the ballpark of neighboring communities. Lawrence replied that they are higher than Milaca and Baldwin, but lower than Cambridge and Isanti. He can share some information put out by PERA that shows all the cities and their different levels.

Schumacher asked if there should be a committee again to look at this next year. Zimmer replied that he thinks it is a good idea.

ZIMMER MOVED TO APPROVE THE RETIREMENT BENEFIT INCREASE FROM \$3600 TO \$4100 PER YEAR. EDMONDS SECONDED THE MOTION. VOTE 4:0:1 ZIMMER, EDMONDS, REYNOLDS AND SCHUMACHER IN FAVOR, J GEROLD ABSTAINED. THE MOTION CARRIED.

B. Adoption of MN State Fire Code

Lawrence stated he is asking for the council to adopt the Minnesota State Fire Code book for the City of Princeton and for the Princeton Fire and Rescue Department. This is also a recommendation from the State Fire Marshal's office.

REYNOLDS MOVED TO ADOPT THE MN STATE FIRE CODE AS RECOMMENDED BY THE STATE FIRE MARSHAL'S OFFICE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Request for disposition of squad car

Frederick advised that he is council authorization to dispose of a 2015 Ford Police Interceptor Utility (Squad 525, Vin # 1FM5K8AR5FGC26848) with approximately 98,000 miles on it. The vehicle that is being disposed of is within the normal replacement plan with the police department.

He has been able to negotiated a sale of the squad car to the Baldwin Fire and rescue Department. He has reached a satisfactory sale price of \$ 5,700.00. In past history we have been

averaging approximately \$3,500.00 to \$5,500 at auctions. The sale of this squad car to the Baldwin Fire Department would fulfill their needs in regards to a much-needed response vehicle to calls. The other advantage is the we are saving money in our tear down as Baldwin Fire will be using the current lights in the vehicle.

With the department still being cognitive of getting the most out of the police department's used equipment it would allow the department to use the \$ 5,700 from the sale of the vehicle to offset expenses with a new camera that is needed for the new squad that wasn't budgeted.

ZIMMER MOVED TO APPROVE THE SALE OF THE SQUAD CAR AND USE OF THE PROCEEDS TO BUY NEEDED CAMERA EQUIPMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$158,008.36 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81642 TO 81689 FOR A TOTAL OF \$219,467.86. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher asked Finance Director Jackson if the checks will go back to one stamp and 2 signatures now that the Emergency Declaration is expiring. Jackson responded that since it was only done during the emergency management period, it will automatically revert back to only one stamp being allowed.

Hillesheim shared a photo of the Riverside Boat launch that is almost complete. Just the dock system needs to be done. Public works has been working right along with the contractors, and the project is looking great.

J Gerold said she agrees it is looking great, it is very exciting to see these improvements.

B Gerold said he was called by Mille Lacs Sheriff and they are going to bring their rescue boat down to try the launch out.

Hillesheim reported that the ribbon cutting for the park will be September 28th and 4:30pm

ADJOURNMENT

There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 7:57PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych

ATTEST:

Brad Schumacher, Mayor

City Clerk



**THE MEETING FOR THE PLANNING COMMISSION HELD ON AUGUST 17, 2020 AT 7:00 P.M.,
AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order at 7:09 P.M., by Victoria Hallin. Members present were Eldon Johnson, Scott Moller, Jeff Reynolds, Gene Stoeckel (Princeton Township Representative), and Dan Erickson-per Zoom. Staff present were Robert Barbian (City Administrator), Stephanie Hillesheim (Comm. Dev. Specialist), and Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

APPROVAL OF MINUTES OF THE REGULAR MEETING ON JULY 20, 2020

REYNOLDS MOVED, SECOND BY MOLLER, TO APPROVE THE MINUTES OF JULY 20, 2020. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

Barbian added under Verbal Reports, Sewer Study and Ghost Platting.

JOHNSON MOVED, SECOND BY MOLLER, TO ADD UNDER VERBAL REPORTS, A. SEWER STUDY AND GHOST PLATTING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

OLD BUSINESS:

A. Site Plan Review for Public Safety Building Pole Shed

Mary Lou DeWitt, Community Development Zoning Specialist Memo:

Background:

The City of Princeton is purchasing a 1.907 acre section of land adjoining the Princeton Public Safety Building located at 305 21st Avenue South, from the west (backside) of the site. This added land will accommodate the addition of a storage building for the Police and Fire Department. The land is in Princeton Township and the City Council is in the process of annexing this section of land into the City. When the City receives approval of the annexation, staff will complete an Administrative Lot Line Adjustment to add this section of land to the Public Safety Building, Lot 8, Block 1, Aero Business Park First Addition.

The proposed storage facility will be 60' x 104' square feet, totaling 6,240 square feet. No water or sewer will be extended to the building. There will only be electrical and the Princeton public Utilities are aware of the expansion.

Zoning:

The proposed annexed section of land will be attached to the Public Safety Building and automatically zoned as B-3 General Commercial District.

Setback requirements:

Side yard minimum 5 feet, proposed setback on the north side 21' feet and south 429' feet

Rear yard minimum 20 feet, proposed setback is 55' feet
Maximum height 30 feet, proposed building will be 26' feet in height

Stormwater Pondage:

The City Engineer has designed the Site Plan with the grading and drainage. The maximum lot coverage not to exceed the 60% requirement and the proposed Site Plan is 43%. No additional pondage will be necessary.

Driveway:

There will be asphalt added from the back of the current Public Safety Building to this storage facility.

Sidewalk:

In the B-3 District the requirement is for a 6' foot sidewalk and this proposed site is installing a 4' foot sidewalk along the front garage door area and along the south wall. The site will be fenced in and residents will not be able to access it so the sidewalk area should be okay.

Lighting:

There will be lighting installed on the building above the doors on the front and back of the building and one light on the two sides. The lighting will be directed downward with LED lighting. There are no proposed light poles.

Building Materials:

The building will be a pole building with a cement floor. The metal will be exposed fastener in a color to match the Public Safety Building. There will be four garage doors in a maximum height of 14' feet at the front of the building along with a standard service door and standard garage door.

Site Plan Review Recommendation:

The Planning Commission has been requested to consider approval or denial of the Site Plan application. Staff recommends the Site Plan approval with the following conditions:

1. Contingent on State approval on the annexation of the section of land.
2. Lot Line Adjustment Resolution be recorded at Mille Lacs County.
3. A Building Permit shall be applied for and approved prior to construction.
4. Installation of the fence follow the Zoning Ordinance requirement.
5. The sodding or seeding must be completed. If because of weather conditions sodding and/or seeding is unadvisable, it should be in compliance by no later than July 1st of the following year.



6. The driveway area must be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surface is unadvisable, it should be in compliance by no later than July 1st of the following year.

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

Erickson asked why they did not just build the storage facility on Aero Business Park lot that is next to the Public Safety building since the City already owns the land.

Ron Lawrence, Fire Chief said they were considering the Aero Business Park lot that is next to the Public Safety Building and it was suggested that they purchase a small section of the lot behind their building.

Barbian said Aero Business Park has road frontage with sewer and water and this storage building does not need those services. This land is vacant land with no services.

Erickson asked since the City owns Aero Business Park, is the City going into more debt with purchasing this land.

Barbian said the purchase of this 1.9 acres of land will be about \$30,000.

Erickson asked if there are any businesses interested in Aero Business Park land.

Hillesheim said she had to calls on that property today, but there are no offers. One of the calls was from an existing company in town that was interested in the lot next to the Public Safety Building.

Barbian said Anytime Fitness was looking at the corner lot, but has backed away because of the virus impact. The new Industrial Park of 52 acres adjoining this site the City is purchasing, they had three businesses looking at the land.

Stoeckel said at the July 20th meeting, the side doors were mentioned in regards to snow falling off the metal roof and blocking the doors. Have they considered this.

Lawrence said there will be snow stops put above the door areas and the City will be plowing the site and they will be out there also and is not concerned with snow build up.

Barbian believes the annexation process is done by the State. The county should have it shortly. The Mayor and himself have signed the purchase papers for the land and the grading will begin.

Lawrence said he would like to begin grading as soon as possible.

Johnson and Moller stepped down from the motion because of conflict of interest.

REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE THE SITE PLAN FOR THE PUBLIC SAFETY STORAGE BUILDING THAT WILL BE LOCATED AT 305 21ST AVENUE SOUTH WITH THE FOLLOWING CONDITIONS:

1. CONTINGENT ON STATE APPROVAL ON THE ANNEXATION OF THE SECTION OF LAND.
2. LOT LINE ADJUSTMENT RESOLUTION BE RECORDED AT MILLE LACS COUNTY.
3. A BUILDING PERMIT SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION.
4. INSTALLATION OF THE FENCE FOLLOW THE ZONING ORDINANCE REQUIREMENTS.
5. THE SODDING OR SEEDING MUST BE COMPLETED. IF BECAUSE OF WEATHER CONDITIONS SODDING AND/OR SEEDING IS UNADVISABLE, IT SHOULD BE IN COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.
6. THE DRIVEWAY AREA MUST BE HARD-SURFACED WITHIN ONE YEAR OF THE DATE THE PERMIT IS ISSUED. IF BECAUSE OF WEATHER CONDITIONS THE HARD-SURFACE IS UNADVISABLE, IT SHOULD BE IN COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.

UPON THE VOTE, THERE WERE 3 AYES (HALLIN, REYNOLDS, AND ERICKSON), 0 NAYS. OBSTAINED ARE JOHNSON AND MOLLER. MOTION CARRIED.

Barbain mentioned that he spoke to East Central Energy since the 52 acres is serviced by them and asked if it would be okay to have the Princeton Public Utilities provide the electrical service for the land being annexed and combined to the Public Safety Building site. East Central Energy said that was fine.

Frederick said that they wanted to be hooked into Princeton Public Utilities for this storage building to make sure the power is up and running along with the generator.

Barbian said the Police will also be doing dog training by the storage building.

Hallin asked how the building is going to be funded.

Lawrence said 40% is from the insurance.

Frederick said insurance piece is from a building they had that collapsed and that portion will cover 40% of the cost and the remaining portion will be from the CIP.



NEW BUSINESS: None

COMMUNICATION AND REPORTS:

A. Verbal Report

1) Sewer Study and Ghost Platting

Hillesheim said the Sewer Study is almost complete and staff will be meeting with WSB on Friday.

Barbain said he would like to have discussion on the city growing. The City put a large investment in the sewage treatment plant. We have to be realistic on developments and for sites where the sewer needs to get to the site would be costly. He had mentioned ghost platting in the past and wondered if the Planning Commission would support that.

Hillesheim said the City received a letter from the County about someone developing by an area the City has looked at. This is on the other side of the river and the City has considered ghost platting there to develop the area.

Hallin asked what the guidelines is on septic and wells.

Hillesheim said one acre lots can have a septic and well.

Barbian said with the county it is an acre and township it is 2.5 acres. The ghost platting can be done until sewer and water are available. Maybe the lot size could be decreased to provide for them.

Hallin said this area is Princeton Township land so the City has no jurisdiction in that area.

Barbian said there are other areas, not just Princeton Township. There are areas in Baldwin Township. He wants to see if ghost platting makes since for the City. Do we want to create rules until the sewer can connect to the area. He believes the sewer treatment plant is at 35% capacity right now.

Johnson asked if USDP is hauling waste away still.

Barbian said yes, they are still hauling waste away. Until we get higher volumes we cannot take the concentrated stuff.

Hallin commented that the land west of Aero Business Park that the City is purchasing and going to annex into the City would have sewer connected to it.

Barbian said the Sewer Study is being done and the City invested a lot of money into the Waste Water Treatment Plant and we need to find ways to benefit the region. If the city grows, the

population grows, and makes it better for everyone. It is too expensive to have larger lots and would like to ghost plat smaller lots.

Johnson said the 240 acres south of the City would have been a nice site. In the last few weeks portions of the site have been sold off and there is just a chunk left. Real Estate is very busy right now. He is seeing so much purchasing in Zimmerman. We are on the verge of growing. If we push housing and not business we could be in trouble. We need a balance of what we do here. Not just housing.

Hallin is concerned on developing on the east side of the river because there is so much conflict with sewer by the river.

Barbian said it is cheaper going under a river than going around an airport. You cannot go under the airport with sewer.

Johnson said he has seen how Cambridge and Elk River have had growth and it is frustrating to see how little Princeton has grown. Princeton has not changed since 1975. The School District's projection is the same for 50 years.

Barbian said he is raising this ghost platting to the Planning Commission because it is their duty. We spent 22 million on the Waste Water Treatment Plant and we need to prosper in the future. Growth is part of that. He asked the Planning Commission to talk to him about what they feel on this. They can come in, call, or email him.

Hillesheim said the park project is going very fast. Ribbon cutting is September 28th.

B. City Council Minutes for July, 2020

The Planning Commission Board had no comments.

MOLLER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:58 P.M.

ATTEST:

Victoria Hallin, Vice Chair

Mary Lou DeWitt, Comm. Dev. Zoning Specialist