# October 8, 2020 City Council Meeting

**Oct 8, 2020 7:00 PM CDT**

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MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON SEPTEMBER 10 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, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, 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. Absent was Councilor Jenny Gerold and Public Works Director Bob Gerold

AGENDA ADDITIONS/DELETIONS

   Jackson would like to add a quick report on the budget under Miscellaneous and Hillesheim will give a quick update on Community Development under miscellaneous as well.

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

CONSIDERATION OF MINUTES

   A. Regular Meeting minutes of August 27th, 2020
   B. Study Session meeting Minutes of September 3, 2020

   Zimmer suggested some changes to page 12 of the minutes in regard to the moratorium. Jenkins will make those changes.

ZIMMER MOVED TO APPROVE THE AUGUST 27, 2020 REGULAR MEETING MINUTES AND THE SEPTEMBER 3, 2020 STUDY SESSION MINUTES WITH THE CHANGE AS DISCUSSED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

   A. Permits and Licenses - None
   B. Personnel
      1. Police Officer Cole Wubben Step Increase effective 9-24-20

ZIMMER MOVED TO APPROVE THE STEP INCREASE FOR COLE WUBBEN EFFECTIVE 9-24-20. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

   C. Donations and Designations
      1. Resolution 20-49 – accept park bench donation from Sherburne State Bank

   Hillesheim reported on the donation that was received for a park bench She explained the donation program for the benches and where that information can be found on the website.

ZIMMER MOVED TO APPROVE RESOLUTION 20-49 ACCEPTING THE PARK BENCH DEDICATION FROM SHERBURNE STATE BANK. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
OPEN FORUM

Kevin Gerrard would like to see some changes to the open forum, so more people can attend.

He is in favor of Neighbors Special event that is on the agenda, but wondered if there can be some additional police presence.

Gerrard stated he saw Mayor Schumacher’s video about people looking out for others. He asked if the Council is concerned that conditional use permits are not being followed. He stated he dropped off a letter to the Council, Administrator and Attorney about the business not following their CUP.

Toven responded to Gerrard about the letter he dropped off, and the complaint he had filed with the police regarding the violations of the CUP. The Police Department, Zoning and himself has spent many, many hours looking into his complaints. His concerns are not valid and there are no violations. The CUP that is in place is the one that was approved in 1998. There was an amended CUP passed in 2012, but the expansion being requested was never done, so the 1998 version is the one in place. There are no violations on the property in accordance with the 1998 CUP.

PUBLIC HEARINGS - None

PRESENTATIONS / SPEAKERS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Park Board minutes of July 27, 2020

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

A. Neighbors on the Rum Special Event Permit for October 2nd and 3rd, 2020

Barbian advised that Neighbors on the Rum is requesting permission to hold an Anniversary party on October 2nd and 3rd. They would like to get a band, which would play until midnight. Staff has reviewed and approved this permit request and discussed the following event with owner Joe Holtz, along with asking him to notify the neighbors of his event.

Severe weather – Stop the event
Crowd size – Social distancing and not to exceed 250 people
Adult / Juvenile identification – Driver’s license check
Parking – 2nd parking lot, parking on south side of the building
Second exit – one way – no alcohol leaving fenced area
Band can play until midnight.

ZIMMER MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR NEIGHBORS ON THE RUM’S ANNIVERSARY PARTY ON OCTOBER 2ND AND 3RD WITH THE ABOVE CONDITIONS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS
A. Approval of updated job description for the Finance Director

Barbian advised that the job description as slightly updated, so the Council needs to approve the updated job description.

ZIMMER MOVED TO APPROVE THE UPDATED FINANCE DIRECTOR JOB DESCRIPTION. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

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 $106,166.96 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81690 TO 81761 FOR A TOTAL OF $309,647.79. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Budget –

Barbian advised that staff is just asking for general thoughts on the budget. Jackson added that the preliminary levy needs to be set at the next meeting. There may be some concerns next year if there are reductions to the LGA.

Schumacher asked what the percentage increase was last year. Jackson responded that it was a 2.33% in levy amount, however we had a significant tax capacity increase last year, so the city’s portion actually decreased by about 8%.

Barbian stated this year is difficult as there will be some financial instability next year. We do have some reserves set aside for some of these situations, but he asked the council how tight they want to keep the budget.

Reynolds asked how the city is year to date on this year’s budget. Looking back at the budget for this year, how close are we going to be. We always have the liquor store to fall back on if needed. He would like to see some more numbers, but as of now he would like to keep it a bit tight.

Zimmer stated he would like it to be on the conservative side as it has been done the last few years.

Schumacher said he would like to see no increase at all, and use the liquor store funds if needed.

Edmonds agrees to some extent, it is nice to have that liquor fund as a backup. He questioned the CARE’s funds, and thinks that can help offset some costs. Jackson responded that the intent of the CARE’s Funds is to pay for unexpected costs and items that were not budged for. Anything currently in our budget, we cannot use Care’s funding for.
Barbian said staff will be bringing some of their CARE money ideas forward to the council at the Study session next week.

Barbian commented that there are some additional costs and reductions each year that can be made. There is an increase in personnel costs every year. He appreciates the goal in keeping the levy down, but to also remember that the preliminary levy is the max amount, it cannot be raised in December when the Final levy is approved.

Schumacher thanked Campbell and her employees for working so hard during this pandemic, as it seems like the Liquor store was very busy.

Zimmer said he wants to keep it low, but does not know if 0 is realistic. He understands tight budgets, and projects being put on hold when needed. However, if you keep putting them off, they are all going to catch up and the Council needs to keep that in mind. Edmonds would like to see it kept fairly level.

Reynolds stated the liquor funds have always been there as a backup, and he does not believe we have had to use those yet. However, there are always increases that are inevitable.

Community Development update -

Hillesheim reported that the ground breaking on solar garden near Prairie Restorations is September 17th at 10am.

Staff recently had contact with the EDA so they have received our grant for the Industrial Park Expansion, so they are reviewing the request.

ADJOURNMENT
There being no further business:

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

Respectfully Submitted, ATTEST:

Shawna Jenkins Tadych
City Clerk

Brad Schumacher, Mayor
MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON SEPTEMBER 24, 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, Community Development Specialist Stephanie Hillesheim, Public Works Director Bob Gerold, Police Chief Todd Frederick, 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 suggested switching the order of the closed session and hold the portion for the Anderson Land Donation first, since the Anderson’s will be zooming into the meeting.

J Gerold would like to add a City Administrator Review under Unfinished Business.

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

CONSIDERATION OF MINUTES

CONSENT AGENDA

A. Permits and Licenses - None
B. Personnel
   1. Police Chief Todd Frederick Step increase effective 10-1-20
C. Donations and Designations

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

OPEN FORUM

Kevin Gerrard would like to pick up where it left off regarding the CUP violations at the car lot across from his house. He picked up the Police Report that stated there are no violations. Toven has informed him that there is no criminal behavior or ordinance violations at that property.

There are a lot of things going on with that property, and there are a lot more than 2 conditional use permits. He feels that there has been a breakdown in paperwork and not everything was provided to the Attorney. He asked to be put on the agenda for the Planning Commission. Barbian asked him to write everything down, and he showed up for the Planning Commission on the 21st expecting to be on the agenda.

He said Barbian told him he forwarded the request to the City Attorney. He was told he was welcome to stay for the meeting. He is upset that he was not added to the Planning Commission Agenda.

Barbian responded that there were 2 requests. One was to be put on the Planning Commission and the second was to review the property. He forwarded those to attorney Toven. He did
inform him that the item he wanted on the agenda is being handled by the City Attorney. These issues have been researched extensively, and no violations have been found.

Schumacher stated that the Planning Commission handles permits, plans, site plans, lot splits, etc. and there is an application process, usually with an associated fee to be heard by the Planning Commission. Barbian added that the Planning Commission is not there to handle complaints. J Gerold said the Police and Attorney handles the complaints.

Toven said he does not have a right to be on a Planning Commission agenda. The data request he recently submitted was to go through the property file, which he understands has already been done.

Officer Minks was called to the sight when Gerrard called the police. He collected information and entered the report. Toven then goes into the system to review the information and evidence and makes a determination whether there are any violations.

Toven stated that the investigation is complete and there are no violations. He knows Gerrard feels there is, but it has been investigated thoroughly and there are none. This is the 5th or 6th time he has come to the Council with this, and the Council is done with this issue.

Tim Hennagir from the Union Times reported that he has heard concerns on the Ballot Question and how the non-city PUC customers cannot vote.

PUBLIC HEARINGS

A. Modification of Development District 9, Establishment of TIF 9-2- Affordable housing

The City of Princeton (the “City”) received an application from the Briggs Companies (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 Project is proposed to be market rate with an affordable component.

The first building of the Project will be located along First Street and the second building will be 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. See Exhibit A for more information on the estimated Project cost, based on the Developer’s pro forma. 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. The timing of commencement of the Project has not been confirmed, but for planning purposes is anticipated to begin in 2021.

This memorandum provides a review of the request based on Northland’s analysis of the Developer’s application for assistance, including sources and uses of funds and operating pro forma for the Project. It is Northland’s opinion that the Project as proposed, which includes indoor
parking, is unlikely to occur but for the proposed public financial assistance, inclusive of the tax increment financing. Without the assistance, the Project is not expected to achieve the level of debt service coverage and returns needed to secure the necessary private financing and equity.

The present value of the tax increment revenue available to reimburse the Developer for project costs on a pay-go basis over a 15-year term is approximately $2.8 million. The future value of the total payments to the Developer, with interest at 3.0%, is estimated at $3.6 million. The Developer requested a 25-year term. The additional 10 years would provide approximately $1.6 million of additional tax increment revenues to reimburse project costs. Based on Northland’s analysis, the additional 10 years of assistance may not be necessary for the project based on current assumptions.

This conclusion may change as the assumption for project costs are refined and updated by the Developer, including estimates for public improvements and development fees, for example.

The Developer’s anticipated source of funds for the Project (as shown in the application) includes a combination of mortgage, contribution of the land, and deferral of the general contracting and development fees.

**Public Financial Assistance**

Due to the extraordinary costs associated with acquisition and development of the Project, the Developer is seeking public financial assistance from the City in the form of pay-go tax increment financing assistance. The tax increment revenue is proposed to come from the establishment of Tax Increment Financing District No. 9-2 (the “TIF District”) within the existing Development District No. 9.

The City plans to consider approval of the establishment of the TIF District, following a public hearing on September 24, 2020. The City will not consider approval of an agreement with the Developer for the financial assistance until a later date. Proposed terms for assistance have not been presented or agreed to by the Developer. The specifics for the Projects are subject to change.

The proposed plan for the TIF District is for the City to retain 100% of the increased net tax capacity from the Project to pay certain eligible project costs. The City may retain up to 10% of the tax increment derived from the Property to reimburse the City for the cost of administering the TIF District. The City may determine to use tax increments to pay for City costs incurred that are directly related to the housing project and/or to reimburse the Developer for eligible project costs. Eligible project costs may include land acquisition (the Developer is planning to establish a separate legal entity to own and manage the Project), costs of site preparation, street and utility improvements directly related to the housing.

Exhibit B provides a summary of the estimated potential tax increment cash flow from the TIF District, based on certain assumptions. State law provides that the increase in property taxes from the captured tax capacity (from the increase in market value) applied against the local tax capacity rates may be captured to assist the Project. Referendum market value taxes and the State of Minnesota property tax for commercial property (not applicable for residential property) are not captured for tax increment financing.

To reimburse the eligible costs incurred by the Developer, the City may determine to issue, and the Developer may purchase a Tax Increment Financing Revenue Note (the “TIF Note”) in a maximum principal amount. Based on a 15-year term for the assistance, the maximum estimated principal amount is $2.8 million. The TIF Note will be solely from net available semi-annual tax
increments. Net available semi-annual tax increments are estimated to be based on 90% of the tax increment collected from the Project within the TIF District, subject to final negotiation and agreement with the Developer. The TIF Note is assumed to bear simple, non-compounding interest from the date that the City determines paid invoices, as paid by the Developer, in compliance with the terms of an agreement, at an estimated 3.0%, from the date of issue per annum. As noted, the terms for the TIF Note are preliminary for planning purposes and have not been negotiated with the Developer.

Review of Need for Assistance
Northland conducted a review of the Developer’s application for financial assistance and pro forma as submitted to the City. Northland reviewed project cost estimates to ensure all anticipated sources and uses for the Project were properly included. Exhibit A provides information on the sources and uses of funds for the Project. Based on our review of the pro forma and under current market conditions, we find that the Project, as proposed, may not reasonably be expected to occur solely through private investment within the reasonably near future. Due to the costs associated with construction of the affordable housing units (among other extraordinary costs), the Project as proposed is feasible only through assistance, in part, from tax increment financing. This conclusion is supported by the following:

- The Developer plans for the estimated $15.4 million cost for the Project to be funded from a combination of debt $13.1 million (85.0%), and equity and deferred construction management and developer fees of $2.3 million (15.0%). The present value of the estimated future tax increment revenue from the TIF Note payments to the Developer reduces the effective cost of the Project by $2.8 million. Based on estimated net operating income, the effective return without the public financial assistance is not at a level the Project, as proposed, would proceed.

- The total average cost per housing unit is estimated at approximately $157,000 (in today’s dollars) for the construction of the 98 units, including the cost of the parking. Each building for the Project will include 13 studio units, 22 one-bedroom units, and 14 two-bedroom units. Based on Northland’s experience with similar projects and given the location of the Project, we would expect total development costs to range between $97,000 and $160,000 per unit. The total per unit project cost is generally within this range.

- The estimated average gross monthly rent per unit for the first building, in the first stabilized year of the Project, is estimated at approximately $1,054 per month (in year 2023). The Project is estimated to include three stories, with indoor and surface parking. Monthly average gross rents are estimated at $636-$950 for the studios, $1,075 for a one-bedroom unit to $1,200 for a two-bedroom unit. A minimum of 20% of the units are planned to be affordable at 50% of the average median income (AMI) for Mille Lacs County as of fiscal year 2020 is $72,600). The annual total gross rental income for the first building is estimated at approximately $620,000 in the first year of stabilized occupancy, before adjusting for estimated apartment vacancy and rental loss of 5%.

- The total annual expense, operating and non-operating, is estimated at $5,125 per unit (after completion of both buildings). This includes a 5% management fee and approximately $265 per unit (2%) for replacement reserve. This includes an estimated average $3,091 per unit for real estate taxes. The contribution to reserves is reasonable and the projected total annual expense is within industry standards.

- The estimated average debt service coverage with tax increment financing is estimated to average 1.19X during the first five years of stabilized operations, and without tax increment assistance the average is 0.95X. The coverage for the mortgage without the tax increment is
not at a level that we would expect the Project, as proposed, to proceed. The financing of this type of project would be expected to be at a minimum of approximately 1.2X coverage.

☐ The deferred construction fee and developer fee is projected to paid within the first ten years of operations. The beginning balance is estimated at $1,025,000, and the pro forma assumes this balance will be repaid with interest at 3.0% rate.

☐ The estimated annual cash on cash return (net annual operating income divided by total development project costs with tax increment financing is estimated to average 5.4% during the first five years of stabilized operations and 4.2% without tax increment assistance. The cash on cash return is reasonable for this type of project and the proposed source of financing.

Process for Approval
The first step in creating the TIF District is the adoption of a Tax Increment Financing Plan for the TIF District (the “TIF Plan”). The TIF Plan provides information about the Project to be funded with tax increment from the TIF district and authorizes the use of tax increment from the district to pay TIF-eligible project costs, among other items.

A tax increment financing district established by the City must be established within the boundaries of a Development District. The Development District is sometimes commonly referred to as a “Project Area”. The City has previously established Development District No. 9. The boundaries of the Development District are proposed to be set to be contiguous with the boundaries of the City. When a new tax increment financing district is established by the City, the Development Program for the Development District, may be amended and supplemented from time to time. The Development Program is a written plan that contains the statement of objectives for the Development District and contains the information set forth in Minnesota Statutes. The Development Program may be included in the same document that contains the TIF Plan, but the two plans are separate and must comply with respective statutory requirements. After the TIF District is established (TIF Plan adopted), the City may consider entering into a development (TIF) agreement with the Developer for tax increment financing assistance at a future date. The City plans for this to occur at a date following the public hearing date. The proposed terms of the agreement and project specifics are still under discussion between the City and the Developer.

Notice to County and School District
Before the public hearing and the establishment of a TIF district, the City must provide certain notices to the county and the school district, including providing a copy of a draft TIF plan. The county and school district may comment on the proposed TIF district but cannot prevent the creation of the TIF district. On behalf of the City, Northland submitted a letter and a draft copy of the TIF Plan for the TIF District to Mille Lacs County and Independent School District No. 477 on August 25, 2020 asking to receive written comments. As of the date of this memorandum no comments, written or oral, have been received by Northland.

Adoption of Modified Development Program and TIF Plan
Following the public hearing, the City Council may consider a resolution approving the modification to the Development Program for Development District No. 9 and the establishment of the TIF District within the Development District and the adoption of the TIF Plan relating thereto (the “Resolution”). The City Council may consider adoption of the Resolution on the same date of the public hearing (after closing the hearing) or a date following.

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<th>Sources of Funds</th>
<th>Total</th>
<th>% of total</th>
<th>Per unit</th>
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<td>First Mortgage</td>
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<td>Other Private Funds (Cash/General Contracting)</td>
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<td>8.5%</td>
<td>$13,397</td>
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</tbody>
</table>
Princeton City Council Minutes
September 24, 2020
Page 6

Developer Equity $1,000,000 6.5% $10,204
Total Sources of Funds $15,419,630 100.0% $157,343

<table>
<thead>
<tr>
<th>Uses of Funds</th>
<th>Total</th>
<th>% of total</th>
<th>Per unit</th>
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</thead>
<tbody>
<tr>
<td>Land Acquisition and Site Work</td>
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<td>Financing and Other Soft Costs</td>
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<td>100.0%</td>
<td>$157,343</td>
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</tbody>
</table>

J GEROLD MOVED TO OPEN THE PUBLIC HEARING AT 7:35PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Schumacher thanked Omdal for the very detailed memo and the parcel map that shows where this project will be located.

Edmonds stated that half of this parcel is wetland, and asked if that was included. Omdal responded that it is all one parcel, so it was put in as such. That may change with the developer moves forward.

REYNOLDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:42PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Resolution 20-53 – Establishing TIF

REYNOLDS MOVED TO APPROVE RESOLUTION 20-53, APPROVING MODIFIED DEVELOPMENT DISTRICT NO 9, APPROVING THE MODIFIED DEVELOPMENT PROGRAM THEREFORE, ESTABLISHING TAX INCREMENT FINANCING (HOUSING) DISTRICT NO 9-2 AND APPROVING THE TAX INCREMENT FINANCING PLAN THEREFORE WITHIN THE DEVELOPMENT DISTRICT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Resolution 20-54 – Interfund loan

REYNOLDS MOVED TO APPROVE RESOLUTION 20-54 AUTHORIZING INTERFUND LOAN FOR ADVANCE OF CERTAIN COSTS IN CONNECTION WITH TAX INCREMENT FINANCING DISTRICT NO 9-2. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

PRESENTATIONS / SPEAKERS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONENCE AND BOARDS / COMMITTEES

A. Solar Garden update

Zimmer reported that himself and Mayor Schumacher attended the ground breaking for the Solar Garden near Prairie Restorations. The event was very well attended. Schumacher added that we have a unique situation, as the chair of the airport board is also on the Baldwin Town Board. Due to the land being in an airport building zone, the airport Board was involved in this as well. It is a
great use for this land. Hillesheim added that Mary Lou DeWitt put a lot of work into this project as well.

B. Princeton Public Utility Commission Agenda packet for September 23, 2020

J Gerold reported that PPU will begin hydrant flushing next week. Oct 4-10th is Public Power Week and they will be holding a public event on the 10th from 9am to noon.

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

ORDINANCES AND RESOLUTIONS

A. Resolution 20-50 – Transfer of jurisdiction of subsurface sewage treatment systems to Mille Lacs County

DeWitt’s memo advised that staff has met with Aaron Patrick, Environmental Specialist with MN Pollution Control Agency (MPCA). Per our conversation, the City needs to have a program in place for septic systems permits or give the permitting responsibility to Mille Lacs County and Sherburne County.

There are just a few septic systems in the City limits that are not able to hook-up to the City sewer system. Because of this limited number, staff believes it would be in the City’s best interest to turn over the authority for regulating and enforcing Subsurface Sewage Treatment Systems (SSTS) to Mille Lacs County and Sherburne County.

EDMONDS MOVED TO APPROVE RESOLUTION 20-50, TRANSFERRING JURISDICTION OF SUBSURFACE SEWAGE TREATMENT SYSTEMS TO MILLE LACS COUNTY. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 20-51 - Transfer of jurisdiction of subsurface sewage treatment systems to Sherburne County

EDMONDS MOVED TO APPROVE RESOLUTION 20-51, TRANSFERRING JURISDICTION OF SUBSURFACE SEWAGE TREATMENT SYSTEMS TO SHERBURNE COUNTY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Resolution 20-55 – approve preliminary levy

Jackson presented the preliminary levy to the Council. He is proposing a 2.14% increase. Barbian added that it is a very tight budget and there are a few areas where we may be a little short.

Jackson expressed his concern with LGA being decreased, and that will greatly affect the budget. He has not heard any talk about decreasing this next years LGA, but it could be for the next year.

SCHUMACHER MOVED TO APPROVE THE PRELIMINARY LEVY AT THE 2.14% INCREASE. REYNOLDS SECONDED THE MOTION.

Edmonds stated he has never seen the preliminary levy so low. Zimmer said he thinks it was about
the same as the final levy that was approved last year, but his concern is passing this now and
knowing it cannot be increased. If we do not get the LGA that is expected, we may be in big
trouble. He would like to see it a little higher so there is some leeway. J Gerold agrees, she would
like to increase it a bit just in case, and if can always be lowered when the final levy is approved in
December.

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

EDMONDS MOVED TO APPROVE A 2.5% INCREASE. REYNOLDS SECONDED THE MOTION.

Zimmer asked what amount the 2.5% would be. Jackson calculated that it would just under
$10,000. Zimmer and J Gerold both said they would like to see it a bit higher, and know that the
council will do there best to lower it in December.

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

D. Resolution 20-56 – in support of the Bonding Bill

Barbian advised that it was requested for Cities to pass Resolutions in support of the bonding bill.

J GEROLD MOVED TO APPROVE RESOLUTION 20-56 IN SUPPORT OF THE BONDING BILL.
REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. City Administrator Review

J Gerold advised that several months ago, the Council appointed herself and Reynolds to an ad
hock committee to gather some information. They are ready to present some information to the
Council, and asked that it be added to the Study Session during a closed session.

NEW BUSINESS

A. EDA Bylaws Amendment

DeWitt’s memo advised that the Economic Development Authority Board has updated their Bylaws
at their September 17, 2020 meeting. The Board agreed to change the meeting dates from each
month to every other month beginning February of each year. Special meetings can be called if
there is Board approval needed on an item.

Another change is on Section 5, Order of Business:
Added to the list of seven items was: Forum for ideas
This gives the EDA Board the opportunity to pitch ideas and engage in a discussion regarding
opportunities that may be beneficial to the economic community of Princeton.

The City Council will need to approve or deny the EDA Bylaw changes with a motion. Staff will
relay the Council’s decision to the EDA Board.
EDMONDS MOVED TO APPROVE THE EDA BYLAWS AMENDMENT. SCHUMACHER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Interim Use for Chicks – Resolution 20-52

Dewitt’s memo reported that Julia & Daniel Knapp have submitted an Interim Use Permit application for the raising and keeping of chickens on their property located at 1412 16th Avenue North. The property is zoned R-1, Residential District.

The public hearing notice was sent to properties 350 feet from the site. On September 21st late in the afternoon three separate letters of non-support of the Interim Use Permit were received from neighbors. The letters are included in your packet. The Planning Commission held the public hearing on September 21st, 2020 and the applicant’s addressed the letters.

During the discussion to the letters, it came to staff’s attention that the applicants have three dogs and two cats. The Code of Ordinance, Title 5. Animals, states that no more than a combination of three domestic animals allowed on a property site in a combination of dogs and/or cats. The Planning Commission advised the applicants that two of the pets will need to be removed from the property site. The City of Princeton does not allow a kennel license that would allow more domestic animals and the applicants understood. They were not aware of the Ordinance.

Discussion followed on the maintenance and cleanup of the chickens. The applicants have been researching the best cleanup method for the manure and have determined that sand in the coop and run area will clump the waste and they will use a scoop to remove it and put it in the compost pile.

The applicants understood that one of the conditions for removal of the Interim Use Permit is if there are complaints the permit can be revoked.

ANALYSIS

The housing and keeping of chickens in the R-1District requires an Interim Use Permit. Chapter VI.BB lists the review criteria for the housing of chickens:

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

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

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

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

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

e. Outdoor slaughtering of chicken limits is prohibited.
Comment: This shall be a condition of approval.

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

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

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

i. **A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:**

   1) **Located in the side or rear yard.**
Comment: The applicant will have the coop located in the fenced area of their rear yard.

   2) **Meet the accessory structure setback requirements.**
Comment: The proposed location meets the setback requirements.

   3) **Construction shall be adequate to prevent access by rodents.**
Comment: Per the proposed coop design, it will be made out of plywood with 6’-foot walls and a depth of 10’ feet, totaling 60’ square feet. The wire run will have a roof where the chickens are contained and will be 7’ feet long.

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

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

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

m. **Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of a soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include off/site burial, of/site incineration or rendering, or of/site composting.**
Comment: This shall be a condition of approval.

Interim Use Permit Review Standards: When reviewing the application for an interim use, the City shall base its judgement on the following factors it may deem appropriate for the specific property. The interim use may be granted if:

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

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

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

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

CONCLUSION/RECOMMENDATION
Based on the findings that the proposed Interim Use appears to meet the standards for the keeping of chickens and the general review standards for the Interim Use Permit, as listed in the Zoning Ordinance, the recommendation is as follows:

The Planning Commission recommends to the City Council to approve the Resolution #20-52 for the Interim Use Permit to keep chickens at 1412 16th Avenue North if the applicants remove two of the domestic animals from their household without delay so they are in compliance with the Ordinance and subject to the following conditions (as listed in the Ordinance):

1. The keeping of any poultry besides chickens is prohibited.
2. Roosters are prohibited.
3. No more than four (4) chickens shall be housed.
4. Outdoor slaughtering is prohibited.
5. Chicken fighting shall not be allowed.
6. Leg banding of all chickens is required. The bands must identify the owner’s name, address, and telephone number.
7. A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:
   a) Located in the side or rear yard.
   b) Meet the accessory structure setback requirements.
   c) Construction shall be adequate to prevent access by rodents.
   d) If the coop is 120 SF or larger, a building permit is required.
8. A run or exercise yard is required to be provided and must be enclosed by a fence.
9. All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surrounding must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.
10. All food shall be stored in an enclosed, rodent proof container.
11. Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include
12. The keeping of chickens terminates when the current property owners vacate the property.
13. The Interim Use Permit can be reviewed upon complaints.

Zimmer stated that he knows there are a few with chickens in the city and he is not aware of any complaints.

EDMONDS MOVED TO APPROVE RESOLUTION 20-52 APPROVING THE INTERIM USE PERMIT FOR CHICKENS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Approve Public Works Brush hog CIP Purchase

Public Works has a Brush Mower in the Park and Recreation CIP for purchase in 2020. Staff has received 2 quotes for this piece of equipment.

Virnig 60” Brush mower, RBV60-HF33  
Crawford Equipment $5,988.00  
Midwest Machinery $7,800.00

The Parks and Recreation has $8,500 in the CIP for a brush hog purchase  
Staff recommends approval to purchase the Brush hog from Crawford’s Equipment for $5,988.00

SCHUMACHER MOVED TO APPROVE THE PURCHASE OF THE BRUSH HOG FROM CRAWFORD’S EQUIPMENT FOR $5988.00. EDMONDS SECONDED THE MOTION.

Edmonds asked what equipment this will work on. B Gerold responded that it will work on the skid steer and the Toolcat.

THE MOTION CARRIED UNANIMOUSLY.

D. Emergency medical Response unit purchase request – CARE’s Funds

Lawrence advised that the Fire Department is looking to purchase an Emergency Response Unit with CARES funding. This response unit would be used for responding to medicals and other calls that the fire department respond too. This vehicle would carry all medical supplies and extra Covid-19 supplies. The Fire Chief would respond with this vehicle. He usually responds direct from home and arrive first on medical scenes. I am also the highest trained medical person (paramedic).

With the Covid issues happening right now, it has been very hard to locate a vehicle. We were informed on Wednesday afternoon that a 2020 F-150 was available. With the Covid rules in place, we have to purchase the vehicle and have it in house before November 15th. To order a new vehicle off the state bid, it would take 8-10 weeks putting us out of the time window. The price of this vehicle we found is approximately $2000.00 more than the state bid but also has a few features that are not usually ordered with a state bid vehicle.

The total cost of the vehicle and to set it up with a topper, lights, siren, graphics, and bed slide, will not exceed $56,600.00.

J Gerold asked if we are positive this will qualify for CARE funds. She is concerned if it was found...
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not to be, we would be stuck with the cost. Jackson said from everything he has read; it would qualify for CARE funds. If for some reason the city was audited and they found that the purchase did not qualify, we would have to pay that amount back.

Edmonds asked what will be done with the current command vehicle. Lawrence said it would still be utilized by the department as needed.

ZIMMER MOVED TO APPROVE THE PURCHASE OF THE 2020 F150 FOR AN EMERGENCY MEDICAL RESPONSE UNIT PURCHASE FOR NOT MORE THAN $56,600 FOR VEHICLE AND NECESSARY ACCESSORIES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED.

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 $157,855.10 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81764 TO 81832 FOR A TOTAL OF $182,694.35. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

J Gerold asked if she can get a figure of the amount of CARE funds the city will be receiving. Barbian responded that the main topic of the Study Session next week will be the CARE’s funds and the items that the departments have come up with for potential purchases.

Hennagir asked if Fairview’s request will be considered. Barbian replied that Fairview and other requests that the city has received will be discussed at the Study Session.

Zimmer reminded the Council of the Ribbon Cutting at Riverside-Riebe Park that is scheduled for Monday at 4:30pm. Schumacher added that Jenkins has already posted that as a potential meeting.

Hillesheim stated that she has received another information request on the EDA Grant, so we know it is at least still in the works.

CLOSED SESSIONS

A. Anderson Land Donation

ZIMMER MOVED TO CLOSE THE MEETING AT 9:00PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REYNOLDS MOVED TO ADJOURN THE CLOSED SESSION AT 10:03PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Toven reported that the Council has had extensive discussion on this land donation. They have provided direction to staff and they will be reaching out to the Anderson’s in the next day or so.

B. Finance Director Position
ZIMMER MOVED TO CLOSE THE MEETING AT 10:05PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J GEROLD MOVED TO ADJOURN THE CLOSED SESSION AT 10:21PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Toven advised that with Jackson retiring, staff has been undergoing the interview process with candidates. An offer will be made to the chosen applicant. Toven will check the laws to see if a name is released on department heads in the same time frame as administrators. Until he is aware of that, or the applicant accepts the position, the name will be kept private.

ADJOURNMENT
There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 10:23PM. REYNOLDS SECONDED THE MOTION. VOTE 4:1, SCHUMACHER OPPOSED. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,       ATTEST:

Shawna Jenkins Tadych       Brad Schumacher, Mayor
City Clerk
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.

**CARES Funds**

Barbian advised that the City of Princeton has been awarded $358,243.00 in CARES dollars. The Fund is designed to provide ready funding to address unforeseen financial needs and risks created by the COVID-19 public health emergency. Expenditures are to address a three-part test:

1. Is it a necessary expenditure incurred due to the public health emergency with respect to COVID19.
2. Costs not accounted for in the City’s most recently approved budget as of March 27, 2020.
3. Performance or delivery must occur during the covered period and payment of funds must be made during the period of March 1, 2020 thru November 15, 2020.

There is considerable discussion amongst recipients regarding the interpretation of a rule or policy which states that 10% of the awarded CARES dollars is to benefit small businesses and or individuals. It has been suggested that the best policy is to follow to ensure repayment is not necessary.

It is staff’s recommendation that the City Council proceed as covered below. Tear Funding items are ready to be authorized in order that shortage issues do not develop. The remainder of the items will be brought back to the City Council in October after additional research is completed. This list was derived by a variety of discussions and meeting with the supervisors.

Beginning Balance - $358,243.00

PPP related items & technology purchased to date. - 19,881.00

Technology and PPP items on order. Owls, 4 chrome books, 5 tablets for Council/Planning Commission, life jackets, paddles, Administration server, computer-finance & admin., 2 WWTP tablets for plant. - 15,713.00

Command Vehicle-ERU - 56,595.

Balance Remaining 266,054.00

1st Tier funding $151,108.00 are as follows: To be authorized to proceed to purchase, some items are time sensitive due to high demand and many orders being placed.

**Princeton Wine & Spirits**

1. $2736.00 Bipolar Ionization filters-, RTU - 1 Add Two (2) GPS-FC48-AC Systems for 15-ton Trane Unit RTU - 2 Add One (1) GPS-iMOD System for 6-ton Trane Unit
2. $1695 plus $19/month for handheld Inventory Computer - plus $19/month for software updates and maintenance
3. $999 Online ordering system creation from Froogle -
4. 1,800 HVAC air duct cleaning
Public Works
1. 6,050.00 Touchless facets; 550 each: Civic center 2, library 2, PW shop 2, city hall 3, liquor store 2 for a total of 11.
2. 14,400.00 HVAC improvements at 1,200.00 each for the City Hall 3, PW Shop 1, Civic Center 3, Library 5 for a total of 12 units.

Fire Dept.
1. $56,595. Command Vehicle-ERU, Truck- $45,145.29, Bed Slide- $1600.00 J/ Topper-$2000.00, Lights/Siren-$6300.00, Spray-in Bed-$550.00, Graphics-$1000.00
2. $4,000.00 Online training program
   PFRD had to purchase a training program for the firefighters to recertify their EMR training since classes were not able to be held.
3. $ 5,000.00 N95 masks for our SCBA masks- 37 sets- These are N95 masks that attach to our SCBA masks. This will reduce the chances of contracting Covid-19 while on scenes where our SCBA masks are needed.
4. $2,500.00 AED/Medical Bag/Supplies, Additional AED, medical bag, and medical supplies for ERU.
5. $1,500.00 Additional Supplies for Covid-$1500.00 Masks, gloves, safety glasses, hand sanitizer, sanitizing wipes and spray. To ensure that there is plenty of supplies for this possible winter outbreak.
6. $500.00 Web/Cloud program-This will allow myself and my Assistant Chief to be able to work from home or other remote areas easier. Right now I have several documents on different computers and have to come into the station for certain documents.
7. $30,000.00 Lucas Devices-2 devices-Having Lucas devices on the department will help keep the firefighters from having to do CPR on the patient and will require less firefighters on scenes.
8. $10,000.00 Jumpsuits to respond to medical calls.

Lawrence is working with the Townships to obtain commitments from the townships to purchase and fund Fire Department items. To date Blue Hill has committed to fund approximately 26,500.00 which includes a Lucas device. Princeton indicated they would likely provide some funding not sure of amount. Greenbush and Wynette are discussing an amount. Spencer Brook is not taking the funding.

Police Department
1. 8,850.00 Gas Mask - We are asking for below items to be purchased to assist the police department in having accesses to these masks during times of the current pandemic as well as other issues such as civil un-rest, high and our city relocation plan with Monticello.
   A. Gas Mask (12)-$ 7,700.00
   B. Replacement cartridges, adapter for fit test and fit test (1 year) - $1150.00
   C. Total Cost of Project - $ 8,850.00
2. $9,200.00 Training Enhancement for small groups - This will allow staff to break out training for officers and fireman as well as allowing officers to interact with public and still maintain social distancing and community safety.
A. Equipment for smart TV’s (3), casting devices (3), Web cam (1) for meetings and training of Princeton Officers and Princeton Fireman - $9,200.00

B. Total cost of project for Princeton Police and Fire Departments – $9,200.00

3. $8,100.00 Wi-fi enhancement- Adding new Wi-Fi to building (network and switch) to allow social distancing with public and training for the Princeton Police and Fire Department employees.
   A. Equipment with 5 year subscription - $8,100.00
   B. Total cost of project for Princeton Public Safety Building - $8,100.00

Comm Dev/Planning/ Technology

1. Screens - 3 (2 for civic center, 1 new conference room) $1,200
2. Digital Imaging of all files to access remotely (30 file cabinets) $45,000
3. Canoe Trailer (storage) $6,000
4. Electronic Permitting Software $250/year
5. Zoom
6. Mounting pole for meeting owls (2) and Installation $1,000 (installed)
7. Power for conference tables $1,000
8. Cabinet/ stand for each chrome book station $1,200
9. Digital Waiver Program $90/year
10. Online reservation system (fields/buildings/pavilions includes smart waiver $3,500 ($2800 each year after)
11. Drop Box for permits etc. by front door $600
12. Picnic Table/ outside meeting area (fenced in?) $2,000

114,946.00 is the remaining balance if the above items were purchased. The City has received a number of requests for funds which are being reviewed and considered to bring back to the City Council meeting of October 8th.

Fire - $30,000.00 Lucas Devices-2 devices-Having Lucas devices on the department will help keep the firefighters from having to do CPR on the patient and will require less firefighters on scenes.

    Lawrence advised that to date Blue Hill Township has committed to fund approximately 26,500.00 which includes a Lucas device. Princeton indicated they would likely provide some funding not sure of amount. Greenbush and Wynette are discussing an amount. Spencer Brook is not taking the funding.

2 other items that have come up, one is a reduction in the school contract due to COVID-19 Distance learning. The total loss is $9500. The other is an option of portable touchless soap Dispensers ($179.98/4) that would be a suitable buy for several buildings as well.

J GEROLD MOVED TO APPROVE THE URGENT ITEMS THAT WE NEED TO GET STARTED ON ASAP TO MEET THE NOVEMBER DEADLINE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.
2021 Capital Improvement Program

Jackson went over the 2021 Capital Improvement items in each department. The department heads provided the council with details on any new items added for 2021, and answered a few questions about their CIP items.

The Council would like the airport numbers to be added to the CIP so they can see what is planned for the next few years.

CLOSED SESSION – City Administrator Review

REYNOLDS MOVED TO CLOSE THE MEETING AT 7:06PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

??? MOVED TO ADJOURN THE CLOSED SESSION AND REOPEN THE MEETING AT 9:?? PM. ??? SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Adjournment

??? MOVED TO ADJOURN THE STUDY SESSION AT 9:18PM. ??? SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

____________________________________
Shawna Jenkins Tadych
City Clerk

ATTEST:

____________________________________
Brad Schumacher, Mayor
RESOLUTION #20-61

A RESOLUTION ACCEPTING $250 IN DONATIONS FROM CENTURY 21 MOLINE REALTY FOR THE PRINCETON FIRE DEPARTMENT

WHEREAS, Century 21 Moline Realty has proposed contributing money to the City of Princeton; and

WHEREAS, these businesses have requested their donations be used for the Princeton Fire Department, and

WHEREAS, this business has donated a total amount of $250

WHEREAS, the City Council of the City of Princeton agrees that said contributions would be of benefit to the citizens of Princeton,

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Princeton, Minnesota hereby acknowledges and agrees to accept said donation of $250 from Century 21 Moline Realty who has donated on behalf of the citizens of Princeton.

BE IT FURTHER RESOLVED that the City Council of the City of Princeton designates said donation to be used for the Princeton Fire Department as requested.

ADOPTED this 8th day of October, 2020.

ATTEST: 

Brad Schumacher, Mayor

__________________________________________
Shawna Jenkins Tadych
City Clerk
MEMORANDUM

TO: Mayor & City Council
FROM: Mary Lou DeWitt, Comm. Dev. Zoning Specialist
SUBJECT: Vacation of Drainage & Utility Easements located
In Block 3, Princeton Industrial Park Third
Addition
DATE: October 6th, 2020

REQUEST
Duane Kruse and Sharon Sandberg have requested the remaining portion of a vacated easement be completed for the process of an Administrative Lot Line Adjustment between their property and Anoco Metals. This site is east of the Airport and west of Anoco Metals.

Legal Description: That part of the drainage and utility easements dedicated over Lots 1 and 2, Block 3, Princeton Industrial Park Third Addition, Sherburne County, Minnesota, described as follows:

That part of the South 10.00 feet of Lot 1, Block 3, Princeton Industrial Park Third Addition, Sherburne County, Minnesota, which lies East of the West 16.00 feet of said Lot 1, and which lies West of the East 190.00 feet of said Lot 1.

AND

That part of the North 10.00 feet of Lot 2, Block 3, Princeton Industrial Park Third Addition, Sherburne County, Minnesota, which lies East of the West 16.00 feet of said Lot 2, and which lies West of the Southerly extension of the West line of the East 190.00 feet of Lot 1, said Block 3.

AND (Corrects description in 2005 Resolution #582591)

The resolution for vacation of the east-west “utility” easement on Lot 1, Block 3, Princeton Industrial Park Third Addition per Doc. No. 582591 has numerous errors including the width of the easement and the type of the easement. The description of the vacation is vague as well, resulting in uncertainty as to the extent of the vacation. The surveyor has assumed the probable intent of the descriptions on the survey, but suggests that the previous resolution description be clarified to match the original intent.

AND (Corrects description in 2007 Resolution #656354)

The descriptions in the resolution for the vacation of utility and drainage easements between Lots 1, 2, 3, & 4, Block 3, Princeton Industrial Park Third Addition are vague, resulting in uncertainty as to the extent of the vacation. The surveyor has assumed the probable intent of the descriptions on the survey, but suggests that the previous resolution descriptions be clarified to match the original intent.

ANALYSIS
The applicants have submitted an application to vacate the remaining Drainage & Utility Easement lying within their property site. This vacation will complete the vacated easement to the east that was processed in 2005 and 2007. Please see the survey. The descriptions from those two vacations is being cleaned up at this time also. There are no utilities in this easement so there is no present or prospective use for the existing easements.
The applicants have also applied for an Administrative Lot Line Adjustment that staff will be handling in house which results in the approximately same square footage exchange between their property and Anoco Metals, to allow better use and access of their properties. Removing this remaining Drainage & Utility Easement is where the lot line adjustment will take place. At the September 21, 2020 Planning Commission meeting, the Board moved to support this Administrative Lot Line Adjustment.

The City Council is required to hold a public hearing regarding vacations and the appropriate public hearing notices were published in the newspaper and notices were mailed to the surrounding property owners within a radius of 350 feet regarding the easement vacation. In reviewing a vacation, it should be determined that there is no present or prospective use for the easement, and the vacation will serve the public interest.

The applicants are proposing a private utility easement on the northern portion of PID #90-407-0305 and #90-407-0306 where the sewer and water are stubbed in off of 19th Avenue South and connect to the existing building.

Based on the Findings of Fact:
1. Will the vacation of the easement reduce the access to provide sewer and water utilities to adjoining property? No.

2. Will the easement vacation cause problems to the surrounding neighborhood in the form of storm water runoff? No.

3. What if any impact be against the surrounding area in regard to the vacation of easement? No impact.

CONCLUSION/RECOMMENDATION
Staff recommends approval of Resolution #20-58, approving the vacation of the Drainage & Utility Easements presented to the Council, based on the findings that there is no present or prospective use for the drainage and utility easements and the easement vacation will serve the public interest subject to the following conditions:

1) Certified copy of the resolution shall be recorded with the County Recorder’s office.
2) The proposed 30’ foot private utility easement shown on the survey be completed by the applicants and recorded with the County Recorder’s office.
RESOLUTION #20-58

A RESOLUTION VACATING THE DRAINAGE AND UTILITY EASEMENT LYING
WITHIN AREAS OF LOTS 1, 2, 3, AND 4, BLOCK 3, PRINCETON
INDUSTRIAL PARK THIRD ADDITION

WHEREAS, Duane Kruse & Sharon Sandberg have requested the following described
drainage and utility easements be vacated and also clean up language from to other City
vacation of easements by Resolution #07-36 and #05-09:

That part of the drainage and utility easements dedicated over Lots 1 and 2, Block 3,
Princeton Industrial Park Third Addition, Sherburne County, Minnesota, described as
follows:

That part of the South 10.00 feet of Lot 1, Block 3, Princeton Industrial Park Third
Addition, Sherburne County, Minnesota, which lies East of the West 16.00 feet of said
Lot 1, and which lies West of the East 190.00 feet of said Lot 1.

AND

That part of the North 10.00 feet of Lot 2, Block 3, Princeton Industrial Park Third
Addition, Sherburne County, Minnesota, which lies East of the West 16.00 feet of said
Lot 2, and which lies West of the Southerly extension of the West line of the East
190.00 feet of Lot 1, said Block 3 in a drainage and utility easement vacation.

AND

The resolution for vacation of the east-west “utility” easement of Lot 1, Block 3,
Princeton Industrial Park Third Addition per Doc. No. 582591 has numerous errors
including the width of the easement and the type of the easement. The description of
the vacation is vague as well, resulting in uncertainty as to the extent of the vacation.
The surveyor has assumed to the probable intent of the descriptions on the survey, but
suggests that the previous resolution description be clarified to match the original intent.

AND
The descriptions in the resolution for the vacation of utility and drainage easements between Lots 1, 2, 3, and 4, Block 3, Princeton Industrial Park Third Addition are vague, resulting in uncertainty as to the extend of the vacation. The surveyor has assumed the probable intent of the descriptions on the survey, but suggests that the previous resolution descriptions be clarified to match the original intent.

WHEREAS, there are no utilities in this easement so there is no present or prospective use for the existing easements; and

WHEREAS, it appears to be in the best interest of both the city and property owner to vacate the above described easement; and

WHEREAS, a public hearing was held on October 8th, 2020 by the Princeton City Council after published and posted notice had been given, and a reasonable attempt was made to give personal notice to all affected property owners, an all persons interested were given an opportunity to be heard; and

NOW, THEREFORE, BE IT RESOLVED that the following described drainage and utility easements is hereby vacated:

That part of the drainage and utility easements dedicated over Lots 1 and 2, Block 3, Princeton Industrial Park Third Addition, Sherburne County, Minnesota, described as follows:

That part of the South 10.00 feet of Lot 1, Block 3, Princeton Industrial Park Third Addition, Sherburne County, Minnesota, which lies East of the West 16.00 feet of said Lot 1, and which lies West of the East 190.00 feet of said Lot 1.

AND

That part of the North 10.00 feet of Lot 2, Block 3, Princeton Industrial Park Third Addition, Sherburne County, Minnesota, which lies East of the West 16.00 feet of said Lot 2, and which lies West of the Southerly extension of the West line of the East 190.00 feet of Lot 1, said Block 3 in a drainage and utility easement vacation.

AND

The resolution for vacation of the east-west “utility” easement of Lot 1, Block 3, Princeton Industrial Park Third Addition per Doc. No. 582591 has numerous errors including the width of the easement and the type of the easement. The description of the vacation is vague as well, resulting in uncertainty as to the extent of the vacation. The surveyor has assumed to the probable intent of the descriptions on the survey, but suggests that the previous resolution description be clarified to match the original intent.

AND
The descriptions in the resolution for the vacation of utility and drainage easements between Lots 1, 2, 3, and 4, Block 3, Princeton Industrial Park Third Addition are vague, resulting in uncertainty as to the extent of the vacation. The surveyor has assumed the probable intent of the descriptions on the survey, but suggests that the previous resolution descriptions be clarified to match the original intent.

**BE IT FURTHER RESOLVED** that the City Council authorizes the recording of the vacated easement at the Sherburne County Government Center, Elk River, Minnesota.

**ADOPTED** by the Princeton City Council this 8th day of October, 2020.

_________________________________________
Brad Schumacher, Mayor

Attest:

_________________________________________
Robert Barbian, City Administrator

This instrument was drafted by:

City of Princeton
705 2nd Street No.
Princeton, MN 55371
THE MEETING FOR THE PLANNING COMMISSION HELD ON SEPTEMBER 21, 2020 AT 7:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 7:00 P.M., by Dan Erickson. Members present were Eldon Johnson, Scott Moller, Jeff Reynolds, and Gene Stoeckel (Princeton Township Representative). Staff present were Robert Barbian (City Administrator) and Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent was Victoria Hallin.

APPROVAL OF MINUTES OF THE REGULAR MEETING ON AUGUST 17, 2020
REYNOLDS MOVED, SECOND BY JOHNSON, TO APPROVE THE MINUTES OF AUGUST 17, 2020. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

JOHNSON MOVED, SECOND BY MOLLER, TO APPROVE THE ADDITION UNDER COMMUNICATION AND REPORT: VERBAL REPORT, ITEM 4, KRUSE, SANDBERG, AND POWELL ADMINISTRATIVE LOT LINE ADJUSTMENT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

Barbian said that Kevin Gerrad request has been sent to the City Attorney. This will not be on the Planning Commission meeting tonight.

PUBLIC HEARING:
A. Interim Use Permit for Chickens at 1412 16th Avenue North
Mary Lou DeWitt, Comm. Dev. Zoning Specialist Memo:

BACKGROUND
Julia & Daniel Knapp have submitted an Interim Use Permit application for the raising and keeping of chickens on their property located at 1412 16th Avenue North. The property is zoned R-1, Residential District.

The public hearing notice has been sent to the property owners 350 feet from the site. Late this afternoon three letters from neighbors were dropped off at City Hall for non-support of the Interim Use Permit.

ANALYSIS
The housing and keeping of chickens in the R-1 District requires an Interim Use Permit. Chapter VI.BB lists the review criteria for the housing of chickens:

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

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

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

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

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

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

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

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

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

i. A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:  
1) Located in the side or rear yard.  
Comment: The applicant will have the coop located in the fenced area of the rear yard.

2) Meet the accessory structure setback requirements.  
Comment: The proposed location meets the setback requirements.

3) Construction shall be adequate to prevent access by rodents.  
Comment: Per the proposed coop design, it will be made out of plywood with 6’ foot walls and a depth of 10’ feet, totaling 60’ square feet. The wire run will have a roof where the chickens are contained and will be 7’ feet long.
j. A run or exercise yard is required to be provided and must be enclosed by a fence.
Comment: The applicants back yard is fenced and the run area will have its own fencing.

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

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

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

Interim Use Permit Review Standards: When reviewing the application for an interim use, the City shall base its judgement on the following factors it may deem appropriate for the specific property.
The interim use may be granted if:

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

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

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

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

Based on the findings that the proposed Interim Use appears to meet the standards for the keeping of chickens and the general review standards for an Interim Use Permit, as listed in the Zoning Ordinance. Staff would recommend the Planning Commission forward recommendation for approval to the City Council for their review on September 24, 2020, for the proposed Interim Use Permit to keep chickens at 1412 16th Avenue North, subject to the following conditions (as listed in the Ordinance):

1. The keeping of any poultry besides chickens is prohibited.
2. Roosters are prohibited.
3. No more than four (4) chickens shall be housed.
4. Outdoor slaughtering is prohibited.
5. Chicken fighting shall not be allowed.
6. Leg banding of all chickens is required. The bands must identify the owner’s name, address, and telephone number.
7. A separate coop is required to house the chickens. Coops must be constructed and maintained to meet the following minimum standards:
   a) Located in the side or rear yard.
   b) Meet the accessory structure setback requirements.
   c) Construction shall be adequate to prevent access by rodents.
   d) If the coop is 120 SF or larger, a building permit is required.
8. A run or exercise yard is required to be provided and must be enclosed by a fence.
9. All premises on which chickens are kept or maintained shall be kept clean from filth, garbage, and any substances which attract rodents. The coop and its surrounding must be cleaned frequently enough to control odor. Manure shall not be allowed to accumulate in a way that causes an unsanitary condition or causes odors detectible on another property.
10. All food shall be stored in an enclosed, rodent proof container.
11. Dead chickens shall be disposed of according to the Minnesota Board of Animal Health rules, which require chicken carcasses to be disposed of as soon as possible after death, usually within 48 to 72 hours. Legal forms of chicken carcass disposal include offsite burial, offsite incineration or rendering, or offsite composting.
12. The keeping of chickens terminate when the current property owners vacate the property.
13. The Interim Use Permit can be reviewed upon complaints.

The Planning Commission recommendation shall go to the City Council at their September 24, 2020 meeting.

End of Staff Memo

DeWitt informed the Planning Commission Board that she received three letters from neighbors of non-support that were dropped off at City Hall today. The Planning Commission Board has a copy of the letters to review.

(Letters received at City Hall on September 21, 2020)
Cherryl Knight:
September 21, 2020
Dear Members of the City Council

I am writing regarding the issue of chickens on 16th Avenue. The owners at the address in question already have 3 dogs that bark constantly when I am in my own backyard.

They also have 2 cats that are allow to roam outside around the neighborhood. These cats are always coming over on the deck and around my house and spraying and using my yard and garden as their litter box. It has gotten so bad that the north east corner of my basement has been sprayed so much I am constantly using odo ban to get rid of the smell and it is now starting to permeate into my basement.

I do not feel chickens would be a good idea as the chicken coops eventually start smelling no matter what you do. I have a sibling that uses the help substance for chicken coops and she has stated to me that it helps for a little bit but the chicken coop will still start stinking. And how does the owner plan on getting rid of such bedding that will be used in coop. That is not something that can be placed in our garbage cans.

Cherryl Knight
1315 North 15th Avenue

September 21, 2020

I am writing regarding the issue of raising chickens at 1412 16th Avenue North.

We do not feel that chickens are a good idea as they already have 3 dogs and cats as well. Chickens are for areas that have acreage and away from someone else property. How would they control the smell as well.

Thank you, Katey Seve & Tamara Lenhart
1313 15th Avenue North

To Whom it May Concern,

Some weeks ago our neighbor approached us about him wanting to raise chickens in his backyard. He live SW of us, my boyfriend and I at first were kind of surprised that he would want to raise chickens in town. We really were not sure how to react but thought because of our location it would not affect us. When he left we talked it over and decided we did not want the smell and he winds would blow from the southwest towards our home. We do not want to be unneighborly but we have to say no to him raising chickens near our home. We feel he couldn’t keep the smells at bay. Years ago my boyfriend spoke to him about his cats coming over to our garden and pooping in it. Our neighbor’s remark was “it’s my wife’s cats” and nothing changed. His cats have been peeing on our deck and we have chased them back to our neighbor’s home. We keep our distance and try to keep his cats off of the deck and yard. We try to stay friendly but have become bitter over the cats issue. If he can’t take care of the cats
or have any regard for us as neighbors we don’t think he can care for the chickens. Lorraine Nelson and Donald Behn.

Daniel Knapp, applicant address the letters. They would like to have chickens for the eggs, no butchering, and to show their grandchildren how farming works and raise foods for the families. From what they read chickens are excellent pets.

Julia Knapp, applicant said she would like to address the letters regarding to the smell. The poop can be composted. We plan to put sand down and change the sand every month. No smell if they keep up with it. Cats do not pee on decks. Their cats are neutered. The one cat is 12 years old. They do run free so they can go in the neighbor’s yards.

MOLLER MOVED, SECOND BY JOHNSON, TO OPEN THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYs. MOTION CARRIED.

There was no one present or per Zoom for the public hearing.

MOLLER MOVED, SECOND BY JOHNSON, TO CLOSE THE PUBLIC HEARING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYs. MOTION CARRIED.

Daniel Knapp said the hen house will be 6’ x 3’ a total of 18 square feet. What he read is there needs to be so many square feet for each chicken and for the run area also. This design will meet those requirements. They will not use hemp, sand will go in for the poop, and it will be picked up with a scoop just like you do with a kitty litter area. They will put that in the compost area they have. What they read is they say that makes rich soil. Covering will be above the run so it will have sand in it also. Roof line runs the full 10 feet covering the hen house and run.

Moller asked if it is their cats or stray cats going to the neighboring property.

Daniel Knapp said that he is not sure. He never talked to the about that to the neighbors on the cats except once when he yelled at his cat to come back, the neighbor guy commented back to keep his cat in his own yard. Otherwise he has not heard any comments. He said he does have three dogs and two cats.

DeWitt explained the Animal Ordinance. The Ordinance reads that you can have a total of three pets per property. That is a combination such as two dogs and a cat. The City does not have a kennel license to allow more domestic pets per property.

Moller said he would approve this Interim Use Permit to allow chickens, but is concerned on his neighbor’s letters and they have too many pets now.

Johnson said two have to go, dogs or cats.
Daniel Knapp has not thought of that.

Moller said they would have to be in compliance with the Animal Ordinance. If they did remove two animals from the house hold he would be okay with approving and forward to the City Council the recommendation for final approval of the Interim Use Permit.

Daniel Knapp said he would remove two animals from the household. It will probably be the cats and they just need to find a home for them.

MOLLER MOVED, JOHNSON SECOND, TO APPROVE THE INTERIM USE PERMIT FOR JULIA AND DANIEL KNAPP TO HAVE CHICKENS AT THEIR PROPERTY LOCATED AT 1412 16TH AVENUE NORTH, WITH THE ASSURANCE THE APPLICANTS WILL BE IN COMPLIANCE WITH THE ANIMAL ORDINANCE FOR THE MAXIMUM NUMBER OF DOMESTIC PETS ALLOWED AT A PROPERTY AND FORWARD THE RECOMMENDATION TO THE CITY COUNCIL FOR FINAL APPROVAL WITH THE FOLLOWING CONDITIONS:

1. THE KEEPING OF ANY POULTRY BESIDES CHICKENS IS PROHIBITED.

2. ROOSTERS ARE PROHIBITED.

3. NO MORE THAN FOUR (4) CHICKENS SHALL BE HOUSED.

4. OUTDOOR SLAUGHTERING IS PROHIBITED.

5. CHICKEN FIGHTING SHALL NOT BE ALLOWED.

6. LEG BANDING OF ALL CHICKENS IS REQUIRED. THE BANDS MUST IDENTIFY THE OWNER’S NAME, ADDRESS, AND TELEPHONE NUMBER.

7. A SEPARATE COOP IS REQUIRED TO HOUSE THE CHICKENS. COOPS MUST BE CONSTRUCTED AND MAINTAINED TO MEET THE FOLLOWING MINIMUM STANDARDS:
   A) LOCATED IN THE SIDE OR REAR YARD.
   B) MEET THE ACCESSORY STRUCTURE SETBACK REQUIREMENTS.
   C) CONSTRUCTION SHALL BE ADEQUATE TO PREVENT ACCESS BY RODENTS.
   D) IF THE COOP IS 120 SF OR LARGER, A BUILDING PERMIT IS REQUIRED.

8. A RUN OR EXERCISE YARD IS REQUIRED TO BE PROVIDED AND MUST BE ENCLOSED BY A FENCE.

9. ALL PREMISES ON WHICH CHICKENS ARE KEPT OR MAINTAINED SHALL BE KEPT CLEAN FROM FILTH, GARBAGE, AND ANY SUBSTANCES WHICH ATTRACT RODENTS. THE COOP AND ITS SURROUNDING MUST BE CLEANED FREQUENTLY ENOUGH TO CONTROL ODOR. MANURE
SHALL NOT BE ALLOWED TO ACCUMULATE IN A WAY THAT CAUSES AN UNSANITARY CONDITION OR CAUSES ODORS DETECTIBLE ON ANOTHER PROPERTY.

10. ALL FOOD SHALL BE STORED IN AN ENCLOSED, RODENT PROOF CONTAINER.

11. DEAD CHICKENS SHALL BE DISPOSED OF ACCORDING TO THE MINNESOTA BOARD OF ANIMAL HEALTH RULES, WHICH REQUIRE CHICKEN CARCASSES TO BE DISPOSED OF AS SOON AS POSSIBLE AFTER DEATH, USUALLY WITHIN 48 TO 72 HOURS. LEGAL FORMS OF CHICKEN CARCASS DISPOSAL INCLUDE OFFSITE BURIAL, OFFSITE INCINERATION OR RENDERING, OR OFFSITE COMPOSTING.

12. THE KEEPING OF CHICKENS TERMINATE WHEN THE CURRENT PROPERTY OWNERS VACATE THE PROPERTY.

13. THE INTERIM USE PERMIT CAN BE REVIEWED UPON COMPLAINTS.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYs. MOTION CARRIED.

OLD BUSINESS: None

NEW BUSINESS:
A. KO Storage Pylon Sign
Mary Lou DeWitt, Comm. Dev. Zoning Specialist Memo:

REQUEST
Rose City Inc., on behalf of KO Storage has submitted a pylon sign request for the mini-storage site located at 1800 15th Street North.

ZONING PROVISIONS
The Sign Ordinance requires that the Planning Commission approves the pylon signage. This site is located in the B-3 General Commercial District where the pylon sign regulations requirements are:

1. Total square footage is 150 square feet.
2. The sign cannot be higher than 60 feet.
3. Ten feet of clearance shall exist between grade levels and the bottom of the sign.
4. The sign must be located on the property where the business advertisement is located.
5. The sign cannot extend over public sidewalks or streets.
6. There shall be no more than one pylon sign per lot.

CONCLUSION
The sign request is for a sign of approximately 77’ total square feet, 24’ feet in height, and clearance of 17’ feet between grade level and the bottom of the sign. The sign must be 15’ feet away from surrounding building or structures and cannot extend over public sidewalk or
streets. This sign is 26’ feet from the building and 1’ foot from the pavement. The site plan actually shows the pavement area of 28’ feet. The Fire Chief reviewed the placement of the sign and is okay with it being a foot off the pavement. The storage facility has 6’ foot fencing surrounding the site and the sign will be 13’ feet from it. The sign will be illuminated internally. The proposed sign meets the requirements and staff supports the approval of the pylon sign.

If the Planning Commission approves the proposed KO Storage pylon sign, staff recommends the following conditions of approval:

1. Total square footage is 150 square feet.
2. The sign cannot be higher than 60 feet.
3. Ten feet of clearance shall exist between grade levels and the bottom of the sign.
4. The sign must be located on the property where the business advertisement is located.
5. The sign cannot extend over public sidewalks or streets.
6. There shall be no more than one pylon sign per lot.
7. Engineered signed plans for the pylon signage will need to be submitted with a building permit and approved prior to installing.
8. The side must be 1 foot away from the pavement and at least 26 feet from the building.

JOHNSON MOVED, SECOND BY REYNOLDS, TO APPROVE THE Pylon SIGN FOR KO STORAGE LOCATED AT 1800 15TH STREET NORTH WITH THE FOLLOWING CONDITIONS:

1. TOTAL SQUARE FOOTAGE IS 150 SQUARE FEET.
2. THE SIGN CANNOT BE HIGHER THAN 60 FEET.
3. TEN FEET OF CLEARANCE SHALL EXIST BETWEEN GRADE LEVELS AND THE BOTTOM OF THE SIGN.
4. THE SIGN MUST BE LOCATED ON THE PROPERTY WHERE THE BUSINESS ADVERTISEMENT IS LOCATED.
5. THE SIGN CANNOT EXTEND OVER PUBLIC SIDEWALKS OR STREETS.
6. THERE SHALL BE NO MORE THAN ONE Pylon SIGN PER LOT.
7. ENGINEERED SIGNED PLANS FOR THE Pylon SIGNAGE WILL NEED TO BE SUBMITTED WITH A BUILDING PERMIT AND APPROVED PRIOR TO INSTALLING.
8. THE SIDE MUST BE 1 FOOT AWAY FROM THE PAVEMENT AND AT LEAST 26 FEET FROM THE BUILDING.

UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

B. TIF District
Memo from Community Development:

Background:
The Developer, Patrick Briggs Properties Inc. is ready to move forward with the development of
two apartment buildings 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 paid by the developer. The current real estate taxes on the project site are $714 annually. The estimated Real Estate Taxes captured after completion are $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:**
There is no recommendation at this time. On approval of TIF District 9-2 the developer will be required to submit a site plan for review, at which time the Planning Commission will analyze for approval.

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

Barbian showed where the location is on a map. The Developer has presented a concept plan. The Developer has to meet certain requirements and meets those and gain the TIF Agreement where the City would provide support to finance part of the project. This will be going to the City Council on September 24th. Does the Planning Commission Board feel it would be appropriate to have the City Council pass the tax increment financing and go into negotiating for the financing. Northland Securities has been in discussion with staff on this. This TIF District can go from a 15 year to 25 year period. West Birch Apartments was a 15 year TIF.

Moller asked if they have to meet an annual guideline on low housing standards. What if they are not met.

Barbian said if in five years they were not met then the developer would only get the first five years of the TIF.
Moller asked what if the project goes under.

Barbian said we do not front any money so we are not at a loss. It is a pay as you go tax increment financing.

Johnson asked what happens to the School District. What do they get for taxes.

Barbian said he believes they only get a portion of what they normally would get.

Johnson said this site could have close to 100 units and there could be school kids living there and the School District will not get any additional money.

Moller asked if the School District has to agree on their portion.

Barbian said no.

Moller asked what are they planning on 100% for the TIF financing.

Barbian said up to 90% of the project. They have not decided yet.

Moller asked what percentage is low or moderate housing.

Stoeckel said on page 7 it states 20% or more of the units have to be low income.

Erickson asked if it is per household or a person income.

Barbian said household. 20% of the units has to meet the household income of what is stated.

Erickson said it would be $725 or less they would have to rent for.

Barbian said he does not think MN has a cap that the units rent for.

Moller asked if staff is in favor of this.

Barbian said yes. There is twin homes proposed also for this development.

Stoeckel asked if they are two levels apartments.

Barbian said it is a three level apartment building.

Moller said private ownership instead of rental he would be in more favor of. It’s better to have private ownership.

Barbian agrees private ownership is great, but there does seem to be a sizeable market for
apartments. Zimmerman has it and Princeton needs to meet that also. There is plenty of room in the market for both. For the TIF financing, the City is not advancing funds for the project.

Reynolds said this is a development of mix subsidized and market rate.

Barbian said he has more land that is not included in this development.

Moller said the City needs to be careful on how much subsidized housing we have in the community.

Reynolds said this could be considered workforce housing.

Moller said there is a shortage of rental properties here.

Erickson said the developer understands the timing of this. The Zimmerman apartment site he built is 100% occupied. He supports a nice apartment coming to town.

Johnson said employment needs to increase here also.

Erickson said Crystal Cabinets put up a huge sign in their property for help.

Johnson said he was on the School Board for ten years and they lost money because of the TIF District.

Moller asked who is Northland Securities.

Barbian said they are contracted by the City who helps with legal planning. These apartment complexes around us have received TIF also. We are not providing any City funds.

Erickson commented that people are having children at a later age where there should not be a lot more burden on the School District.

Moller said the city gains a higher real estate tax base in the future.

Barbian said yes. We also have not hit the 5,000 population mark. The Planning Commission is asked to give a recommendation to the City Council.

Moller said do they have to go 25 years for the TIF financing.

Barbian said it will be negotiated and could go to 15 years.

JOHNSON MOVED, SECOND BY MOLLER, THAT THE PLANNING COMMISSION BOARD RECOMMENDS THE TIF DISTRICT FOR THIS PROJECT, BUT ENCOURAGES THE CITY COUNCIL TO
GO 15 YEARS ON THE FINANCING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.

COMMUNICATION AND REPORTS:
A. Verbal Report
1) B-3 and MN-1 Zoning Ordinance Update
DeWitt explained that the Zoning Ordinance handouts for the B-3 and MN-1 District are updates that now have the Slaughter House permitted use in them. Please put these replacements in your zoning book.

2) Transfer Jurisdiction of Septic Systems to Mille Lacs & Sherburne County
DeWitt explained that staff had met with Aaron Patrick, Environmental Specialist with MN Pollution Control Agency (MPCA). Per our conversation, the City needs to have a program in place for septic systems permits or give the permitting responsibility to Mille Lacs County and Sherburne County.

There are just a few septic systems in the City limits that are not able to hook-up to the City sewer system. Because of this limited number, staff believes it would be in the Cities best interest to turn over the authority for regulating and enforcing Subsurface Sewage Treatment Systems (SSTS) to Mille Lacs County and Sherburne County. The City Council will review Resolution #20-50 and #20-51 for approval at their September 24, 2020 meeting. This is informational only to the Planning Commission.

Stoeckel said that Princeton Township went through this also and has Mille Lacs County do the permitting responsibility. It is about an 80 page document they would have to administer and trying to keep up with the code that is updated all the time.

The Planning Commission Board supported staff decision on giving the permitting responsibility to Mille Lacs County and Sherburne County.

3) Sewer Collection Study
Barbian said the Sewer Collection Study is looking at existing sewer and the possibility of land being annexed into the City. It is a Capital Investment for the sewer lines and impacts road investment also.

Reynolds asked if this will be in time for the CIP Budget.

Barbian said no, that would be too soon. We have not gone through that depth of the analysis. Smith System Road was not overburdening the flow system so that is good news. The treatment plant is running at 30% compacity.

Erickson said the sewer is failing by his property and would like the City to come up with a plan that the City start repairing areas that are not working and need to be addressed.
Barbian said there will be a map where most of the aging facilities exist will be interesting to see.

Erickson asked why the City does not have a plan to replace the aging infrastructure.

Barbian is not sure, he is working on it now. We have to prioritize where and when.

Erickson commented that at his house there are roots growing into the sewer by his property the City is not repairing it. The Liquor Store has like 8 million dollars in their funds that could be used to make the repair.

Reynolds said 5 million dollars they have in funds.

Barbian said the new Finance Director will help look at the CIP and longer range prospective. Like roads and sewer pipes. Could be a five or ten year projection to budget.

4) **Kruse, Sandberg, and Powell Administrative Lot Line Adjustment**
DeWitt informed the Planning Commission Board that Staff is preparing an Administrative Lot Line Adjustment for Duane Kruse and Sharon Sandberg with Dean Powell where they are exchanging a 5,850 square foot piece of land each to make better use and access of their property. With this Administrator Lot Line Adjustment will need to have a Utility & Drainage Easement Vacation where the exchange of property takes place. There is no utilities in this easement and it will complete an easement that was done in 2005 and 2007. The City Council will review the vacation request at their October 8, 2020 meeting.

Barbian said an Airport Access Agreement from Kruse and Sandberg has to be signed first and then this Administrative Lot Line Adjustment can recorded.

**MOLLER MOVED, SECOND BY JOHNSON, TO APPROVE THE ADMINISTRATIVE LOT LINE ADJUSTMENT RESOLUTION TO BE RECORDED ONCE THE CITY HAS THE SIGNED AIRPORT ACCESS AGREEMENT. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED.**

**B. City Council Minutes for August, 2020**
The Planning Commission Board had no comments.

**MOLLER MOVED, SECOND BY JOHNSON, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 4 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:24 P.M.**

**ATTEST:**

Dan Erickson, Chair

Mary Lou DeWitt, Comm. Dev. Zoning Specialist
MINUTES OF THE PROCEEDINGS OF THE PARK & RECREATION ADVISORY BOARD
OF THE CITY OF PRINCETON IN THE COUNTY OF MILLE LACS
AND IN THE STATE OF MINNESOTA
REGULAR MEETING
MONDAY, AUGUST 24, 2020

1. Call to Order
The Park and Recreation Advisory Board met in Regular Session and Chairman Jill Papesh called the meeting to order at 6:00 PM.

<table>
<thead>
<tr>
<th>Attendee Name</th>
<th>Title</th>
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<tbody>
<tr>
<td>Jill Papesh</td>
<td>Chair</td>
<td>Present</td>
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<tr>
<td>Blake Broding</td>
<td>Vice-Chair</td>
<td>Present</td>
</tr>
<tr>
<td>Carla Vita</td>
<td>Secretary</td>
<td>Present</td>
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<tr>
<td>Aaron Gruber</td>
<td>Board Member</td>
<td>Absent</td>
</tr>
<tr>
<td>Travis Koenen</td>
<td>Board Member</td>
<td>Present</td>
</tr>
<tr>
<td>Robert Peters</td>
<td>Board Member</td>
<td>Present</td>
</tr>
<tr>
<td>Jacquilien Strandberg</td>
<td>Board Member</td>
<td>Present</td>
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<tr>
<td>Bob Gerold</td>
<td>Staff</td>
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<tr>
<td>Jules Zimmer</td>
<td>City Council Liaison</td>
<td>Absent</td>
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</tbody>
</table>

Others present: Tim Jensen

2. Approval of Minutes of Regular Meeting of July 27th, 2020
Motion by Broding, second by Peters to approve without changes. Motion carried unanimously.

3. New Business:
Capital Improvement Plan (CIP) requests. Jensen inquired to any Park Board requests. Papesh stated that in a previous meeting Civic Center Park Equipment was brought forward by staff. Papesh stated that something small should be considered. Jensen stated that minimally a new slide and swings are needed.

Papesh recommending is new shades for Rainbow park due to the tree removal due to Oak Wilt.
Strandberg stated that a climbing mound would be nice.

Koenen recommended more cameras at parks to prevent and catch those vandalizing.

Papesh inquired to the carts for Reibe Park. Papesh informed that Hillesheim had communicated to her that carts for people to transport their camping items will be at the park. Brooding stated that when he camps at State Parks that he has to bring his own cart.

Consensus of the Park Board to ask Staff to educate the Park Board on the exact plan for the carts for Reibe Park.

4. Reports by Staff
   A. Mark Park
   Jensen educated that all parks, including Mark Park, have new wood chips.

   B. Splash Park
   Jensen inquired about moving the funds dedicated to the park umbrella shade to move to 2021. Papesh informed that that the funds for the umbrella shade for this year were moved to assist with the Reibe park overages. She asked that the shades be placed in the 2021 CIP for the park.

   Jensen inquired if the Park Board desires to have a shade at the Splash Pad next year. Consensus of the Park Board to have shade umbrellas for the Splash Pad for 2021.

   C. Riverside Park
   1) Update on project
   Broding stated that the park is very busy.

   Jensen informed that the park had a crane moving in the boat landing. He continued that the walking path to the pier was cut down. Flooding at the park will occur when the river bounces more quickly with the cut for the trail. Potentially it might spill out more quickly. Jensen stated that the concrete steps at the boat landing are complete. He informed that the path at the northwest corner of the project to the fishing point is nearly complete. Jensen informed that the road behind Pizza Pub will have pylons placed. The intent is to prevent traffic. Seeding is complete around the paths.

   D. Rainbow Park
   Jensen informed that the diseased oaks will be removed.
E. Riebe Park
Jensen informed that the walking path is being constructed. Papesh commented on how large the park is for the community.

F. Pioneer Park
Jensen stated that the cross-country kids are using the park.

G. Riverview Terrace Nature Park
Jensen informed that they are working to get buckthorn under control.

H. Civic Center Park
Jensen informed that the Mayor desires a playground at the park. Papesh stated that the Park Board has not been supportive as they do not want to use any park dedication funds, also all other funds for the parks are being used to the overages for the Reibe-Riverside park that were not created by the Park Board. Broding stated that the Park Board wants to build up the Park Dedication account, not spend the funds. Papesh stated that the Park Board analyzed the situation and believe that a playground at Civic Center park will be used primarily by the users of the Community Center; people in the neighborhood around Civic Center park use the school’s equipment as it is very close to the park; and the board is being fiscally responsible and trying to build up funds for future projects.

5. Old Business:
None

6. Miscellaneous:
The Ribbon-cutting for Riverside Park is to be held on Monday, September 28, 2020. Motion by Broding, second by Koenen to move the time and location of the next Park Board meeting to 5:00pm on September 28, 2020 @ Riverside Park, after the ribbon-cutting. Motion carried unanimously.

7. Adjourn
Motion by Peters second by Brodign to adjourn at 6:50pm. Motion carried unanimously.
CALL TO ORDER/PLEDGE OF ALLEGIANCE:
The Chair, Gene Stoeckel, called the meeting to order at 7:30 P.M. by leading the Pledge of Allegiance. Other members present included Troy Minske, Brenton Titcomb, Barry Ramage Jr. and John Sautter. Others present: Brad Schumacher, Mayor/Council Liaison, Lisa Fobbe Sherburne Co. Com., Larry Handshee Baldwin Township, Tim Hennagir Union Times, City Administrator Robert Barbian, Alex Goerke (PE KLJ Engineering), Jim Flynn Flying Club, Dwayne Kruse Kruse Aviation, John George, Richard Anderson

AGENDA ADDITIONS/DELETIONS:
Sautter moved, seconded by Ramage to adopt the agenda adding 5.5 General items and 5.6 Hanger leasing terms. Motion Carried.

APPROVAL OF MINUTES: Motion by Sautter, seconded by Ramage to approve the minutes of July 6th. Motion Carried.

General Items: Free webinar through Air tap training with 4 units easy to do. Also covered was safety training and question on if traffic is monitored on a radio when doing maintenance? The Pilots interest in having better cuts more often was covered and a mowing quote of 3,950/ cut was discussed and concluded as a city issue. Reactivating the Princeton Pilots Association is being considered with an initial Airport event on October 22nd 12 – 2. This to involve the City Council, City Public Works, Sherburne County, Baldwin County and Planning Commission. Fobbe suggested inviting local State legislature or their staff.

Hanger leasing terms: Discussion of the existing lease rates of .08 and .10 cents with 5- or 10-years respective terms and a request for a longer term occurred. The request to have a longer term to accommodate financing also covered. Much discussion occurred.

Engineering Report:
Goerke reported the runway area is being seeded and work on the electric is being coordinated with the light install complete by end of September. An overview of the FAA funding for the taxiway reconstruction being withdrawn occurred. The process of reapplying being 1. Apply in December find out if in or out February and 2. Rebidding with a cost of about 10K. The local share of the project being 127K.

Motion by Ramage, seconded by Sutter to request 127K on the City CIP to apply and construct in 2021. Motion Carried. Motion by Ramage, seconded by Stoeckel to add 10K to CIP for taxiway project. Motion Carried.

Airport Manager: Barbian reported on the Solar Garden ground breaking and the no build easement being finalized over the RPZ.

Motion to adjourn by Ramage, seconded by Sutter. MOTION CARRIED.

ADJOURNMENT: The meeting adjourned at 9:30 P.M.
Respectfully Submitted, Robert Barbian, City Administrator
THE MEETING OF THE EDA BOARD HELD ON SEPTEMBER 17, 2020, AT 6:00 P.M., AT THE PRINCETON CITY HALL COUNCIL CHAMBERS

The meeting was called to order at 6:00 P.M., by Genny Reynolds. Members present at City Hall were Brad Schumacher, Thom Walker, Charles Snustead, Sharon Sandberg, Thom Walker, and Jack Edmonds. Staff present were Robert Barian (City Administrator), Stephanie Hillesheim (Comm. Dev. Specialist), and Mary Lou DeWitt (Comm. Dev. Zoning Specialist).

Absent was Victoria Hallin.

AGENDA ADDITIONS / DELETIONS
Barbian would like to add Care Act Funding under Miscellaneous, Item A.

Hillesheim removed under New Business, Item C, Downtown Façade Grant Application – White Birch Dental off the agenda.

WALKER MOVED, SECOND BY SNUSTEAD, TO ADD UNDER MISCELLANEOUS, ITEM A, CARE ACT FUNDING AND MOVE THE OTHER ITEMS DOWN. REMOVE ITEM C, DOWNTOWN FAÇADE GRANT APPLICATION – WHITE BIRCH DENTAL FROM NEW BUSINESS. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES FROM THE REGULAR MEETING ON JUNE 18, 2020
SANDBERG MOVED, SECOND BY SCHUMACHER, TO APPROVE THE MINUTES OF JUNE 18, 2020. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED / OLD BUSINESS: None

NEW BUSINESS:
A. EDA Bylaws Amendment
Sandberg said the Airport Board had done this and had a dysfunctional board after. She has seen this change on other boards and there is no ownership. She believes it is more push back with not knowing what is happening with the EDA.

Walker commented that the change would have the meeting every third month or as needed. Would Sandberg like it every other month.

Hillesheim said the Façade Grant application would be coming in so it may be more than quarterly.

Barbian said there are certain tools the EDA has and they need to access those tools. The TIF District is one of them. What purpose does the EDA Board members see themselves serving. Administrative efforts are needed in this and are we needed each month for this Board.
EDA Board  
September 17, 2020  
Page 2 of 7

Sandberg said she would like to know what businesses are coming into the city. Also, who staff talks to each month for possible businesses that might come in. Keep the EDA Board up to speed.

Barbian said they would not mention names of companies that would contact the City. They want confidentiality when coming to the City. They do not want the knowledge of what is happening.

Snustead said each company has marking and nothing should be private.

Schumacher said he met with Pat Briggs a multiple number of times and he kept those meetings confidential until Briggs wanted it recognized with the City members. He has met with multiple other businesses that he cannot speak of yet, but with the Covid outbreak, banks are slowing up on financing. He is fine with the monthly or bimonthly meeting dates.

Walker agrees. Confidentiality he understands and names do not mean that much, but the economic side is what counts.

Sandberg asked what Milaca or Elk River do and what is expected. Not just for the Façade Grants, but what else is out there for review. As an EDA Board, they want direction of what is happening with the City on a monthly basis. What does Barbian want from the EDA Board and does he want them to be more active.

Barbian said if the EDA Board would want to call companies themselves, he would be open with that. If we are doing the work, the more time we have to do the work is great. There was a contract with Crystal Cabinets that took staff about three hours in a few weeks time. The more demands from the EDA Board will take staff’s time away from calling companies.

Reynolds asked why this is on the EDA agenda in the first place. The Bylaws can stay as is.

Schumacher said him and Edmonds receive information each week at the Council meetings. He understands the disconnect this could create.

Hillesheim said she could email out a monthly memo.

Edmonds commented that having a meeting just to have a meeting is not necessary either.

Sandberg asked what does the City want out of her to come to a meeting.

Schumacher said broad perspective. The City Council would approve the EDA Boards advice and probably approve what comes before them because the EDA approved it.

Snustead said the EDA Board was established to facilitate Small Business Financing.
Hillesheim said we need the EDA for small business loans and grants. The EDA is also acting Council members in Big Lake. They can help in promoting the loans available and get the word out.

Barbian said the Deed Fund would be a great item to get the word out. We do not have a lot of money to finance.

Hillesheim said Sylva bought Outlot A by them and the City applied for infrastructure funding and got some assessment funding to extend their road to the Westling land.

Barbian said we are busy working with our existing businesses and do not have time to tap in to outside companies. He believes quarterly meetings for EDA Board would be good.

Reynolds asked the EDA Board if they would like monthly meetings, every other month, or quarterly.

Walker said in Section 5 of the order of business maybe a spot just for individual people to make comments and ideas. The EDA Board could pitch an idea. If we do not have anything to discuss we can use that area to keep the board engaged.

Reynolds liked that idea. She seen on other boards they call it mission moments.

Walker suggested putting that in as Item 5 and having the meetings every other month.

**WALKER MOVED, SECOND BY SANDBERG, TO CHANGE THE EDA BYLAWS TO EVERY OTHER MONTH, STARTING THE SECOND MONTH OF THE YEAR, AND SECTION 5 IN THE ORDER OF BUSINESS, COULD BE FORUM FOR IDEAS AND ALL OTHERS AFTER THAT MOVED A NUMBER DOWN, AND FORWARD THIS TO THE CITY COUNCIL FOR FINAL APPROVAL. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.**

**B. TIF District**

**Community Development Memo:**

**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
1\textsuperscript{st} 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 the TIF District 9-1.

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

Hillesheim said Pat Briggs is ready to move forward with the apartment development. First to be started in 2021 with 49 units and another 49 unit building to follow two years later. He has owned the site for a long time and the recession hit and he pulled the project back. He has paid all fees with the TIF.

Barbian said he has not provided a plat yet, this is a concept plan only. The TIF District public hearing is next week at the Council meeting. Northland Securities is still going through a process of the preliminary analysis.

Walker said when he was on the City Council the project had been in front of them, that was about 15 years back. He is happy to see it is back and going to happen. It’s too bad there will not be a tax value on it, but still good to have it come here. The tax value would be about $50,000 to $70,000 a year.

Barbian said they may do a 25 year TIF plan. They are in the early stages of this now.

Hillesheim they are required to have a percentage of low income units throughout the life of the TIF. If they do not the TIF terminates.

Barbian said it is high standards they have to meet. 10% of the units have to meet this. They have their own management that will take care of the documentation they will need to provide to the City each year.
Schumacher said he toured the Monticello apartment unit Briggs developed and they were very nice.

Walker asked if they vote on this tonight is that the last time it comes to the EDA Board. What constitutes affordable housing.

Hillesheim said there are rates and such and she would have to check into it and let them know.

Reynolds said the West Birch apartment TIF came to the EDA Board and then to the Council and that was the last time they seen any information on it.

Walker wants to know what affordable housing actually means.

Hillesheim will get that to him.

Reynolds said the recommendation from staff is for the EDA Board to approve the TIF District.

WALKER MOVED, SECOND BY EDMONDS, TO APPROVE THE WEST RIVERTOWN APARTMENTS TIF DISTRICT 9-2 AND FORWARD THE EDA BOARD’S RECOMMENDATION TO THE CITY COUNCIL. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED.

C. Downtown Façade Grant Application – White Birch Dental
This item was removed from the agenda.

MISCELLANEOUS:
A. Care Act Funding
Hillesheim said they are trying to figure out where the money goes to the community. The City received $350,000 and staff is trying to figure out the best entities and also covering our own expenses. We are trying not to duplicate the state and county programs. They thought about providing counseling for small businesses on how to help them get better at shopping online and also using social media for their business so they can continue to grow and compete.

Reynolds said Mille Lacs County courthouse handrails have to be fixed because the cleaning products is taking the finish off of them. They have to put stuff on them that will work with the cleaning products.

Barbain said the business counseling could help with marketing or accountant or ecommerce services.

Hillesheim said the City had a local person design the City website and using a local consultant to help a local business helps two local businesses.
Barbian said Fairview Hospital asked for the funding and has put their request in. There is a few regional draws that are looking for help. We hope to have something for the City Council October Study Session.

Reynolds said 10% of what we receive needs to go out to the community for economic development.

Barbian mentioned that Baldwin Township received $100,000 more in funds than the City.

Reynolds said the City has till November 15th to spend their funds or it will go to the county. This would be where the EDA Board could be helpful in giving ideas for the use of the funds.

Sandberg said she has working on ecommerce for her business. She did have an ecommerce Ebay account for years and now is learning the system again. Ebay has changed a lot of their format and does not work with epay system. When covid hit she lost 90% of her business. She could see where the EDA Board would be helpful giving ideas on this.

Reynolds questioned if the City is helping the service end for businesses. She lost 90% of her weddings and ecommerce would not help her.

Barbian said two different consultants called the City who specialize in certain stuff. If the EDA Board has covid related items that could work with these funds, let staff know.

Schumacher said it is Instagram that people are now using. That is the site you want to advertise on.

Barbian said the Liquor Store proceeds gives the Food Shelf funds once a year.

Sandberg asked if there has been any lapse in internet services in the city.

Reynolds said the School District is short on hot spots.

Hillesheim said Sherburne County is putting so much fiber in right now.

Reynolds said Mille Lacs County is working on broad band now.

Barbian said most of the city has good connection with the internet. The Airport Board will be meeting tonight at 7:30 P.M. here at City Hall so the meeting will need to be done by then.

Hillesheim said email her ideas on the Cares Act Funds.

Reynolds asked if there is a meeting next month.
Hillesheim is not sure. She will find out and let them know.

B. EDA Balance Sheet
There was no Balance Sheet provided.

C. Report:
Hillesheim said a large application was sent in to the Federal EDA for funding. They are waiting for the response if it is accepted. The City will use the funds to buy some Industrial land if they receive the funding.

Barbian said with TIF financing there is a TIF law he is looking into on extending sewer and a road to start a subdivision and go to the current Industrial Park. It is a unique tool, but there are guidelines on qualifying.

Hillesheim said the Riverside Park is almost complete. The contractor is officially finished and a vault toilet should be put in sometime in October. The ribbon cutting is September 28th at 4:30 P.M. at Riverside Park. The dock looks nice.

D. City Council and Planning Commission Minutes for August, 2020
The EDA Board had no comments.

WALKER MOVED, SECOND BY SNUSTEAD, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 6 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:20 P.M.

ATTEST:

______________________________  ________________________________
Genny Reynolds, Vice President  Mary Lou DeWitt, Comm. Dev. Zoning Specialist
City of Princeton
Special Event Permit Application

**Contact Information**
Group / Organization: **Amenity Advisory Board**
Contact Person: **Jon Sauter** Phone: **412-390-4052**
Address: _______________________________
cell: ______________________________ email: ______________________________
Event Day on-site Contact: **Jon Sauter** Phone: **412-390-4052**

**Event Information**
Type of Event: **Open House** New or Renewal (date of last event) **10/22 12-2pm**
Event Name/Title: **Agoura Town**
Description of Event: **Tour of Agoura grounds, hangars, businesses on grounds + facilities. If large crowd/poor weather hangars.**
Proposed Location: **KPJM**
**Estimated attendance: 20**

**Event Date and Times**
Set Up Date and Time: **11:00 AM - 12:00** Actual Event Time: **12:00 noon - 2:00pm**
Clean Up Date and Time: **2:30 PM - 3:00 PM**

**Event Features**
Will any signs / banners be put up? **NO** if yes, number and size: ______________________________
Will there be any inflatables? ____________ if yes, provide insurance certificates from rental provider
Will there be any entertainment? ____________ if yes, what type and time: ______________________________
Will sound amplification be used? ____________ if yes, hours and type: ______________________________
Will a stage or tent be set up? ____________ if yes, dimensions: ______________________________
Will Merchandise be sold? ____________ if yes, provide a list to City Hall
Will Food be prepared or sold? ____________ if yes, provide a list & the MN Health Licenses to City Hall
Will there be a Fireworks display? ____________ if yes, obtain permit from City Hall
Services

Will the Event Use, close, or block any of the following:

City Streets or Right-of-ways: Y or N If yes, Streets ____________________________

City Sidewalks or Trails: Y or N If yes, Location ________________________________

Public Parking Lots or Spaces: Y or N If yes, location at airport

County Streets (First Street, or Rum River Drive) require County approval, contact City Hall for the County’s form

**** answering yes to any of the above, services may be required for the event, and you must contact the Princeton Police Department to have a Pre-planning meeting.

Will the event need barricades? Y or N If so, how many are needed ____________________

Will Alcohol be served? Y or N If so, who is serving it (include copy of their license) ____________________

Will portable restrooms be used? Y or N if yes, how many _______________________

Will extra trash receptacles be needed? Y or N if yes, how many are needed ____________________

Describe trash removal and cleanup after the event

not needed

Will the event need traffic control? Y or N if yes, contact Princeton Police Dept at 763-389-4879

Will the event need a Princeton Police Officer present for the event? If yes, contact Princeton Police 763-389-4879

Describe crowd control procedure to ensure safety of participants and spectators _______________________

Will “No Parking Signs” be needed? Y or N If yes, how many ________________________

Will the event need EMS / Fire Department? Y if yes, contact the Princeton Fire Dept at 763-389-2410

Describe plans to provide first aid, if needed first aid kits on site

Describe the emergency action plan if severe weather should arrive _______________________

How does the event benefit the residents and/or businesses in the City of Princeton?

better awareness of airport’s economic impact and contribution to city

List any other pertinent information (animals, etc) ____________________________

Possible costs of items that may be requested:

Firefighters / EMT .............................................................................................................. $11 per hour per person

Police – Special events – Reserve Officers ....................................................................... $25 per hour per person

Police – Special events – Police Officer ........................................................................... $52 per hour per person

Barricades ......................................................................................................................... $1 each per day

Generator .......................................................................................................................... $275 per day / 8hrs

TOTAL ____________________________
Attachements required

- Site Plan (This is mandatory for all events. Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.)

- Certificate of Insurance (Include: Policy Number, Amount and Provisions that the City of Princeton is included as additional insured. The insurance requirements depend on the risk level of the event and are determined by the City.)

- Permits / List of Solicitors, and Food Vendors with the necessary Department of Health Certificates

- Signatures of Business Owners / Managers of all properties that the City deems as affected by the event, the City will provide a list of all signatures needed for approval.

- Proof of Non-Profit Status

Hold Harmless Agreement

The sponsor(s) of this event hereby agrees to save and hold harmless the City of Princeton, its officers, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting or arising from this activity. As the sponsor or authorized representative, I certify that the information is provided as accurate and true to the best of my knowledge and agree to pay the permit fee for this event based upon the information provided in this application. I realize my submittal of this application request constitutes a contract between myself and the City of Princeton and is a release of Liability.

Signature ___________________________ Date __________

To be completed by City Hall

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Application Fee $25

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<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Firefighters / EMT</td>
<td>@ $11 person/hr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police – Reserve Officers</td>
<td>@ $25 person/hr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Police Officer</td>
<td>@ $52 person/hr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Barricades</td>
<td>@ $1 each/day</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generator (per day)</td>
<td>days:</td>
<td>@ $275 per day</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL FEES

Site Plan Certificate of Insurance Permits / vendor lists Non-profit status

Application Fee Damage Deposit Council Date Approve / Denial
Site Plan:
Include any tables, stages, tents, fencing, portable restrooms, vendor booths, trash containers, barricades, etc. If the event includes a parade, race or walk, attach a route map with directional arrows, rest stops, crossings, signage, etc.
CITY OF PRINCETON
MILLE LACS COUNTY, MINNESOTA

RESOLUTION NO. 20-60

RESOLUTION CALLING FOR AN ASSESSMENT HEARING WITH RESPECT TO 33rd AND 82nd AVE ROAD IMPROVEMENTS

WHEREAS, by a resolution passed by the Council on April 20, 2020, the improvements were ordered for the 33rd and 82nd Avenue Road Improvements Project.

WHEREAS, Minnesota Statutes § 429.061, Subd. 1, provides that “… the Clerk, with the assistance of the engineer or other qualified person selected by the Council, shall calculate the proper amount to be specially assessed for the improvement against every assessable lot, piece or parcel of land ….”

WHEREAS, the City Council directed the City Clerk with the assistance of the City’s engineering consultant to prepare a proposed assessment roll for the 33rd and 82nd Ave Road Improvements.

WHEREAS, the City Clerk has notified the Council that such proposed assessment roll has been completed and is on file for public inspection.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF PRINCETON:

1. The draft Notice of Assessment Hearing attached hereto as Exhibit A is hereby approved and ratified.

2. A hearing shall be held on the 12th day of November 2020, at Princeton City Hall Council Chambers located at 705 2nd Street North, Princeton, Minnesota, at 7:00 p.m. to pass upon such proposed assessment and at such time and place all persons owning property affected by such improvement will be given an opportunity to be heard with reference to such assessment.

3. The action of the Clerk to cause the attached Notice of Assessment Hearing to be published at least once in the official newspaper at least two weeks prior to the hearing and to mail the Notice to the owners of each parcel described in the assessment roll is hereby approved. The mailing will be not less than two weeks prior to the hearing.

4. The owner of any property so assessed may, at any time prior to the certification of the assessment to the county auditor, pay the whole of the assessment on such property, with interest accrued to the date of payment, to the City of Princeton, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the
assessment. An owner may at any time thereafter, pay to the City of Princeton the entire amount of the assessment remaining unpaid, with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 15 or interest will be charged through December 31 of the succeeding year.

5.

Passed this 8th day of October, 2020.

Brad Schumacher, Mayor

Attest:

Shawna Jenkins Tadych, City Clerk
RESOLUTION #20-62

A RESOLUTION CERTIFYING PAST-DUE UTILITY BILLING TO THE MILLE LACCS COUNTY AUDITOR AND THE SHERBURNE COUNTY AUDITOR FOR COLLECTION WITH THE 2021 PROPERTY TAXES

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

WHEREAS, the City of Princeton is responsible for providing city sewer and the Princeton Public Utilities Commission is responsible for providing city water, municipal electricity and service to properties located within the corporate limits of the city, and

WHEREAS, the Princeton Public Utilities Commission (PUC) has duly established a fee schedule for the provision of said services, and

WHEREAS, the Princeton Public Utilities Commission (PUC) is a duly established arm of the City of Princeton, and

WHEREAS, the PUC has also established a procedure for the collection of past due fees for the provision of the above described services, and

WHEREAS, those procedures include a provision whereby the PUC can have past due billing amounts certified for collection with the property taxes for customers who, in a timely manner, fail to pay for the utility services received; and

WHEREAS, the PUC has determined that the sole criteria for determining which accounts shall be certified as delinquent and thereby certified for collection is properties for which the final payment for sewer, water, and electrical service was not made.

WHEREAS, the PUC has provided a list of customers whose accounts meet that criteria and are thereby delinquent to the Princeton City Council for certification to the appropriate County Auditor for collection with the 2021 property taxes

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Princeton, Minnesota, does certify for collection by the appropriate County Auditor the delinquent accounts that meet the criteria for past-due accounts. Further, that said amounts shall be collected with the 2020 property taxes levied against said parcels.

ADOPTED this 8th day of October, 2020.

___________________________________________________________________________
Brad Schumacher, Mayor

ATTEST:

___________________________________________________________________________
Shawna Jenkins Tadych, City Clerk
PAST DUE UTILITY ACCOUNTS
TO BE COLLECTED WITH 2020 PROPERTY TAXES

Past due to Princeton Public Utilities

<table>
<thead>
<tr>
<th>Parcel ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-033-0460</td>
<td>$81.24</td>
</tr>
</tbody>
</table>

GRAND TOTAL $81.24

Past due to The City of Princeton

<table>
<thead>
<tr>
<th>Parcel ID</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>24-761-0070</td>
<td>$138.35</td>
</tr>
<tr>
<td>24-600-0020</td>
<td>$ 42.00</td>
</tr>
<tr>
<td>24-684-0790</td>
<td>$ 42.00</td>
</tr>
<tr>
<td>24-760-0560</td>
<td>$187.36 *** see memo</td>
</tr>
</tbody>
</table>

GRAND TOTAL $409.71
## 2019-2020 Past Due Accounts

<table>
<thead>
<tr>
<th>Acct. #</th>
<th>Rt Book</th>
<th>Name</th>
<th>Service</th>
<th>$ Amount</th>
<th>Last Billed</th>
</tr>
</thead>
<tbody>
<tr>
<td>1706</td>
<td>26-69</td>
<td>Customer A</td>
<td>Electric</td>
<td>330.03</td>
<td>6/13/2019</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Sewer</td>
<td>76.59</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Water</td>
<td>84.23</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>TOTAL</td>
<td>490.85</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>GRAND TOTAL</td>
<td>490.85</td>
<td></td>
</tr>
</tbody>
</table>
I am attaching two files:

First is a pay estimate (scan 115) for Odesa II to be placed on the agenda for payment this Thursday. It is based on a negotiation between Jim Janson, Bob Gerold, and myself this afternoon. I have already signed it as recommending it for payment. Odesa II should sign it, scan it, and submit it to the City before Thursday. It is not a final payment as Jim is still going to bring in a few tons of granite chips for the Reibe trail.

Second is a summary of the changes, (scan 116) and as far as I am concerned, can constitute a change order for the entire project once it is signed by Bob and Jim. Note the signature blocks on the final page of this 5 page document.

All in all, I feel that the City has gotten a fine project for fair pricing. This is a credit to the dedication and cooperation of Mr. Gerold and the contractor .... although Stephanie, Robert, and the Parks Commission can pat themselves on the back as well.

The work completed to date is 92% less than was contracted in May.

There is a short punch list of work to be completed yet and progress was made on that today.

If you have questions of me, please give me a call.

Respectfully
Warren White PE
715-483-3010
Riverside/Reibe Park Improvements  
City of Princeton, Minnesota

PAYABLE TO:  
9003 Mayhew Lake Road NE  
Sauk Rapids, MN 56379

Having substantially completed the project and documented records as required by the contract specifications, the above named contractor hereby requests payment under the following schedule.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>UNITS</th>
<th>UNIT $</th>
<th>EXTENSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>MOBILIZATION / BONDS / ETC</td>
<td>1 L.S.</td>
<td>$ 5,000.00</td>
<td>$ 5,000</td>
<td></td>
</tr>
<tr>
<td>SILT FENCE</td>
<td>1000 LF</td>
<td>$ 5.00</td>
<td>$ 5,000</td>
<td></td>
</tr>
<tr>
<td>SILT CURTAIN</td>
<td>1 L.S.</td>
<td>$ 4,000.00</td>
<td>$ 4,000</td>
<td></td>
</tr>
<tr>
<td>DOCK ANCHORS</td>
<td>2 EA</td>
<td>$ 2,000.00</td>
<td>$ 4,000</td>
<td></td>
</tr>
<tr>
<td>EARTHWORK AS CUT</td>
<td>450 L.V.C.Y.</td>
<td>$ 20.00</td>
<td>$ 9,000</td>
<td></td>
</tr>
<tr>
<td>TREE REMOVAL</td>
<td>7 EA</td>
<td>$ 400.00</td>
<td>$ 2,800</td>
<td></td>
</tr>
<tr>
<td>CONCRETE WALK</td>
<td>840 SQ.FT.</td>
<td>$ 9.00</td>
<td>$ 7,560</td>
<td></td>
</tr>
<tr>
<td>TOPSOIL/SEED/MULCH</td>
<td>2966 SQ.YD.</td>
<td>$ 6.00</td>
<td>$ 17,796</td>
<td></td>
</tr>
<tr>
<td>ARTICULATED CONC. MAT</td>
<td>898 SQ.FT.</td>
<td>$ 17.00</td>
<td>$ 15,266</td>
<td></td>
</tr>
<tr>
<td>DOCK SYSTEM</td>
<td>1 L.S.</td>
<td>$ 12,600.00</td>
<td>$ 12,600</td>
<td></td>
</tr>
<tr>
<td>INSTALL DOCKS AND GRID</td>
<td>1 L.S.</td>
<td>$ 25,000.00</td>
<td>$ 25,000</td>
<td></td>
</tr>
<tr>
<td>TRAFFIC CONTROL</td>
<td>1 L.S.</td>
<td>$ 4,500.00</td>
<td>$ 4,500</td>
<td></td>
</tr>
<tr>
<td>IMPORT SELECT GRANULAR FILL</td>
<td>2013 INPL CY</td>
<td>$ 27.00</td>
<td>$ 54,354</td>
<td></td>
</tr>
<tr>
<td>TRAIL GRADING</td>
<td>2071 LF</td>
<td>$ 5.00</td>
<td>$ 10,355</td>
<td></td>
</tr>
<tr>
<td>SOD, 3:00 TO 4:65</td>
<td>0 SQ.YD.</td>
<td>$ 4.00</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>GRAVEL BASE MnDOT CLASS V</td>
<td>352 TON</td>
<td>$ 35.00</td>
<td>$ 12,313</td>
<td></td>
</tr>
<tr>
<td>BITUMINOUS PAVING (SPWEB240C)</td>
<td>0 TON</td>
<td>$ 133.00</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>REIBE TRAIL PREPARATION</td>
<td>6785 LF</td>
<td>$ 2.00</td>
<td>$ 13,570</td>
<td></td>
</tr>
<tr>
<td>12'' RCP CLASS IV</td>
<td>90 LF</td>
<td>$ 60.00</td>
<td>$ 5,400</td>
<td></td>
</tr>
<tr>
<td>12'' RC APRONS</td>
<td>6 EA</td>
<td>$ 950.00</td>
<td>$ 5,700</td>
<td></td>
</tr>
<tr>
<td>AGGREGATE TRAIL SURFACING (-1/2'')</td>
<td>1894 TON</td>
<td>$ 56.00</td>
<td>$ 106,080</td>
<td></td>
</tr>
<tr>
<td>ADA CAMPSITE</td>
<td>1 EA</td>
<td>$ 2,000.00</td>
<td>$ 2,000</td>
<td></td>
</tr>
<tr>
<td>CAMP SITES (gravel w/ anchors)</td>
<td>3 EA</td>
<td>$ 1,000.00</td>
<td>$ 3,000</td>
<td></td>
</tr>
<tr>
<td>PICNIC SITES</td>
<td>4 EA</td>
<td>$ 1,200.00</td>
<td>$ 4,800</td>
<td></td>
</tr>
<tr>
<td>COUNCIL FIRE RING</td>
<td>1 EA</td>
<td>$ 2,500.00</td>
<td>$ 2,500</td>
<td></td>
</tr>
<tr>
<td>PICNIC SHELTER PREPARATION</td>
<td>0 L.S.</td>
<td>$ 4,500.00</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>CLASS 1 RIPRAP</td>
<td>50 TON</td>
<td>$ 80.00</td>
<td>$ 4,000</td>
<td></td>
</tr>
<tr>
<td>CLASS 2 RIPRAP</td>
<td>80 TON</td>
<td>$ 80.00</td>
<td>$ 6,400</td>
<td></td>
</tr>
<tr>
<td>NORTH WINGWALL BOULDERS</td>
<td>30 TON</td>
<td>$ 100.00</td>
<td>$ 3,000</td>
<td></td>
</tr>
<tr>
<td>PAINTING PARKING LOT</td>
<td>0 L.S.</td>
<td>$ 4,500.00</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

$ 345,994  
5% $ (17,300)

AMOUNT DUE THIS PAYMENT  
$ 328,695

WARRANTY PERIOD TO RUN  
1-Oct-20 THROUGH 30-Sep-21

RECOMMENDED FOR PAYMENT  
WARREN WHITE PE, PROJECT ENGINEER

REQUESTED FOR PAYMENT  
ODESA II, CONTRACTOR

68
Change order Summary  Riverside/Reibe Park Project, City of Princeton, MN

Material change for Sediment control
Date of Decision  July 8, 2020
Nature of decision  Contractor asked to substitute bio-rolls for the silt fence and engineer approved this change to the specification.
Change on price  As bid 1000’ if @ $4.00 per foot remains  No change in price

Deleting gravel base from below sidewalk .... Plan change
Date of Decision  August 11, 2020
Nature of decision  Engineer OK’d that the base under the sidewalk be compacted native sand rather than gravel per the typical cross-section.
Change on price  As bid @ $9.00 per square foot remains  No change in price

Change in quantity of anchors for the dock
Date of Decision  August 11, 2020
Nature of decision  Contractor proposed 2 ea, 24” diameter dock anchors instead of the 3 ea, 18” anchors specified on the plan. Engineer agreed and will revise drawing
Change on price  As bid 3 ea at $2000 each becomes quantity 2 ea.  -$2000

Tree removal quantity
Date of Decision  August 11, 2020
Nature of decision  More trees needed to be cut at the boat landing to straighten the access drive
Change on price  As bid 5 ea at $400 becomes 7 ea  +$ 800

Actual measurement of turf establishment
Date of Decision  During project progress
Nature of decision  Turf establishment measurements
a) At boat landing cut, 147 sy + 78 sy =  225
b) At sidewalk, 138 + 67 +250 + 98 = 553
c) Fill down from east of bridge = 883
d) Parking lot at dog park 27’ x 70’ = 210
e) Culverts in Reibe 2ea x 10’ x 27’ x 2 sides = 120
f) Ramp to truck/trailer parking 101 + 196 = 297
g) North wingwall to round-about 533 + 145 = 678
TOTAL Square Yards  2966 square yards
Change on price  As bid 1950 sy @ $6.00 per sy becomes 2966 sy  +$ 6096

OPTION ONE ...Import by the City & price to spread based on Bid Quantities
Date of Decision  During Project Progress
Nature of decision  Imported fill material from the City can be broken into two categories

| DATE | TRUCK LOADS | CY | HOURS | TOPSOL | ROUND-ABOUT | CLAY S | CLAY M | KLAY | THRASH | TRASH | TOPSOL | ROUND-ABOUT | CLAY S | CLAY M | KLAY | THRASH | TRASH | TOPSOL | ROUND-ABOUT | CLAY S | CLAY M | KLAY | THRASH | TRASH | TOPSOL | ROUND-ABOUT | CLAY S | CLAY M | KLAY | THRASH | TRASH | TOPSOL | ROUND-ABOUT |
|------|-------------|----|-------|--------|------------|--------|--------|------|--------|-------|--------|------------|--------|--------|------|--------|-------|--------|------------|--------|--------|------|--------|-------|--------|------------|--------|--------|------|--------|-------|--------|------------|--------|--------|------|--------|-------|--------|------------|--------|--------|------|--------|-------|--------|------------|
| 12-Aug | 56          | 40 | 32.1  | 2      | 90         | 5      | 8      | 32   | 5      | 8     | 32.1   | 2          | 90     | 5      | 8      | 32   | 5      | 8     | 32.1   | 2          | 90     | 5      | 8      | 32   | 5      | 8     | 32.1   | 2          | 90     | 5      | 8      | 32   | 5      | 8     | 32.1   |
| 17-Aug | 65          | 40 | 32.1  | 2      | 90         | 5      | 8      | 32   | 5      | 8     | 32.1   | 2          | 90     | 5      | 8      | 32   | 5      | 8     | 32.1   | 2          | 90     | 5      | 8      | 32   | 5      | 8     | 32.1   | 2          | 90     | 5      | 8      | 32   | 5      | 8     | 32.1   |
| 18-Aug | 65          | 40 | 32.1  | 2      | 90         | 5      | 8      | 32   | 5      | 8     | 32.1   | 2          | 90     | 5      | 8      | 32   | 5      | 8     | 32.1   | 2          | 90     | 5      | 8      | 32   | 5      | 8     | 32.1   | 2          | 90     | 5      | 8      | 32   | 5      | 8     | 32.1   |

TOTAL CY  735.0
TRUCK 55 AND 65 HAUL 8 YARDS LCY
TRUCK 78 HAULS 1.5 LCY

69
SELECT GRANULAR & TOPSOIL

AND CLASS V GRAVEL

Bid Quantity 2500 in-place cy 850 ton
Bid price $27.00 per inpl cy $35.00 per ton
Bid for this item $67,500 $29,750

Jim has documented the Purchase and delivery price for these two pay items as

Delivered cost $10.99/T x 1.8 = $19.78 inpl cy $16.99 per ton
City records conclude 723.4 inpl cy by the City 11.7 cy x 1.8 = 21.06 T
City contribution is 723.4 x 19.78 = $14,310.30 21.06 x $16.99 = $357.81

So, the two changes from the bid estimates are
New Payment $67,500 – 14,310.30 = $53,189.70 $29,750 – 357.81 = $29,392.19

OR

OPTION TWO ...Import of material by the City based on constructed tabulations

Date of Decision During Project Progress
Nature of decision Imported fill material to build truck/trailer ramp was done by the contractor as
Payment this work Bid $27 /inpl cy x 311 pay item $8397
specified at the bid unit price

The City provided fill in the forms of topsoil, Class 5 gravel, and select import. For simplicity, This can all
be treated as import fill and the amount of fill is as shown in the tabulation of
dates, loads, and drivers.

<table>
<thead>
<tr>
<th>DATE</th>
<th>TRUCK</th>
<th>LOADS</th>
<th>LV CY</th>
<th>INPL CY</th>
<th>HOURS</th>
<th>BY</th>
<th>PRODUCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>13-Aug</td>
<td>55</td>
<td>8</td>
<td>40</td>
<td>32.1</td>
<td>6</td>
<td>KYLE</td>
<td>TOPSOIL</td>
</tr>
<tr>
<td>14-Aug</td>
<td>55</td>
<td>2</td>
<td>10</td>
<td>7.8</td>
<td>2</td>
<td>KYLE</td>
<td>CLASS</td>
</tr>
<tr>
<td>17-Aug</td>
<td>65</td>
<td>8</td>
<td>40</td>
<td>31.1</td>
<td>8</td>
<td>NICK</td>
<td>ROUND-ABOUT</td>
</tr>
<tr>
<td>17-Aug</td>
<td>75</td>
<td>8</td>
<td>120</td>
<td>61.3</td>
<td>8</td>
<td>ADAM</td>
<td>TOPSOIL</td>
</tr>
<tr>
<td>18-Aug</td>
<td>65</td>
<td>26</td>
<td>130</td>
<td>101.3</td>
<td>2</td>
<td>NICK</td>
<td>ROUND-ABOUT</td>
</tr>
<tr>
<td>18-Aug</td>
<td>65</td>
<td>18</td>
<td>90</td>
<td>70.0</td>
<td>8</td>
<td>NICK</td>
<td>TOPSOIL</td>
</tr>
<tr>
<td>1-Sep</td>
<td>65</td>
<td>19</td>
<td>95</td>
<td>73.9</td>
<td>4</td>
<td>KYLE</td>
<td>FILL</td>
</tr>
<tr>
<td>1-Sep</td>
<td>75</td>
<td>20</td>
<td>300</td>
<td>233.3</td>
<td>4</td>
<td>KYLE</td>
<td>FILL</td>
</tr>
<tr>
<td>2-Sep</td>
<td>65</td>
<td>6</td>
<td>30</td>
<td>23.3</td>
<td>2</td>
<td>NICK</td>
<td>FILL</td>
</tr>
<tr>
<td>2-Sep</td>
<td>75</td>
<td>5</td>
<td>75</td>
<td>58.3</td>
<td>2</td>
<td>KYLE</td>
<td>FILL</td>
</tr>
<tr>
<td>10-Sep</td>
<td>65</td>
<td>2</td>
<td>10</td>
<td>7.8</td>
<td>1.5</td>
<td>KYLE</td>
<td>FILL</td>
</tr>
<tr>
<td>10-Sep</td>
<td>65</td>
<td>1</td>
<td>5</td>
<td>3.9</td>
<td>0.5</td>
<td>KYLE</td>
<td>FILL</td>
</tr>
</tbody>
</table>

TOTAL INPL CY 735.0
TOPSOIL 225.6
CLASS 5 11.7
FILL 497.8

TRUCK 55 AND 65 HAUL 5 YARDS LV CY
TRUCK 75 HAUL 5 LV CY

The City crew delivered nearby fill to the site for spreading and compaction by the contractor.
The Contractor’s quote for $10.99 per ton x 1.8 can be estimated at $19.78 / cy City contribution
The Contract bid price of $27 per inpl cy is revised to (27 – 19.78) $7.22 per cy to place & compact

497.8 x $7.22 = Odessa payment share = $3594.12
Plansheet 7/13 tabulated the inplace cubic yards of fill needed between 8+00 and 10+50 east of the bridge and those cross-sections reflect 1227 inplace cubic yards.

As a generality, this fill was placed by Odessa, thus 1227 x $27 = $33,129.00

However the City provided the material, thus 1227 x $3.49 = -$4282.23

Making payment for that ramp east of the bridge $28,846.77

Total import value as bid was $67,500. It is accounted for, above, as $8397.00 + 3594.12 + $28,846.77 totalling $40,837.89. Thus $67,500 - 40,837.89 = a reduction of the contract to - 26,662.11

For simplification, but not a part of the payment to Odessa II, the City’s import value is

- Fill and trucking 497.8 x $19.78 = $9846.48
- Fill that Odessa hauled 1227 x $3.49 = $4282.23

The $3.49 is what Odessa would have paid FOB at the pit 14,128.71

Deleting the sodding near the round-about

<table>
<thead>
<tr>
<th>Date of Decision</th>
<th>August 11, 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of decision</td>
<td>The bid specifications had a bid item to lay sod after the city crew had cut sod for the filling southeast of the round-about. Deleting this bid item, and instead, hydroseeding the area, which is compensated above,</td>
</tr>
<tr>
<td>Change on price</td>
<td>As bid 200 sq. yd. at $4.00 becomes -$800</td>
</tr>
</tbody>
</table>

Class V Gravel

<table>
<thead>
<tr>
<th>Date of Decision</th>
<th>During project progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of decision</td>
<td>The City provided and delivered to the site, Class V gravel and some gravel was imported from Agg Industries. The overall Class V gravel is thus</td>
</tr>
<tr>
<td>Change on price</td>
<td>Budgeted in the bid was 29,750. Thus -$17,436.50</td>
</tr>
</tbody>
</table>

For simplification, the City’s Class V and the good sand site value is 190 T x ($35 – 7.22) = $5278.20

Measurement of Reibe Trail preparation

<table>
<thead>
<tr>
<th>Date of Decision</th>
<th>During project progression</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of decision</td>
<td>GPS measurement of the Reibe Park trails finds:</td>
</tr>
<tr>
<td>Change on price</td>
<td>Bid price @ $2.00 / foot (6785-5550) = +$2470</td>
</tr>
</tbody>
</table>

Aggregate Trail surfacing

| Date of Decision | During project progression |
Nature of decision | Tonnage slips from Martin Marietta
---|---
a) Trucking by DMZ haul slips | 226.84 T
b) Invoiced by Martin Marietta | 1642.02
c) Ballast rock at the North wingwall | 25.43
TOTAL TONNAGE | 1894.29

Change on price | Bid price @ $56.00 / foot (1894-1935) = - $2279

---

Deleting parking lot painting / striping from the contract
Date of Decision | During project progression
Nature of decision | The parking lot painting was done by City Crew

<table>
<thead>
<tr>
<th>Overall summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Method of computation</td>
</tr>
<tr>
<td>CONTRACT WRITTEN JULY 2020</td>
</tr>
<tr>
<td>ANCHOR QUANTITY REDUCED</td>
</tr>
<tr>
<td>TREE REMOVAL INCREASED</td>
</tr>
<tr>
<td>TURF ESTABLISHMENT INCREASED</td>
</tr>
<tr>
<td>NET CHANGE IN IMPORTING FILL</td>
</tr>
<tr>
<td>DELETING SODDING AT ROUNDBOYUT</td>
</tr>
<tr>
<td>REDUCTION IN CLASS V GRAVEL QUANTITY</td>
</tr>
<tr>
<td>REIBE TRAIL LENGTH</td>
</tr>
<tr>
<td>REDUCTION IN AGGREGATE TRAIL SURFACING</td>
</tr>
<tr>
<td>DELETING THE PAINT STRIPING OF THE PARKING LOT</td>
</tr>
<tr>
<td>ADJUSTED CONTRACT</td>
</tr>
</tbody>
</table>

Drafted for review and discussion by Warren White, October 2, 2020

When I prepared the May 2020 bid quantity tabulation, I rounded the quantity upwards to assure that the budget is covered and quantity does not over-run. Thus, payment based on the gold numbers gives the benefit of the doubt to the contractor that undocumented quantity is compensated at bid unit prices.

The second option regarding import and gravel may be somewhat low because Jim did not keep a truck count on the inplace cubic yards he hauled to the 8+00 – 10+50 ramp on the south side of #95 east of the bridge. He may have placed small amounts of fill in other areas which are also not accounted for. I have allowed for the 8+00 – 10+50 ramp as noted on the top of page 3 of this document.
Conclusion of negotiation on October 5, 2020.

The gold computation on the previous pages for imported fill would determine that the correct payment to the contractor is $360,709.89.
The black computation for the same pay item would determine a payment to the contractor of $331,279.39.
The gray areas of these two payment computations are:

1. The large stone placed behind the north wingwall was derived from Odesa II’s field supply and no scale was available. The bid was by the ton of rock and there is no way to determine this tonnage.
2. As exhaustively discussed previously, the imported fill hauled by the Odesa II truck has not been documented. Thus, the imported fill quantity cannot be precisely determined.

Bob Gerrold, City Public Works, met with Jim Janson, Odesa II, and Warren White, project engineer at the site to discuss resolution. The conclusion to our discussion was that we would split the difference between the above two prices.

Thus, \((360,709.89 + 331,279.39) / 2 = 345,994.64\) was agreed on for work to date. This will be accounted on for Pay Estimate #1 with the knowledge that a 5% retainage and additional crushed granite material will be listed on a pay estimate #2 at a later date.

With a Contract amount of $375,591, this negotiation represents that the contractor’s payment will be 92% of the contract.

Recommended by Project Engineer ___________________________ October 5, 2020

Accepted by Public Works Director ____________________________

Accepted by Contractor (Odesa II) ____________________________
FARM LAND LEASE AGREEMENT

THIS LEASE AGREEMENT, made this 8th day of October, 2020, by and between the
CITY OF PRINCETON (the Owner/Landlord) and BILL BROOKS (the Tenant).

1. Property Description: The Owner/Landlord hereby leases to the Tenant, in con-
sideration of the rents and promises hereinafter described, the following property located in the
County of Mille Lacs and State of Minnesota, described as follows:

S 1/2 of NW 1/4 of Section 27, Township 37N, Range 26,
Mille Lacs County, Minnesota

which property contains sixty-eight (68) acres.

2. Term. The term of this Lease is for three (3) growing seasons commencing on the
1st day of January, 2021, and terminating on the earlier of the 31st day of December, 2023 or the
harvest of tenant’s 2023 crop.

3. Rent. For and during the term of this Lease, the sum of $140.00 per acre payable
as follows: One half payable on the date hereof, the receipt of which is hereby acknowledged
and at the beginning of each respective growing season, and one half at the end of each re-
spective growing season throughout this Lease as defined in paragraph 2 above. The actual
acreage of 68 acres shall be utilized for purposes of calculating rent due hereunder. Rent shall
be paid at 705 Second Street North, Princeton, Minnesota.

4. Credit. In the event the firm is unable to make a fertilization application, which may
take place in the spring and/or fall, a credit of $5.00 per acre per application may be applied to
tenant’s final payment in each respective growing season. Not to exceed a total of $10.00 per
acre during any one (1) growing season.

5. Owner/Landlord’s Rights and Responsibilities. Landlord reserves the right to
enter the property at any time. Landlord shall be responsible for paying for any crop damage
caused by it’s entry onto the property. Reimbursement shall be calculated at tenant's cost per
planted acre.

6. Tenant’s Responsibilities. Tenant shall be responsible for paying or doing the fo-
llowing: Tenant shall pay for all agricultural inputs, labor, and all other expenses arising out of its
intended use of the property.

7. Assignment Prohibited. Tenant agrees not to assign or sublease the leased prem-
ises without the written consent of the Owner and Landlord.

8. Indemnification. Tenant agrees to indemnify and hold Landlord harmless from any
and all injuries or damages to property sustained as a result of his use and occupancy of the
subject property including, but not limited to, damages sustained by Tenant, his family, agents,
employees, contractors and guests.

9. Remedy. If the Tenant fails to pay the rent when due, or fails to perform any of the
promises herein contained, the Owner/Landlord may, after furnishing the Tenant with a 30-day
notice specifying the default, re-enter and take possession of the above property and hold or
enjoy the same without such re-entering working a forfeiture of the rents to be paid by the Ten-
ant for the full term of the Lease.
10. **Quiet Enjoyment.** The Owner/Landlord promises that the Tenant shall peaceably and quietly have, hold, and enjoy the leased property for the term of this Lease provided Tenant pays the rent and performs the promises described in Paragraph 5 above.

11. **Binding Agreement.** This lease agreement shall be binding upon the parties here-to and their heirs, successors and assigns.

**IN TESTIMONY WHEREOF,** the Owner/Landlord and the Tenant have set their hands as of the day and year first above written.

**THE CITY OF PRINCETON**

Owner/Landlord

**BILL BROOKS**

Tenant

By:______________________________

Brad Schumacher
City Mayor
705 Second Street North
Princeton MN 55371
(763) 389-2040

By:________________________________

Bill Brooks
6760 65th Street
Princeton, MN 55371
(763) 389-4916
2018 - 2020 OWNERS CONSENT FORM

I, Bob Gerold, representing the owner (the City of Princeton) of farm No. 4003, do hereby certify that Bill Brooks will be operating my farm for the 2018-2020 crop years on a cash lease basis. By signing this statement, I agree that the above mentioned operator(s) may be receiving all advance payments and subsequent farm program benefits applicable to the 2017-2020 Production Flexibility Contract.

I am aware of the fact that if the producer is unable to operate the farm in 2017-2020, payments will not be re-issued to another person until refunded by the operator named above.

If this form is found to be inaccurate, the result will be forfeiture of all programs benefits including loan eligibility for the farm.

THE CITY OF PRINCETON
Owner/Landlord

By: ________________________________

Paul Whitcomb
City Mayor
705 Second Street North
Princeton MN 55371
(763) 389-2040

Date: ______________________________

BILL BROOKS
Tenant

6760 65th Street
Princeton, MN 55371
(763) 389-4916

Date: ______________________________
MEMORANDUM

TO: Mayor and City Council
FROM: Bob Gerold
SUBJECT: Mower purchase and disposition
DATE: October 8, 2020

The Parks and Recreation CIP includes the purchase of a mower in 2020. The amount in the CIP for this purchase is $25,000. Staff is looking to purchase a Toro Z Master 7500 w/72” SDD for $23,521.33, State Contract Price (Retail $32,221.00)

Staff is asking for approval to sell the old mower, which is a Ferris at public auction.

I will be at the meeting to answer any questions.
PRINCETON RENTAL INC.
32010 125th Street
Princeton, MN 55371
(763) 389-2126
(763) 389-9782 FAX

Customer Information
City of Princeton
705 2nd St N
Princeton, MN 55371

Ship VIA Customer Drivers License Fax Phone #
(763) 389-2042 (763) 389-0993

Customer # Authorized Contact Name Contact Phone # Sales Person Name Employee Name
20 ken

Description: TORO Z MASTER 7500 W/72” SDD
Qty Out Qty In MINIMUM HOURLY DAILY Per Unit Taxable Extended
1.00 $23521.33

Item ID: Toro / 72076
Notes: RETAIL $32221.00 PRICING IS GOOD FOR 45 DAYS STATE CONTRACT

LIKE US ON FACEBOOK!!
WE FILL PROPANE TANKS.
ASK ABOUT MIDWEEK SPECIALS ON MOON WALKS.

Order Terms:
Terms For This Store Are Printed On The Back.

IT IS THE CUSTOMERS RESPONSIBILITY TO FILL EQUIPMENT WITH GAS OR FUEL!!!!!!
CUSTOMER IS RESPONSIBLE FOR FLAT TIRES. DAMAGE WAIVER DOES NOT COVER FLAT TIRES.

X
Customer Signature

Customer Name (Printed) Date

HOURS:
Monday -Saturday 7:00am - 6:00pm
Sunday 9:00am - 1:00pm
Holidays 9:00am - Noon
OPEN LABOR DAY 9:00AM - NOON

Merchandise Sales: $23,521.33
Sub Total: $23,521.33
Tax: $0.00
Order Total: $23,521.33
Amount Paid: $0.00
Amount Due: $23,521.33

Tax Exempt ID: 41-6005471

Qua age.
Printed: Mon, 1, 2020 3:17 PM Page 1 of 1
Revision: 5 Revised By: ken

1-528504
To: Mayor Schumacher and City Council

Date: 09/28/2020

From: Fire Chief Ron Lawrence

Regarding:

Mayor and Council,

I am looking for approval to apply for a FEMA grant through the Fire Act Grant-COVID for Covid related items. We can apply for any amount, but micro grants will get more attention. A micro grant is $3000.00.

I will be present for more information and questions. Thank you.

Ron Lawrence
Fire Chief
Princeton Fire & Rescue Dept.
Minnesota Municipal Utilities Association

AMENDMENT TO SERVICES AGREEMENT

Safety Management Program

Contract Date: September 24, 2020 Contract Number: 11-2021

The services agreement entered into between Minnesota Municipal Utilities Association (MMUA) and City of Princeton (Princeton), dated July 29, 2019, contract number 11-2020, is amended as follows:

PART II, Section 1.

1. DURATION: This Agreement shall remain in force from October 1, 2020 until September 30, 2021 (the “expiration date”).

PART III, Section 1.

1. COMPENSATION: For the services covered by this Agreement, Princeton shall pay MMUA an annual fee of eleven thousand fifty dollars and 00 cents ($11,050.00) for the 2020-21 annual period. Such compensation shall be due and payable according to the selected payment terms below.

Payment terms for the fee agreed to above shall be based on one of the following options (select one):

- □ Annual Payment ($11,050.00)
- □ Quarterly Payments ($2,762.50 each)

For any term of less than twelve full calendar months, the fee shall be a portion of the annual fee, pro-rated based on the number of calendar months or partial calendar months in which the services were provided as a percentage of twelve (12).

PART III, Section 3.

3. MMUA OBLIGATIONS: In addition to the obligations currently listed, ADD:

➢ Perform the functions of the City of Princeton Safety Manager

The parties hereby accept the terms of the Agreement as modified.

City of Princeton

By ____________________________
Title __________________________
Date ____________________________

Minnesota Municipal Utilities Association

By ____________________________
Title Executive Director
Date ____________________________

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Minnesota Municipal Utilities Association

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Safety Management Program

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City of Princeton
By ____________________________
Title ____________________________
Date ____________________________

Minnesota Municipal Utilities Association
By ____________________________
Title ____________________________
Date September 24, 2020