

**PRINCETON ECONOMIC DEVELOPMENT AUTHORITY
AGENDA**

**April 18th, 2019, 6:00 P.M.
Princeton City Hall**

- 1. CALL TO ORDER/PLEDGE OF ALLEGIENCE**
- 2. AGENDA ADDITIONS / DELETIONS**
- 3. APPROVAL OF MINUTES FROM regular meeting on February 21st, 2019 - Tab A**
- 4. UNFINISHED / OLD BUSINESS:**
- 5. NEW BUSINESS:**
 - A. Industry Retention and Recruitment**
 - B. Update of School District Population Outlook**
- 6. MISCELLANEOUS:**
 - A. EDA Balance Sheet – quarterly**
 - B. Report**
 - C. City Council and Planning Commission Minutes for March, 2019 - Tab B**
- 7. ADJOURN**

 **DRAFT**

**THE REGULAR MEETING OF THE EDA BOARD HELD ON FEBRUARY 21, 2019,
AT 6:00 P.M., AT THE CITY HALL COUNCIL CHAMBERS**

The meeting was called to order by Victoria Hallin. Members present were Thom Walker, Sharon Sandberg, Charles Snustead, Jules Zimmer, Genny Reynolds, and Brad Schumacher. Staff present were Stephanie Hillesheim (Comm. Dev. Specialist), Robert Barbian (Administrator), and Mary Lou DeWitt (Comm. Dev. Assistant).

OATH OF OFFICE:

Thom Walker and Brad Schumacher took the Oath of Office.

ELECTION OF OFFICERS:

WALKER MOVED, SECOND BY ZIMMER, TO NOMINATE VICTORIA HALLIN, FOR THE EDA BOARD PRESIDENT. THERE BEING NO OBJECTIONS, THE EDA BOARD VOTED ON VICTORIA HALLIN FOR THE EDA BOARD PRESIDENT. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

SCHUMACHER MOVED, SECOND BY HALLIN, TO NOMINATE GENNY REYNOLDS, FOR THE EDA BOARD VICE PRESIDENT. THERE BEING NO OBJECTION, THE EDA BOARD VOTED ON GENNY REYNOLDS FOR THE EDA BOARD VICE PRESIDENT. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

REYNOLDS MOVED, SECOND BY ZIMMER, TO NOMINATE THOM WALKER, FOR THE EDA BOARD SECRETARY. THERE BEING NO OBJECTION, THE EDA BOARD VOTED ON THOM WALKER FOR THE EDA BOARD SECRETARY. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

HALLIN MOVED, SECOND BY WALKER, TO NOMINATE CHARLES SNUSTEAD, FOR THE EDA BOARD TREASURER. THERE BEING NO OBJECTION, THE EDA BOARD VOTED ON CHARLES SNUSTEAD FOR THE EDA BOARD TREASURER. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

No changes to agenda.

APPROVAL OF MINUTES FROM REGULAR MEETING ON NOVEMBER 15, 2018

SANDBERG MOVED, SECOND BY REYNOLDS, TO APPROVE THE MINUTES FROM NOVEMBER 15, 2018. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

UNFINISHED / OLD BUSINESS: None

NEW BUSINESS:

A. Revised Site Plan for West Birch Apartments

Hillesheim said that the Planning Commission Board will be reviewing a revised Site Plan Review for West Birch Apartments. The plans will be the same with the 16-unit apartments, but the underground garage has been removed.

Reynolds said with the construction cost higher they had to cut the budget down a million dollars.

Barbian said from the planning standpoint there is not much changed. The budget is still a hurdle Central MN Housing Partnership is working on.

Reynolds said Central MN Housing Partnership has other projects in the works. They will be taking over Belle Haven complex and also updating the apartments down by the river. They will own a few units in Princeton.

B. Downtown Design Guidelines Update

Hillesheim said that eight sites have been chosen for the Downtown Design Guidelines. Two additional buildings along with the south mall have been added to the five that were originally discussed. There is an additional expense of \$5,000 to add the new sites.

Sites:

506 First Street -West Birch Dental: MacDonald & Mack Architects will blend the right side of the building with the old bank building look.

129 Rum River Drive South - Co-Op building: Barbian reminded the EDA Board that MacDonald & Mack ideas do not have to be followed, it is an idea for the property owner.

512 First Street - Insurance Shop: Hillesheim said she spoke to the property owner and he was thinking of doing some work on the outside of his building this summer and welcomed the ideas. If the input is affordable, he may make the suggested changes.

121-123 Rum River Drive South - Strand Building: This site is for sale. There are ten apartments in it and two office spaces on the first floor. A seamstress is renting a space in one of the spaces. This building is bank owned.

201-203 Rum River Drive North – Rock Shop: This was originally a general store then went to a hatchery, and then a laundromat.

135 Rum River Drive North - Old Hardware Store- Napa building: This building was first used as a carriage repair then a grocery store, and the last use was an auto store.



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111 Rum River Drive North - Jody's Antiques and Treasures: The new owner is looking at removing the metal outside.

112 Rum River Drive South - Princeton Mall: Barbian said in the Comprehensive Plan it mentioned putting an apartment complex downtown and this would be the site. If someone came to town and wanted an apartment building we thought it would be nice to have a rendering. He said it is \$3,000 to have it drawn up. He would like to know what the EDA Board thoughts are on this.

Walker mentioned an apartment here would take the street view from the businesses in the strip mall.

Barbian said there is a model that shows retail on the bottom and apartments on top for two or three stories.

Zimmer said the market is not there because both malls are not full right now.

Schumacher said if the price for square footage is low enough it could be beneficial.

Barbian said the City owns the parking lot and that could help with the financing.

Walker said his vision with retail on the bottom would be to have frontage on the front and the back of the building.

Barbian said with that setup there could be a larger complex.

Zimmer said this discussion is totally more expensive than what the design guidelines is about.

Schumacher said he knows someone who just finished a luxury apartment in Zimmerman and that person expressed that he would be interested in putting one up here.

Hallin questioned that it would be \$3,000 to come up with a design for this site.

Barbian said yes. MacDonald & Mack is looking at March or April to be completed with the design proposals.

Walker, Hallin, and Zimmer all agreed that this apartment design should be taken out of the project.

Barbian said he is okay with taking it out.

Walker said it would have to be a partnership with the owner of the south mall and whoever were to want to build an apartment complex there.

Hillesheim said she just wants the owner of the south mall to be aware of what is in the Comprehensive Plan.

Hallin asked if there needs to be a motion.

Barbian said, yes. MacDonald & Mack did come down in the price. If the apartment site was taken out the cost would be \$2,700. Having the apartment complex put in the design would add another \$3,000 so then the total would be \$5,700.

WALKER MOVED, SECOND BY ZIMMER, TO HAVE STAFF PROCEED WITH ALL SEVEN BUILDING SITES FOR THE DOWNTOWN DESIGN, BUT NOT THE SOUTH MALL APARTMENT DESIGN, AND THE COST SHOULD NOT EXCEED \$3,000. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED.

Barbian said if there are other businesses that want a design for their building, the EDA Board could review it and utilize some of the EDA funds to copay it. Usually the cost is \$1,000 to add a design. There will be a booklet made by MacDonlad & Mack on the designs.

Reynolds asked if we could apply for Small Cities Grant for more funds.

Barbian is not sure right now. We might be eligible, but he is not sure if there are funds available. Lakes and Pines is one source. Central MN Housing Partnership is another facility. He will look into it.

C. Rum River / 125th / 9th Circle Roundabout

Hillesheim presented a power point that explains the layout of the CR 45 Roundabout Project. The roundabout will be by the Marathon Station at 9th Circle, CR 45 & Rum River Drive South, and 125th Street. The Great Northern Trail will connect with the roundabout and the park n ride. There are three parcels that will be impacted by the building of the roundabout and those are; Anderson Equipment, Marathon Station, and Princeton Auto.

Reynolds said the detour has to stay on county roads because if the detour goes on township roads then the township will have to receive some funding.

Schumacher said County Road 9 will be detoured to for three weeks for an access to the Industrial Park.

Hillesheim said the park and ride will move to the High School parking lot once the school year has ended, and it should be there approximately three weeks. The detour is a total of ten weeks. For the businesses on 9th Circle the access will be from CR 45 or 125th Street.



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Barbian said outreach to the businesses will be happening.

Hillesheim said that stage two will be 6-8 weeks and 9th Circle businesses can access on a 20' foot temporary road. 125th Street/9 Circle/CR 45 intersection will be entirely closed. TH 169 and south bound ramps/CR 45 intersection will be an all-way stop. Stage three 125th Street/ 9th Circle/CR 45 intersection becomes the full proposed roundabout. TH 169 east bound ramps/CR 45 intersection is fully open. 9th Circle businesses will have full access. Marathon Station entrance area will be done in two stages. MnDOT Park n Ride will be fully back open. The completion of the trail construction in the northeast corner, finish lighting, and turf establishment will have final completion by August 23, 2019.

Walker asked how the roundabout will affect the off ramp on TH 169.

Schumacher said that was not discussed. The Traffic Study was not in the impacted area.

Walker said it will be harder to get into town from the ramp. It will be constant traffic.

Reynolds thought the bid opening might be too late for June 1st. The cost from the township and Sherburne County is fixed. 8-10 projects are over budget from what the Engineer projected and she recommends having the bid opening earlier than June 1st.

MISCELLANEOUS:

A. EDA Balance Sheet

The EDA Board had no comments.

B. Report

Barbian said the Landuse Plan map is being worked on for a radius of three miles outside the City limits which would be in the townships. The Transportation Plan is also being worked on. Sherburne County is working on their Transportation Plan right now. Barbian is looking at maybe bringing CR 45 straight west to CR 3. There is talk of the expansion of 21st Avenue South. Barbian wants to get the comments into the Transportation Plan.

Walker said it would be nice to reconnect 4th Avenue South to CR 2. This is the road by the Waste Water Treatment Plant.

Reynolds said Mn DOT is making the change on County Road 13, 12, and 11 connects to Hwy. 169 where the vehicle will only be able to go right and merge on Hwy. 169. They are closing it off where you cannot cut across at these intersections because of the amount of fatalities. That is in their five-year plan.

Barbian said those are a few items that are happening right now. He will reach out to Sherburne and Mille Lacs County once the Landuse and Transporation Plans are done. Barbian mentioned needing more industrial sites for the future.

C. City Council Minutes for January, 2018

The EDA Board had no comments.

WALKER MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE VOTE, THERE WERE 7 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 7:57 P.M.

ATTEST:

Victoria Hallin, President

Mary Lou DeWitt, Comm. Dev. Assistant

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL
HELD ON MARCH 7, 2019 4:30 P.M.**

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

Chamber of Commerce Request

Karen Michels thanked the council for entertaining the Chamber's \$10,000 Wine and Spirits Grant Request each year. Last year, the City gave an extra \$5,000 for the Moving Wall Exhibit. Their costs for that event was \$44,000.

She provided an overview of the Chamber's Expenses for the various events.

She would like to again request a \$10,000 Wine and Spirits Grant.

J Gerold asked if it is budgeted for yearly. Jackson confirmed that it is.

EDMONDS MOVED TO APPROVE THE CHAMBERS WINE AND SPIRITS GRANT REQUEST FOR \$10,000. ZIMMER SECONDED THE MOTION. MEETING ADJOURNED

Zimmer mentioned the Chamber's Award's Dinner and said while it is too late now, he would like to see a City employee recommended for the outstanding service that they provide as well.

Michels provided an update that the Business Expo scheduled for Saturday has been re-scheduled for April 6th due to the predicted snow storm.

Hwy 95 / 21st Ave Roundabout Assessment Discussion

Edison reported that the original proposed assessment for the TH95 came out to \$2,289.89 per acre with 50% being assessed. The final assessment using actual costs, and reducing the local share by \$61,000 for the County's participation and using \$90,000 franchise funds to pay for the trail, it would bring it down to \$1,257.57 per acre.

South Roundabout Assessment Discussion

Edison advised that the Engineer's estimate for the County Road 45 roundabout is \$1,350,000. The Freight Program Grant is going to cover \$850,000. Sherburne County's cost participation is \$250,000 and Baldwin Township and the City of Princeton will both be responsible for \$125,000.

If the Council wishes to assess the properties, they will need to authorize the feasibility report at the March 14th Meeting, approve the feasibility report and call for a public hearing at the March 28th meeting, with the public hearing being held on April 25th.

Zimmer questioned if the Franchise fee could pay for the portion of the trail that goes through the roundabout, which would cut the city's portion. Staff said the franchise fees should be able to pay the trail part of the roundabout.

Reynolds questioned if the cost of legal and engineering outweigh the benefit to assessing the remaining portion of the project.

Splash Pad Contract

Barbian said they are looking at some changes at the Splash Park. Current contract is with Leeann Hartigan. She is unable to manage the park again this year, and her husband has shown interest in taking that over. J Gerold said if this agreement was put in place a long time ago, so maybe this agreement should be reviewed. Jackson stated that the current contract is the manager receives 10% of the gross sales.

Jenkins added that city hall staff began taking all of the party reservations in 2018, so the Splash Park Manager job position has changed slightly.

City Hall Security at Counter

Jackson advised that staff has received the first quote for the City Hall Security. It is a push button that will open the locked door. The Quote that was received is for \$1,500.

Frederick said they are also looking at getting glass for the front, that would have a pass through and a speaker. The side windows could be covered with various films that will provide more protection. J Gerold also questioned if the other windows should be done as well.

Frederick stated that they will also look at ways that the outer doors could be locked in case of an emergency.

Board and Commission Pay Discussion

Schumacher thought the Board / Commission and Council pay should be reviewed. Jackson said it was \$20 at one point, then it was dropped to \$10 per meeting when the city had to really cut back the budget a few years ago. Schumacher would like to discuss raising the compensation back to the \$20 or \$25 per meeting.

Edmonds said he supports the action. He brought it up in the past, and was always told it was a budget item. Staff will bring it back for next Thursday. Jackson said to address the concern about the budget. They could approve it, and have it go into effect January 1st so it could be budgeted for.

Jackson advised that Council pay is about \$3300 for Council and \$3700 for the mayor. One factor to keep in mind, state statute does not allow them to set their pay. Changing the Council pay can only be done during an election year, so the council could ask on it, but it would not take effect until Jan 1st 2021.

Social Media Policy Discussion

Barbian advised that J Gerold asked if the City had a Social Media Policy. There is a portion on the personnel policy that covers social media.

J Gerold handed out a Social Media Policy example she found on the League of MN Cities' website. She went over some things she liked in the policy. She does not feel that people should be venting on the Princeton Bulletin Board Facebook page, as it reflects poorly on the Council and City has a whole. Barbian stated that these views and discussions are better have at the city level with the council or staff.

Schumacher said his opinion is his opinion. In reality if you want a problem solved, it isn't going to be addressed on social media, people should be contacting city hall.

J Gerold stated she would like a policy to be drafted and approved by the City Council.

Nancy said the ADA doors have been installed and are working great. They are having an issue with their back door is having a problem getting the door to shut.

Adjournment

ZIMMER MOVED TO ADJOURN THE STUDY SESSION AT 6:10 PM. REYNOLDS SECOND-ED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MARCH 14, 2019 7:00 P.M. AT PRINCETON CITY HALL**

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were, Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, 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, Attorney Damien Toven and Engineer Andy Brotzler. Absent was Wastewater Plant Manager Chris Klinghagen.

AGENDA ADDITIONS/DELETIONS

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

CONSIDERATION OF MINUTES

- A. Regular Meeting Minutes of February 28, 2019
- B. Study Session Meeting Minutes of March 4, 2019

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF FEBRUARY 28, 2019 AND STUDY SESSION MEETING MINUTES OF MARCH 4, 2019. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

- A. **Permits and Licenses**
 - 1. Approve Princeton Lion's Bingo and Raffle Gambling permit for April 6 event
- B. **Personnel**
- C. **Donations**

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

OPEN FORUM

PRESENTATION

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

PETITIONS, REQUESTS, AND COMMUNICATIONS

- A. Wine and Spirits Grant Request from Relay for Life for \$1000

Jenkins stated the council approved \$500 in both 2018 and 2017.

EDMONDS MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST IN THE AMOUNT OF \$500. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Board / Commission and Council Pay discussion and draft ordinance

Barbian advised that it appears Chapter 2 has not been updated for some time. If the Council wishes to increase the amount from \$10 per meeting to \$25 per meeting, the ordinance will need to be amended.

Jenkins added that they can approve the ordinance now, and then it will be published and go into effect after the first of the year, so the increase can be included in the budget. If the Council would like to consider this the first reading, she will bring it back to the next meeting with the ordinance number and a summary ordinance added for final approval.

ZIMMER MOVED TO INTRODUCE THE ORDINANCE. J GEROLD SECONDED THE MOTION

J Gerold asked what the impact on the budget would be if it was \$20 per meeting. Jackson said it would likely be about \$3500.

Zimmer stated that while most people do not get involved for the money, it is at least a token of the City's appreciation of their time spent.

THE MOTION CARRIED UNANIMOUSLY

B. Co Rd 45 Roundabout Assessment discussion

Brotzler reported on the estimated costs and timeline of the project. At the last meeting the Council was informed that there is a deadline for the necessary assessment hearings, so the Council needs to determine if they would like to begin that process tonight.

It was determined that the trail portion could be paid with the franchise fees.

Schumacher clarified that if \$30,000 for the trail was covered by Franchise fees, the city would need to cover approximately \$45,000 and assessing about \$45,000 to benefitting property owners.

Schumacher commented on the statement Reynolds made at the last meeting when it was questioned if the extra engineering and legal fees would outweigh the benefit of proceeding with the assessment process.

The Council questioned why this trail is estimated at costing about \$30,000 when the trail involved with the Hwy 95 roundabout project was estimated at about \$90,000. Brotzler responded that they viewed the projects a bit differently. With the Hwy 95 roundabout there was additional length of trail that was added to connect to current trails. Some of the costs in the CR 45 roundabout are considered standard roundabout costs (lighting, concrete, pedestrian ramps, etc). If the roundabout was not being done, the trail alone would cost approximately \$30,000.

J Gerold asked what the necessary feasibility study will cost. Brotzler responded that the majority of work has already been done, it is just filling out the final report and holding a public hearing. He is estimating the cost at about \$1500 to \$2000.

Barbian added that given the amounts, it does not make sense to borrow funds for the City's portion, but would be better to pull from the CIP.

Schumacher questioned if the Franchise fees could be used to pay for the entire \$125,000. Barbian replied that it could not be used to pay for anything other than the trail portion.

Schumacher stated that the Council does need to determine tonight if they are going to proceed with the assessment process. Brotzler confirmed that the council needs to decide tonight so the hearings can be held before the bid is awarded. Tonight, the council will need to order the feasibility report, at the next meeting that will be accepted and call for a public hearing, which will be held on April 25th. Notices will be sent to the benefitting property owners and a notice put in the newspaper.

Schumacher's thought is to pay the \$30,000 with Franchise fees, and pay the remaining amount from the General Fund since it is not a large amount.

J Gerold asked about the possible assessments for the Hwy 95 project. Barbian said the city's portion is about \$228,000 so it is a much larger amount for the City to absorb.

Barbian added that he has had some discussion about a few of the properties owners that are very concerned about the proposed Hwy 95 roundabout assessments.

Edmonds and J Gerold both said it is difficult to assess for one project and not another, but agree that the costs are very different between the 2 projects.

Zimmer questioned where the City would draw funds to pay for the \$47,000 of their portion. Jackson said there are some CIP funds that would cover the amount.

Zimmer stated it is a tough call. He understands there will be additional costs to cover the additional cost, but it may be good to leave the option of assessing the benefitting properties. J Gerold agrees and is in favor of leaving that option open.

Schumacher stated he would like the City to cover that cost, as there are many people across the community that will greatly benefit from this roundabout.

SCHUMACHER MOVED TO TAKE \$30,000 FROM THE FRANCHISE FEES TO PAY FOR THE PORTION OF THE TRAIL, AND FUND THE REMAINING BALANCE FROM THE CIP. VOTE: 2:3 SCHUMACHER AND REYNOLDS IN FAVOR, EDMONDS, GEROLD AND ZIMMER OPPOSED, MOTION FAILED

ZIMMER MOVED TO AUTHORIZE THE PREPARATION OF THE FEASIBILITY STUDY. J GEROLD SECONDED THE MOTION.

Schumacher asked how much time the Council has to complete the assessment process. Toven replied that he believes it is 6 months. Brotzler added that he will work with the City Attorney to draft the adequate wording in the documents.

Brotzler stated at the April 25th hearing, the typical process is the report will be presented, as well as the project scope and estimated costs. At that stage, they would be considered "pending assessments". Brotzler stated that state statute calls for 10-14 day notice to prop-

erty owners. When the council approves the feasibility report and calls for the public hearing, that triggers the letters to be mailed and the notice sent to the newspaper.

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

Brotzler added that Sherburne County will be sending out a notice regarding an open house that is being held for the project on March 25th.

C. Splash Pad Manager

Barbian reported that the Splash Park opened in 2003 at which time it was managed by Mr. Lane on a part time seasonal basis a contract employee. Mr. Lane a park enthusiast was a local community member who ran operations for about 3 or 4 years. After Mr. Lane resigned Leeann Hartigan took an interest in managing the operations. Mrs. Hartigan has overseen operations since 2009. Mrs. Hartigan now wishes to stop providing management services. I would like authorization to recruit a replacement.

Over the years Mrs. Hartigan has been responsible for a number of changes occurring at the Splash Pad. These responsibilities have evolved over the years. Currently the major areas of responsibility are:

- Oversee staff, including interviewing, hiring, training and scheduling.
- Plan, organize, and coordinate
- Maintain sanitary, clean and safe conditions at the pool; arrange for necessary maintenance or repairs with the Public Works Director.
- Monitor inventory and order supplies when needed.
- Respond effectively and courteously to public complaints, concerns, and/or suggestions.
- Responsible for daily cash drawer accuracy and deposit drop at City Hall; maintain admission records.
- Promote splash pad usage through special events and other approved methods.
- Provide reports & updates on all operations on a regular basis to Public Work Director.
- Other duties as assigned.

The Public Works Departments supports the operations by providing coordination of all maintenance and cleaning. Also provided are coordination with basic operations and safety procedures for attendants.

City Hall provides limited office support for coping, flyers, taking party bookings and the like. Party Bookings changed in 2018 in that previously only available through the manager starting in May.

The compensation for the position has been 10% of revenue plus an annual hourly equal to attendant pay when required to take shifts at the Splash Pad.

2018 parties booked by City Hall – 62 **GROSS \$27,293.00**

2017 parties booked – 37 - non-party entries for 2017 - 5725 - **GROSS \$23,105.91**

2016 parties booked – 32 - non-party entries for 2016 - 6589 – **GROSS \$24,837.06**

2015 parties booked – 41 - non-party entries for 2015 - 7358 – **GROSS \$31,750.28**

Leeann Hartigan is giving up her Splash Park responsibilities, she has been doing it since 2009. The position has evolved over the years, and this past year the private party scheduling has been done at City Hall. Her husband Cary was going to take it over, but has decided against that.

Bob B said he does not know if the manager has spent time working at the Splash Park.

J Gerold said she felt the original memo sent out was unfair and unjustified. Schumacher thought the Council was just going to review and possibly update the contract as it was from 2012.

Barbian said staff had included some concerns they have had over the past several years in the original memo. He said he would spend more time reviewing memos prior to them being included in the packet.

Schumacher asked for clarification that we will be hiring someone. Jackson said we will need to work on the contract. Zimmer asked if the job would be advertised.

B Gerold stated in the past, the City Administrator was not involved much in the Splash Park. While he will continue maintaining the Splash Park, he would like the City Administrator to be the direct contact.

Edmonds suggested an hourly wage, instead of a percentage of the gross sales. Zimmer said a flat salary would also be an option. He agrees that the overall supervision should fall under the City Administrator.

Schumacher asked for clarification that a contract will need to be approved, and the city will need to hire someone for the position. Barbian confirmed, and stated that once a person was selected, it would go to the City Council for approval.

J GEROLD MOTIONED TO APPROVE STAFF TO ADVERTISE THE JOB POSTING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Zimmer stated that the city should have a job description on file for the position.

THE MOTION WAS CARRIED UNANIMOUSLY.

NEW BUSINESS

A. Discussion on Post Office Closure at 4:45pm

Schumacher stated he was wondering why the City's post office closes at 4:45pm, when several others are open until 5pm. He said he asked at the post office, but they did not have an answer why it was decided to close at that time instead of 5pm. Reynolds stated he believes it is due to the last pickup time.

B. SMMPA Spring Meeting March 28th

Schumacher provided a letter that he received in case any Council members would like to attend.

Edmonds stated it will be a good informational meeting, but SMMPA representatives will also be at the PUC meeting on the 27th. If another council member would like to attend that meeting, staff can post it as a meeting.

C. Computer and Software upgrade for Liquor Store

Jackson advised that during the preparation for making the transition from the Liquor Store's current Point of Sale (POS) retail system to the new system, we realized all of the computers in the store are running Microsoft Windows 7. Microsoft will not provide security updates or support for PCs running the Windows 7 software. Since the computers are 4 years old or older, it seems like this would be a logical time to upgrade the computers to Windows 10 and install the new POS system on the new computers.

Attached you will see the quote from the City's technology consulting firm for replacing the 3 sales terminal computers up front and the Manager's office computer (which serves as the server for the network). There is one additional workstation computer that will be used by the new Assistant Manager. The total for the hardware as listed is \$4,982.00. There will be additional costs involved with installation estimated at approximately \$1,500.00, which will be charged on a time and material basis.

The cost of the new POS system is as outlined on the investment summary page, also included. The total one-time cost is shown as \$3,783 and ongoing monthly charges of \$180. Some of the monthly charges will be partially offset by the inclusion of a credit card protection system, which the store currently pays a monthly fee of \$32.21.

It is the recommendation of the Liquor Store Manager Nancy Campbell and Finance that the Council approve the quote for the hardware presented and the proposal from RITE for the new POS system. We have worked with both vendors since the current store opened and have had good service from both companies.

ZIMMER MOTIONED TO APPROVE THE PURCHASE OF THE COMPUTER AND SOFTWARE UPGRADE FOR THE LIQUOR STORE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Draft letter to Wyanett Township

Schumacher read the letter he has drafted to send to the Wyanett Township Supervisors:

Thanks for allowing me the opportunity to speak at the Wyanett Township Annual Meeting on 3/12/2019. I believe Minnesota Township Day is the backbone of Grassroots Government. The support of your township constituents was very obvious as the town hall was nearly standing room only. During the meeting I did mention a few important items regarding the Princeton Fire District and your continued participation in the district. Since the meeting minutes of the annual meeting will not post until 3/10/2020 when their accepted by the people. I wanted to just put it in writing for you a little sooner. I had mentioned these to two options for your fellow supervisors to consider.

Option #1

I invite your town board to select a member and invite you to city hall for a managers meeting with Finance Director Steve Jackson, City Administrator Barbian, Fire Chief Lawrence and myself to review all the expenditures of the fire district this past year. The goal of this managers meeting will be to help you better understand the budget and be able to confidently share the expenditures of the district with your constituents, as you do with the township budget and expenses.

Option #2

If your town board would extend the invitation to Fire Chief Lawrence and myself to come back to Wyanett Township for your monthly meeting as a guest on the agenda. We could give a budget and expense power point presentation to your entire board and promote the public to attend the meeting. This will allow you more time to discuss this matter concerning the 2020 Princeton Fire District commitment for fire protection in your township.

As the Princeton City Mayor, I hope that your town board would select both option 1 and 2 allowing everyone more time to discuss the process and the future of your fire protection.

Your group also addressed these concerns with the fire district and options that they asked me to look into. These are those top concerns;

Could the fire district continue providing fire protection to Wyanett Township but stop going to medical calls in the township?

What will be the savings to Wyanett Township for stopping the fire fighters from going to all medical calls in Wyanett Township?

Since the Princeton Fire District has the substation in Wyanett Township and the building was paid for by the Wyanett Township Constituents. The group wants to figure out how that cost they occurred could be used as a credit to reduce the annual fire district bill? The group also would like to figure out how to get reimbursed for the utilities spent to heat and power the building?

Please let me know when we can discuss all these options and questions you proposed?

Schumacher asked if it was possible for Wyanett to opt out of medical calls. Toven responded that he will look at the Joint Power's agreement.

REYNOLDS MOTIONED FOR STAFF TO MAIL THE LETTERS TO THE WYANETT TOWNSHIP SUPERVISORS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$126,133.25 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 78941 TO 79023 FOR A TOTAL OF \$1308,464.37 REYNOLDS SECONDED THE

MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Lawrence provided an update from the other Townships on the proposed increase to cover the purchase of the Fire Trucks. From talking to the Fire Department officers, Blue Hill Township and Greenbush sounded very positive. Princeton Township had some great conversation, so he expects that will be approved as well. Bogus Brook should be fine as well. He has not heard anything negative from Spencer Brooke Township. Wyanett Township's motion was to table the discussion and bring it to the Fire Advisory Board for further discussion and possible some negotiations.

Schumacher stated he would like to know when these meetings are held, so he can attend them and thank them for their support.

ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:27 PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Brad Schumacher, Mayor

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MARCH 28, 2019 7:00 P.M. AT PRINCETON CITY HALL**

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

AGENDA ADDITIONS/DELETIONS

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

CONSIDERATION OF MINUTES

A. Regular Meeting Minutes of March 14, 2019

J Gerold mentioned a sentence that was missing "Splash Park". Jenkins stated she will make that change.

REYNOLDS MOVED TO APPROVE THE REGULAR MEETING MINUTES OF MARCH 14, 2019 WITH THE ONE CORRECTION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSENT AGENDA

A. Permits and Licenses

1. Coborn's inside sale of Fireworks May 6 – July 8, 2019
2. Walmart inside sale of Fireworks May 13 – July 8, 2019
3. Resolution 19-07 approve gambling premise permit for Isanti Sportsmen

B. Personnel

1. Accept resignation of P.W. GM1 Bob Blackwelder effective March 29, 2019
2. Rehire Fred Rittenour for PT Seasonal Public Works effective April 17, 2019

C. Donations

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

OPEN FORUM

PRESENTATION

REPORTS OF OFFICERS, BOARDS, AND COMMITTEES

A. Reminder of Business Expo April 6th, 2019 at High School

Hillesheim asked the Council to let her know if there are any changes for those that want to work at the Expo.

B Airport Board Minutes

Barbian said these are a draft, and some changes will be made.

C. Mayor's Memo to Administration and Public Works on Stormwater Issues

Schumacher shared a memo he sent to Barbian and B Gerold in regard to some stormwater drainage issues. He spoke with someone at DEED, and there are some grants available for these types of projects. He asked Gerold to identify 5 areas of the city that need improvements to the drainage.

Barbian said B Gerold has identified some problem areas, and they have looked at some various programs that may be of assistance.

Edmonds said at the PUC meeting, it was stated that the County was going to be redoing 7th Ave in 2020. He questioned if some of the lines will be replaced at that time. B Gerold responded that some of the lines have been televised and the documentation was sent to the Engineer.

Zimmer asked if there have been water breaks in that area. B Gerold said there have been issues there with sewer lines and some water lines as well.

D. Discuss League Press Conference

Schumacher reported that the League Press Conference was interesting. The league would not take a side on the gas tax, but are suggesting a \$10 wheelage tax that would hopefully collect approximately 57 million.

Barbian added that the League of MN Cities will be holding a Regional Meeting here at City Hall on April 2nd if anyone would like to attend. If more than 2 council members would like to attend, staff can notice the event.

PETITIONS, REQUESTS, AND COMMUNICATIONS - None

ORDINANCES AND RESOLUTIONS

A. Ordinance 780 – Boards and Commission

Edmonds confirmed that this would go into effect after the first of the year, and the Council pay will need to be reviewed during the next election year. Jenkins confirmed that the summary ordinance will be published in the January 2, 2020 edition.

EDMONDS MOVED TO APPROVE ORDINANCE 780. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Resolution 19-08 – accept Feasibility Study and call for public hearing

Brotzler confirmed that the Council had decided to move forward with the Preliminary Assessment hearings for the south round-a-bout. To meet the required time frame, the Council needs to accept the feasibility study and call for the public hearing, which will be held April 25th. The county is planning to award a contract in May, and the council will have 6 months after the project is complete to finish the assessment process.

Barbian asked if the process is similar to the process that was done prior to the Hwy 95 and 21st round-a-bout. He asked Brotzler to explain why they decided to assess area wide properties instead of those just abutting the roundabout. Brotzler responded that linear road frontage does not work well in these types of projects, and the entire area benefits from the improvement. A trip generation assessment would net similar results to a per acreage cost. Any stormwater ponds are removed from the acreage figured in the assessments.

ZIMMER MOVED TO APPROVE RESOLUTION 19-08 ACCEPTING THE FEASIBILITY STUDY AND TO CALL FOR A PUBLIC HEARING ON APRIL 25TH. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

UNFINISHED BUSINESS

A. Social Media Policy

Barbian said J Gerold had requested a social media policy be adopted for Employees, City Council and Board/Commission members. He reported that the Attorney had drafted this policy, and there were a few small changes suggested by staff.

Schumacher stated that he has some questions and concerns, but has not been able to put them down yet, so he would like to see this tabled.

Frederick stated from a Police Department standpoint, he does not want to have to get approval to post urgent matters, such as a missing child in the middle of the night. J Gerold commented that the City Administrator wouldn't need to approve every post, just that the Administrator would have Administrative rights to the page, so he could post and make changes. Frederick said he does not agree with that, as it is very critical what information is put out in case of events.

Zimmer stated he agrees this item needs further review and discussion and could like to take this item.

Edmonds asked if it was okay to share events and posts from the various City pages. Staff replied that it was.

Zimmer said he does feel a policy may be beneficial. Years ago, people had a lot more time to think and formulate responses, unlike today when it is instant on social media.

ZIMMER MOVED TO TABLE THE SOCIAL MEDIA POLICY FOR 30 DAYS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Chamber Distinguished Service Awards

Hillesheim advised that annually the Princeton Area Chamber of Commerce provides a platform for honoring members of the community. This year the Distinguished Service Awards dinner will be held April 24, 2019 at the Civic Center from 6pm to 8pm.

At a recently held department head meeting, staff supervisors established the city would like to provide an award for an upstanding citizen not employed by the city. This award is meant to recognize the time, support, service, and dedication that individuals and organizations provide to the City of Princeton. It is important to acknowledge the hard work of citizens that truly make a difference in our community.

The recommendation by city staff is to establish a Distinguished Service Award for the City of Princeton and have the department heads nominate and choose a deserving citizen or organization annually to be presented an award at this annual event held by the Chamber of Commerce. The City would be responsible for covering the cost of the event for the award recipient(s), currently the cost is \$20. The City would also be responsible for purchasing and presenting a plaque to the recipient in honor of this recognition.

Zimmer and J Gerold volunteered to be on the committee to choose who should be honored by the City.

Hillesheim stated it will cost approximately \$20 per person, so they are also looking for approval for the City to cover that cost to attend.

SCHMUMACHER MOVED TO APPROVE THE CITY CHOSING AN INDIVIDUAL EACH YEAR AND TO SPEND UP TO \$240 FOR THE AWARD WINNER A GUEST, COUNCIL AND STAFF TO ATTEND. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. National Day of Prayer Proclamation

Jenkins stated that this has been done yearly, so it is on the agenda annually. This year it is Thursday, May 2nd.

ZIMMER MOVED TO PROCLAIM THURSDAY MAY 2ND, 2019 AS THE NATIONAL DAY OF PRAYER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Donate Life Month Proclamation

Jenkins stated this has also been done yearly to recognize Organ donation.

ZIMMER MOVED PROCLAIM APRIL AS DONATE LIFE MONTH. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Reallocation of Public Works CIP funds

B Gerold stated that the Public Works Department has a 1995 Peterbilt Quad-Axle Dump Truck with approximately 700,000 miles that is in need of some major engine repairs, they

consist of a new radiator, all hoses, oil cooler, water pump, engine head, and injectors. These repairs were not anticipated so they were not budgeted for. Staff is requesting a reallocation of CIP funds in the amount of \$15,000. The estimated repairs are to be around \$16,000 with the remainder coming from the street maintenance fund.

These funds are currently designated for signage upgrade for the next 3 years, this project has been substantially completed in the last 2 years so the need is not here at this time.

Some history on this vehicle is it was obtained through the forfeiture process with the police department around 2005, we have no substantial funds invested at this time except for routine maintenance. When these repairs are completed the estimated value should be around \$45,000 with a life expectancy of 10-15 years.

Edmonds asked if the truck is used in the winter. B Gerold responded that the truck is used quite often. It has a heated box so they also use it a lot in the summer for patching potholes.

Edmonds questioned if the lower portion of the motor should be done as well. B Gerold said everything looks good, so there is no indication that it needs to be done at this time.

EDMONDS MOVED TO REALLOCATE CIP FUNDS TO REPAIR THE 1995 PETERBILT QUAD AXLE DUMP TRUCK. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

D. Yard waste site

Gerold advised that in 2015, Sylva ceased taking yard waste from city residents because of some safety concerns and close calls with residents and Sylva's Heavy Equipment. Because we had little notice of the change, staff had to scramble to find a viable alternative for the rest of the year. The City had roll off containers delivered from East Central Sanitation that were monitored by a part time city employee on Wednesdays and Saturdays.

In August of 2015, the City entered into an agreement with Sylva. They would provide a portion of land along airport road, which was approximately 1/3 of an acre. The Area was blocked off with concrete Blocks so the public could not enter Sylva's Production yard. The City provided some gravel and a gate. Products are separated into 2 classes, 1 woody material such as brush and stem wood, and 2 grass and leaves. Sylva grinds the product as needed, keeping the woody material and the City hauls off the grass and leaves. Sylva receives \$3500 per year for the use of the site and for grinding material. Up to 10 hours of machine time is included. The City has been responsible for when the site is open, and staffs it with a part time seasonal employee. The City charges \$5 per load, and only accepts yard waste from residential properties that are in the City Limits.

In 2018 the site opened on April 28th, and opened April 1st in 2017

Staff proposes to open the site on Saturday April 17th, with a closing date to be determined by the weather.

Hours the site has historically been available for residents to drop is

Wednesdays, 3pm to 7pm (or sunset, whichever is earlier)
Saturdays 9am – 2pm

REYNOLDS MOVED TO APPROVE OPENING THE YARD WASTE SITE ON APRIL 17TH AND TO CONTINUE TO CHARGE \$5 PER LOAD. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

E. Approval to publish Seasonal Public Works Positions

Gerold stated staff is requesting authorization to publish help-wanted ads for three seasonal positions for Public Works for the upcoming summer.

The Public Works Summer Help is a continuing of the program begun in 1988. The moneys have been budgeted for in the street, park, and cemetery departments. The three employees will spend time working in each of these departments throughout the summer.

The program has been a great success, primarily because of excellent summer youth.

Below is the ad that will be placed in the Princeton Union Eagle for one week also posted on the Princeton Website and Facebook pages.

HELP WANTED: The City of Princeton will be hiring 3 individuals for the summer to supplement maintenance duties in the parks, streets, and cemetery. Applicants must be 16 years of age and possess a valid driver's license. Positions will entail outdoor working conditions with some strenuous labor. Applications are available at Princeton City Hall, 705 Second Street North, Princeton MN 55371, and will be accepted until Friday April 19, 2019 at 3:00 p.m.

ZIMMER MOVED TO ADVERTISE FOR SEASONAL PUBLIC WORKS POSITIONS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

F. PFRD container

Lawrence stated that after the collapse of the Fire Department's hanger and having to move some equipment throughout different locations, he said he is seeking permission to purchase a sea container or Conex box for some short-term storage until our new building is built. We would be storing some Fire Department as well as Relocation program equipment.

He has spoken with his Relocation Program contact and they are willing to pay for the box. He is asking to spend up to \$2200 on a storage container.

Schumacher added that there may be an option to purchase one of the older hangers as well. Lawrence responded that he would still like to purchase the container to use temporarily for now.

ZIMMER MOVED TO ALLOW THE FIRE DEPARTMENT TO PURCHASE A SEA CONTAINER OR CONEX TYPE BOX FOR UP TO \$2200 USING RELOCATION FUNDS TO BE USED FOR STORAGE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

G. PFRD Auction

Lawrence reported that after the collapse of our hanger and having to move some equipment throughout different locations, we have learned that there is a lot of used equipment that they cannot use or is out dated. Staff is seeking permission to sell/auction the unnecessary equipment at an auction. This will help clear up some space that is needed.

Fire hoses, nozzles, propane generator, pump fittings, emergency lights, and possibly a slide in unit. He can list it for sale on many various fire department sites, or use any of the available auction companies.

ZIMMER MOVED TO ALLOW THE FIRE DEPARTMENT TO SELL ANY UNSUED FIRE DEPARTMENT EQUIPMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

H. PUC Board Meeting Update

Schumacher reported that Princeton Public Utilities Manager Connie Wangen has announced her retirement. He provided a letter to the council that he would like send out.

At the meeting, the PUC Board has discussed setting up a hiring committee. Besides Edmonds, who is the Council Liaison, he would like to see a second council member be appointed to the committee.

Schumacher suggested J Gerold be appointed to the hiring committee. Edmonds suggested Zimmer, as he was Police Chief and Sheriff, so he has many years' experience in hiring for various positions. Zimmer thanked Edmonds, but if J Gerold is interested, she would be a great fit as she has many years of hiring general managers.

ZIMMER MOVED TO APPOINT J GEROLD TO THE HIRING COMMITTEE FOR THE PRINCETON PUBLIC UTILITY GENERAL MANAGER POSITION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

BILL LIST

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$316,572.72 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 79029 TO 79082 FOR A TOTAL OF \$128,650.06. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher read the letter that he drafted to Administrator Pat Oman.

I think it's safe to say, in writing, that we all made it through another Minnesota Winter. With that I'd like to figure out with your schedule when city staff, public works and myself could sit down and discuss the snow contract for 2019-2020 with you. Including the road easement of 411 N Rum River Drive Princeton, MN 55371. The city council discussed this snow contract topic at great length and have many ideas. They also decided that

Councilor Edmonds might attend instead of Councilor Zimmer based on scheduling, it's very important to the council that 2 of our 5 members attend these meetings. Administrator Barbian and I are together almost every Thursday and have made the executive decision that this time we'll come to you in Milaca to meet. Please let us know the dates you'll be available.

Second topic is the roundabout on 21st Ave and funding from Mille Lacs County. The city council has asked that this item also be reviewed as I'm the new city mayor and was not part of the discussions. I'm very knowledgeable about the Sherburne County Roundabout on County Road 29, Rum River Drive and Baldwin Township 125th Ave North. I'll be only local public official to approve two sides of that roundabout paying for it with different funds. I approved it on a 3-2 vote sitting on the Baldwin Township Board and again at Princeton City Hall when I sign the check. Clearly, I like roundabouts as I believe they build round table discussions with community leaders and everyone can equally share the cost of the circle project.

**** CLOSED SESSION – AT&T LEASE AGREEMENT AND FLUSHABLE WIPES LITIGATION**

Schumacher stated the agenda item for this meeting is to discuss and negotiate a lease agreement and litigation

This portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the attorney/client communication exception to the Minnesota Open Meeting Law.

The need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

Confidentiality is necessary to protect the City's interests with respect to a lease with AT&T for a Cell Tower, and Flushable Wipes Litigation

- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine what actions are appropriate with respect to the proposed lease with AT&T for a cell tower and the Flushable Wipes Litigation
- The only business to be discussed in this portion of the meeting is the proposed lease with AT&T for a cell tower and the Flushable Wipes Litigation and what action, if any, should be taken.

I will now entertain a motion to close this portion of the meeting.

REYNOLDS MOVED CLOSE THIS PORTION OF THE MEETING. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

The Council will now go into a closed session. The time is 8:13pm

Only the officials and consultants of the Council who reasonably require access to this data may be in attendance at any portion of the meeting for this agenda item.

The minutes of this portion of the meeting should reflect only that a meeting was held with its date, time and location; who was present at the meeting; and the purpose of the meeting.

ZIMMER MOVED ADJOURN THE CLOSED SESSION AT 8:52PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Barbian advised that the Council addressed 2 issues during the closed session. The first is the proposed AT&T Lease and the Flushable Wipes litigation, which will be going to mediation.

In regard to the AT&T lease, there has been many drafts back and forth, but the city and AT&T are very close to agreeing on the lease documents.

ADJOURNMENT

There being no further business:

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

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Brad Schumacher, Mayor

**THE MEETING OF THE PLANNING COMMISSION HELD ON FEBRUARY 25, 2019,
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 Jeff Reynolds, Eldon Johnson, Victoria Hallin, Scott Moller, and Eugene Stoeckel (Princeton Twsp). Staff present were Robert Barbian (City Administrator), Stephanie Hillesheim (Community Development Specialist), and Mary Lou DeWitt (Community Development Assistant).

ELECTION OF OFFICERS:

JOHNSON NOMINATED DAN ERICKSON FOR PLANNING COMMISSION CHAIR. JOHNSON MOVED, HALLIN SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR DAN ERICKSON FOR PLANNING COMMISSION CHAIR, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

You

REYNOLDS NOMINATED VICTORIA HALLIN FOR PLANNING COMMISSION VICE CHAIR. REYNOLDS MOVED, JOHNSON SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR VICTORIA HALLIN FOR PLANNING COMMISSION CHAIR, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

JOHNSON NOMINATED JEFF REYNOLDS FOR PLANNING COMMISSION SECRETARY. JOHNSON MOVED, HALLIN SECOND, TO CLOSE THE NOMINATIONS. UPON THE VOTE FOR JEFF REYNOLDS PLANNING COMMISSION CHAIR, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

APPROVAL OF MINUTES OF REGULAR MEETING ON NOVEMBER 19, 2018

REYNOLDS MOVED, SECOND BY HALLIN, TO APPROVE THE MINUTES OF NOVEMBER 19, 2018. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

AGENDA ADDITIONS / DELETIONS:

HALLIN MOVED, SECOND BY MOLLER, TO ADD TO THE VERBAL REPORT, WESTLING PROPERTY. UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

PUBLIC HEARING: None

NEW BUSINESS:

A. Site Plan Review for West Birch Apartments Revision

Mary Lou DeWitt, Comm. Dev. Assistant Memo:

Background: On July 12, 2018 the Planning Commission Board approved Central MN Housing Partnership Site Plan and Conditional Use Permit for West Birch Apartments where the property is located in R-3 Multiple Family Residential District. The plans at the time were for an underground parking garage with two stories above the apartments where the building height exceeded the 30' foot maximum height and a Conditional Use Permit was needed. Since then Central MN housing has revised their plans and removed the underground parking garage.

Site Plan Analysis: The project site is at 1103 West Branch Street. Central MN Housing Partnership is proposing to utilize low income housing tax credits and bond funds to build a multifamily 16-unit apartment building. The proposed building will be built directly east of their West Birch 24-unit townhome property. Central MN will also be making some minor updates to the exterior and interior of the townhomes, but that will only require a building permit for the remodeling. The new construction apartment building will consist of 2 stories. The first level will include a community room, public restrooms, office, mechanical, laundry, and rental dwelling units. The second level will include the remaining dwelling units. The building units structure is as follows: four 1-bedroom, four 2-bedroom, six 3-bedroom, and two 4-bedroom units.

Signage: Central MN Housing is also requesting the Planning Commission approval of the proposed monument sign that will be placed at the entrance of the site. The sign area will be approximately 32 sq. ft. and the maximum sign area allowed 40 sq. ft. The maximum sign height allowed is 6 ft. and that will be the height of the sign. The sign will be lit by exterior lighting that will be controlled by a clock timer. The proposed signage meets the sign requirements and a separate building permit will need to be taken out and reviewed prior to installation.

There will be a few 12" x 18" parking site signs in the parking area for "No Parking", "Delivery Parking Only", and "Handicap Parking". The MN Accessibility Code requires there has to be 5' clearance from the bottom of the sign to the ground and the plans show this will be followed. These are permitted signs without the need for a building permit.

Landscape: The Ordinance requires that landscaping be installed and restore areas affected by construction activity. The submitted landscape plan is for sod and a seed mixture in different areas and rock landscape beds. The sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year. There will be 60 shrubs and a total of 20 trees that is a mix of 2" deciduous and 6" evergreen. Excavated material not required or not suitable for backfilling shall be removed from the site and if necessary, the 52' foot retaining wall will be removed.

Stormwater Pondage: The City Engineer has reviewed and approved the stormwater plans.

Sidewalk: A concrete sidewalk is on the east side of the building and goes to the front entrance over a 6' foot width sidewalk in multiple family areas.

Bike Rack: The bike rack placement is west of the front door mounted in a cement pad. The length of the bike rack is 88" (7' feet 33" inches) and has 9 spaces.

Parking: The parking areas shall be hard-surfaced within one year of the date the permit is



issued. The off-street parking lots have adequate drainage. Multi-family parking lot requires two for each dwelling unit, and one for efficiency unit. The apartment building will host 16 units. The proposed parking plans show 34 parking spaces and 3 accessible spaces. The parking space requirement is 9 facilities designed for a capacity of five or more parking stalls have a setback from all adjoining property lines of three feet. The parking proposal meets the requirements.

Lighting: The plans show a total of five 20' foot single head light poles around the hard-surfaced parking area. The Ordinance states the lighting shall be fixed, directed and designed as to not create a nuisance to any abutting residential properties. There are three door lights mounted above each of the three emergency doors and a light mounted above the front entrance. The entrance has a snow removal blue light that is close to the monument sign which has two external ground lights.

Trash Enclosure: The trash enclosure is located on the southeast side of the site. The plans show a concrete pad on the inside and outside of the enclosure gate with a 6' foot fence on the other three sides. Inside the enclosure will be a 6-yard dumpster and three recycle bins.

Fire Protection: The plans show the fire alarm system in accordance per code. There is a fire suppression system automatic sprinkler system equipped throughout the building. The facility has smoke/carbon monoxide detectors in each unit. Installation of a Knox Box at the front door entrance. Verification of maneuverability within drives/parking area for a 46' fire truck. A 15' foot easement is required for the hydrant located on the parking lot island to the street.

Princeton Public Utilities: Applicant will need to contact the Princeton Public Utilities to get the transformer cost they will need to purchase. Sewer and water line cross needs to be corrected.

Sewer: Any unknown sewer lines are abandoned in a manner acceptable to the Public Works Director.

Building Materials: The exterior will be a mixture of vinyl siding in two colors, snow and express, along with an accent brick look that is fiber brick material. The soffit and fascia will be aluminum and the roofing will be asphalt shingles. These materials are commonly used in residential construction and are an allowed use.

Zoning: The site is zoned for R-3 Multi-family Residential. A 16-unit apartment building is an allowable use in the R-3 District. The maximum lot coverage is 60% and the plans show 49.7%. The required setbacks are 15' side, rear 30', street side 20', and front 30'. The maximum height is 30 feet and the revised building height is 32'8". The Conditional Use Permit Resolution #18-06 allows the construction of a 16-unit apartment structure exceeding 30' in height.

The expiration of the CUP reads as follows: The applicant or property owner shall make a complete application for all permits necessary for operation of the conditional use permit within 12 months of the conditional use permit approval, and the project shall be substantially complete within 24 months of issuance of the first permit. The Planning Commission has the authority so grant extensions where reasonably necessary. The Condition Use Permit was adopted July 16, 2018.

The Planning Commission can review this at their July 15, 2019 meeting date if necessary.

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

1. A separate Building Permit be submitted for the monument signage and have final approval by staff and reviewed by the Building Inspector prior to installation.
2. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permit, Water Access Charge (WAC), Sewer Access Charge (SAC).
3. The sodding or seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.
4. The parking areas shall be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surfaced is unadvisable, a temporary certificate of occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1st of the following year.
5. The Knox Box has to be placed by the front door entrance, and a Fire Dept. connection (FDA) be placed in front at the point water line enters the building.
6. Verify sewer & water lines meet code for separation in parking lot.
7. If digging in the street to hookup for sewer or water is needed, the applicant will need to take out a Digging Permit and put down the escrow amount.
8. The Century Link phone ped needs to be moved by Developer if necessary.
9. Suitable arrangement for the transformer purchase with Princeton Public Utilities be made.
10. An easement be created and recorded and provided to the City prior to the building permit is issued as shown on the plans.

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



Joel Springer, Project Manager for West Birch Apartments addressed the Planning Commission Board and said Item 6 has been addressed where the water line is under the sewer line and they will put a sleeve on it to meet code.

Jason Krebsback, Comm. Dev. Director for Central MN Housing Partnership, said the parking spaces have been met by the Ordinance requirements.

Deanna Hemmesch, Central MN Housing Partnership Executive Director said the garage was taken out because the cost was a million dollars over what they expected. They reduced some concrete and scope of work at the townhome site. The elevator was also removed.

Hallin asked since the elevator has been removed from the plans is the handicap units on the first floor now.

Springer said yes.

Krebsback said the project total for the townhomes updates is \$772,000 and for the new construction of the apartment building is 2.5 million. They have reduced the project by one million and the majority is from removing the parking garage and elevator.

Barbian asked if the fire hookup will be okay.

Springer said they will have it be by the outside spigot.

Hallin asked if the shed will stay that is there.

Springer said that is the neighbor's property shed.

Hemmesch said this is an approved TIF District. If they get the approval on the budgeted numbers the project would start in sixty days.

HALLIN MOVED, SECOND BY JOHNSON, TO APPROVE THE SITE PLAN REVISION FOR WEST BIRCH APARTMENTS LOCATED AT 1103 WEST BRANCH STREET WITH THE FOLLOWING CONDITIONS:

1. A SEPARATE BUILDING PERMIT BE SUBMITTED FOR THE MONUMENT SIGNAGE AND HAVE FINAL APPROVAL BY STAFF AND REVIEWED BY THE BUILDING INSPECTOR PRIOR TO INSTALLATION.
2. ALL NECESSARY PERMITS SHALL BE APPLIED FOR AND APPROVED PRIOR TO CONSTRUCTION, INCLUDING, BUT NOT LIMITED TO: BUILDING PERMIT, WATER ACCESS CHARGE (WAC), SEWER ACCESS CHARGE (SAC).
3. THE SODDING OR SEEDING MUST BE COMPLETED PRIOR TO ISSUING A TEMPORARY

CERTIFICATE OF OCCUPANCY. IF BECAUSE OF WEATHER CONDITIONS SODDING AND/OR SEEDING IS UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.

4. THE PARKING AREAS SHALL BE HARD-SURFACED WITHIN ONE YEAR OF THE DATE THE PERMIT IS ISSUED. IF BECAUSE OF WEATHER CONDITIONS THE HARD-SURFACED IS UNADVISABLE, A TEMPORARY CERTIFICATE OF OCCUPANCY MAY BE ISSUED SUBJECT TO AN ESCROW DEPOSIT TO ASSURE COMPLIANCE BY NO LATER THAN JULY 1ST OF THE FOLLOWING YEAR.

5. THE KNOX BOX HAS TO BE PLACED BY THE FRONT DOOR ENTRANCE, AND THE FIRE DEPT. CONNECTION (FDA) BE PLACED IN FRONT AT THE POINT WATER LINE ENTERS THE BUILDING.

6. VERIFY SEWER & WATER LINES MEET CODE FOR SEPARATION IN PARKING LOT.

7. IF DIGGING IN THE STREET TO HOOKUP FOR SEWER OR WATER IS NEEDED, THE APPLICANT WILL NEED TO TAKE OUT A DIGGING PERMIT AND PUT DOWN THE ESCROW AMOUNT.

8. THE CENTURY LINK PHONE PED NEEDS TO BE MOVED BY DEVELOPER IF NECESSARY.

9. SUITABLE ARRANGEMENT FOR THE TRANSFORMER PURCHASE WITH PRINCETON PUBLIC UTILITIES BE MADE.

10. AN EASEMENT BE CREATED AND RECORDED AND PROVIDED TO THE CITY PRIOR TO THE BUILDING PERMIT IS ISSUED AS SHOWN ON THE PLANS.

UPON THE VOTE, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED.

OLD BUSINESS:

1) Update on the Land Use Plan

Barbian said the map will be revised and the draft should be coming to the Planning Commission soon. Barbian would like to change the landuse three miles outside the city limits. This is just a plan and can change, but there needs to be something in place for future landuse. He would bring what is presented to the two townships.

Erickson asked when this would be presented to the townships.

Barbian said 2 – 3 months. He had a brief conversation with Baldwin Township and will be reaching out to Princeton Township. The transportation aspect is being looked at tonight to share with Sherburne County who is involved in updating their transportation plan currently. You want to preserve the right-of-way's and corridors.

2) Update on the Great Northern Trail

Hillesheim said the trail has reached an agreement with the School District. The trail will come from Rum River Drive South to 8th Avenue South by Kwik Trip where there will be a flashing cross light at Northland Drive and go along the School District land where the parking lot and tennis courts are. From there you will be able to cross Rum River Drive to Coborn's. This will be a safer route for crossing Northland Drive and also Rum River Drive. Once you cross Northland Drive you can go left on the trail towards Fairview Hospital and the trail will lead to the old railway behind the bus barn.

Barbian said the bus garage signed their easement and the School District is okay with their easement now that we adjusted the area by the fields where it is closer to the curb. There still will be enough space for the plow from the curb and the trail.

Johnson likes this safer plan.

3) Sherburne County Transportation Plan

Barbian said the Sherburne County is in the process of updating their Transportation Plan. You want to look ahead for 50 - 75 years and possible growth. The goal is connecting frontage roads and putting in other locations that will be beneficial with possible growth. Barbian showed a potential plat of Prairie Restoration's that is by the Industrial Park and a possible road connection going through that plat and connect with Hwy. 95. Barbian has some thought with the current traffic and long-range development patterns the City would like to see an ultimate build out/widening to accommodate four lanes both south bound from Smith System south, thru the intersection and then west to County Road 45 as well as in the opposite direction. This could help relieve some congestion. He will show it to Sherburne County and see what their thoughts are on it.

Barbian went through the three possibilities from the Engineer:

1) Extends South Rum River Drive to the west, south of the airport over to 136th Street. If feasible due to wetlands, it would offer an improved local connection from Hwy 169 to developing areas south and west of the airport. If this could be built, it would serve local trips and facilities development west of the airport, but it seems to fit in the local street network rather than as County Road which would typically serve longer trips.

2) Connects CR 2 to the east with CR 42 west of Hwy 169. This would require a grade separation with Hwy 169 and it would have r/w impacts between Hwy 169 and CR 45. It would complement the County's network of major collectors and it would provide improved access through the City's planned growth area.

3) Similar to #2, it has a grade separation with Hwy 169 but connects CR 38. This could have future utility, but being at the edge of the growth area, it's likely a longer-term idea. It also is

closer in proximity to CR 9, which already has a grade separation with a ramp access to Hwy 169. So, from a County standpoint, wouldn't be as valuable within their functional class system.

Item 2 has the most regional and local benefit. The Engineer sketched it on the County's Draft Functional Class map and called it "Princeton Area Future Functional Classification".

Stoeckel suggested Barbian should get some readings from MNDot pertaining to Hwy. 169. They decided to close County road accesses for safety.

COMMUNICATION AND REPORTS:

A. Verbal Report

1) Westling Property along 21st Avenue Corridors

Stephanie Hillesheim, Comm. Dev. Specialist Memo:

BACKGROUND:

Property owner, John Westling came forth acknowledging his consideration of developing his property located near between airport road and 21st Avenue. (Please see attached map). The site is a 23.19 acre parcel, of which approximately 7 acres may be buildable. The remaining 16 acres of the property is mainly wetland and not buildable.

This property currently has no road frontage, but is adjacent to the 21st Avenue connection to Airport Road and adjacent to land bought for a road corridor. The road corridor is planned for a 42-foot curb to curb width to meet traffic demand and match Airport Road and 21st Avenue widths. City staff reviewed the site to determine necessary improvements to take into consideration the implications of developing the site.

ANALYSIS:

At the development review meeting held on Tuesday, February 19, 2019 the committee reviewed the site and area needs to advise the City Planning Commission and Mr. Westling.

Road: In review the preliminary determination concluded that a standard road of 36 feet would be a typical development requirement with the Developer responsible for all of the cost. Although in this case the road is adjacent to City land, improving city land which is primarily the airport and therefore both parties are responsible to pay for the benefits equally. In addition the City transportation needs call for the corridor to be built to a 42 foot road. Whereas some circumstances allow for a full assessment of the width it may not be reasonable in this case. Therefor the added 6 feet of width likely becomes a city responsibility. In addition a side walk or walking trail planned for this area becomes a joint responsibility in order for development to occur.

Sewer: It appears a lift station to serve the property and adjoining properties due to the depth of the current gravity sewer systems is necessary. It is recommended that the lift station be



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centrally located to serve all of the potential developable properties located along the extension. All proposed sanitary sewer improvements to serve the industrial development and airport will be assessed to the benefitting properties in a method consistent with the Princeton Assessment Policy. In order to make this determination as well as consider if a smaller less expensive pumping system can be considered an engineer would need to analyze further. Typically, the engineer expense is covered by the party wishing to proceed.

Water: The water is adjacent to the site and runs along the corridor. At this time any deferred assessments are being determined as well as the location of laterals to determine an appropriate plan and approach.

RECOMMENDATION:

Staff is recommending that the Planning Commission consider the funding approach covered above and indicate a direction in which the potential development of property owned by Westling be considered.

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

Hillesheim said this property is on the airport road where it stops. It is a 23 acre parcel and only 7 acres is buildable. There is no road front, but it is adjacent to 21st Avenue South that would connect to the airport road.

Barbian said that Westling approached the City to subdivide his property and staff looked at sharing the cost just to his property.

Hillesheim said Westling would be assessed for 50% of the update of the road to his site. Sewer and water along with a lift station would need to come to this area.

Barbian said there could be less expensive main and the City Engineer would have to look at it. The Developer would have to cover the cost of the Engineer. There is a big gap from the Westling property and 21st Avenue. The cost to finish 21st Avenue would be expensive.

Stoeckel asked if the FAA has released the crosswind runway.

Barbian said no, the crosswind runway is still in place.

Stoeckel said it cannot happen until the FAA releases the crosswind runway.

Barbian said Westling needs road frontage because right now you can get to the edge of his property and a road would need to be developed. Barbian wanted the Planning Commission's thoughts on if the Developer should be responsible to cover 50% of the road cost.

Erickson questioned if we access a property owner on this how affordable would the land be. We can ask for the Developer to pay for it, but it probably will not be developed.

The Planning Commission agreed that the City cannot take on the full cost either for a development.

2) Marcia Anderson – Princeton Township Property Owner

Marcia Anderson lives at 8075 Bluff Road in Princeton Township and said she is here tonight representing a group of neighbors that are wondering what are the regulations to be annexed into the city. Is it a requirement to be connected to City sewer and water.

Barbian asked if the property site is adjacent to the city limits.

Anderson did not believe it was. They have tried to work with Princeton Township to get their roads tared and there has been a lack of response from the township for the last fifteen years. Anderson continued her conversation with Stoeckel after the meeting.

B. City Council Minutes for January, 2019

The Planning Commission Board had no comments.

HALLIN MOVED, SECOND BY REYNOLDS, TO ADJOURN THE MEETING. UPON THE MOTION, THERE WERE 5 AYES, 0 NAYS. MOTION CARRIED. THE MEETING ADJOURNED AT 8:17 P.M.

ATTEST:

Dan Erickson, Chair

Mary Lou DeWitt, Comm. Dev. Assistant