

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
FEBRUARY 10, 2022 7:00 P.M.**

1. Call to Order - Roll Call

Mayor Thom Walker called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Vicki Hallin, Jenny Gerold, Jeff Reynolds, and Jules Zimmer. Others present: Administrator Michele McPherson, Finance Director Tracy Peters, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Police Chief Todd Frederick, Liquor Store Manager Dylan Donner, Clerk Shawna Jenkins and Attorney Damien Toven. Absent was Fire Chief Ron Lawrence

2. Pledge of Allegiance

3. Agenda Additions / Deletions

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

4. Consent Agenda

- 4.1. City Council Regular Meeting Minutes from January 27, 2022
- 4.2. City Council Study Session Meeting Minutes from February 3, 2022
- 4.3. Planning Commission Minutes of January 24, 2022
- 4.4. Sawyer's Dream Band Contract for 8/6/22 Performance
- 4.5. Gambling Permit for Christ Our Light April Raffle
- 4.6. Resolution 22-08 Supporting Local Land Use Decisions
- 4.7. Approve Job Descriptions and Authorizing Postings for Interns
 - ~~4.7.1. Finance Administrative Intern~~
 - 4.7.2. Community Development Intern; Splash Park Coordinator
 - 4.7.3. Community Development Intern; Recreation and Marketing
- ~~4.8. Resolution 22-09 Calling for a Public Hearing, Small Cities Development Program Grant; 7th Avenue Infrastructure Reconstruction~~
- 4.9. Main Street Revitalization Program Letter of Commitment
- 4.10. Greater Minnesota Business Development Public Infrastructure Program (BDPI) Letter for Closeout
- 4.11. Authorize Execution of Satisfaction of Mortgage on Behalf of Hobert Princeton LLC
- 4.12. Authorize Execution of Professional Services Agreement with WSB for Engineering Services

J Gerold would like to remove 4.7.1 the Finance Intern and item 4.8 Resolution 22-09 to New Business.

HALLIN MOVED TO APPROVE THE CONSENT AGENDA, WITH THE EXCEPTION OF 4.7.1 AND 4.8 THAT WILL BE MOVED TO NEW BUSINESS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

5. Open Forum; public comment on items not on the agenda. *Each speaker is limited to three (3) minutes. The Council will not discuss legal matters.*

6. Old Business

- 6.1. Approve Great Northern Trail Master Planning Contract

As the lead agency for the Great Northern Trail Partners Committee (GNTPC) and this planning effort, Sherburne County is recommending that partners move forward with this contract.

Based on the MOU entered into by all partner agencies, the Committee discussed a fair cost sharing model to recommend to respective Boards and Councils, which divided the Mille County share equally among remaining partners. Thank you for considering the initial recommendation and sharing your feedback. Sherburne County is prepared to fund an additional 25% of the Mille Lacs County share as shown below, suggesting that the City of Princeton participate based on the percent of trail owned by the City.

Partner	% ownership	Share of Mille Lacs	Individual Share	Total Commitment
Sherburne	0.3084	\$9,408.07	\$14,198.43	23,606.50
Mille Lacs	0.4087	n/a	n/a	n/a
Princeton	0.1264	\$0.00	\$5,819.33	5,819.33
Elk River	0.1041	\$4,704.03	\$4,792.66	9,496.69
Zimmerman	0.0524	\$4,704.03	\$2,412.44	7,116.48
Total Project Cost		46,039.00		

ZIMMER MOVED TO APPROVE THE GREAT NORTHERN TRAIL MASTER PLANNING CONTRACT FOR A COST OF \$5,819.33. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7. New Business

7.1. Presentation on Age-Friendly Princeton - Julie Schoen

Julie Schoen, Natalie Matthison and Brooks provided an update on Age Friendly Princeton. It is a great program and the Council members were invited to participate in the monthly meetings, that are held at the Civic Center.

7.2. Chamber of Commerce Wine and Spirits Grant Request

Chamber Director Kim Young wanted to once again begin by thanking the City of Princeton for the support it has given the Princeton Area Chamber of Commerce (PACC) throughout the years. Though we moved our offices out of City Hall in 2021 and into an office downtown, the positive relationship and collaboration between the chamber and the city continues. We are very grateful for this close working relationship and are excited to continue our collaboration in 2022.

In 2021, the chamber worked closely with the City of Princeton on many projects, including:

- Workforce Development
 - Started a PACC Member Job Posting Facebook page where new member job postings are shared.
 - Hosted several workforce panels with Princeton High School in collaboration with the City of Princeton

- Continue to work closely with Princeton Public Schools on the Learning & Living Committee, which brings businesses together with the schools
- Hosted a Job Fair in January and will host another one in April
- Manufacturing Month
 - Arranged one tour per week of a local manufacturing company during the month of October
- Rum River Festival
 - Work closely with Public Works and Princeton Fire and Police on all aspects of the Rum River Festival
- Princeton Parks Challenge
 - Work with the City of Princeton on a campaign to promote the parks in Princeton each month, offering a challenge to community members to visit specific parks.

The chamber also promotes the challenge monthly via social media.

- Small Business Saturday
 - Collaborate with the City of Princeton to encourage people to shop local during the holidays.
 - Work closely with the City of Princeton on the Mini Dazzle Parade
- Light Up Princeton
 - Arranged and communicated with all volunteers who worked in the park during the 36 days of the event
 - In 2021, the Chamber headed up the Residential Light Contest in conjunction with Light Up Princeton
- This Is Princeton campaign
 - Working closely with the City of Princeton and Princeton Public Schools on a campaign that encourages people to live and work in Princeton as well as play, learn, explore and more

The amount of collaboration between the Princeton Area Chamber of Commerce and the City of Princeton continues to grow. To that end, the Princeton Area Chamber of Commerce is requesting continued support from the City of Princeton in the form of a \$10,000 grant. This funding will go toward a chamber membership for the City of Princeton, toward the chamber Advertising Package, and time and effort toward all of the collaborative efforts mentioned above.

Again, we are very grateful for the support provided by the City of Princeton to the Princeton Area Chamber of Commerce. We feel strongly that if we all work together to support one another, great things will happen in our community, and we look forward to continuing that collaboration in 2022.

J GEROLD MOVED TO APPROVE THE \$10,000 WINE AND SPIRITS GRANT REQUEST FOR THE CHAMBER OF COMMERCE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Neighbors Bar and Grill Request for Renewal: 2 am Liquor License

Jenkins advised that she received the 2 am liquor license renewal for Neighbors Bar and Grill. Last year, the Council reviewed the request and wanted it to come to them for approval in the future.

Frederick added that there have not been any issues and owner Joe Holtz has been really good with working with the Police Department.

J Gerold said she is not in favor of a 2am license. Walker said he sort of feels the same way, and is on the fence. He asked Frederick if they have received any calls from residents that live in the area. Frederick said he is not aware of any.

Reynolds said he had a resident express some concerns to him, but he is going to trust the police chief. Zimmer would struggle not approving it, since it was approved last year with the stipulation that things need to continue going well. Frederick responded that if there are any issues, he will meet with the owner and report back to the Council.

ZIMMER MOVED TO APPROVE NEIGHBORS 2 AM LIQUOR LICENSE. HALLIN SECONDED THE MOTION. Vote 4:1, ZIMMER, HALLIN, REYNOLDS AND WALKER IN FAVOR, J GEROLD OPPOSED. THE MOTION CARRIED.

7.4. Resolution 22-04 - Accept Donation from Twice New Clothing to the Fire Department

HALLIN MOVED TO APPROVE RESOLUTION 22-04. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. Resolution 22-05 - Accept Donation from Twice New Clothing to the Police Department

ZIMMER MOVED TO APPROVE RESOLUTION 22-05. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.6. Resolution 22-06 - Accept Donation from Twice New Clothing for the Flower Project

J GEROLD MOVED TO APPROVE RESOLUTION 22-06. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

The Council expressed their thanks for everything that Twice New Clothing does for the community.

7.7. Peak Exterior Building Permit Fee Refund Request

Jenkins advised that in April 2021, Charlene with Peak Exteriors pulled 33 permits to reroof the Townhomes in Meadowview Estates. Staff spent a considerable amount of time numbering and making 4 copies for each permit (original goes in the property file, copy for customer, copy to Finance, copy for Planning and zoning, and one to the building inspector).

She received a call from Charlene last week requesting a refund as the insurance company did not approve the work.

Our Fee Schedule states under Building permit refunds that the "City retains the Plan Check fee". In the case of a reroof permit, it is a flat rate fee and there is no plan check fee.

The bottom of the Building permit where the applicant signs reads as such:

This permit shall expire if work authorized by this permit is not commenced within 180 days from the date of this permit, or if the work is suspended for a period of 180 days.

Enforcement and administration of the Minnesota State Building code is a public service and is limited in nature. This building permit and the subsequent building inspections are not to be construed or relied upon as any type of warranty, guarantee, or representation on the part of the City that the plans, construction, or finished product are in conformance with the provisions of the Minnesota State Building Code or other applicable construction standards. Further, the City assumes no responsibility or liability for damages of any nature allegedly arising out of the issuance of this permit or subsequent inspections.

Approval of this permit does not authorize the breaking of any law, resolution, or code.
ACKNOWLEDGMENT AND SIGNATURE:

The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all the ordinances of said City of Princeton applicable thereto.

Staff requested Charlene put her request in writing on letterhead and it would be forwarded to the City Council to determine if a refund would be approved.

Last year, the flat rate fee for a Reroof was \$50, plus a \$1 surcharge that was already paid to the state.

Staff recommends that due to the number of permits and amount of staff time spent, that the city retains 75% of the permit fee (\$37.50) and refunds 25% of each permit fee (\$12.50), for a total refund of \$412.50 to Peak Exteriors.

Walker asked why the permits were pulled prior to the jobs being approved. Jenkins added she wondered the same thing as it is not normally done. In addition to her time to number all the permits and make multiple copies, Dewitt spends time putting them all in a spreadsheet, then Accounting must enter all the payments per permit, and puts them on the state surcharge report, and submit payment.

Walker asked if there is a dollar figure for staff time in the fee schedule. McPherson says there is, and staff can figure that out.

J Gerold said that in reading the language from the building permit where the applicant signs, these permits would have been considered expired 180 days from when they were pulled, and permit fees are not refunded in those cases.

WALKER MOVED TO TABLE THE ITEM TO THE NEXT MEETING SO STAFF CAN DETERMINE HOW MUCH STAFF TIME WAS SPENT ON THESE PERMITS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.8. Ordinance 819 - Rezoning newly annexed property - FIRST READING

McPherson advised that the City Council approved the annexation on July 8th, 2021 for parcels #90-009- 1105 (approx. 33.15 acres) and parcel #90-009-1110 (approx. 5 acres) currently is a Mobile Home Park and parcel #90-009-1106 (approx. 16.47 acres) is vacant land.

Analysis: RM-1 Residential Manufactured Housing guideline, the intent of the RM-1 Residential Manufactured Housing District is to promote health, safety, order, convenience, and general welfare by enforcing minimum standards for mobile home parks, the location and use of mobile home parks, and the design, construction, alteration, and arrangement of homes on said lots, authorizing the inspection of mobile home parks, the licensing of operators, and fixing penalties for violations. No building or land shall be used and no building shall be erected, converted, or structurally altered, unless otherwise provided herein.

With the current use of the properties, zoning to RM-1, Residential Manufactured Housing would be the appropriate zoning district for the sites.

Rezoning Review Standards: Many communities utilize the following factors as review standards in rezoning request, which are being provided as information:

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

Conclusion/ Recommendation: The Planning Commission held a public hearing on January 24th, 2022 and recommended approval to the City Council of the rezoning. If the Council sees fit, a motion to introduce Ordinance #819 would be in order. The property sites are PID#'s 90- 009-1105, 90-009-1110, and 90-009-1106, to the RM-1, Residential Manufactured Housing District.

REYNOLDS MOVED TO INTRODUCE ORDINANCE 819. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.9. Resolution 22-07 - Interim use permit to allow Daycare

Background: The Planning Commission held a public hearing on January 24th, 2022 for Catie Bonkowske, applicant who applied for an Interim Use Permit to open a daycare facility at the property located at 705 Old County Road #18 South. The property is zoned MN-1, Industrial District. The applicant would be leasing the site from John Westling who supports the daycare facility and has signed the application as owner.

Analysis: The MN-1, Industrial District Zoning Ordinance states a daycare accessory to a principal use is permitted with the issuance of an Interim Use Permit. This site is attached to the TUCS Equipment Inc. building and across the street is Sterling Pointe Senior Living, and Plastic Product Co. In close vicinity is the Fairview Northland Medical Center, the Princeton High School, and Meadow View residential housing development, all of which would benefit from a daycare facility close by. The applicant did visit a few of the nearby businesses and they were very supportive to have a daycare facility in the area.

The classification for "daycare accessory to a principal use" is meant for the adjoining manufacturing site. TUCS Equipment is not as largely employed as the nearby employment facilities, but those facilities would benefit from a daycare close by.

The owner of the building will provide a signed row of parking on the paved parking lot for the proposed daycare facility. A separate entrance to the building will make it convenient for child drop off and pickups. Also, per daycare guidelines, a 1,500 square foot or more fenced in grass or woodchip area will be added to the site.

The applicant will have to be licensed for daycare with the State of Minnesota and will have the site checked for abiding the building codes for daycare facilities.

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

1. The proposed use is an interim use listed in the district in which the application is being made;

Comment: A daycare accessory to a principal use is permitted use in the MN-1 District with the issuance of an Interim Use Permit.

2. The date or event that will terminate the use can be identified with certainty and continued; Comment: The Planning Commission recommends to the City Council that the Interim Use Permit would terminate when the applicant discontinues the daycare use at the property site.

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: The proposed daycare does not appear that it will result in adverse effects on the public health, safety, and welfare, nor does it create additional pollution.

4. Permission of the use will not impose additional cost 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 daycare facility and the general review standards for an Interim Use Permit, as listed in the Zoning Ordinance. The Planning Commission held the public hearing on January 24th, 2022 and moved the recommendation to the City Council for final approval of the proposed Interim Use Permit to allow a daycare facility at the property site of 705 Old County Road #18 South, Resolution #22-07 subject to the following conditions:

1. The Interim Use Permit will terminate when the applicant, Catie Bonkowske discontinues the daycare use at the property site.

2. A building permit will be required and approved by staff and the Building Inspector prior to installation of signage.

Walker said his concern would be the number of solvents that were previously used in the building. Bonkowske said she has met with them a few times and did not notice a smell of any chemicals. B Gerold stated that there were test wells put in around the

property and there was a purge well put in many years ago. The site was tested and it was found that if there was previous contamination, that was all mitigated.

McPherson said a letter regarding to that should hopefully be in the property file. Walker would like to see a copy of that letter attached to the resolution.

ZIMMER MOVED TO APPROVE RESOLUTION 22-07 APPROVING AN INTERIM USE PERMIT FOR A DAYCARE CENTER WITH THE FOLLOWING CONDITIONS:

1. THE INTERIM USE PERMIT WILL TERMINATE WHEN THE APPLICANT, CATIE BONKOWSKE DISCONTINUES THE DAYCARE USE AT THE PROPERTY SITE.

2. A BUILDING PERMIT WILL BE REQUIRED AND APPROVED BY STAFF AND THE BUILDING INSPECTOR PRIOR TO INSTALLATION OF SIGNAGE.

J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.10 Consent Agenda item 4.7.1 - Finance Administrative intern

J Gerold said she did not see a salary listed for this intern position. Peters stated that all interns will be paid the same, she will add it to the job description.

HALLIN MOVED TO APPROVE THE FINANCE ADMINISTRATIVE INTERN. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.11 Consent Agenda item 4.8 – Resolution 22-09

J Gerold stated that there was a typo in the date of the meeting that needs to be correct. Staff will make that correction

J GEROLD MOVED TO APPROVE RESOLUTION 22-09 WITH A CORRECTION TO THE MEETING DATE. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.12 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 \$187,296.38 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 84317 TO 84413 FOR A TOTAL OF \$586,720.87. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.13 City Administrator Bi-Weekly Report

McPherson has the following observations and information to share from the last two weeks:

Business News

Community Development Manager Brooks and I met with representatives from DEED and Crystal Cabinets on January 25 to identify tasks needed to finalize the Minnesota Investment Fund grant that was approved for Crystal's expansion. There will be documents

on the next agenda for execution. We then toured the plant to see the equipment that was purchased as part of the expansion project.

Development Projects

Public Works Director Gerold, Community Development Manager Brooks and I had positive meetings with Butch Drews and Larry Doose regarding their projects/requests. You can expect formal agreements at up-coming meetings.

Community Development Manager Brooks and I met with Sharon Sandberg of Flight Expo on January 28. She is investigating a potential building expansion.

Economic Development Authority

The "Pulse of Princeton" survey link has been posted to the website and we are working our connections to email it to various other organizations and agencies. We are also investigating the cost to place the survey as an ad in either or both of the two newspapers for those that may not be technologically inclined. A pre-liminary review of the data collected to date will be presented to the EDA at their February 17 meeting.

Grants

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure.

Personnel

Finance Director Peters, Police Chief Frederick and I successfully negotiated a change to what Field Training Officers are paid, changing the method of payment from a monthly stipend to an hourly pay differential. There will be a cost savings to the City based on the two new officers requiring training.

Upcoming Meeting/Event Reminders

- CGMC Legislative Action Day – March 2, 2022; registration is now open for those Councilors interested

8. Committee Reports

9. Adjournment

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:09 PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor