

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MAY 14, 2020 7:00 P.M. VIA ZOOM**

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

AGENDA ADDITIONS/DELETIONS

Barbian advised that we are going to take the SCADA System CIP Purchase off the agenda for now, as more information is needed.

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

CONSIDERATION OF MINUTES

A. Regular Amended meeting Minutes of May 14, 2020

EDMONDS MOVED TO APPROVE THE AMENDED REGULAR MINUTES OF MAY 14, 2020. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

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

BREW PUB – SITE PLAN AND FINAL PLAT APPROVAL – RESOLUTION 20-41

Dewitt’s memo reported that James & Amanda Berglund, owner of the property and the Golf Club have applied for a Vacation of a portion of the Golf Club Road (Judicial Road) along with a Final Plat application, and a Site Plan Review to construct a restaurant and brewery.

VACATION OF GOLF CLUB ROAD (JUDICIAL ROAD)

The Planning Commission forward the Vacation to the City Council with recommendation of approval at their May 18th meeting. The City Council The applicants are wanting to vacate a portion of Golf Club Road between their two lots. The proposed resolution will vacate the road and provide a limited access for recreational river access and maintenance of the ditch.

The City Council approved the Vacation at their May 28, 2020 meeting with removing the public access language, but leaving the stormwater utility easement.

FINAL PLAT

The City Council approved the Preliminary Plat on March 26th, 2020. The Planning Commission approved the Final Plat on May 18th, 2020, and forward to the City Council with the recommendation that the City Engineers conditions are met. The City Council may approve the Final Plat with the following conditions:

The City Engineer reviewed the Final Plat plans and has a few concerns that need to be addressed.

1. The existing sanitary sewer line remaining underneath the proposed patio will need an easement agreement.
2. Storm water maintenance agreement for the existing ditch in place.
3. Soil borings, soil types, and infiltration be approved by City Engineer.
4. Calculations of brewery product going into the sewer system be monitored with City Waste Water Treatment Plant.
5. Long term agreement for shared parking and maintenance between the Golf Course two sites provided to the City.

RECOMMENDATION:

If the City Council's review of the Final Plat meets the City Staff, and City Engineer requirements they can approve Resolutions # 20-41 approve the Preliminary and Final Plat for the Rum River Brew Pub.

SITE PLAN REVIEW

This is for informational only

The Planning Commission approved the Site Plan Review at their May 18th meeting for the proposed restaurant and brewery building. The building size will be 9,160 square feet; hosting a brewery, kitchen, stage, private dining, bar office/store, and bar. An outdoor patio will be located on the east side of the building.

Zoning: The site is located in R-3 Multiple Family Residential District. The site area is 3.14 acres. The building area is .21 acre and the green space area is 1.76 acre.

Setbacks: Front yard 30 feet
Side yard 10 feet
Street side yard 20 feet
Rear yard 30 feet

Parking: Parking required 112 stalls
Parking provided on-site 89 stalls
Parking provided off-site 23 stalls
ADA parking required / provided 5 stalls

The Planning Commission may allow sharing of required off-street parking by two separate uses provided the normal peak parking times of the two uses do not coincide. Only the off-street parking spaces not normally used by the off-peak use shall be counted as off-street parking for the peak use. Each use shall have the total required off-street parking available during their respective periods of peak parking use. An easement shall be established allowing the Restaurant & Brewery rights to park 23 vehicles on the Golf Course property.

All parking facilities designed for a capacity of five (5) or more parking stalls shall have a setback from all adjoining property lines of three (3) feet.

The entire parking area, including parking spaces and maneuvering lanes, required under this section shall be provided with a durable, dustless surface in accordance with specifications

approved by the City Engineer. The parking area shall be hard-surfaced within one year of the date the permit is issued.

The owner of any parking or loading area shall maintain the area in good condition without holes and free of all dust, trash, and other debris. The loading area is on the northwest side of the building and shall be marked by appropriate signs.

The parking lot layout has three islands. Staff has reviewed the plans and believes this should be adequate maneuvering with the 26' foot drive lanes.

Bicycle Parking: The total parking requirement is one space for each off-street parking spaces required. The bicycle parking spaces shall be equipped with bicycle racks. This should be located near the front of the building.

Street Access: Access to the site will be as it currently is off of 4th Avenue South and Golf Club Road. There is an existing 33' foot R.O.W. of Golf Club Road. The other 33' ft. half has prescriptive rights and appropriate for the City to formalize as road ROW. This will be done at a later date.

Landscaping: Sidewalks along the building are 6 feet in width. The plans show 50% sodded and landscaped with approved vegetation around the site and 8% of the internal parking area shall be landscaped. The applicant is proposing to add evergreens on the west side of the site to give the residential area additional blockage.

Dumpster: The location of the enclosed dumpster is on the southwest corner of the lot. The materials will match the building.

Sanitary Sewer: There is a 20-foot sanitary sewer easement that runs north to south through the middle of their current parcel and the proposed site. On the current site this easement is located under an existing building. On the proposed site the plans show a patio area being built over the easement with a new easement when the sewer has to be rebuilt. The owner will be required to sign a release of liability or move the sewer line. The City Engineer will be reviewing the plans and commenting.

There are two brewery grain silos on the west side of the building. The applicants will need to provide to the City an acceptable rate of wastewater discharge flows into the sewer system.

Storm Culvert: There is an existing storm culvert on the northeast corner of their current Golf Course parking lot. This culvert will stay in place with an 8-foot walking bridge over it to the restaurant and brewery site. The owner will not allow golf carts on the bridge and plans to install a post to prevent a motorized vehicle on it.

Lighting: The Developer would need to contact Princeton Public Utilities if they would like to install at their expense an additional street light on the southwest corner of the site along Golf Club Road. PUC has agreed maintain it if the light is installed.

There are four light poles shown on the plans in the parking area. All sources of parking area lighting shall be fixed, directed and designed so as to not create a nuisance to any abutting residential properties.

Fire Protection: Installation of a Knox Box at the front door entrance. Verification of maneuverability within drives/parking area for a 46' fire truck. MN State Building Code requirements for restaurant/brewery be complied with in regards to Fire Alarm System and Sprinkler.

Signage: There is an existing monument sign on the northwest corner of the current site off of Golf Club Road. The plans show a new monument sign placed on the Golf Course Road easement. Signage should be placed on the parcel and not the easement. At this time, signage is not being reviewed. A building permit will have to be applied for and reviewed, prior to installing any signage.

SITE PLAN RECOMMENDATION

The Planning Commission approved the Site Plan with the conditions:

1. City Council approve the Final Plat.
2. City Council approve the portion of Golf Club Road Vacation.
3. A separate Building Permit be submitted for the monument signage and building signage and have final approval by staff and reviewed by the Building Inspector prior to installation.
4. 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).
5. 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.
6. The parking areas shall be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surface 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. All conditions by City staff need to be met prior to the issuance of a building permit.

EDMIONDS MOVED TO APPROVE RESOLUTION 20-41 APPROVING THE FINAL PLAT.
REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

PARK BOARD APPOINTMENT

Zimmer advised that Daniel Voce resigned from the Park Board due to moving out of the area, leaving his seat open which terminates 12-31-2021. The open seat was advertised. Deb Ulm, Aaron Gruber and Andrea Gerrard have applied for the open seat. Aaron Gruber had applied previously and has attended Park Board meetings. The Park Board urged Gruber to apply again. Gruber and Ulm were not able to attend the meeting

Andrea Gerrard said she had applied for the Planning Commission earlier this year, and saw this seat is open.

Zimmer said it is really nice to see applicants for these Boards.

ZIMMER MOVED TO APPOINT AARON GRUBER TO THE PARK BOARD TO FINISH VOCE'S TERM THAT ENDS DECEMBER 31, 2021. REYNOLDS SECONDED THE MOTION. VOTE 3:2, ZIMMER, REYNOLDS AND GEROLD IN FAVOR, SCHUMACHER AND EDMONDS OPPOSED. THE MOTION CARRIED.

PUBLIC UTILITIES COMMISSION INTERVIEWS

There were two candidates for the open seat that ends December 31, 2020. Rick Schwartz and Trevor Karsky. The Council asked each a total of 15 questions.

Edmonds said he feels Schwartz is the best person for the PUC.

Schumacher stated there are 2 different methods in choosing people for a position. If someone has a lot of history and experience, they may be less apt to compromise, than someone that is newer and open to ideas.

Zimmer added that Schwartz has a lot of tenacity and has applied for this several times. He is very interested in serving on this board. He can foresee him being good at negotiating and working out the issue with the PILOT program.

Reynolds commented that he wants someone that is not going to go in and agree with everything they are doing. He wants someone who will look at things, and question everything.

J Gerold went into this with an open mind. it would be nice to see a younger person involved that may bring some new ideas in. She wants someone to be strong, and not be swayed by other board members. She feels both are good candidates.

ZIMMER MOVED TO APPOINT RICK SCHWARTZ TO THE PUC COMMISSION TO FINISH SIERKS TERM ENDING 12-31-2020. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM

Melissa Ramage is here to talk about Oak Knoll Cemetery issue. She is concerned that the Council has not considered the petition that they have submitted to allow them to maintain the Babyland area of the cemetery so they can keep their items there.

She gave a history of the discussions at council meetings, and asked if she can list off some ideas that she has received from the community

Ideas to allow for upkeep at Oak Knoll Cemetery while still allowing graves memorials/decorations:

1. Select a day (or two-day window) for when mowing will occur, decorations will be removed by owners before mowing and replaced afterwards.
2. Allow volunteers to keep up gravesites. Volunteers can take out their own liability insurance depending on cost, or sign a legally binding waiver of liability.
3. For Babyland specifically: create a "toy box" where caretakers can place items when they mow, and parents can retrieve and replace items after mowing. This could also work for other areas of the cemetery.
4. Graves could include a small "rock garden" or border/edging within their specific gravesite, making it easy to mow around and allowing a small space to place items of memory/importance.
5. Create a group email for anyone who would like to know when mowing occurs. Send an email the day before mowing to the whole group. Citizens can request to be a part of the group email or to be taken off of it. City council to designate who takes care of the group email. (Melissa Ramage offers to do it as well.)

Schumacher said that Barbian was going to reach out to them. Barbian responded that he had said at the last meeting that the Public Works Director was going to be on vacation and the cemetery is under his direction.

Schumacher said he understands there are some high emotions and this is a sensitive subject. Ramage said she has met with Tim Jensen and Kyle Fawkes at the cemetery and they are great.

J Gerold said appears to have been some misunderstandings about the rules. Schumacher said it is the accumulation of items that occur that becomes a real issue.

Ramage asked if the petition is entered into the process. Schumacher said we understand there is a petition. Tim Jensen provided some ideas for the area that public works will discuss.

J Gerold said there are a couple ideas may work that would be satisfactory. It isn't just mowing, its an issue of things blowing around, and other people in the area that feel they are crowded. Staff can come up with some ideas that will work for the City and may make a recommendation to the Council.

Barbian stated he likely will not have this discussed at a Manager's meeting, as that is not the right group of people. He will talk with B Gerold and see if they can work out a solution that is suitable for everyone. Barbian will be in touch with her Ramage.

Jack Edmonds commented that as J Gerold said, if the items are blowing around, maybe they should be attached. Also, one person for them to contact and one for us to contact would be ideal.

Brandon Ramage, biggest thing that bothers him, is the lack of communication and transparency. What was said was not what was done.

PRESENTATIONS / SPEAKERS - NONE

PUBLIC HEARINGS - NONE

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

- A. Planning Commission Minutes of May 18, 2020

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

ORDINANCES AND RESOLUTIONS

- A. Resolution 20-36 – EDA Grant Application

Background:

Hillesheim advised that the City of Princeton has been working through a land purchase to acquire and attach land on 1st Street. This purchase will allow the City to expand opportunities for industrial businesses to expand in Princeton. Currently the potential for expansion in the industrial park is very limited.

In addition to the creation of a new industrial park, the project would complete the 21st Ave connection, a long-term goal of the City Council and a priority for the current administration. This project will facilitate the modernization for the continuance of commerce by providing access between the existing industrial park and increase access to HWY 169 for all industries. The improvement includes the modernization of the entire thoroughway of the current industrial park, including the redirection of storm water.

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

Analysis:

Staff are currently working with a few potential anchor businesses to sponsor the application, a requirement for the FY 2020 EDA Public Works and Economic Adjustment Assistance Programs including CARES Act Funding. The estimated cost to construct the project, including two new roadways, sewer, water, storm water improvements, and modernization and completion of the 21st avenue connection and route is: \$5,651,000. This grant requires a match of up to equal the amount of the grant, with the city's portion of the project up to \$2,835,500, which includes the land purchase of approximately \$540,000 and related fees. Best case scenario, EDA funding could cover up to 80% of the project, requiring a 20% match of \$1,130,200.

The grant is applied for and administered through the City of Princeton with the support of Mille Lacs County and the ECRDC.

Recommendation:

City staff requests the Council's approval to permit staff to move forward with the application for EDA funding as they see appropriate and approve Resolution 20-36

EDMONDS MOVED TO APPROVE RESOLUTION 20-36. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Recording of Council Meetings - discussion

Edmonds asked if the meetings will continue to be recorded. He doesn't want to cut Gerrard out of recording meetings but thinks the City should have official video recordings. Quite a while ago, he spoke to the School district and the room is set up for recording.

Barbian stated staff is looking for a motion for staff to proceed looking into recording the meetings.

EDMONDS MOVED TO APPROVE STAFF TO RESEARCH METHODS OF RECORDING THE COUNCIL MEETINGS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS ASKED FOR A FRIENDLY AMENDMENT FOR IT TO BE PUT ON THE NEXT STUDY SESSION FOR DISCUSSION.

REYNOLDS ACCEPTED THE FRIENDLY AMENDMENT

B. Public Safety Storage Building

Edison reported that it is our understanding that this project consists of preparing civil/sitework construction documents for the above referenced project. Design services for the project are summarized below.

PROPOSED SERVICES

- Project management and coordination/meetings with City staff.
- Topographic survey
- Preparation of Existing Conditions Plan - (platted boundary, survey data, lidar contours, supporting record plans)
- Development of Site Plan (proposed building footprint to be provided)
- Stormwater evaluation and design (review existing flow, determine options to maintain ditch flow, proposed stormwater layout)
- Site Grading Plan (minimal storm sewer design - roof drain connection to westerly drainage swale)
- Complete turf restoration plans (landscaping plans beyond turf establishment are assumed part of a separate contract)

Deliverables: Civil Design Plan Set, including existing conditions plan, site plan, grading and erosion control plan, and construction details. We are assuming the disturbance will be under an acre therefore a Stormwater Pollution Prevention Plan (SWPPP) will not be needed.

SCHEDULE

Following the approval for proposed services, we anticipate approximately 3 weeks to complete the Civil Design Plan set as described above.

ENGINEERING SERVICES FEE

The following provides a breakdown of the fee to develop the Civil Site Design Plan set:

- Survey \$1,200
- Stormwater Design \$2,700
- Site Plan (existing conditions, grading plan, erosion control/restoration plan) \$4,100
- Total \$8,000**

We are proposing to complete the work on a cost-reimbursable basis in accordance with the current fee schedule in an amount not to exceed of: **\$8,000**

ZIMMER MOVED TO APPROVE RESOLUTION THE ENGINEERING SERVICE PROPOSAL. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. PILOT update

Zimmer reported that the Committee formed to work on the PILOT program met once and he feels it was positive with a nice dialogue. They will be meeting again.

NEW BUSINESS

A. Airport Manager position

Schumacher stated that after working on the employee review process with Barbian, thinks we should try to get someone to be the Airport Manager. He would like staff to do some research on what the salary is for it.

Barbian said having someone that was very familiar with our airport would be ideal.

Schumacher agreed and thinks someone that was really passionate about the airport would be good.

Barbian said a few months after he started, an airport manager position was drafted, but was not pursued.

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 \$104,519.94 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81263 TO 81324 FOR A TOTAL OF \$277,322.71. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher advised that the Council received a Thank you card in the mail for the donation made to the Princeton Senior Banner Project

Hillesheim reported that Sherburne County has finished their housing study and she will send it out to the Council.

Hillesheim explained the Meeting Owl and how that can be used to record the meetings for the public.

REYNOLDS MOVED TO CLOSE THE SESSION AT 9.29PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

J GEROLD MOVED TO REOPEN THE SESSION AT 9:50PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Toven provided a summary of the closed session in that the City and seller have agreed upon a purchase for the land purchase for the Public Safety storage building.

ADJOURNMENT

There being no further business:

EDMONDS MOVED TO ADJOURN THE MEETING AT 9:53PM. J GEROLD SECONDED THE MOTION. VOTE 4:1, SCHUMACHER OPPOSED, THE MOTION CARRIED.

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Brad Schumacher, Mayor