

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
DECEMBER 8, 7:00 P.M.**

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**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, and Jeff Reynolds. Others present: Administrator Michele McPherson, Community Development – Planner Stacy Marquardt, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Fire Chief Ron Lawrence, Engineer Jen Edison, Attorney Damien Toven, and Public Utilities General Manager Keith Butcher. Absent was Councilor Jules Zimmer.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

HALLIN MOVED TO APPROVE THE AGENDA AS PRESENTED. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**4. Consent Agenda**

- 4.1. Approval of Annual Licenses for 2023
- 4.2. Approve Hiring Aj Jones for Public Works General Maintenance II, Starting Jan. 3, 2023
- 4.3. Resolution 22-74 Authorizing the Preliminary and Final Plat of Fountain Place
- 4.4. Accept Resignation of John George from the Planning Commission
- 4.5. Resolution 22-73 Designating Polling Places
- 4.6. Planning Commission Informational Items
  - a. November 21, 2022, Minutes
  - b. Conditional Use Permit for General Auto and Truck Repair
  - c. Conditional Use Permit for Elemet Group
- 4.7. November 17, 2022, EDA Minutes
- 4.8. Informational - Traffic Calming Measure
- 4.9. Resolution 22-78 Authorizing and Alternate Interest Rate Index for a Conduit Revenue Obligation; Bremer Bank and Elim Homes, Inc.
- 4.10. Authorize Scope of Work - Princeton Business Park Replat
- 4.11. Resolution 22-79 Calling for a Public Hearing to Vacate Utility Easement Granted to Northwestern Bell Telephone Company
- 4.12. Approve Revolving Loan Fund Policy for the City

J Gerold would like to remove item 4.3 from the Consent Agenda and consider it under New Business.

HALLIN MOVED TO APPROVE THE CONSENT AGENDA WITH MOVING 4.3 TO NEW BUSINESS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**5. Presentation: Truth in Taxation**

McPherson provided an overview of the 2023 Budget and Tax Levy. She stated she is still working on lowering the final levy amount. The final Budget and Levy will be approved at the December 22<sup>nd</sup> Council meeting.

**6. 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.*

## **7. Old Business**

### **7.1. Ordinance 829 - Lodging Tax - FINAL READING**

McPherson advised that this is the final reading. Staff has sent the ordinance to both lodging facilities in the city that will be affected by this. It will also be imposed on the City's campground.

Roger Winkelman who owns the AmericInn stated that he does not agree with this. Instead of a Lodging tax, a Hospitality Tax would bring in more income as it would be collected from restaurants and bars. He would like to see Ordinance 829 be tabled.

HALLIN MOVED TO APPROVE ORDINANCE 829. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **a. Approve and Sign Lodging Tax Agreement between City and Chamber of Commerce**

HALLIN MOVED TO APPROVE AND SIGN THE LODGING TAX AGREEMENT BETWEEN THE CITY AND THE CHAMBER OF COMMERCE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **7.2 Resolution 22-74, Authorizing the Preliminary and Final Plat of Fountain Place**

McPherson advised that the Planning Commission held a public hearing on October 17th, 2022, for Fountain Place Preliminary Plat by R.W. Properties, LLC. The plat consists of 20-unit twin homes along with one single family home in what is currently known as Outlot E, Sharco Estates.

A public hearing was also held on October 17th, 2022, for a variance to the Airport Zoning Ordinance that limited the density on this piece of property for it to be developed into 20 twin home lots and a single-family lot less than the minimum required size of 3 acres and exceeding the site population maximum of 15 times of the site acreage in the Crosswind Runway Safety Zone B. The site is 5.11 acres and in the R-2, Residential District.

The crosswind runway has been removed from the Airport Master Plan and is in the process of being removed from the Airport Layout Plan. Sherburne County and Baldwin Township have signed off for the removal and the final step is Mille Lacs County and Princeton Township to sign off on it. Staff changes with the city has delayed finalizing the process but should be done by the end of this year. The FAA does not support a crosswind runway for the City Airport.

Based on the Findings of Facts, the Planning Commission approved Resolution #22-08 Variance to develop the property into twin home lots and a single-family lot less than the minimum required size of 3 acres and exceeding the site population maximum of 15 times that the site acreage allowed density in the Crosswind Runway Safety Zone B for the proposed development of Fountain Place. The Planning Commission Board has final approval of the variance.

On November 21, 2022, the Planning Commission reviewed the Final Plat application and forward the recommendation to the City Council for approval of the Preliminary Plat and Final Plat with recommendations.

Fountain Place Addition consists of Block 1, Lots 1- 10 and Block 2, Lots 1- 11. Each lot will have a twin home on it except for Block 2, Lot 9 will have a single-family home.

The proposed homes shall meet all regulations, including setbacks, height, type, minimum floor area, parking, driveway, etc.

The majority of the site for water and sanitary sewer will connect to the existing service off 14th Avenue South to the proposed 2nd Street South and the other three lots along Meadow View Drive will connect from that service. The applicant will contact the Public Works Department and Princeton Public Utilities for the connection of services. The SAC (Sewer Access Charge) and WAC (Water Access Charge) and a Digging Permit will be required prior to work.

Where the water curb stop is in a paved area (usually driveway) there needs to be a mini-manhole. The City Engineer's comments have been addressed.

The Planning Commission requested that additional coniferous trees for blockage to neighbors be added to the final plat landscaping plan. The trees should total at least 8 inches in diameter at installation and a mix of plantings around 50% of the exterior footprint of all buildings. The Developer is proposing to construct the homes, if in the future the lots are sold to future builders, the landscaping requirements shall be addressed. Sodding and seeding must be completed prior to issuing a temporary certificate of occupancy. If because of weather conditions sodding and/or seeding is inadvisable, 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. The applicant has stated this development will be an HOA (Homeowners Association).

If because of weather conditions, driveway asphalt installation is inadvisable 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.

The community mailboxes for the proposed plat will be placed along 2nd Street South with the guidance of the Post Office. The three sites along Meadow View Drive will have their own mailbox. The group of mailboxes that service the homes along 14th Avenue South will be salvaged and moved a short distance to the south.

The Park Board met on October 24, 2022, and recommended acceptance of the park dedication fee versus park land. Outlot A has a drainage & utility easement as well as a trail & water easement where the City will have access rights and maintenance on the trail. The city obtained Outlot D, Sharco Estates the large drainage pond that serves Meadow View and Sharco Estates in a tax forfeiture.

The Fire Chief requested that a hydrant be installed at the end of the cul-de-sac and that has been addressed on the plat. Second Street South will be a public road dedicated to the city. All of Outlot A is a Drainage & Utility Easement which has the portion of the Meadow View Drive cul-de-sac and Great Northern Trail.

Based on the analysis of the above-referenced information, the Planning Commission recommend approval of the Preliminary and Final Plat of Fountain Place to the City Council along with Resolution #22-74, subject to the following conditions:

1. Where the water curb stop is in a paved area (usually driveway) there needs to be a mini- manhole.
2. All necessary building permit applications need to be submitted and approved by the Building Inspector prior to building.

3. Signage will need to be reviewed and approved by staff and the Building Inspector prior to approval of the building permit.
4. When work on the site begins, the work shall be carried on with minimum of interference with traffic.
5. The plans reflect the conditions and conclusions of the City Engineer for storm water.
6. The Developer shall replace in-kind or better all streets, curbs, and sidewalks disturbed by this operation.
7. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electrical, sewer, and utility meters.
8. Additional Coniferous trees added for blockage by 14th Avenue South where the entrance of Second Street South to Fountain Place will be.
9. The Developer shall submit a park dedication fee in the amount of \$36,000.
10. Applicant shall be responsible for following the final plat procedures identified in the Sub-division Ordinance.

J Gerold said she noticed in the Planning Commission minutes that the residents wanted to see some additional trees being planted. Roger Winkelman responded that the trees that are there currently will be staying, and they will be planting a few additional for screening at the entrance.

HALLIN MOVED TO APPROVE RESOLUTION 22-74 WITH THE FOLLOWING CONDITIONS:

1. WHERE THE WATER CURB STOP IS IN A PAVED AREA (USUALLY DRIVEWAY) THERE NEEDS TO BE A MINI- MANHOLE.
2. ALL NECESSARY BUILDING PERMIT APPLICATIONS NEED TO BE SUBMITTED AND APPROVED BY THE BUILDING INSPECTOR PRIOR TO BUILDING.
3. SIGNAGE WILL NEED TO BE REVIEWED AND APPROVED BY STAFF AND THE BUILDING INSPECTOR PRIOR TO APPROVAL OF THE BUILDING PERMIT.
4. WHEN WORK ON THE SITE BEGINS, THE WORK SHALL BE CARRIED ON WITH MINIMUM OF INTERFERENCE WITH TRAFFIC.
5. THE PLANS REFLECT THE CONDITIONS AND CONCLUSIONS OF THE CITY ENGINEER FOR STORM WATER.
6. THE DEVELOPER SHALL REPLACE IN-KIND OR BETTER ALL STREETS, CURBS, AND SIDEWALKS DISTURBED BY THIS OPERATION.
7. APPLICANT WILL CONTACT PUBLIC WORKS DEPARTMENT AND PRINCETON PUBLIC UTILITIES FOR THE CONNECTIONS FOR WATER, ELECTRICAL, SEWER, AND UTILITY METERS.
8. ADDITIONAL CONIFEROUS TREES ADDED FOR BLOCKAGE BY 14TH AVENUE SOUTH WHERE THE ENTRANCE OF SECOND STREET SOUTH TO FOUNTAIN PLACE WILL BE.
9. THE DEVELOPER SHALL SUBMIT A PARK DEDICATION FEE IN THE AMOUNT OF \$36,000.
10. APPLICANT SHALL BE RESPONSIBLE FOR FOLLOWING THE FINAL PLAT PROCEDURES IDENTIFIED IN THE SUBDIVISION ORDINANCE.

REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **8. New Business**

### **8.1. Resolution 22-75 Donation from Roxbury Family to the Police Department**

Frederick reported that on 10/28/2022 the Princeton Police Department received a donation of a Compact Max Pet Link Scanner. This device will scan for microchips on dogs that have been placed by a vet clinic. When the department receives calls for dog loose/running around within the city of Princeton this device will allow for the officer to see if the dog has a microchip implanted by the owner. The idea is for the animal control officer or a Princeton Officer to be able to contact the owner of the dog and reunite them. The value of the device is approximately \$250.00. This donation from the Mr. and Mrs. Roxbury is greatly appreciated by the Princeton Police Department.

J GEROLD MOVED TO APPROVE RESOLUTION 22-75. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **8.2. Resolution 22-76 Donation from Cory and Maria Syfko to the Police Dept K9 Program**

Frederick advised that on 11/18/2022 the Princeton Police Department received a donation in the amount of \$250.00 from Cory and Maria Syfko. Cory and Maria asked that the donation be used for the K9 program. The donation was the purchase of two "Bogey" dogs for \$40.00 with the additional \$210.00 to be used for the Princeton K9 program. The Princeton Police Department is truly grateful for this donation.

Officer Cederberg will use the donation for expenses associated with the purchase of K9 training equipment.

HALLIN MOVED TO APPROVE RESOLUTION 22-76. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **8.3. Resolution 22-77 MN State Aid Street Designations**

Edison advised that she has identified which streets should be designated State Aid Streets. It is an annual process, but the state does not like the city to make too many changes from year to year. The Street Sections that have been identified are as follows:

1. North 12th street from Rum River Drive to 7<sup>th</sup> Ave N
2. West Branch Street / 7<sup>th</sup> Ave N from 13<sup>th</sup> Ave North to 3<sup>rd</sup> Street North
3. 13<sup>th</sup> Ave N from 1<sup>st</sup> Street to TH 95
4. 3<sup>rd</sup> Street North from 13<sup>th</sup> Ave North to Rum River Drive
5. 4<sup>th</sup> Ave South / 4<sup>th</sup> Ave North and 2<sup>nd</sup> Street North from 3<sup>rd</sup> Street to Rum River Drive
6. 3<sup>rd</sup> Steet South from 11<sup>th</sup> Ave S to 4<sup>th</sup> Ave S
7. Northland Drive / old County Road 18 from Rum River Drive to 11<sup>th</sup> Ave S
8. 11<sup>th</sup> Avenue S from Old County Road 18 to 1<sup>st</sup> Street
9. 14<sup>th</sup> Avenue S from Rum River Drive to S 12<sup>th</sup> Street.
10. 12<sup>th</sup> Street S / 19<sup>th</sup> Avenue S/ 21<sup>st</sup> Avenue S from 14<sup>th</sup> Avenue S thence westerly along 12<sup>th</sup> Street to 19<sup>th</sup> Avenue S, thence northly along 19<sup>th</sup> Avenue S and 21<sup>st</sup> Avenue S to CSAH 31 and there terminating

HALLIN MOVED TO APPROVE RESOLUTION 22-77. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.4. Ordinance 830 - 2023 Fee Schedule - FIRST READING**

McPherson reported that staff reviewed the fee schedule extensively. In talking with Attorney Toven, there are a lot of items in the Police section that can be removed as they are imposed through the state system.

Toven explained that these administrative fines were put on the Fee Schedule about 20 years ago. For a brief time, it allowed the City to issue administrative citations without going through the state. Staff is recommending these fees be removed as they have never been enforced at the city level, nor there is a desire to do begin doing so.

Frederick added that the last Administrative Citation was issued 19 or 20 years ago.

J Gerold asked how the city gets their portion of the fee when one is processed through the state system. McPherson replied that the city gets an ACH payment from both Mille Lacs and Sherburne Counties and are under Revenue, Court Fines in the budget.

**J GEROLD MOVED TO INTRODUCE ORDINANCE 830. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

#### **8.5. Resolution 22-80 - Authorize Execution of a Purchase Agreement with Palmer Princeton Holdings LLC for Lot 1. Block 1, Princeton Business Park**

McPherson advised that Palmer Princeton Holdings, LLC is interested in purchasing Lot 1, Block 1 of the Princeton Business Park for the price of Four Hundred Twenty-Nine Thousand Dollars.

**HALLIN MOVED TO APPROVE RESOLUTION 22-80. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

#### **8.6. Request by Sylva Corporation for Signage**

McPherson stated that staff received a request from Larry Doose of Sylva Corporation for some type of permanent "trucks crossing" signage located north and south of the entrance to the new storage area located west of 19<sup>th</sup> Avenue. The proposed location of the signage is illustrated by the diamond.

The concern from Mr. Doose is that drivers on 19<sup>th</sup> Avenue are not aware of trucks and forklifts crossing to deliver product from the main facility to the new storage area.

Signage can become visual "white noise" after drivers pass it numerous times. Specialized signage such as the requested signs or "deaf/blind child area" become problematic and even forgotten over time. A better solution, given that the crossing/hauling activities occur for short periods in the spring and late fall, is to purchase temporary signage (orange/black) which can be placed during the hauling periods to alert drivers to be more aware of truck traffic.

The City Engineer provided information regarding ineffective signage.

As the lesser arterial, it is the responsibility of Sylva's drivers to be aware of traffic on 19<sup>th</sup> Avenue.

Staff recommends that the City Council deny the request for additional permanent signage regarding trucks crossing on 19<sup>th</sup> Avenue.

HALLIN MOVED TO DENY THE REQUEST FOR PERMANENT SIGNAGE AS THE TRUCKS ARE ONLY HAULING HEAVILY IN THE SPRING AND FALL FOR A FEW WEEKS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.7. Bill List**

J GEROLD MOVED TO APPROVE THE NOVEMBER 29 AND DECEMBER 8, 2022, CHECK REGISTERS CONTAINING CHECKS 85773 TO 85843 IN THE AMOUNT OF \$364,804.42, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 24 TRANSMITTAL REGISTER IN THE AMOUNT OF \$73,636.64 AND PAY PERIOD 24 CHECK REGISTER IN THE AMOUNT OF \$118,301.58 (EQUALS THE AMOUNT OF CHECK 85773). HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.8. City Administrator Bi-Weekly Report**

McPherson reported on her observations and information from the last update:

##### **Airport**

Work is progressing on the Targeted ALP Study at the airport. KLJ is working to schedule an agency/airport staff meeting the week of December 19 to review the data and discuss options.

##### **Boards and Commissions (a continual reminder until January)**

We have started to advertise for applicants to the various boards and commissions. In addition to the typical term expirations, we have vacancies on the following boards:

- Economic Development Authority
- Fire Advisory Board (Bogus Brook. Blue Hill Townships)
- Park and Recreation Advisory Board
- Housing and Redevelopment Authority

It may be helpful for the Council to personally invite residents to serve on a board or commission. Appointments will be scheduled for after the first of the new year.

##### **Insurance**

LMC released its post November 15 and January 1, 2023, insurance renewal rates. While our renewal doesn't occur until July, these will likely impact the city in the latter half of 2023. Please refer to the attached LMC information regarding insurance.

##### **Personnel**

The accountant position has been posted and closes December 16, 2022.

City staff and their families have been hit with any number of maladies in the last two weeks. Staffing this week at City Hall has been bare bones.

##### **Communications**

The city expressed its condolences to the family of Roger Nelson of Blue Hill Township. Mr. Nelson had served for many years on the Fire Advisory Board.

##### **Upcoming Meeting/Event Reminders**

- December 9 – Ribbon Cutting at 9am for Minted Twine in the South Mall
- December 13, 14 – the Administrator will be out for same-day surgery and recovery and is expected to return on the 15th.

J Gerold stated that the League of MN Cities has a great link to some Mental Health Services that are available. McPherson added that she knows Frederick and Lawrence have both been following the information on the services that are available. Lawrence stated that the Fire Training scheduled for January is regarding Mental Health.

## **9. Committee Reports**

## **10. Adjournment**

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:05 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins Tadych  
City Clerk

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Thom Walker  
Mayor