

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MARCH 12, 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

Schumacher stated he would like to add “approve or disapprove waiving of sewer late fees” to Miscellaneous. Barbian will give an update on Covid-19 precautions staff is taking.

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

CONSIDERATION OF MINUTES

- A. Regular Meeting minutes of March 12, 2020
- B. Special Emergency Meeting Minutes of March 19, 2020

REYNOLDS MOVED TO APPROVE THE REGULAR MINUTES OF MARCH, 12 2020 AND SPECIAL MEETING MINUTES OF MARCH 19, 2020. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Covid-19 update

Barbian reported on the precautions City Hall is taking with the Covid-19. Wiping everything down daily, not shaking hands, and suggested that all residents and businesses take similar precautions.

Hillesheim added that some City staff participated in a webinar today and is keeping up to date on the situation with the CDC and MDH

CONSENT AGENDA

A. Permits and Licenses

- 1. 3.2% Off Sale Liquor License for Coborn’s
- 2. Gambling permit for Princeton Area Chamber of Commerce for Duck Race raffle 6-4-20
- 3. Princeton Speedway Intoxicating Liquor License for 2020 Racing Season

J GEROLD MOVED TO APPROVE THE PERMITS AND LICENSES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. Personnel

- 1. Accept resignation of Public Works Bob Blackwelder
- 2. accept resignation of Liquor Clerk Barbara Olson effective 3-25-20
- 3. accept hiring of Liquor Clerk Marcus Leith

EDMONDS MOVED TO APPROVE THE RESIGNATIONS AND HIRING REQUESTS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

C. Donations

- 1. Resolution 20-22 – accept donation from Coborn’s to the Fire Department

EDMONDS MOVED TO APPROVE RESOLUTION 20-22 ACCEPTING THE DOANTION FROM COBORNS TO THE FIRE DEPARTMENT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

OPEN FORUM

PUC General Manager made the following statement:

Good Evening. My name is Keith Butcher and I am the General Manager for Princeton Public Utilities. I have been before this body before to discuss many items including our annual financial audit, a SMMPA bond resolution last fall, and when we held a joint meeting between the PUC and the City Council. I have also been in attendance at City Council meetings in which I did not speak. I must point out that none of those meetings have contained the unfortunate level of rhetoric that we have all witnessed on social media in recent weeks.

I would like to speak now to the late night Facebook comments made by the Mayor regarding recent truck purchases made by Princeton Public Utilities. This is not an item on the agenda and therefore the public forum is the perfect time for me to address this topic. It is truly unfortunate that the Mayor has chosen to not raise this concern at a PUC meeting, with me, or informed me of any concerns via the PUC liaison and future PUC Commissioner Jenny Gerold. The Mayor seems to like asking questions in the most salacious way possible but not willing to listen to the answers.

It has been my goal since I have come on board at Princeton Public Utilities to provide steady, calm leadership and avoid the drama and instability that would cause rate volatility. It is my philosophy that an important service that we can provide to our community is predictability. I do not see any value in wild rate fluctuations. This only makes it more difficult for our customers to budget and plan for their own expenditures. For this reason, one of the many items that I am working on is a planned, scheduled replacement policy for our major internal equipment. With 10 fleet trucks (not including our more specialized equipment), I felt that it would be better to develop a plan to replace trucks periodically rather than risk having an aged fleet that may or may not be available during emergencies. For this reason, I scheduled to replace one truck this year and included that in my capital budget. No comments or concerns were made regarding this approach at that time. As we looked around for the best deal that we could, we identified an opportunity to streamline our fleet and reduce the number of vehicles by one. This has the benefit of reducing our O&M costs as well as other incidentals such as license and insurance. At the same time, we were presented with an opportunity to acquire two used vehicles that exactly met our needs. We determined that for the original cost of replacing one vehicle, we could replace three vehicles with two for only a little bit more. I proposed the idea to the Commission and we pursued it as a cost-savings measure. We ended up purchasing two 2018 Ford F150s for \$27,000 and \$26,500. The mileage was 24,000 on one and 34,000 on the other so these were not "New" vehicles. By comparison, to use State Bid as the Mayor has suggested, we would have had to purchase new vehicles costing us \$40,000 each. I do not believe that approach would have been a responsible use of ratepayer funds and I will not allow unproductive, wasteful actions knowing that it will result in upwards pressure on rates regardless of the bullying and political pressure employed by this Mayor.

These trucks were purchased from Princeton Auto, the same dealership used by the City.

By way of comparison, it is my understanding that the City's last truck purchase was for just over \$30,000 for a 2018 Chevy and that Bob Gerold, Director of Public Works, just received approval to purchase two new trucks a few meetings ago. The process used by Princeton Public Utilities is not any different than the process used by the City, and approved by this Council, to maintain their fleet.

It is unfortunate, and I am using that word a lot lately as it relates to the actions and words of this Mayor, that accusations are made at City Council meetings and on social media without ever asking the people directly involved. The PUC meetings are open to the public, there is a city liaison who will now be a future Commissioner, and a City Administrator and staff that communicate regularly with myself and PUC staff. Yet all of those avenues of communication are being ignored. One can only conclude that it is the Mayor that is sowing discord and dysfunction for his own benefit. Thank you.

Schumacher thanked Butcher for attending the meeting. He said while Butcher has attended some meetings, he would like to see him at more Council meetings, as well as the Monday Manager meetings. Butcher responded that the Monday meetings, are internal and he does not feel they should include the PUC. However, they do attend the monthly development meetings. In his suggestion, a utility meeting with Barbian, Klinghagen and B Gerold would be more suitable for the PUC to attend.

Schumacher again stated that he would like Butcher to attend those Monday meetings, and would also like him to attend the Study Sessions. Butcher replied that he will attend any Council meetings that include an item involving the PUC. It is not fair to the Rate Payers to cover the cost of him to attend meetings that the PUC are not involved in.

Butcher stated that he does like that he is not aware of what is on the agenda until it is released to the public. Jenkins explained that the Agenda is released on the Tuesday prior to the regular meetings, and staff usually tries to get the Study Session agendas out on the Wednesday prior to the Thursday. Barbian added that during the Monday manager meetings, staff goes over the agenda and items are added and removed at that time. Jenkins stated that sometimes the agendas are not even finalized until Tuesday when it is sent out.

Zimmer added that he agrees with Schumacher on a lot of things, but not this. He sees PUC has a separate entity, with separate policies, separate employees, separate meetings, etc. He was the one that said the Monday meetings were not relevant to the PUC. He supports Butcher's meeting idea with those that handle utilities.

Reynolds said he agrees that PUC is an independent business, but would like to see better cooperation and communication between us, as everyone benefits. Edmonds added that the PUC would also like to have a good working relationship with the City.

Tim Hennagir stated that he placed a copy of a letter from the PUC's lawyer. He had asked Butcher to get this information. This is the summary of legal authorities on PUC and The Council. He asked if Attorney Toven if he agrees with the document.

Toven responded that he will not give a legal opinion as of now, as he has just given the document as well and has not been able to look into it. He will tell you is this, first off this is an opinion piece, that is not a complete analysis. There is 5 or 6 statutes that cover Public Utilities and Cities. You cannot look at something in isolation and cherry pick a few lines from several statute, which is what appears to have been done here.

With respect with the 2nd page, it was a case from 108 years ago. It appears there was some language removed, so he cannot say that it is an accurate statement of language.

Hennagir questioned why the Study Sessions are not recorded. Andrea Gerrard responded that they are not officially recording for the city. They do this on their own time, so they do what they can. She added that Schumacher had stated that many times Study Sessions are more casual in terms of discussion.

Barbian said it has been discussed in the past. Edmonds asked that it be added to the next agenda for discussion.

Hennagir thanked the Mayor for writing the letter to the editor regarding the census and asked the Mayor to provide an update on the importance of the census. Schumacher explained that the numbers collected in the census is what determines how Federal and State Funds are dispersed, so it is very important.

Kevin Gerrard stated that the Council says the PUC is separate, but to the public, they are all the same. He asked if staff has heard anything about the water project in front of his home. Butcher said they had just received the bids and will be presenting those at the next meeting.

Gerrard said he had read that glass would be put up front, and questioned if that was the case. Barbian said that has been passed by the Council and will be done for the safety of the employees. Gerrard suggested the higher counter that used to be there. Staff replied that the current is ADA compliant.

Edmonds asked for clarification that it has been approved already. Schumacher stated it has been approved. Jenkins added that it was planned for in the CIP as well.

PRESENTATIONS / SPEAKERS – None

PUBLIC HEARINGS -- None

A. Resolution 20-19 and quit Claim for Right of way, drainage and utility purposes

Staff advised that Kelly Johnson, (KDJ Custom Homes, LLC) applicant has submitted a Lot Split application for the property located at 920 West Branch Street, PID #24-028-3403.

ZONING

The property site is located in the R-3, Multiple Family Residential District. The proposed use will be for a single family structure on each lot. For a single-family dwelling, the minimum finished ground level main floor area of the various kinds of dwellings shall be as follows:

- * one story with basement – 1,000 square feet
- * one story without basement – 1,100 square feet
- * New one or two-family dwellings that for each unit there be an enclosed garage for at least two cars, constructed of a minimum of three hundred ninety-six (396) square feet (18' x 22')

- * Lot area minimum square feet 12,500
- * Lot width minimum square feet 80 feet (shall be taken at the setback line)
- * Maximum lot coverage 30%
- * Front yard minimum 30 feet
- * Side yard minimum 10 feet
- * Street side yard minimum 20 feet
- * Rear yard minimum 30 feet
- * Maximum height 30 feet

With the Lot Split, Parcel A would have 24,042 square feet and Parcel B would have 12,532 square feet.

QUIT CLAIM DEED AND LOT SPLIT

This is a vacant lot that fronts West Branch Street and to the rear is Hwy. 95. When the parcel was surveyed the property pin was located in West Branch Street. This creates the lot without the required street frontage, the owners of A and B would have to cross private property to access the street. City Attorney advised to eliminate any issues it would be best the property owner Deed to the City of Princeton, proposed Parcel C of the survey, for right of way, drainage, and utility purposes a Quit Claim Deed. The Deed has been prepared by the City Attorney and is being reviewed by City Council at their March 26th meeting. If approved, the City will pay \$1.65 Deed tax due and the document will be recorded along with the Lot Split Resolution #20-19 at Mille Lacs County.

Since the property abuts MnDOT right of way, a permit is required to perform any work in the State Right of Way. Staff has forwarded the proposed lot split to Jonathan Mason, MnDOT permit governing authority and he will write a formal response. MnDOT will be looking at no additional increase in storm water runoff to the State Highway 95 right of way. The Developer would need to provide computations of all storm water directed toward the right of way to MnDOT. MnDOT does not have setback requirements, they require that whatever is being built can be maintained without entering into State Right of Way to do those duties. Access to the lots will only be allowed from West Branch Street.

CONCLUSION/RECOMMENDATION

Quit Claim Deed:

Staff recommends the City Council approve the Quit Claim Deed to the City of Princeton for the right of way, drainage, and utility purposes of Parcel C of the survey. The applicant and City will need to sign the Deed for recording.

Lot Split:

The proposed Lot Split appears to meet the standards for the Zoning Ordinance. Staff would recommend approval of Resolution #20-19 Lot Split at 920 West Branch Street, subject to the following conditions (as listed in the Ordinance):

Permitted Uses

In the R-3 Multi-Family District, no building or land shall be used and no building shall be erected, converted, or structurally altered, unless otherwise provided herein, except for one or more of the following, as well as similar uses:

- * Any use permitted in R-2 District;
- * Single family dwelling unit;
- * Two family dwelling unit;

- * Condominiums;
- * Multi-family structures;
- * Townhouses;
- * Group homes or foster homes serving mentally retarded or physically handicapped persons and licensed day care facilities not exceeding 16 persons;
- * Buildings temporarily located for purposes of construction on the site for a period of time not in excess of such construction;
- * Decorative landscape features including, but not limited to, pools, arbors, hedges, wall, shrubs, and trees;
- * Private garage and carport or parking space;
- * Private swimming pool, tennis court, or other site necessary to conduct a home sporting event;
- * Accessory buildings not exceeding 1000 square feet related to the above principal use;
- * Parks & open spaces.

Conditions of Approval:

The Planning Commission held a public hearing for the Lot Split at their March 16, 2020 meeting and moved to forward recommendation for approval to the City Council for their review at the March 26, 2020 meeting, Resolution #20-19. Conditions of approval:

1. City Council approve the Quit Claim Deed prior to approval of the Lot Split.
2. Written approval from MnDOT must be obtained and given to the City prior to issuance of building permits.
3. The R-3 Multi-Family Residential Zoning Ordinance requirements be followed.
4. Access to the parcels is only from West Branch Street.
5. Grading plans need to be submitted to the City prior to the building permit approval.
6. Developer will need to contact Princeton Public Utilities and Public Works for water and sewer hookup from West Branch Street and where to access hookup will be for the second site.
7. Developer will need to contact Princeton Public Utilities on power to the two sites.
8. A Digging Permit will be obtained from the City prior to digging in the street.
9. A Building Permit and SAC/WAC permit must be applied for and approved prior to construction for each site. Staff will provide the addresses for each site.

Reynolds reported that the Planning Commission reviewed and approved this request.

ZIMMER MOVED TO APPROVE RESOLUTUOIN 20-19 AND QUIT CLAIM DEED FOR RIGHT OF WAY, FRAINAGE AND UTILITY PURPOSES FOR KDJ HOMES. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

B. 33rd and 82nd Ave Improvements for improvements

Barbian reported that this is the joint project with Princeton Township. Princeton Township

engineer Todd McLouth with Louck's has provided the Feasibility report.

Toven stated that there have been some minor changes today with the resolutions, the new versions were uploaded to Onboard Passageways. Resolution 20-20 needs to be approved prior to opening the public hearing.

- a. Resolution 20-20 – accepting feasibility report and calling on hearing for improvements

EDMONDS MOVED TO APPROVE RESOLUTUOIN 20-20 ACCEPTING THE FEASIBILITYREPORT AND CALLING FOR A HEARING FOR IMPROVEMENTS TO 33RD AND 82ND AVE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO OPEN THE PUBLIC HEARING AT 7:24PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Township Engineer McLouth gave a brief update on the project.

School Superintendent Ben Barton said it is an honor to partner with the city to better serve the community. The School District educates about 3300 children, and employs approximately 500 people. We take that responsibility seriously. They have a continuous improvement plan and how they spend their resources. None of their plans include paying for City streets or Township roads. They are not in the business to pay for those, and the amount is not small. They have been talking about this with various people and the School Board. Honestly this is not an easy thing for them to swallow as it does not meet their mission. One of the things they hear quite often is about the easement they provided for the Great Northern Trail. A lot of people depend on them to make sound financial decisions. There is a piece in the plan that includes a turnaround, which would also require an easement from them, and likely increase the cost they are assessed.

Schumacher said they did address some of his concerns at City Hall. Whether its small payments spread out over several years, etc. they are willing to work with the school district to figure out what works best for the District.

School Board members Eric Minks and Eric Strandberg did not have any comments to add.

Barbian said they appreciate the partnership with the school district and the great projects they have been able to collaborate on. They were able to receive some large grants to help with the trail project and the easement that the school provided. Looking at the traffic on both 33rd and 82nd Ave, he feels this project is needed. It is his recommendation that the engineering costs and such be absorbed by the City if possible. He is also going to recommend that the city council put the cost of easement towards the assessment. The school and township need to discuss if that easement is a necessity.

Barton stated it would be a hard pill for them to swallow to donate the easement and incur additional costs because of the turnaround. He would ask that the Township pick up the easement portion.

Schumacher asked for clarification from Toven on tonight's agenda items in regard to this project. Toven responded that tonight's hearing is the improvement hearing, which is a necessary step. It is to order the improvements and move forward. Then an assessment hearing will be called for. The actual final assessment would not be determined until down the road. Discussions can be made with the school, township and city in regard to the easement and

costs. There is no final dollar amount at this point.

Toven added that there was a lot of work done yesterday and today the initial issue was the Joint Powers Agreement as it relates to this project. Monday, they received an email from the Town Attorney with some requested revisions to the JPA. He added in some language that would address some of their concerns. That was finalized and circulated yesterday. It is his understanding that the initial response was that the Town Board and Attorney were agreeable with the language changes. Just about an hour or two ago, they received an email from the Town Attorney that he was objecting to 2 of the items. Toven said he responded to him, and one of his concerns is likely resolved, but he is still objecting to one item. He would recommend approval, but the Township would need to approve as well for the full JPA to be active. Therefore, he requests the Council not approve everything this evening.

The Council could pass a revised resolution, but just to order the preparation of plans and specifications. The Council does not want to order the improvement at this point.

Barbian asked if the JPA could be approved with #4 left as is, and #5 be adjusted as per the email. Toven said the council can recommend changes and pass that along to the township.

Township Supervisor Bill Whitcomb said he believes the issue was in regard to what would happen if the 429-process failed. The way they read the JPA, the cost would then be on the Township.

Toven thanked Whitcomb for his comments. It was not the City's intent that the city would not be responsible, but when doing a 429 project, there are strict requirements that need to be followed. The intent was if the Township was to do something that caused a problem with the assessment, it would release the City from liability.

J Gerold asked Toven if the council approves Resolution 20-28, is there a reason why they cannot table the rest of it and make sure everything is right. She feels we are not prepared. Toven responded that he does not recommend Resolution 20-28 being passed at this time. He suggests tabling the remaining documents in relation to this project.

Schumacher confirmed that Resolution 20-26 is approving the JPA and asked what the other concern was. Toven responded that he is suggesting some minor verbiage change, that would spell out that if there was a change order, the Township would need to contact the City for approval if it pertained to the City's portion of the project. Barbian feels that wording would be acceptable. He suggested leaving the wording the same for now since it the intent was explained.

Whitcomb said he feels they are really close to wrapping this up, they just ran out of time. They have a continued meeting on Tuesday.

McLouth stated April 6th is the 60 days for bid bonds for Knife River. However, he fairly confident that Knife River would hold their bid a bit longer if asked.

b. Resolution 20-26

Schumacher asked what the Council wishes were on Resolution 20-26. Zimmer and Reynolds confirmed that the Council is understanding that Town is going to reword #4 to include change Orders, and leave #5 as is. Staff will work with the Township, and put this on the next Agenda.

c. Resolution 20-28

Toven recommended this be tabled until the next meeting.

REYNOLDS MOVED TO TABLE RESOLUTION 20-28. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

- A. Planning Commission Meeting minutes of February 24, 2020EDA
- B. Park Board Meeting Minutes of February 24, 2020PUC agenda packet for March 25

J Gerold reported that in a very surprising and disappointing move, the PUC presented a Resolution to immediately cancel their Payments in Lieu of Taxes to the City. There were attempts by Barbian, Schumacher and herself to explain what those fees help pay for. The Resolution passed in a 3:0 vote. This \$52,500 will impact the city's budget, especially in this COVID-19 crisis.

C. Mille Lacs Historical Society

Edmonds advised that the Historical Society met via a phone conference. The Depot is currently not open to the public. There are looking forward to reopening. Barbian wanted to pass along a thank you for the Brickton Bricks that the City were given for display.

D. Solar Garden

PETITIONS, REQUESTS, AND COMMUNICATIONS

A. Wine and Spirits Grant Request for Princeton Pantry

Schumacher reported that he had attending a meeting with a church group and he had spoken with Randy Hatch and this would be an assistance during this Covid-19 emergency. They are requesting a \$1000 Wine and Spirits Grant request.

J GEROLD APPROVED THE WINE AND SPIRITS GRANT REQUEST IN THE AMOUNT OF \$1000 FOR THE PRINCETON PANTRY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

ORDINANCES AND RESOLUTIONS

A. Ordinance 789 – Rezoning parcel at Fairgrounds Res 20-21 / Ordinance 789

Michele McPherson is there if the Council has any information. Hillesheim explained they are rezoning one parcel to become commercial. It is currently zoned ag, and they would like to put a new electronic sign up.

REQUEST

Michele McPherson, Fair Board President has submitted an application to rezone one of the Fairground properties from A-2 Agricultural to B-3 General Commercial District. The property site is located at 1400 3rd Street North.

BACKGROUND

This parcel is one of five parcels the Mille Lacs County Agricultural Society owns that is known to residents as Mille Lacs County Fairgrounds. The request for rezoning is parcel PID #24-029-0901 and located on the northwest corner of their site and east of Hwy. #169.

Mille Lacs County currently has a billboard sign on the site and has an opportunity to replace that billboard signage with an updated LED sign. The ground lease agreement between the sign company will allow the Fair Board to advertise their events along with posting some non-profit events that will be held at the Fair Grounds. There will also be off-premise advertising and the fees would go to the sign company. If the Fair Board gives a referral to the sign company for an ad, the Fair Grounds will get a referral fee. The ground lease agreement will be for ten years and there will be a clause that the Fair Board can terminate the agreement within the ten years. McPherson hopes this will be a successful partnership with the sign company and can be extended. The sign company will maintain the signage along with remote changing of the ads.

MnDOT's permitting requirements fall under MN Statute 273 – Outdoor Advertising Statute. The sign is outside the highway right-of-way, but they have permitting authority by statute. That being said, MnDOT requires the zoning of the site to be commercial or they will not issue a permit. The north lot adjoining this parcel is zoned B-3 General Commercial District and would not create spot zoning.

The sign vendor will be contacting the Princeton Public Utilities on what power will be needed to the site.

EXISTING LAND USES

The existing land use is consistent with Mille Lacs County Agricultural Society and will remain with that use. MN Statutes, Chapter 38, County Agricultural Societies, Fairs, Extension Service exempts fairgrounds from the local zoning regulations.

ORDINANCE #789, FUTURE LAND USE PLAN (Comprehensive Plan)

The Future Land Use Plan designates this area as Parks & Open Space. The neighboring site north of this parcel is designated as Commercial. The Planning Commission approved the rezoning and amendment to the Land Use Map. If the City Council approves the zoning change to B-3 District, staff will amend the City's Future Land Use Plan of the Comprehensive Plan and also amend the Zoning Map by the approval of Ordinance #789.

RECOMMENDATION

Based on the above analysis, the Planning Commission approved the rezoning and forward the recommendation to the Council for their March 26, 2020 meeting, for approval of the rezoning of the property at 1400 Third Street North, PID #24-029-0901 from A-2 Agricultural 2 to B-3 General Commercial District, based on the following Findings of Fact:

1. The proposal complies with the B-3 General Commercial District use since the site is adjacent to the B-3 District.
2. There have been no changes in the character of the vicinity. The use will stay the same.

3. The MN Statutes, Chapter 38, County Agricultural Societies, Fairs, Extension Service exempts fairgrounds from the local zoning regulations. This rezoning does not constitute spot zoning.

EDMONDS MOVED TO APPROVE ORDINANCE 789 AND RESOLUTION 20-21 REZONING THE PARCEL AT THE FAIRGROUNDS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 20-24 Calling for a public hearing on proposed tax abatement – land acquisition

George Eilertson reported that Northland Securities is assisting the City to take preliminary steps that will lead to the financing of the following projects:

1. **Trail project** – the estimated financing need is \$679,368. The project will be financed with general obligation tax abatement bonds financed over a 4-year term. An agenda item for the City Council to consider at the March 26th meeting is a Resolution calling for a public hearing to be held on April 23rd at 7:00 PM. General Obligation Tax Abatement Bonds may be issued at any point following the public hearing and Council approval of a Resolution approving the tax abatement.

2. **Fire Truck financing** – the estimated financing need is \$665,631. The project will be financed with General Obligation Equipment Certificates financed over a 10-year term. The fire truck will be financed in conjunction with Spencer Brook Township and Blue Hill Township. The City's bond attorney (Taft Stettinius & Hollister LLP) will be preparing a resolution for each Township to approve which pledges their proportionate share of the financing to the City.

Note – the trail and fire truck will be financed together as one general obligation bond. We anticipate sending a term sheet to the community banks and conducting a public sale amongst the local banks.

3. **Land Acquisition for future Industrial Park** - the estimated financing need is \$527,000. The project will be financed with taxable general obligation tax abatement bonds financed over a 15-year term. An agenda item for the City Council to consider at the March 26th meeting is a Resolution calling for a public hearing to be held on April 23rd at 7:00 PM. Taxable General Obligation Tax Abatement Bonds may be issued at any point following the public hearing and Council approval of a Resolution approving the tax abatement.

Note – we anticipate sending a term sheet to the community banks and conducting a public sale amongst the local banks for the financing of the land acquisition.

Bond Issuance Timeline – (both bond issues)

- a. Type of Sale – Public Offering amongst local banks
- b. Tax Abatement Public Hearings – Thursday, April 23, 2020
- c. Financing Proposals Received – May 7, 2020
- d. Council consideration of Proposals – Thursday, May 14, 2020 @ 7:00 PM
- e. Closing Date – approximately June 11, 2020

Municipal Advisor agreements – (both bond issues)

Northland Securities proposes to serve as the City's municipal advisor for both bond issues. We will guide the City through the sale process, solicit financing bids with the local banks, coordinate all necessary legal documents with the bond attorney, present the financing bids to the City Council, and coordinate the bond closing.

Eilertson explained that there is not action yet on the Fire Truck. Trail and fire truck are non-taxable. Since city can issue for both, they can do it as one common bond. The industrial park Bond needs to be done separately, as it is taxable. This process is for the city to be able to bond.

ZIMMER MOVED TO RESOLUTION 20-24 CALLING FOR A PUBLIC HEARING ON PROPOSED TAX ABATEMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Res 20-25 – calling for public hearing on proposed tax abatement

J GEROLD MOVED TO RESOLUTION 20-25 CALLING FOR A PUBLIC HEARING ON PROPOSED TAX ABATEMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Res 20-23 – Comprehensive Plan

Eric Zweber thanked the Council for inviting WSB to prepare the Comprehensive Plan update for the City of Princeton. The second draft of the Comprehensive Plan is complete and has received the recommendation for approval from the Planning Commission. It has also been reviewed by the City Council during their March 4, 2020 Study Session. The first draft of the Comprehensive Plan had been reviewed by the City Council on November 9, 2017. This second draft will be reviewed by the City Council at a Study Session on March 4, 2020. It is anticipated that City Council will be asked to adopt the Comprehensive Plan at the March 26, 2020 meeting.

WSB conducted nine engagement activities to create the first draft of the Comprehensive Plan update, which are described in the table below.

The November 2017 City Council update coincided with the retirement of the retirement of Mark Karnowski, the previous City Administrator, and the resignation of Jolene Foss, the previous Community Development Director. Since that update, Robert Barbian has been the City Administrator and has incorporated a more expansive view of the land use designations of properties within about a two-mile radius of the Princeton corporate boundary. The following seven engagement activities occurred to develop the second draft of the Comprehensive Plan that the City Council is being requested to adopt.

Event	Date
Planning Commission Review	February 26, 2018
Planning Commission Review	April 15, 2019
Planning Commission Review	July 15, 2019
Planning Commission Review	October 21, 2019
Planning Commission Review	December 18, 2019
Planning Commission Public Hearing	February 24, 2019
City Council Study Session	March 4, 2020

MAJOR REVISIONS WITHIN THE SECOND DRAFT OF THE COMPREHENSIVE PLAN

There are three major changes to the second draft of the Comprehensive Plan update:

- Expanded Land Use Map to include parcels within about 2 miles to the west and about three miles east of the Princeton City Boundary.
- Removing the Medium Density Residential land use category and adjust the Low Density Residential to 1 to 3 units/acre and the High Density Residential to 4 or more units/acre.
- Add the Transportation Plan from the 2008 Comprehensive Plan into the Appendix of this second draft of the Comprehensive Plan.

Land Use Map

City staff reviewed the Land Use Map with the Planning Commission during the April 15, July 15, and October 21 Planning Commission meeting. The revised map is located on page 72 of the second draft of the Comprehensive Plan. This map removed the Medium Density Residential land use category from the land use map of the first draft of the Comprehensive Plan.

Medium Density Residential

There were eight references to the Medium Density Residential land use category in the first draft of the Comprehensive Plan. Those references have been removed and replaced with the High-Density Residential land use category and any density range references have been updated.

2008 Transportation Plan

City and WSB staff reviewed the Transportation Chapter and Transportation Map from the 2008 Comprehensive Plan and determined that those policies and improvements are still relevant. A statement of that relevance has been added to pages 70 and 71 of this second draft of the Comprehensive Plan. In addition, the 2008 Transportation Chapter and Transportation Map are included in Attachment 3 on pages 76 through 90. The City's comments to the Sherburne County in Attachment 4 on pages 91 through 93.

PLANNING COMMISSION PUBLIC HEARING

The Planning Commission conducted a Public Hearing at their February 24, 2020. During the Public Hearing, Mr. Minks asked about the status of his properties along Brickton Road north of the City. It was pointed out that his properties are designated Commercial and Mr. Minks stated that the Commercial designation would match with his family's plans.

Following the Public Hearing, the Planning Commission recommended approval with the condition that the high ground on the properties between County Road 1 and the Rum River

be changed from Parks & Open Space to Residential - Low Density. That change to the Land Use map has been completed.

CITY COUNCIL STUDY SESSION

On March 4, 2020, the City Council review the second draft of the Comprehensive Plan and the proposed Land Use Map. During the discussion, it was noted the Airport Safety Zone C (the maximum extent of land use authority within the Airport Master Plan) was the previously Safety Zone C while the runway, runway extension, existing and proposed Safety Zones A and B were from the recently City-adopted Airport Master Plan. The City Council directed that the Safety Zone C be revised to the recently City-adopted Airport Master Plan.

The Land Use Map, on page 72, has been revised to illustrate the new Airport Safety Zone C with and bold blue line and the proposed runway expansion Safety Zone C in a dashed blue line.

NEXT STEPS

The City Council is being asked to adopt the Comprehensive Plan that the Planning Commission recommended that the City Council approve. Following this adoption, staff will review when it would be appropriate to consider a sanitary sewer plan and/or transportation plan update.

J GEROLD MOTIONED TO APPROVE RESOLUTION 20-23 ADOPTING THE COMPREHENSIVE PLAN. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Res 20-27 – allowing 2 stamps on checks during COVID-19 Emergency

Jackson reported that during this pandemic, they would like approval to use 2 stamps on a check, instead of 2 signatures and 1 stamp.

ZIMMER MOTIONED TO APPROVE RESOLUTION 20-27 ALLOWING 2 STAMPS ON CHECKS DURING THE COVID-19 EMERGENCY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

UNFINISHED BUSINESS

A. Northland Securities Agreement for Tax abatements

Eilertson advised that these agreements are for the Tax abatements they approved earlier to move forward on.

J GEROLD MOTIONED TO APPROVE THE AGREEMENTS WITH NORTHLAND SECURITIES FOR THE TAX ABATEMENT PROJECTS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Video Recording Council Meetings

Edmonds had asked for this to be put on the agenda. Gerrard does a nice job recording the meetings, but he feels we should have a way to record as well. Originally, he was going to

ask this to be tabled until after the Covid-19 Stay at home order. Barbian added that staff has ordered a "Meeting Owl Pro" which should work quite well for recording the City meetings.

Schumacher suggested moving this agenda item out until at least the end of the City's emergency time frame. Edmonds added that it would be nice for the City to have recorded meetings on file. He questioned how long the recording would need to be kept. Jenkins looked it up and they are only required to be kept for a few months after the minutes were approved. Toven added that he would find out what is the standard for other cities.

C. Melting Snow fence

Chief Frederick reported that they are starting to get some calls again as to cars being towed from the Shopko lot. They received a couple calls that were boarding on criminal so those have been forwarded to the County Attorney. He is trying to keep the council appraised as the issues, but it will probably get worse throughout the summer. The lot is private property, and it is the owner's prerogative to protect his property. He will try to work with the post office to see about getting the mailbox on the property moved as well.

D. Airport Taxiway Reconstruction Project

KLJ is finalizing the plans and specifications for the taxiway reconstruction project at the Princeton Municipal Airport. This is the final phase of the airfield rehabilitation project that began in 2018. This project is planned to be constructed in the summer of 2021. A construction start date of June 7, 2021, contingent on the DNR operations being complete, is recommended.

In addition, KLJ would like to bid this project no later than April 2, 2020, with a bid opening date no later than April 23, 2020. This will allow us to submit the application for the federal grant before the May 18, 2020 deadline.

At this time, KLJ is requesting permission to bid the taxiway project and open the bids by April 23, 2020. Once opened, KLJ will analyze the bids and make a recommendation to the City Council at the May 7, 2020 meeting.

REYNOLDS MOVED TO APPROVE STAFF TO ADVERRISE FOR THE TAXIWAY PROJECT, WITH A BID OPENING DATE OF APRIL 23, 2020. SCHUMACHER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Police K9 Check

Frederick advised that as the Council knows, The Princeton Police Department recently went into service with a new K9 Officer named Bogey. Before the purchase of Bogey, we had a K9 that Officer Cederberg was in training with that became injured. After the injury Officer Cederberg started to observe health problems with the dog. It was decided by more than one veterinarian, Officer Cederberg and the vendor that we work with to purchase the dog to retire the dog and purchase a new dog (Bogey). As you know this required additional expenses with the purchase of the new dog, training cost as well as employee cost related to training a new dog. After extensive work by Jackson and myself with the City of Princeton's Insurance

Company we received a check for full reimbursement for the injured dog, training and employee cost.

The total amount of the check was for \$21,114.62 from the League of Minnesota Cities. At this time, we decided to place the total amount into the K9 donation account as we still have expenses with training and equipment that will need to be covered.

NEW BUSINESS

A. Advertise for 2020 sealcoating

B Gerold said he is asking for approval to advertise for Sealcoating bids with a deadline of 11am on Monday, April 20, 2020

The ad will be listed on our website, in the Finance and Commerce Magazine and the Union Eagle.

The City's total estimated yardage is 140,115 Staff was asked to include neighboring Princeton Township (39,508 square yards) for a total of 179,623 yards.

These numbers may change slightly depending on bid prices. We currently have \$160,000 budgeted annually for Sealcoating.

REYNOLDS MOVED TO APPROVE STAFF TO ADVERTISE FOR 202 SEALCOATING. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Preliminary Plat for Restaurant and Brewery

Todd Olin, Sambatek on behalf of James & Amanda Berglund, owner of the property and the Golf Club have applied for a Conditional Use Permit and a Preliminary Plat application to construct a restaurant and brewery as an ancillary/supporting use to the existing Golf Course in the R-3 Multiple Family Residential District.

BACKGROUND

The subject property is located east of 4th Avenue South and north of the Golf Club Road. The site is Outlot 4, PID #24-320-0440, north of the current Club House. The proposal is for a restaurant and brewery to be built on this site. The current Club House will be used in the summer months. The new facility will take over the restaurant.

CONDITIONAL USE PERMIT STANDARDS

The Planning Commission shall order the issuance of such permit only if it finds that such use at the proposed location complies with the following standards:

1. The proposed use does not violate the health, safety or general welfare of Princeton residents.
2. The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.
3. Adequate parking and loading is provided in compliance with the Ordinance.
4. Possible traffic generation and access problems have been addressed.
5. The proposed use can be accommodated with existing public services and will not overburden the City's service compacity.

6. The proposed use conforms to the City's Comprehensive Plan and is compatible with present and future land uses of the area.

CONDITONAL USE PERMIT

Golf courses are a permitted use in the R-3 District with the issuance of a Conditional Use Permit. With this being a different parcel, a CUP will be necessary for the project to move forward.

Conditions of approval of the CUP may include, but are not limited to, the following:

1. Ingress and egress to property and proposed structures thereon with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or other catastrophe;
2. Off-street parking and loading areas where required, with particular attention to the items in Subd. 1 and the economic, noise, glare, or odor effects of the conditional use on nearby property;
3. Refuse and service areas, with particular reference to the items in Subd. 1 and Subd. 2 above;
4. Utilities, with reference to location, availability, and compatibility;
5. Diking, fencing, screening, landscaping, or other facilities to protect to protect adjacent or nearby property;
6. Sign, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district;
7. Required yards and other open space;
8. General compatibility with present and future land uses of the area; and
9. Hours of operation.

CONCLUSION (No action required by the City Council on the Conditional Use Permit)

Based on the findings that the proposed Conditional Use Permit met the standards for the restaurant and brewery as an ancillary/supporting use to the existing Golf Course, as listed in the Zoning Ordinance, the Planning Commission approved the Conditional Use Permit located on Outlot 4, PID #24-320-0440, subject to the following conditions:

1. The site plan be approved by the City including the storm water by City Engineer.
2. The Final Plat of the site be approved by the City Council.

PRELIMINARY PLAT REVIEW

The proposed restaurant and brewery building 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 plans show the ADA stalls are 8' feet and that is allowed by the MN Council on Disability.)

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. A long-term agreement in the form of a non-reversible easement shall be negotiated whereby both uses are bound to the establishment and maintenance of the shared off-street parking.

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 Course Road. The plans show vacating Golf Club Road that could be the frontage road to this site. This vacation will be coming to the Planning Commission at their April 20th meeting where more explanation is provided. Their plan is to create an easement for utility, drainage, maintenance, and access in place of this where people canoeing will be able to use the current Golf Course parking lot and walk to the river access area.

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. The City Engineer is reviewing the sanitary sewer plans and will provide her recommendations prior to the final plat approval.

There are two brewery grain silos on the west side of the building. The applicants will need to provide to the City the amount of yeast product that will be going 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. Golf carts will not be allowed on the bridge and there will be post installed to prevent a motorized vehicle on it.

Lighting: Princeton Public Utilities would like the applicant to install a street light at 4th Avenue South and Golf Club Road and will talk with the applicant about specifications possibilities.

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.

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.

CONCLUSION

The City Council can approve or deny the Preliminary Plat. The Planning Commission approved the Preliminary Plat application at their March 16, 2020 meeting and forward the recommendation to the City Council for final approval with the conditions listed:

- 1) City Engineer comments on storm water and sewer.
- 2) Golf Club Road vacation and easement agreement
- 3) Handicap parking stalls size shall meet ADA parking requirement
- 4) Calculations of brewery product going into the sewer system
- 5) Princeton Public Utilities recommendations for watermain relocation
- 6) Long term agreement for shared parking and maintenance between the two sites
- 7) Agency Stormwater and Floorplan approvals as noted requirements in platting process
- 8) City Engineer approval of above documents

The applicants will be submitting a Vacation Application and Final Plat application to be reviewed by the Planning Commission at their April 20th meeting. They are also working on the conditions that have been addressed by staff and will need to be finalized prior to the Final Plat approval.

REYNOLDS MOVED TO APPROVE THE PRELIMINARY PLAT FOR THE RESTAURANT AND BREWERY WITH THE FOLLOWING CONDITIONS:

- 1) CITY ENGINEER COMMENTS ON STORM WATER AND SEWER.
- 2) GOLF CLUB ROAD VACATION AND EASEMENT AGREEMENT
- 3) HANDICAP PARKING STALLS SIZE SHALL MEET ADA PARKING REQUIREMENT
- 4) CALCULATIONS OF BREWERY PRODUCT GOING INTO THE SEWER SYSTEM
- 5) PRINCETON PUBLIC UTILITIES RECOMMENDATIONS FOR WATERMAIN RELOCATION
- 6) LONG TERM AGREEMENT FOR SHARED PARKING AND MAINTENANCE BETWEEN THE TWO SITES

- 7) AGENCY STORMWATER AND FLOORPLAN APPROVALS AS NOTED REQUIREMENTS IN PLATTING PROCESS
 - 8) CITY ENGINEER APPROVAL OF ABOVE DOCUMENTS
- J GEROLD 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 \$101,895.16152,344.89 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 80823 80898 TO 80896 80945 FOR A TOTAL OF \$225,955.69177,909.56. REYNOLDS SECONDED THE MOTION.

J Gerold asked about the Nelson electric bill for a motor install. Jackson said Klinghagen had stated that they had to pull one clarifier, and then put the motor in another, so it was more extensive than just a simple install.

J Gerold asked about a K9 boarding cost under the fire dept. Jackson said he will make that correction and code it to the Police Department.

THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Approve, disapprove, waive late fees for sewer bills –

Schumacher said he had requested this to be added to the agenda. PUC just announced that they would not be charging any late fees. However, that has not been discussed or agreed upon by the Council. Barbian added that it appears a lot of Utility Companies are doing this right now. Schumacher was not sure if the PUC manager can make that change without it going to the PUC, but the Council should decide if they want to do that as well on the sewer portion. Toven added that he suggests putting some type of end date on the motion for now. Barbian stated they could use the end date of the emergency declaration. Schumacher asked if we would follow the Governors date.

Edmonds doesn't have a problem with proceeding, but not sure what we can and cannot do. Zimmer suggested May 1st, and extend if needed. Reynolds suggested the next 2 billing cycles.

ZIMMER MOTVED TO WAIVE ALL SEWER LATE FEES TRHOUGH THE MAY BILLING CYCLE. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMSOUPLY.

J Gerold asked if there should be a sunset clause in the motion, or if it could be extended if needed. Toven responded that if the Council wanted to extend it, it could be added to a future agenda. Jenny commented, should be put a sunset clause in it, or we could extend it. Damien said if we wanted to extend it, we would need to have it on the agenda.

ZIMMER AND EDMONDS ACCEPTED A FRIENDLY AMENDMENT TO PUT ON THE may 7TH COUNCIL AGENDA FOR REVIEW

ADJOURNMENT

There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 9:34pm. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Brad Schumacher, Mayor