

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL
HELD ON AUGUST 26TH, 2021 7:00 P.M.**

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, Finance Director Tracy Peters, Community Development Manager Stephanie Hillesheim, Public Works Director Bob Gerold, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Clerk Shawna Jenkins and Attorney Damien Toven. Absent was Council Member Jules Zimmer

AGENDA ADDITIONS/DELETIONS

Hallin would like to provide an update on CGMC. Walker suggested that be put under Committee Reports.

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

CONSENT AGENDA

- A. City Council Meeting Minutes of August 12, 2021
- B. Princeton Lion's Gambling permit for a raffle

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

OPEN FORUM

OLD BUSINESS

- A. Ord 807 – Fee Schedule Amendment regarding Park Fee Dedications

Hillesheim advised that this is the second reading of the fee schedule amendment regarding Park Fee Dedications.

HALLIN MOVED TO APPROVE ORDINANCE 807 AMENDING PARK DEDICATION FEES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

- A. Smith / Stout Storage Annexation Request - public hearing

Hillesheim advised that the city has received an annexation request for the old Shipwreck site near Coborn's. The proper notices were sent to the County, Baldwin Township and the adjacent property owners.

WALKER OPENED THE PUBLIC HEARING AT 7:06PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Owners of "Sunken Ship Brewery" provided the Council with their ideas for the site.

McPherson added that B Gerold just received some additional information about how a Brewery will affect the WWTP, so staff will sit down with the owners and go over that.

REYNOLDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:17PM. J GEROLD SECONDED THE

MOTION. THE MOTION CARRIED UNANIMOUSLY.

Ordinance 808 – Annexing Smith / Stout Storage property - first reading

HALLIN MOVED TO INTRODUCE ORDINANCE 808. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Res 21-48 – Assignment & Assumption of Development Agreement with Sterling Point

McPherson reported that the city entered into this agreement with Sterling Point in 2010. They are changing their name, so they have requested this be approved showing the name change. There have been no other changes to the Development Agreement.

HALLING MOVED TO APPROVE RESOLUTION 21-48 REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Resolution 21-49 – accept donation

Pekarek has performed some electrical work in Riverside Park. The total cost of the work was \$2,118.00. They have donated \$1,000 of that work to the park.

HALLIN MOVED TO APPROVE RESOLUTION 21-49 SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Public works CIP Truck purchase

B Gerold advised that Public Works has the purchase of a truck in the CIP for 2021 at \$34,000. Staff has received 2 bids, with the lowest being from Princeton Auto at \$33,567. The Truck is a 2021 2500 Regular cab 4 x 4.

Staff is requesting approval to purchase the 2021 2500 not to exceed \$34,000 with added equipment, and to sell the 2008 Dodge at auction.

HALLIN MOVED TO APPROVE THE PURCHASE OF THE 2021 2500 PICKUP NOT TO EXCEED \$34,000. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E Request to participate in Adopt a storm drain

McPherson advised that The Sherburne County Public Works Department and Sherburne Soil and Water Conservation District (SWCD) are excited to soon unveil their "Adopt A Storm Drain" program, and we want YOUR COMMUNITY to be a part of this program!

Similar to Adopt A Highway programs, the Adopt A Storm Drain program aims to engage volunteers within our county to "adopt" drains in our county and in working together, improve our understanding of stormwater and its potential impacts to water quality. Volunteers would select storm drains in their community to oversee. They would visit the drains several times a year, col-

lecting debris from the area. Through an interactive website, the volunteers would then enter their collection (# of bags, lbs. of debris, etc.). The site allows them to track their progress and view the efforts of others through the county. You may view a preliminary version of the website here: <https://adopt-a-storm-drain-sherburnegis.hub.arcgis.com/>.

We anticipate many benefits from this program, including:

- 1) An opportunity for residents to learn about stormwater and their role in our local water quality.
- 2) A reduction of pollution from entering our local waterways.
- 3) A decrease in the potential for drain clogging, which reduces local water flooding risk.

It should be noted that all volunteers who sign-up for the program will be required to sign liability waiver forms, safety protocol documents, and report to Sherburne SWCD on their findings.

This is planned to be a county-wide program that is overseen by the Sherburne SWCD with support from Sherburne County Public Works. As the stormwater infrastructure in your area is owned and operated by your municipality, a legal agreement is required to join the program. The Sherburne County Attorney's Office has drafted a Joint Powers Agreement which specifies the details of involvement in this program, please see enclosed paperwork. The Attorney's Office has offered to hold a group discussion with municipal attorneys to address any questions pertaining to these documents.

Our goal is to include all Sherburne County municipalities in this program, regardless of the complexity of their stormwater infrastructure. We look forward to hearing about your interest in this program!

HALLIN MOVED TO APPROVE THE JOINT POWERS AGREEMENT BETWEEN SHERBURNE COUNTY / SHERBURNE SOIL AND WATER CONSERVATION FOR THE ADOPT A STORM DRAIN PROJECT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

F. Bill List

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$164,995.40 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 83485 TO 83539 FOR A TOTAL OF \$224,512.85. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

G. City Administrator Bi-Weekly Report

McPherson reported that she has made the following observations and information to share from the last two weeks:

Airport

The final flight inspection for the runway project is scheduled for August 27, 2021. It has been re-scheduled several times from the original date. Hopefully, this one holds.

KLJ informed us that the FAA has not yet approved the grant agreement for the taxiway project; the grant was submitted in late June/early July with the FAA staff knowing that the project was

being bid. The FAA has informed KLJ that the grant will likely not be approved until sometime in September. As a result, the project will be pushed into 2022, hopefully without being rebid as the city does not want to be responsible for price increases due to the delay. Knife River is working with its subcontractors to lock in the bid prices until next spring.

On August 24, I received word from Congressman Stauber's office of our FAA grant award for the taxiway project (see attached). The amount of the award should cover any change orders we may receive. On the same day, I was notified that the grant agreement will be submitted to the city for signing on September 7.

Budgeting

Departments received their budget worksheets this week. Finance Director Peters and I will be meeting with Department Heads starting August 25 to review budgets for presentation to the Council during the Study Session September 2. The preliminary levy needs to be certified by September 30.

County Budget Meeting

I attended the August 20 Mille Lacs County Board Work session on the budget per the invitation of Mayor Pete Pederson of Milaca. The budget overview by Interim Coordinator Herges was enlightening; evidently the County has NO reserves at this time to fill any budget gaps. They are also looking closely at the ARP funds to see if they can use those funds to purchase items or fill budget gaps.

The Mille Lacs County Board runs a fairly lean budget in most years. They are budgeting for a seven (7) percent increase in health insurance costs and a two (2) percent COLA. All of their labor contracts are expiring this year which will add pressure to the budget. The Sheriff's office is adding \$300,000 to the overtime line item as they are short eight (8) jailors per the Department of Correction staffing requirements. I do not plan on attending the next scheduled Work session scheduled for August 27 as I believe it will be more of the same – a review of departmental budgets.

While at the County, I spoke with County Assessor Moeller regarding the potential impact to property taxes. Based on the lack of budget reserves, the increase in the budget due to health care costs, negotiated COLA increases and the overtime increase, we both agree that the County's levy portion of the property tax bill is likely to increase. We won't know the amount of the increase until the final budget and levy is determined in December.

Demographics

CGMC provided population information to its member cities now that census information is being released for redistricting purposes. The population change for Princeton was an increase of 121 people; the 2010 population was 4,698, the 2020 population was 4,819. You will see a budget request for stormwater permit planning as that will be a requirement when we reach a population of 5,000 or more.

Mille Lacs County had on the August 17 Board Work session agenda a redistricting discussion item. It appears that the only district which will require adjustment is District 4 which covers the middle part of the county.

Development Projects

The various residential projects are still in a holding pattern. Staff is still awaiting information from the developers in order to return information back to them.

On August 16, staff met with a business owner interested in purchasing a lot near Walmart. They

are starting up a power sports (ATV's, side by sides, snowmobiles) sales and service facility. They would have 15-18 employees. Staff discussed the possible use of tax abatement to assist the project.

The Federal EDA grant for the Business Park infrastructure was submitted on August 17, 2021. The ask is \$1.13 million dollars which is half the project cost.

Personnel

The application period for the Wastewater Treatment Plant Operator/General Maintenance II position closed August 16. Eleven applications were received and reviewed by Finance Director Peters, Public Works Director Gerold and WWTP Manager Klinghagen. There were two very strong candidates and three additional that warranted interviews. Interviews have been scheduled for Friday, September 3 with the intent to request hiring (after a successful background and reference check) on the September 9 regular meeting.

There have been recent issues with staffing the Splash Park due to fall sports starting and the Manager going on vacation. The Park has had to close early several times in the past week.

Minimum wage will increase January 1, 2022 from \$8.21 to \$8.42 for small employers. This is a 2.5 percent increase.

Upcoming Meeting/Event Reminders

- September 2 – Council Study Session; budget review
- September 3 – I will be out of the office
- September 11 – Public Safety Day from 10 am to 2 pm
- September 18 – Wild West Show/Sherwin Litton at the Fairgrounds

COMMITTEE REPORTS

J Gerold advised that it's the Chamber of Commerce's 95th birthday. Hallin added that she appreciates Hillesheim and Chamber Director Young traveling the city together talking to businesses.

McPherson reported that the PUC meeting did not have a long agenda, but the meeting filled 2 hours. Their cash on hand is 132 days for electric, and 465 days for water. However, a portion of those reserves are for the new water meters. They are waiting on the delivery of the meters.

PUC has stated that on new developments, they will require the water curb stop to end in the driveway, with mini manholes.

They are looking at going to credit checks, instead of requiring 2 years of electric payment history. They are working on a donation policy, as they have had requests for years and they do not have a line item in the budget for that. Staff provided the city's wine and spirit grant policy to the PUC for them to review.

CGMC

Hallin reported that she has been involved with the CGMC for many years, and they are a great benefit to the city. She said they mentioned that the City's dues have not been paid as of yet. McPherson said she recently became aware of that, and she is researching it with Finance.

Hillesheim added that the EDA is going to be updating their Strategic Plan soon.

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 7:48PM. REYNOLDS SECONDED
THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor