

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JULY 23, 2020 7:00 P.M.**

\*\*\*\*\*

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Jack Edmonds Jenny Gerold, 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**

Zimmer stated he would like to provide an update of the Mille Lacs County Board meeting under reports. Edmonds would also like to add an update on the Historical Society under reports.

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

**CONSIDERATION OF MINUTES**

- A. Regular meeting Minutes of July 9, 2020

J GEROLD MOTIONED TO APPROVE THE JULY 9, 2020, MINUTES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**CONSENT AGENDA**

- A. Permits and Licenses
  1. Temporary Intoxicating Liquor License for Christ Our Light Fall Fest in September
  2. Gambling permit for Christ our Light September raffle
  3. Gambling permit for Christ Our Light August Raffle
- B. Personnel
- C. Donations and Designations

EDMONDS MOTIONED TO APPROVE THE CONSENT AGENDA. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**OPEN FORUM**

**PUBLIC HEARINGS**

- A. Ordinance 796 – approve annexation of 1.9 acres – Waiving first reading

Barbian advised that this is the annexation for the piece of property that will be used for the Public Safety Storage Building. Edmonds asked if the Planning Commission has approved this. Barbian responded that it does not go to them for approval, but they are aware of it. Edmonds confirmed that there is no opposition to this. Barbian said that was correct.

The Township met earlier this week and approved this annexation.

REYNOLDS MOVED TO OPEN THE PUBLIC HEARING AT 7:17PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:18PM. ZIMMER SECONDED THE MOTION.

REYNOLDS MOVED TO APPROVE ORDINANCE 796. EDMONDS SECONDED THE MOTION.

Toven stated that the best way to handle everything would be to accept the petition first.

REYNOLDS MOVED TO ACCEPT THE PETITION. EDMONDS SECONDED THE MOTION.

REYNOLDS MOVED TO TABLE THE MOTION APPROVING ORDINANCE 796. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

REYNOLDS MOVED TO WAIVE THE FIRST READING OF ORDINANCE 796. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J GEROLD MOVED TO UNTABLE THE MOTION APPROVING ORDINANCE 796. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Staff stated that they will it to send to the state for processing, and then to the County. Then an administrative Lot combination will be completed.

#### **PRESENTATIONS / SPEAKERS - None**

#### **FYI – REPORTS, ANNOUNCEMENTS, CORRESPONENCE AND BOARDS / COMMITTEES**

- A. Correspondence from Fairview Medical Center regarding CARE funding
- B. Garage sale request – Andrea Gerrard

Gerrard is requesting to hold a community wide garage sale. She understands that the Ordinance allows garage sales to only be 3 days long. She explained that she is advertising that it will be throughout the week, but only one person is wanting to hold theirs early in the week with everyone else holding theirs on the standard Thursday, Friday and Saturday. Staff has reviewed the application request, and wanted to specify that there is a 3-day limit for each home and social distancing must be followed.

SCHUMACHER APPROVED THE REQUEST WITH THE STAFF'S RECOMMENDATIONS OF 3 DAYS ONLY PER HOME, AND THAT SOCIAL DISTANCING BE FOLLOWED. ZMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- B. Community Development Report

Hillesheim advised that West River Town Apartment project has submitted a TIF application and deposit. The Development would be off First Ave.

Hillesheim reported that the new website will be launched a bit earlier, as the contract with the previous website host ended August 1<sup>st</sup> and we would need to pay for another year with them to hold the transition off a few days.

Hillesheim stated that the EDA Grant was submitted June 30, and staff has received a few additional requests for information, which they have provided. Staff has also discussed applying for a TED grant as a backup in case the city does not receive the EDA grant.

C. County and Staff meeting

Zimmer reported he and Edmonds met with the County at their workshop meeting on July 21<sup>st</sup> regarding the enhancement of the radio system. Frederick and the Sheriff gave a presentation to the Board and there was a consensus to apply for a grant. The County Board was very open and receptive to the project.

D. Historical Society

Edmonds advised that the Historical Society was looking at an August 30<sup>th</sup> and 31<sup>st</sup> re-opening, but they have decided to move that to October. They have a website now, and if someone would like to research something prior to their reopening, they can set up an appointment to do that.

The Brickton project they have been working on is complete.

**PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE**

**ORDINANCES AND RESOLUTIONS**

A. Ord 797 - providing use of slaughterhouse activities in the B3 & N-1– FIRST READING

Dewitt's memo advised that Carla Mertz approached the City in regards to wanting to bring a slaughterhouse business in the City. Currently, the City of Princeton does not have a Slaughterhouse Ordinance where it is an allowable use. Mertz explained to the Planning Commission at their May 18<sup>th</sup> meeting her experience in the slaughterhouse business and with this pandemic has mad awareness of the need for slaughterhouses. She had a site she was interested in that was located in the B-3 district and then a second choice of hers is in the process of being annexed into the City and zoned MN-1 Industrial.

The Planning Commission Board directed staff to draft an Ordinance that was received at their June 15<sup>th</sup> meeting, and they moved to hold a public hearing on July 20<sup>th</sup>. The Ordinance reads that a Slaughterhouse would be permitted with a Conditional Use Permit in the B-3 General Commercial District and the MN-1 Industrial District. The City council received a copy of the draft at their July 9<sup>th</sup> meeting.

**AMENDMENT REVIEW STANDARDS**

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

The Planning Commission held a public hearing on July 20<sup>th</sup> and moved to recommend approval to the City Council for a first reading.

EDMONDS MOVED TO INTRODUCE ORDINANCE 797. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Res 20-43 – calling for a Public Hearing on proposed Development and TIF District

Barbian advised that staff is looking at a proposed Development and TIF District for a housing project. This is to call for a public hearing, which will be held at the September 24<sup>th</sup> Council Meeting.

J GEROLD MOVED APPROVE RESOLUTION 20-43 CALLING FOR A PUBLIC HEARING. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Approve Financial Planning Agreement with Northland Securities

EDMONDS MOVED APPROVE THE FINANCIAL PLANNING AGREEMENT WITH NORTHLAND SECURITIES. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Res 20-42 – amending Eda Grant Amount from Resolution 20-36A

Hillesheim advised that the amount in the previous Resolution needed to be changed.

REYNOLDS MOVED APPROVE RESOLUTION 20-42 AMENDING THE EDA GRANT AMOUNT FROM RESOLUTION 20-36A. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Ord 798 – Extending Emergency Declaration

Frederick advised that the Emergency Declaration is due to expire at midnight July 23<sup>rd</sup>, 2020. At this time, it is the recommendation of the Emergency Management Team to extend the declaration to midnight, August 27<sup>th</sup>, 2020. As the council is aware, this is a fluid situation and this team understands that this declaration could be cancelled earlier or extended if deemed feasible.

J GEROLD MOVED APPROVE ORDINANCE 798 EXTENDING THE EMERGENCY DECLARATION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Res 20-44 – approving the 1.9-acre land purchase for Public Safety Storage Building

Barbian advised that as the annexation is in the process, staff is looking for approval to purchase the 1.9 acre of land that is located just behind the public safety building.

J GEROLD MOVED APPROVE RESOLUTION 20-44 APPROVING THE LAND PURCHASE OF 1.9 ACRES TO BE USED FOR THE PUBLIC SAFETY STORAGE BUILDING. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**UNFINISHED BUSINESS**

A. Finance Director Hiring Process

Barbian provided the Council with the Job Description, time line and the ad that will be placed for the position. J Gerold suggested it be listed with Indeed as well.

ZIMMER MOVED APPROVE THE POSTING AND HIRING SCHEDULE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Birthday Salutes 2020

Frederick reported that in mid-April, the Police and Fire Departments started doing “birthday Salutes” for kids within the community. This was done during Covid-19 ‘Stay at Home” restrictions with both departments driving to the residence of the child who was having a birthday that day. Pictures were taken and a Birthday card was handed out with a gift card from Dairy Queen. Now that the restriction has been lifted, they have decided to end this successful event. During this time, the departments celebrated 38 Birthdays with children in the community.

C. Accept easement from James Hanson for Brewpub water main

Barbian advised that an easement was needed from James Hanson for the Watermain to the Brewpub. Hanson has agreed to that easement and has signed the document, which will be recorded with the County.

EDMONDS MOVED APPROVE THE WATERMAIN EASEMENT WITH JAMES HANSON. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Oak Knoll Cemetery Rules

Barbian reported that over the last four months the City Council has been discussing the rules and regulations governing the cemetery. The City has reached out to the community asking for input in order that changes and improvements in the rules can be considered and made. The City Council and City Staff have talked to a number of people on issues and topics with differing views sometimes with opposing viewpoints. At various council meeting the City Council has heard additional input on the rules and the modifications considered. The Council did make a couple minor modifications or adjustments to the rules. At that time, I was directed by the City Council to meet with Melissa Ramage and Jenny Englund to hear their concerns. Two meeting occurred leading to their request for a rule to be added.

The letter from Melissa Ramage and Jenny Englund dated July 9, 2020 is attached.

Their request was reviewed by Mayor Schumacher and Jenny Gerold and discussed with the Public Works Director and me. After consideration it was concluded that a modification of the rules similar to the request would work. The language being recommended to the City Council to add to the Rules and Regulations of the Cemetery, section 11.1 follows in bold

11.1 Plans, flowers and **items of remembrance** may be placed in an urn sitting in a holding post above ground or an urn with its own integral base. The urn must be at least 8" above ground for mower clearance. Anything placed or planted not in accordance with this rule will be removed immediately by the cemetery caretaker. The City take no responsibility for pots or stands should they be destroyed.

**Live plants or flowers planted six inches from the front or back of the base of the stone/marker (not the sides) are allowed.**

ZIMMER MOVED APPROVE THE RECOMMENDED CHANGES ABOVE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E. Airport Manager position

Barbian advised that the City Council briefly discussed creating an Airport Manager position at a June Council meeting and indicated an interest in seeing the position description. In 2018 a position description was developed.

The position description was provided to the City Council in the July 6<sup>th</sup> supervisor meeting notes. Mayor Schumacher attended the Airport Advisory Board in July and covered that the Council was to discuss the possibility of creating the position and invited those that may be interest to attend the Council meeting and represent the board's interest.

In 2018 the position was being discussed as a paid annual stipend of \$2,500.00 to \$3,000.00.

The Council consensus was to proceed with finding and hiring an airport manager.

**NEW BUSINESS**

**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 \$170,921.69 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81476 TO 81549 FOR A TOTAL OF \$1,427,995.88. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**MISCELLANEOUS**

Edmonds said regarding the Historical society, the old school is going to be power washed, and they will be looking for volunteers to get it repainted.

Schumacher, hockey and football boosters are always looking for ways to volunteer, that may be a good avenue for them to check.

ADJOURNMENT

There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:35PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

\_\_\_\_\_  
Shawna Jenkins Tadych  
City Clerk

\_\_\_\_\_  
Brad Schumacher, Mayor