

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 27, 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

Barbian would like to add an update on the Finance Director position hiring. He will provide an update under the Reports section of the agenda.

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

CONSIDERATION OF MINUTES

- A. Study Session meeting Minutes of August 6th, 2020
- B. Regular Meeting minutes of August 13, 2020
- C. Special Meeting Minutes of August 21, 2020

J GEROLD MOVED TO APPROVE THE AUGUST 6, 2020 STUDY SESSION MINUTES, THE AUGUST 13, 2020 REGULAR MEETING MINUTES AND AUGUST 21, 2020 SPECIAL MEETING MINUTES. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

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

OPEN FORUM

Lee Steinbrecher notified the Council that there has been a citizen group started to save the Princeton Public Utility Commission. Some false information has been passed along that they are the most expensive in the area. However, the study that was done shows that they are average in comparing them to other local utility companies. The Citizen group will challenge every untruth stated and get the correct information out to the residents. They trust the Utilities Commission and they are there to make the best decisions for the residents.

PUBLIC HEARINGS - None

PRESENTATIONS / SPEAKERS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Public Utility Commission agenda packet for August 26, 2020

J Gerold gave an update on the Public Utilities meeting. They have changed the billing a bit to color code it so it is easier to understand as to what is electric, water and sewer. An informational sheet and survey went with the bill as well. Much of the meeting was discussing the Council's vote to include the question on abolishing the public utilities on the November ballot.

B. Planning Commission Minutes of August 17, 2020

C. Finance Director hiring update

Barbian said they have had a good response to the job posting and have reviewed the applicants narrowing it down to several to interview.

Edmonds asked if the entire council will be interviewing the candidates. Barbian stated that he believes as has been done in the past, 2 council members, and himself will conduct the interviews.

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

A. Mille Lacs Relay for Life Special Event Permit for August 30, 2020

Frederick and B Gerold have reviewed and have approved of this application.

REYNOLDS MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR MILLE LACS RELAY FOR LIFE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. FEMA Approval for Sherburne County Mitigation Plan

Lawrence advised that the City has received a letter from FEMA approving the Sherburne Mitigation Plan.

Thank you for submitting the adoption documentation for the Sherburne County Multi-Hazard Mitigation Plan. The plan was reviewed based on the local plan criteria contained in 44 CFR Part 201, as authorized by the Disaster Mitigation Act of 2000. The Sherburne County plan met the required criteria for a multi-jurisdiction hazard mitigation plan and the plan is now approved for the city of Princeton. Please submit the adoption resolutions for any remaining jurisdictions who participated in the planning process.

The approval of this plan ensures continued availability of the full complement of Hazard Mitigation Assistance (HMA) Grants. All requests for funding, however, will be evaluated individually according to the specific eligibility and other requirements of the particular program under which the application is submitted.

We encourage Sherburne County and the participating jurisdictions to follow the plan's schedule for monitoring and updating the plan, and to continue their efforts to implement the mitigation measures. The expiration date of the Sherburne County plan is July 30, 2025. To continue project grant eligibility, the plan must be reviewed, revised as appropriate, resubmitted, and approved no later than the plan expiration date.

Please pass on our congratulations to the city of Princeton for completing this significant action. If you or the communities have any questions, please contact Cadence Peterson

- C. Allow the Emergency Declaration to expire midnight 8-27-20

Lawrence said they are recommending the Council allow this to expire, and continue following that state mandates.

Reynolds thanked the emergency management team for all their work through this. J Gerold added that staff and residents really have no idea just how much time Lawrence, B Gerold and Frederick spent on this the last few months.

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

- A. Public Safety Storage Building Site plan – FYI, no action needed

DeWitt's Memo advised that the City of Princeton is purchasing a 1.907-acre section of land adjoining the Princeton Public Safety Building located at 305 21st Avenue South, from the west (backside) of the site. This added land will accommodate the addition of a storage building for the Police and Fire Department. The land is in Princeton Township and the City Council is in the process of annexing this section of land into the City. When the City receives approval of the annexation, staff will complete an Administrative Lot Line Adjustment to add the section of land to the:

Public Safety Building, Lot 8, Block 1, Aero Business Park First Addition.

The proposed storage facility will be 60' x 104' sq. ft., totaling 6,240 square feet. No water or sewer will be extended to the building. There will only be electrical and the Princeton Public Utilities are aware of the expansion.

Zoning:

The proposed annexed section of land will be attached to the Public Safety Building and automatically zoned as B-3 General Commercial District.

Setback requirements:

Side yard minimum 5 feet, proposed setback on the north side 21' feet and south 429' feet Rear yard minimum 20 feet, proposed setback is 55' feet

Maximum height 30 feet, proposed building will be 26' feet in height

Stormwater Pondage:

The City Engineer has designed the Site Plan with the grading and drainage. The maximum lot coverage not to exceed the 60% requirement and the proposed Site Plan is 43%. No additional pondage will be necessary.

Driveway:

There will be asphalt added from the back of the current Public Safety Building to this storage facility.

Sidewalk:

In the B-3 District the requirement is for a 6'-foot sidewalk and this proposed site is installing a 4'-foot sidewalk along the front garage door area and along the south wall. The site will be fenced in and residents will not be able to access it so the sidewalk area should be okay.

Lighting:

There will be lighting installed on the building above the doors on the front and back of the building and one light on the two sides. The lighting will be directed downward with LED lighting. There are no proposed light poles.

Building Materials:

The building will be a pole building with a cement floor. The metal will be exposed fastener in a color to match the Public Safety Building. There will be four garage doors in a maximum height of 14' feet at the front of the building along with a standard service door and standard garage door.

Site Plan Review Recommendation:

The Planning Commission has approved the Site Plan application at their August 17th meeting with the following conditions:

1. Contingent on State approval on the annexation of the section of land.
2. Lot Line Adjustment Resolution be recorded at Mille Lacs County.
3. A Building Permit shall be applied for and approved prior to construction.
4. Installation of the fence follow the Zoning Ordinance requirement.
5. The sodding or seeding must be completed. If because of weather conditions sodding and/or seeding is unadvisable, it should be in compliance by no later than July 1st of the following year.
6. The driveway area must be hard-surfaced within one year of the date the permit is issued. If because of weather conditions the hard-surface is unadvisable, it should be in compliance by no later than July 1st of the following year.

B. Letter of Support for Simulcast System Grant

Lawrence stated that staff has written a letter to show their support for the simulcast system. It was requested from Mille Lacs County so they can send it in with the grant application. Staff is asking for the Mayor to sign the letter so it can be sent to the County.

ZIMMER MOVED TO APPROVE THE LETTER OF SUPPORT FOR THE SIMULCAST SYSTEM BE SIGNED AND SENT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. Princeton Fire Relief Association Retirement Benefit Increase request

Lawrence advised that the relief committee met and discussed increasing the retirement amount for the firefighters. The committee agreed that we should suggest that we raise the amount from \$3600.00 to \$4100.00. This amount would still keep the amount 121% funded.

The firefighters agreed that this would be a good increase and also keep the city safe with the 121% funding. He is looking for council approval to raise the retirement to \$4,100.00.

J Gerold stated she has a conflict of interest and removed herself from this discussion and vote.

Schumacher said he was on this committee that looked at this. In the discussion, they could split the difference, but it is required to be an even amount. He spoke with another fire department who had a goal to get to 106%, but he understands the council's goal is to keep it about 120%. He added that if the percentage does not increase, there would not be an increase in the rate.

Lawrence stated that summer of 2023 is when they will meet their 5-year requirement, so they do expect some retirements at that time.

Zimmer says that this shows the firefighters the city cares about them. We want to retain people, and hire new. He does not think it should be an automatic 120% percentage. Lawrence added that since being in the PERA program, it is a safe program and they have seen how the funds are doing well.

Zimmer asked if we were in the ballpark of neighboring communities. Lawrence replied that they are higher than Milaca and Baldwin, but lower than Cambridge and Isanti. He can share some information put out by PERA that shows all the cities and their different levels.

Schumacher asked if there should be a committee again to look at this next year. Zimmer replied that he thinks it is a good idea.

ZIMMER MOVED TO APPROVE THE RETIREMENT BENEFIT INCREASE FROM \$3600 TO \$4100 PER YEAR. EDMONDS SECONDED THE MOTION. VOTE 4:0:1 ZIMMER, EDMONDS, REYNOLDS AND SCHUMACHER IN FAVOR, J GEROLD ABSTAINED. THE MOTION CARRIED.

B. Adoption of MN State Fire Code

Lawrence stated he is asking for the council to adopt the Minnesota State Fire Code book for the City of Princeton and for the Princeton Fire and Rescue Department. This is also a recommendation from the State Fire Marshal's office.

REYNOLDS MOVED TO ADOPT THE MN STATE FIRE CODE AS RECOMMENDED BY THE STATE FIRE MARSHAL'S OFFICE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Request for disposition of squad car

Frederick advised that he is council authorization to dispose of a 2015 Ford Police Interceptor Utility (Squad 525, Vin # 1FM5K8AR5FGC26848) with approximately 98,000 miles on it. The vehicle that is being disposed of is within the normal replacement plan with the police department.

He has been able to negotiated a sale of the squad car to the Baldwin Fire and rescue Department. He has reached a satisfactory sale price of \$ 5,700.00. In past history we have been

averaging approximately \$3,500.00 to \$5,500 at auctions. The sale of this squad car to the Baldwin Fire Department would fulfill their needs in regards to a much-needed response vehicle to calls. The other advantage is the we are saving money in our tear down as Baldwin Fire will be using the current lights in the vehicle.

With the department still being cognitive of getting the most out of the police department's used equipment it would allow the department to use the \$ 5,700 from the sale of the vehicle to offset expenses with a new camera that is needed for the new squad that wasn't budgeted.

ZIMMER MOVED TO APPROVE THE SALE OF THE SQUAD CAR AND USE OF THE PROCEEDS TO BUY NEEDED CAMERA EQUIPMENT. REYNOLDS 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 \$158,008.36 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81642 TO 81689 FOR A TOTAL OF \$219,467.86. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Schumacher asked Finance Director Jackson if the checks will go back to one stamp and 2 signatures now that the Emergency Declaration is expiring. Jackson responded that since it was only done during the emergency management period, it will automatically revert back to only one stamp being allowed.

Hillesheim shared a photo of the Riverside Boat launch that is almost complete. Just the dock system needs to be done. Public works has been working right along with the contractors, and the project is looking great.

J Gerold said she agrees it is looking great, it is very exciting to see these improvements.

B Gerold said he was called by Mille Lacs Sheriff and they are going to bring their rescue boat down to try the launch out.

Hillesheim reported that the ribbon cutting for the park will be September 28th and 4:30pm

ADJOURNMENT

There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 7:57PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych

ATTEST:

Brad Schumacher, Mayor

City Clerk