

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
SEPTEMBER 22, 7:00 P.M.**

1. Call to Order - Roll Call

Mayor Thom Walker called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Vicki Hallin, Jules Zimmer and Jeff Reynolds. Others present: Administrator Michele McPherson, Clerk Shawna Jenkins, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Fire Chief Ron Lawrence, City Attorney Damien Toven, Liquor Store Manager Dylan Donner and Public Utilities Commission General Manager Keith Butcher. Absent was Councilor Jenny Gerold and Public Works Director Bob Gerold.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

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

4. Swearing In of Police Officer Drew Scharber

5. Introduction of Stacy Marquardt, Community Development Planner

6. Consent Agenda

- 6.1. City Council Meeting Minutes from September 8, 2022
- 6.2. Approve Step Increase for Police Officer Cole Wubben effective 9-24-22
- 6.3. Approval to Hire Kameron Opsal as a Liquor Clerk
- 6.4. Christ Our Light Gambling Permit for October 16, 2022
- 6.5. PUC agenda packet for September 21, 2022 Meeting
- 6.6. Park Board Meeting Minutes from August 22, 2022
- 6.7. Airport Board Meeting Minutes of August 1, 2022
- 6.8. FYI - Administrative Lot Line Adjustment to PID 90-005-2100
- 6.9. FYI - Erdman Automation Variance
- 6.10. FYI - Sylva Corporation CUP
- 6.11. Authorize Execution of Airport Grant

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

7. Open Forum; *public comment on items not on the agenda. Each speaker is limited to three (3) minutes. The Council will not discuss legal matters.*

8. Old Business

8.1. Resolution 22-52 - Authorizing the Sale of Property to Sylva

McPherson stated that she believes the closing will be next week. She is asking for approval of the Resolution, so it is ready for closing.

ZIMMER MOVED TO APPROVE RESOLUTION 22-52. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

9. New Business

9.1. Masonic Lodge Fraternal 92 Request to use Space in the Public Parking Lot for a Cleanup Day on October 15, 2022

Applicant Jeff Kleinbaum and fellow member Tony Wade spoke about their proposed event. They would like to have a cleanup day for people to get rid of unwanted items, which will also hopefully clean up some problem properties. The proceeds will be used in various community projects.

Hallin asked how long the dumpsters will be sitting in the parking lot. Kleinbaum said they hoped to get most of the stuff removed the day of the event, but some may need to wait until the next morning.

HALLIN MOVED TO APPROVE MASONIC LODGES REQUEST TO USE SOME OF THE PARKING SPACES IN THE PUBLIC PARKING LOT FOR A CLEANUP DAY ON OCTOBER 15TH, 2022. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

9.2. County Road 4/7th Avenue North Infrastructure Project

9.2.1. Approve Cooperative Agreement with Mille Lacs County for Cost-share of Feasibility Study

McPherson advised that the agreement has not changed since it was first reviewed. The Mille Lacs County Board has approved the agreement, so staff is asking for the Council to approve it as well.

HALLIN MOVED TO APPROVE THE COOPERATIVE AGREEMENT WITH MILLE LACS COUNTY FOR COST-SHARE OF THE CO. RD 4/ 7TH AVE NORTH FEASIBILITY STUDY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

9.2.2. Authorize Scope of Services, Feasibility Study

HALLIN MOVED TO APPROVE THE SCOPE OF SERVICES AND FEASIBILITY STUDY. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

9.3. Bill List

ZIMMER MOVED TO APPROVE THE SEPTEMBER 22, 2022 CHECK REGISTER CONTAINING CHECKS 85420 TO 84571 IN THE AMOUNT OF \$403,153.84, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 19 TRANSMITTAL REGISTER IN THE AMOUNT OF \$69,301.05. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

9.4. City Administrator Bi-Weekly Report

McPherson had the following observations and information to share from the last update.

Airport

The grant has been fully executed for the Beacon replacement and targeted ALP study. KLJ is in contact with Design Electric to see if supply chain issues will allow the Beacon to be replaced yet this fall. The environmental inventories for the ALP study have commenced and will be completed before the snow flies.

Budget

The budget is making better progress than last reported. Abdo has provided the personnel costs and those will be included in the budget workbook. McPherson hopes to have the worksheets available by email Thursday for the Council to review over the weekend. The amount of the preliminary levy will not be available by then.

Development

Staff is meeting with the site designers for Glenn Metalcraft on September 20 to review the project needs (plat, street vacation, other). Work on a purchase agreement for the hangar lots is progressing. McPherson expects that staff will have something for the Council's consideration by mid-October.

Finance

No new news on the Finance front. Staff is preparing for Accountant Hodge's remote work status. The City has purchased a small printer, a monitor, and wireless keyboard/mouse for work at home. She is using the laptop purchased for the Finance Director; we are moving toward laptops as opposed to desktop units as they are more flexible. The Council will see requests for several in the 2023 budget as we replace technology.

Accountant Hodge and McPherson attended multiple virtual classes last week for the finance software. They were pretty good and the cost was extremely reasonable - \$10 per class.

Grants

No news on the Small Cities Grant, although the notice of awards is scheduled to occur sometime in September.

Miscellaneous Meetings

On September 13, McPherson, Marquardt, and Jenkins met with the Secretary of State Steve Simon and Deputy Secretary Julie Strothers. They have been visiting with various jurisdictions primarily to discuss how the COVID response impacted local businesses and governments. They were compiling data on what could be done differently in a similar scenario. McPherson made the point that the legislature needs to come together and get its work done.

On September 14, McPherson and staff from Gilman and Foley met with LMC staff. This was an opportunity for LMC to find out what is going on in various cities around the state. Due to the legislature's lack of action, the City of Foley needed to finance an addition \$7 million for their sewer expansion project (they are installing a force main to connect to St. Cloud's plant). The City of Gilman is also doing a sewer project; they are working with Rural Development on the financing. There was also discussion on future projects, police and fire mental health as well as opportunities to participate in LMC forums and trainings.

Upcoming Meeting/Event Reminders

- September 27, 5 pm – Special City Council meeting to review the budget and set the preliminary levy.
- September 29, 5 to 8 pm – Whiskey and Wine Tasting Event at Northern Lights Ballroom, Pease. This is a joint venture between Princeton Wine and Spirits and the Milaca Municipal Liquor Stores.
- October 3 – Initiative Foundation Impact Tour; 9:30 am at the Gorecki Recreation Center, Milaca. The presentation should last about an hour.
- October 6 Study Session:
 - o Cannabis Ordinance
 - o Fee Schedule Changes
- CGMC Fall Conference – November 17 to 18, Alexandria, registration is now open.

10. Committee Report

Zimmer advised that the PUC accomplished a lot in their meeting. Renewable Energy and Rebate programs are starting soon. Public Safety Day was very well attended. Public Power Week is in October.

11. Adjournment

HALLIN MOVED TO ADJOURN THE MEETING AT 7:37 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker
Mayor