

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MAY 23, 2023, 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. Councilors present were Vicki Hallin, Jenny Gerold, Jack Edmonds and Jeff Reynolds. Others present: City Administrator Michele McPherson, Community Developer Planner Stacy Marquardt, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Liquor Store Manager Dylan Donner, PUC Manager Keith Butcher, Attorney Damien Toven and Engineer Jen Edison. Absent was Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen and Assistant Fire Chief Josh Vaccari.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

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

4. Consent Agenda

4.1. Approval of City Council Minutes

4.1.1. Regular Meeting of May 9th, 2024

4.1.2. Special Meeting of May 15th, 2024

4.2. Approve gambling Permit for Christ Our Light Church July Raffle

4.3. Approve Gambling permit for American Legion Bingo at the County Fair August 7th - 11th, 2024

4.4. Approve Outside Sale of Fireworks at Walmart

~~**4.5. Approve CIP Purchase of Cornhole Boards for Civic Center Park**~~

4.6. Freedom Solar Pros, LLC Solicitors Permit request for Two Representatives - Pending Payment and Completion of Background Checks

4.6.1. Zachary Anderson

4.6.2. Alexander Traver

4.7. Resolution 24-26 - Authorizing Approval of the Preliminary and Final Plat for Princeton Residential Suites (Follow-up)

J Gerold would like to move 4.5 to New Business.

HALLIN MOVED TO APPROVE THE CONSENT AGENDA WITH THE REMOVAL OF 4.5, WHICH WILL BE PLACED UNDER NEW BUSINESS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

5. 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.

6. Old Business

6.1. County State Aid Highway4 - 7th Ave North Reconstruction Project

Edison advised that bids were received for both the CSAH 4 (7th Avenue N) Reconstruction Project and the North Lift Station Reconstruction Project, and the Bid Summary for each project follows.

The CSAH 4 (7th Avenue N) Reconstruction Project: bids were received on May 15, 2024. The city received 9 bids ranging from a low of \$2,705,057.91 to a high of \$4,104,780.75.

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|------------------------------|----------------|
| | Total Bid |
| Engineers Estimate | \$3,331,696.30 |
| R.L. Larson Excavating, Inc. | \$2,705,057.91 |

The North Lift Station Reconstruction Project: bids were received on May 16, 2024. The city received 6 bids ranging from a low of \$734,775.00 to a high of \$1,209,999.99.

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|------------------------|--------------|
| | Total Bid |
| Engineers Estimate | \$785,000.00 |
| Pember Companies, Inc. | \$734,775.00 |

Funding for these two projects will be through a combination of County State Aid, Small Cities Grant, ARPA Funds, Bonds, and utility trunk fees.

Recommended Council Action

- Accept bids, award the contract for CSAH 4 (7th Avenue N) Reconstruction to R.L. Larson Excavating, Inc. in the amount of \$2,705,057.91.
- Accept bids, award the contract for the North Lift Station Reconstruction to Pember Companies, Inc. in the amount of \$734,775.00.
- Authorize construction services to be performed by WSB in the amount of \$391,416.00.

6.1.1. Resolution 24-29 - Award CSAH 4 - 7th Ave Reconstruction

J GEROLD MOVED TO APPROVE RESOLUTION 24-29. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6.1.2. Resolution 24-28 - Award North Lift Station Reconstruction

EDMONDS MOVED TO APPROVE RESOLUTION 24-28. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6.1.3. Construction Services Proposal

EDMONDS MOVED TO APPROVE THE CONSTRUCTION PROPOSAL FOR THE 7TH AVE AND LIFT STATION RECONSTRUCTION PROJHECT FOR \$391,416.00. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7. New Business

7.1. Wine and Spirits Grant Request from Princeton Troop 261 Girl Scouts Unit 27

Margaret Berglund said she is with Princeton Girl Scouts Unit 27, and they are requesting a Wine and Spirits Grant request for the cost of three campsites for August 3rd, 2024. The Value of three campsites is \$90. The Troop is also willing to pick up trash from the campsites and the at Riverside Park in exchange for the use of the Campsites.

HALLIN MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST FROM PRINCETON GIRL SCOUT UNIT 27 FOR THE USE OF THREE CAMPSITES ON AUGUST 3RD. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. Resolution 24-27- Accept Donations for Free Splash Park Days

Marquardt noted the fourteen business and non-profits that have donated for Free Splash Park Days.

HALLIN MOVED TO APPROVE RESOLUTION 24-27. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Appoint Airport Advisory Board Member to Finish Term Ending 12-31-2025

Walker stated that Sharon Sandberg has business with the Airport, so there may be a bit of a conflict of interest.

Edmonds said that Applicant Dan Gotz attended the last Airport Board meeting. J Gerold added that his marketing background may be a good addition and will be a fresh set of ideas.

HALLIN MOVED TO APPOINT DAN GOTZ TO THE AIRPORT BOARD TO FINISH THE TERM ENDING DECEMBER 31, 2025. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.4. Neighbors Bar and Grill Special Event Permit for Rum River Festival Weekend

Joe Holtz has applied for a Special Event Permit for Rum River Festival weekend for his location at 509 5th Ave North. He is planning on having a Band, Mechanical Bull, Axe Throwing, Games and an Outdoor Beer Garden/ Bar. The area will be fenced in. In addition to the Special Event request that includes a block of 5th Ave being closed, he is asking for approval for the band to be able to play until midnight.

J Gerold asked if they could request that the band turn down the volume a little from 11pm to midnight.

EDMONDS MOVED TO APPROVE NEIGHBORS SPECIAL EVENT PERMIT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO APPROVE TO ALLOW THE BAND TO PLAY UNTIL MIDNIGHT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. Approve CIP Purchase of Cornhole Boards for Civic Center Park

B Gerold advised that staff is requesting approval to order concrete Cornhole Boards for the Civic Center. This purchase is in the Parks CIP for purchase in 2024 in the amount of \$3,500. Staff has received a quote for a concrete bag toss game set for a total of \$1,265.00.

J Gerold asked this to be moved to New Business as she suggested purchasing two of these sets due to the cost coming in well within the amount budgeted. The additional set could be put at Riverside Park.

J GEROLD MOVED TO ORDER TWO SETS OF THE CORNHOLE BOARDS AT THE AMOUNT QUOTED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.6. Bill List

HALLIN MOVED TO APPROVE THE MAY 14 CHECK REGISTER CONTAIN CHECK 88286 IN THE AMOUNT OF \$250.00 (SPLASH PARK STARTUP), AND THE MAY 23, 2024 CHECK REGISTER CONTAINING CHECKS 88287 TO 88351 AND ACH PAYMENT 52320241 IN THE AMOUNT OF \$412,997.60, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 10 TRANSMITTAL REGISTER IN THE AMOUNT OF \$86,606.03 AND PAY PERIOD 10 CHECK REGISTER IN THE AMOUNT OF \$191,596.25, INCLUDING CHECK 88285. GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.7. City Administrator Bi-Weekly Report

McPherson had the following observations and information to share from the last update on May 7, 2024:

Airport

The Airport Advisory Board would like to meet in joint session with the City Council on July 1, 2024. This meeting would be to discuss the Capital Improvement Plan. As July 4 is a Thursday, this would be considered as a rescheduled Study Session. If the Council agrees, staff will post the new date.

Baldwin Township

We are in a holding pattern with the Administrative Law Judge regarding Baldwin's request to incorporate.

Staff is waiting for a corrected Orderly Annexation Agreement for the Schwartz property and the "clean up" agreement from past annexations.

Development

Staff met with the developer on the Pontius and school district properties on May 21. A preliminary concept plan for each site has been developed, and the developer was meeting with the School Board on May 21 to attempt to finalize a purchase agreement.

Staff met with Mr. Doose and Mr. Bowen to find an alternative access route to the property that the City is interested in selling to Mr. Doose.

Finance

Staff is waiting for the preliminary audit results now that the fieldwork is done.

Fire

The transition team continues to meet weekly.

Panel B completed interviews of the three applicants selected by Panel A. Panel B identified additional clarifying/follow-up questions it wanted directed to the applicants. Panel B will reconvene to review the answers and then make its recommendation, hopefully for the June 13 Council meeting. The Panel discussion was thorough and thoughtful as it considered the qualifications of all applicants.

Legislature

The Legislature adjourned on time. CGMC and LMC have scheduled post-session webinars and staff will provide an update on any legislation impacting the city in a future report.

Great Northern Trail

Members of the partnership met on May 21 to review work to date and discuss the grant application to be submitted in July for trail development. Included in the agenda was a PowerPoint provided by Gina Hugo that was prepared for the Elk River Park Commission. It does an excellent job providing an overview of the trail and the proposed components that will be included in the grant application.

McPherson attended the Chamber Lunch and Learn on May 14 to present the State of the City, a copy of the presentation was included in the Council Packet.

Upcoming Meetings and Reminders:

- May 28 – Memorial Day, City Offices closed.
- June 4 – Tuesday Study Session, joint meeting with Public Utilities Commission
- June 6 – Rum River Festival Parade

8. Committee Reports

Edmonds provided a brief report on the PUC meeting.

9. Adjournment

HALLIN MOVED TO ADJOURN THE MEETING AT 7:43PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor