

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
MARCH 10, 2022 7:00 P.M.**

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**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, Jenny Gerold, Jeff Reynolds, and Jules Zimmer. Others present: Administrator Michele McPherson, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Police Chief Todd Frederick, Fire Chief Ron Lawrence, Liquor Store Manager Dylan Donner, Clerk Shawna Jenkins and Attorney Damien Toven.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

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

**4. Consent Agenda**

- 4.1. City Council Meeting Minutes of February 24, 2022
- 4.2. Sunken Ship Brewery Liquor License - Pending Background Check, Payment and Insurance
- 4.3. Resolution 22-13 - Designating Polling Places
- 4.4. Fire Advisory Board Minutes of January 4, 2022
- 4.5. Airport Board Minutes from February 7, 2022
- 4.6. EDA Minutes of February 17, 2022
- 4.7. Planning Commission Minutes February 28, 2022

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

**5. Swearing in of New Officers**

- 5.1. Jace Cooper
- 5.2. Justin Strom

Mayor Walker swore in new Officers Jace Cooper and Justin Strom.

**6. 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.*

**7. Old Business**

**8. New Business**

- 8.1. Approve Bid for Cleaning Sanitary Sewer Line through Princeton Golf Course

Public Works requested bids to clean out the City's sanitary sewer line that runs through the Golf Course.

2 bids were received. One from Johnson Jet-Line Sewer Cleaning and Pipe Inspections and the other from American Environmental LLC.

American Environmental LLC quote was based on an estimated 1700' feet of 18" sewer line with about 1/3 full of debris.

Cleaning - \$7,420  
 Televising \$3,600

Johnson Jet-Line quote was based on cleaning and televising a 18"-24" pipe at 1,744 feet  
 Cleaning – televising - \$3,052  
 Mobilization, each trip - \$800

Staff recommends acceptance of the quote from Johnson Jet-Line Inc

HALLIN MOVED TO APPROVE JOHNSON JET-LINE'S BID FOR CLEANING THE SANITARY SEWER LINE THROUGH THE PRINCETON GOLF COURSE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8.2. Authorize Purchase of Security Cameras**

McPherson advised that in the 2022 CIP, replacement and the addition of security cameras was approved. Two quotes were obtained and their comparison to the CIP budgeted amount can be seen in this chart:

Site	North Country Systems	All State Communications	CIP Budget Amount
City Hall	\$2,565.99	\$7,810.00	\$2,800.00
Liquor Store	\$5,970.98	\$21,190.00	\$7,500.00
Police	\$5,736.99	\$10,300.00	\$8,500.00
Public Works	\$7,064.99	\$9,890.00	\$7,300.00
Wastewater	\$3,865.99	\$11,590.00	\$4,500.00
<b>SUBTOTAL</b>	<b>\$25,204.94</b>	<b>\$60,780.00</b>	<b>\$30,600.00</b>
Civic Center	\$2,543.99	\$9,620.00	
Mark Park	\$7,661.98	\$26,330.00	
Rainbow Park	\$2,515.99	\$11,225.00	
Riverside Park	\$7,486.99	\$11,385.00	
<b>SUBTOTAL</b>	<b>\$20,208.95</b>	<b>\$58,560.00</b>	<b>\$23,000.00</b>
<b>PROJECT TOTAL</b>	<b>\$45,413.89</b>	<b>\$119,340.00</b>	<b>\$53,600.00</b>

The total project is under the estimated CIP budget amount even with some additional hard drives that were added from the original quotes received in 2021.

**Recommendation:**

Staff recommends that the City Council authorize moving forward with purchasing and installing the security cameras from North Country Systems.

ZIMMER MOVED TO AUTHORIZE THE PURCHASE OF SECURITY CAMERAS FROM NORTH COUNTRY SYSTEMS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 8.3. Authorize Purchase of Finance Software

The approved 2022 CIP includes \$60,000 for the purchase of either new or upgraded finance software. We currently have software that is called Civic Systems (Caselle). Research on other systems resulted in the following:

- Tyler Technologies – no response
- Springbrook – no response
- MyGov – did not meet the budgeting and financial requirements we requested
- OpenGov – well outside our budget and recommended that we upgrade our current software
- GovSense – estimated purchase price between \$150,000 and \$250,000 with an annual support cost of \$60,000

Staff observed a demonstration of the newest version of Civic Systems and found it to be user friendly and provided the necessary accounting, payroll, human resources, asset management and budgeting modules that the City needs to move our financial processes into the electronic world and away from heavy utilization of paper. Accountant Hodge remarked how much saving there would be in time and effort with the new system.

Attached is the summary of the upgrade costs for what we currently have (upper chart) and the additional modules we are acquiring (lower chart). The miViewpoint will be especially useful for Department Heads and Managers as it will give them real time access to reports and budgeting.

The total investment is under budget at \$56,590. This is a cloud-based system which will reduce our future system upgrade and retention costs. Our annual support costs will increase from \$5,000 annually to just under \$11,000 annually.

The City of Milaca recently switched from Banyon to Civic Systems and are happy with their decision. Support from Banyon was not very good; “less than stellar” was the quote. The City of Cambridge is also a recent convert to Civic Systems and they are also happy with its performance.

Implementation should take 10-12 weeks. Implementation of miTime (electronic timesheets) will be the last module implemented and will be phased in to allow sufficient time to work with departments with more complicated time allotments like Police and Public Works.

#### **Recommendation:**

Staff recommends that the City Council authorize purchase of finance software from our current vendor Civic Systems.

J Gerold asked how it will work for the timecards for departments that have many different funds and projects that their time would be coded to. McPherson said that can be done for those departments. Timesheets will likely be the last to transfer to the new system.

HALLIN MOVED TO APPROVE THE PURCHASE OF FINANCE SOFTWARE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.4. Authorize Purchase of iRecord System Components, Police Department**

Frederick asked for approval to purchase Interview Recording Equipment (Replacement), which is on the Capital Improvements request for 2022.

The Princeton Police Department has currently budgeted \$33,400.00 for the replacement of the I-record interview room system through the 2022 Capital Improvements Program. The current quote from I -Record is \$29,923.00 which includes all equipment, 1 year trial period for transcription, 1 year warranty and installation.

We are asking for City Council for approval to purchase the I-Record interview room system to replace the current I-Record system (currently 8 years old) as well the wiring installation and misc. equipment to finish the project for the Princeton Police Department. The project will be under the budgeted CIP of 33,400.00.

A motion to approve and continue with the purchase of the tactical I-Record interview project is recommended.

HALLIN MOVED TO APPROVE THE PURCHASE OF THE IRECORD SYSTEM COMPONENTS FOR THE POLICE DEPARTMENT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.5. Select Airport Engineer**

McPherson reported that every five (5) years, per FAA requirements, the City is required to complete a Request for Qualifications (RFQ) for airport engineering & planning services. The current contract with KLJ is up in August, but the FAA request that the City do the RFQ for the ALP & Master Plan update related to the AWOS relocation planning. Staff opted to do the entire RFQ at once.

RFQs were sent to:

- SEH
- TKDA
- WSB
- KLJ
- Bolton & Menk
- BOLLIGinc
- Widseth, Smith & Nolting (Widseth)

Two proposals were received from: KLJ and BOLLIG inc. SEH sent a letter indicating that they chose not to submit. The proposals were distributed to the City Council and the Airport Advisory Board and reviewed by Public Works Director Gerold and me.

The Airport Advisory Board discussed the proposals at their March 7, 2022 meeting and voted to recommend to the City Council that KLJ's contract be extended another five (5) years. The cited the following reasons:

1. The length of time that KLK has been providing aviation engineering and planning services (1938);
2. The responsiveness of staff;

3. The ability of both assigned staff persons to answer high-level questions from the other's area of expertise (one planner and one engineer are assigned to the city); and
4. Completion of projects already in the works.

**Recommendation:**

Staff recommends that the City Council concur with the Airport Advisory Board's recommendation and engage KLJ as the City's Airport Engineer for an additional five (5) years.

HALLIN MOVED TO SELECT KLJ AS THE AIRPORT ENGINEER. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8.6. 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 \$178,004.04 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 84469 TO 84531 FOR A TOTAL OF \$252,271.74. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8.7 City Administrator Bi-Weekly Report**

McPherson reported the following observations and information to share from the last two weeks:

**Mille Lacs County News**

US District Judge Susan Richard Nelson ruled March 4 that the 1855 Mille Lacs Reservation is still in existence. She granted a partial summary judgment for the Mille Lacs Band of Ojibwe. The ruling is contained in a 93-page opinion. A press release issued on Facebook and located on the County's website stated that "we expect to appeal this decision to the Eight Circuit Court of Appeals". More information can be found on the County's website.

The County is currently accepting sealed bids for several parcels of property, two of which are located in the City of Princeton; see the attached maps for their locations. The minimum bid value for Parcel 4 is \$175,000 and the minimum bid value for Parcel 5 is \$55,000.

**Community Projects Submitted to Congressman Stauber's Office**

Staff submitted three projects for federal funding to Congressman Stauber's office. The projects were:

- North Main Lift Station
- 21st Avenue/1st Street Roundabout
- Radio Simulcast Equipment

His office acknowledged receipt of the requests.

**Correspondence**

The city received correspondence from the Princeton Pantry regarding their annual March food drive. We also received a thank-you from Kinship Mentoring of Princeton. Both were provided to the Council.

**Grants**

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure. Jordon Zeller, East Central Regional Development

Commission is also advocating on our behalf. I have not heard anything from my follow-up with Congressman Stauber's office.

Community Development Manager Brooks submitted a grant for a cross-country ski trail groomer and is working on a variety of other grant applications to support various projects and programs.

### **Personnel**

We received three applications for the Finance/HR Director position. The review committee decided that the position should be reposted and that one of the three candidates be included in the expanded pool. The position will be posted "open until filled" with a first review date of March 31.

In the interim, I am currently speaking with firms that specialize in placing accounting staff to complete specific projects or tasks. I am specifically looking for assistance with preparation for the audit. This would be a short-term placement and would only focus on completing tasks for the audit. So far, I have spoken with Robert Half and will be reaching out to Salo (reference from Ms. Peters) and Abdo (reference from our auditors, BerganKDV). I will have a specific game plan to present at the March 24 meeting as I would like to get someone in house starting the last week of March. My hope is that they will not need a full two months to complete the work if they are only working on audit preparation and year end closeout.

All of the selected staff (except me) have completed their Job Analysis Questionnaires for the Classification – Compensation Study. I would like to commend the staff for their efforts as they are not easy to complete, having completed two in my professional career. I have not reviewed them all yet, but I am confident that they all did a complete and thorough job. I have almost all of the staff on an interview schedule; the consultant provided evening interview times to accommodate the paid on-call firefighters. We have interviews scheduled March 17, 18, 21, 22, 24, 25, 29, 31 and April 5. Interviews are slated to last approximately one hour and will be over Zoom; for those without technology, the city is setting up a laptop in the conference room at City Hall.

### **Upcoming Meeting/Event Reminders**

- PUC Meeting rescheduled from March 23 to March 22 due to a scheduling conflict
- April 7 – Joint meeting with the Airport Advisory Board; their regular monthly meeting will occur after the conclusion of the Joint meeting

## **9. Committee Reports**

Hallin reported on the CGMC Legislative Action Day. She felt it was the most successful in 20 years.

## **10. Adjournment**

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:50 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins Tadych

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Thom Walker,

City Clerk

Mayor