

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
NOVEMBER 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 Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: Administrator Michele McPherson, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Fire Chief Ron Lawrence, and Attorney Damien Toven.

Absent is Police Chief Todd Frederick, Community Developer Planner Stacy Marquardt, Liquor Store Manager Dylan Donner, and Public Utilities General Manager Keith Butcher

Joining the Meeting Online was Councilor Vicki Hallin and Wastewater Treatment Plant Manager Chris Klinghagen.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

ZIMMER MOVED TO APPROVE THE AGENDA AS PRESENTED. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4. Consent Agenda

- 4.1. Approve Step Increase for Police Officer Lucas Wubben effective 12-4-22
- 4.2. City Council Meeting Minutes of November 10, 2022
 - 4.2.1. Planning Commission Meeting Minutes of October 17, 2022
- 4.3. Park Board Meeting Minutes of October 24, 2022
- 4.4. Authorize Execution of Agreement with Abdo Financial Solutions for Audit Prep Work

ZIMMER MOVED TO APPROVE THE CONSENT AGENDA. REYNOLDS 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. Ordinance 826 - Vacating Alley in Sharco Estates Plat - FINAL READING

McPherson stated that there have been no changes since the first reading.

ZIMMER MOVED TO APPROVE ORDINANCE 826. REYNOLDS SECONDED. THE MOTION CARRIED UNANIMOUSLY.

- 6.2. Ordinance 827- Vacate Drainage and Utility Easements and 19th Ave South - FINAL READING

McPherson said there have been no changes since the first reading. At some point, easements will be placed back on the plat of the Princeton Business 2nd Addition.

ZIMMER MOVED TO APPROVE ORDINANCE 827. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- 6.3. Ordinance 828 - Annexation of Parcels from Princeton Township - FINAL READING

McPherson reported that these are 4 of the original 7 parcels that the Council approved to annex into the city to square up the municipal borders. The other 3 parcels need a little additional work and will be re-noticed, and another public hearing held.

WALKER MOVED TO APPROVE ORDINANCE 828. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7. New Business

7.1. Resolution 22-71 - Accept Donation from Crystal Cabinets for Storage and Display Space for the Surrey Bike

McPherson advised that Crystal Cabinets has donated space to store and showcase the Surrey Bike over the winter in their showroom on Rum River Drive.

ZIMMER MOVED TO APPROVE RESOLUTION 22-71. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. Resolution 22-72 - Accept Donation from Grow with Us Childcare for Light up Princeton

HALLIN MOVED TO APPROVE RESOLUTION 22-72. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Ordinance 829 - Lodging Tax - FIRST READING

McPherson reported that staff has prepared an ordinance that will put the lodging tax in place. Letters will be sent to the two properties which will be affected by the ordinance. There may be some additional minor changes to this ordinance prior to the final reading. The Chamber of Commerce approved and sign the marketing agreement at their meeting today.

ZIMMER MOVED TO INTRODUCE ORDINANCE 829. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.4. Bill List

ZIMMER MOVED TO APPROVE THE NOVEMBER 15 AND 22, 2022 CHECK REGISTERS CONTAINING CHECKS 85714 TO 85772 IN THE AMOUNT OF \$359,953.92, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 23 TRANSMITTAL REGISTER IN THE AMOUNT OF \$70,357.21 AND PAY PERIOD 23 CHECK REGISTER IN THE AMOUNT OF \$162,636.24 (EQUALS THE AMOUNT OF CHECK 85714). HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. City Administrator Bi-Weekly Report

McPherson reported on her observations and information from the last update:
The Surrey Bike will be in the Mini Dazzle Parade on November 26. Staff will decorate it on the 25th.

Airport

Work is progressing on the Targeted ALP Study at the airport. There is no news to share at this time.

Boards and Commissions

Staff has started to advertise for applicants to the various boards and commissions. In addition to the typical term expirations, we have vacancies on the following boards:

- Economic Development Authority

- Fire Advisory Board (Bogus Brook. Blue Hill Townships) Roger Nelson of Blue Hill Township recently passed away.
- Park and Recreation Advisory Board
- Housing and Redevelopment Authority

It may be helpful for the Council to personally invite residents to serve on a board or commission. Appointments will be scheduled for after the first of the new year.

Development

The fully executed documents for the Charlie-Bravo project were delivered to the developer. Staff met with Dan Howard on November 10 to discuss how we can share information from commercial land inquiries.

Finance

Moody's Investor Service released our debt rating on November 2, 2022. The City's issuer rating is A1. An A rating indicates that our obligations judged to be upper-medium grade and subject to low credit risk. The city has an above-average creditworthiness relative to other domestic issuers and issuances.

Budget

Work continues on the budget. Now that the cost-share of the health insurance increase has been negotiated with the two bargaining units is complete, McPherson has been able to adjust the numbers downward. Staff is also making adjustments in how much we break out certain expenditures by department; this primarily impacts Public Works as we will no longer track fuel usage by activity.

The goal is to collect data that is meaningful; if it doesn't have a purpose, staff is not interested in increasing administrative work just because it was done that way in the past.

Technology Services Manager Yost has found an alternative to the reservation software that was previously implemented. This new option will have the consumer pick up the credit card service fees which will be capped at 2.9 percent.

There were a number of technology purchases moved from 2023 to 2022 where possible to further reduce the budget.

Finance Software

Online timecards and payroll went fairly well last pay period. There are new/different steps for the accountant to perform and figuring out what those were took some additional time. Online routing of invoices to be paid is also going very well. McPherson would like to thank the Department Heads and Managers in their efforts to implement the above changes.

Public Utilities Commission

The PUC adopted its new rate structure for 2023. Part of the rate structure includes eliminating the Municipal Rate which the city benefits from. The Commission delayed the implementation of this until 2024 as the impact of this on the City's budget was not calculated until after the preliminary levy was set.

During 2023, City and PUC staff will analyze the various meters and service points to see where consolidation can occur and if some of the accounts would fall under a new rate that was also adopted "Areas and Security Lighting Service". The City currently has 37 accounts: 12 fall into either the Liquor or Wastewater Treatment Plant enterprise funds.

In addition to the above, McPherson inquired as to why the roundabout lights are not covered by PPU; the electric cost currently is borne by the Street Department.

General Manager Butcher and McPherson has discussed a joint City-PUC meeting for either March or April and more detail on the above can be discussed at that time.

The PUC reduced the water fee by three (3) dollars per month, approved their 2023 fee schedule and budget, and approved an economic development rider to assist with business attraction to the Business Park.

Upcoming Meeting/Event Reminders

- Small Business Saturday, November 26:
 - o All Day, Shop Local
 - o All Day, Business decorating contest; the theme is “A Candyland Christmas”. Vote for your favorite business on the Chamber’s Facebook page
 - o 10 am to 2 pm, Ladies Local
 - o 11 am to 4 pm, Riverside Plaza Mall vendors
 - o 1 pm to 4:30 pm, Santaville at the Princeton Depot
 - o 4 to 7 pm, Food trucks and bon fire on 4th Avenue behind the North Mall
 - o 5:30 pm, Mini Dazzle Parade
 - o 6 to 7 pm, Tinsel, Twinkle, Trunk or Treat in the North Mall parking lot
 - o 6:15 to 6:30 pm, Santa flips the switch for the Light Up Princeton display

7.5.1. Review Public Works 2023 Budget Worksheets

7.5.2. Review Parks 2023 Budget Worksheets

7.5.3. Review Other & Special Revenue Funds 2023 Budget Worksheets

7.5.4. 2023 Preliminary to Final Levy Status by Department Summary (Progress Report)

McPherson reported that she has been able to lower the Levy a bit from the preliminary that was approved, and she is continuing to work on further reductions.

8. Committee Reports

Zimmer provided a report on the PUC meeting. They are going to have a summer and winter rate. They also approved their fee schedule and 2023 budget.

Walker stated that the EDA is working on a Strategic Plan.

9. Adjournment

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:17 PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker
Mayor