

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
FEBRUARY 8, 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, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Attorney Damien Toven, and Public Utility Manager Keith Butcher. Absent was Fire Chief Ron Lawrence and Liquor Store Manager Dylan Donner.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

McPherson is requesting Consent Agenda items 4.6 and 4.7 be moved to New Business.

HALLIN MOVED TO APPROVE THE AGENDA WITH ITEMS 4.6 AND 4.7 TO NEW BUSINESS.
REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

4. Consent Agenda

- 4.1. Approval of City Council Minutes
 - 4.1.1. Regular Meeting of January 11, 2024
 - 4.1.2. Regular Meeting of January 25, 2024
 - 4.1.3. Study Session Meeting of February 1, 2024
- 4.2. Princeton Youth Hockey Association Temporary Intoxicating Liquor Permit for March 16, 2024
- 4.3. Planning Commission Meeting Minutes of January 22, 2024
- 4.4. Resolution 24-07 - Election Judge Appointments
- 4.5. Approve Responses to Fire Department Requests
- ~~4.6. Approve Part-time Fire Chief Job Description and Authorize Posting to Hire~~
- ~~4.7. Approve Part-time Emergency Manager Job Description and Authorize Ron Lawrence to Fill the Position effective March 5, 2024~~
- 4.8. Approve Gambling Permit for Knights of Columbus for Raffle on August 22, 2024
- 4.9. Approve Gambling Permit for Princeton Area Chamber of Commerce for June 7th Raffle.
- 4.10. Approve Gambling Permit for Kinship Youth Mentoring for Bingo at the VFW on 2-25-24.
- 4.11. Approve Pay Voucher 4 - Business Park Street & Utility Extension Project
- 4.12. Authorize Posting to Hire GMII - Wastewater Treatment Plant

EDMONDS MOVED TO APPROVE THE CONSENT AGENDA AS AMENDED. J GEROLD 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. Ord. 847- 2024 Fee Schedule Amendment for Building Permit Fees - FINAL READING

Marquardt stated that this is the final reading for the building permit fee amendments.

HALLIN MOVED TO APPROVE ORDINANCE 847 AMENDING THE BUILDING PERMIT FEES.
EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7. New Business

- 7.1. 4.6 – Approve Part Tim Fire Chief Job Description and Authorize Posting to Hire

Assistant Fire Chief Josh Vaccari reviewed the job description and stated that the minimum qualification of ICS levels would fall under the Emergency Manager position, however it could be listed as a preferred qualification for the Part Time Fire Chief position.

EDMONDS MOVED TO APPROVE THE PART TIME FIRE CHIEF JOB DESCRIPTION WITH THE CHANGES REGARDING ICS REQUIREMENTS BEING CHANGED TO A PREFERRED QUALIFICATION INSTEAD OF A REQUIRED QUALIFICATION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. 4.7 - Approve Part-time Emergency Manager Job Description and Authorize Ron Lawrence to Fill the Position effective March 5, 2024

HALLIN MOVED TO APPROVE THE PART TIME EMERGENCY MANAGER JOB DESCRIPTION WITH THE ADDITION OF THE ICS REQUIREMENTS BEING ADDED TO THE EMERGENCY MANAGER POSITION AND TO AUTHORIZE RON LAWRENCE TO REMAIN IN THE POSITION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Neighbors Bar and Grill 2 am Liquor License Renewal Request

Jenkins advised that Neighbors Bar and Grill is requesting their 2am License request be renewed for another year.

Frederlck added that the Police Department had two calls to that address in the past year, and neither really pertained to the bar.

HALLIN MOVED TO APPROVE NEIGHBORS BAR AND GRILL 2 AM LIQUOR RENEWAL REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.4. Bill List

HALLIN MOVED TO APPROVE THE FEBRUARY 8, 2024, CHECK REGISTER CONTAINING CHECKS 87785 TO 87860 IN THE AMOUNT OF \$739,794.73, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 3 TRANSMITTAL REGISTER IN THE AMOUNT OF \$92,057.57 AND PAY PERIOD 3 CHECK REGISTER IN THE AMOUNT OF \$159,871.43. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.5. PUC Fund Transfer

McPherson stated Councilor Edmonds reported at the January 25 meeting, the PUC has provided the City with a fund transfer (PILOT) payment of \$53,554. The PUC commented that they would like to see the monies used for infrastructure and to assist the city with growth. This fund transfer was not anticipated nor included as a form of revenue in the 2024 budget.

The monies have yet to be deposited. Staff requests direction from the Council as to how they would like to see these dollars used. Two options for consideration:

1. Direct the funds toward the Business Park Street and utility project. If the Council recalls, there is approximately \$116,000 in cash that the City will be paying out of pocket after grants and lot sales to fund the street and utilities.
2. Direct the funds to the General Fund Street budget; approximately \$200,000 is budgeted for the annual sealcoat program. State Aid maintenance revenue is approximately \$67,000.

Staff asked for Council direction as to how it wants the PUC fund transfer to be utilized. All the Councilors were in agreement to direct the funds towards the Business Park Street and Utility project.

EDMONDS MOVED TO APPROVE THE PILOT PAYMENT OF \$53,554 BE PUT TOWARDS THE BUSINESS PARK STREET AND UTILITY PROJECT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.6. City Administrator Bi-Weekly Report

McPherson had the following observations and information to share from the last update on January 23, 2024:

Baldwin Township

Staff (Attorneys Bourgeois and Toven, City Clerk Tadych, City Engineer Edison, Community Development Planner Marquardt and McPherson) are meeting weekly to prepare the City's testimony at the upcoming hearing regarding Baldwin Township's incorporation. Attorney Bourgeois has been communicating with Township Attorney Couri regarding the process. To date, we have mutually agreed through the attorneys, to draft an orderly annexation agreement relating to past annexations that had incorrect or fuzzy legal descriptions.

We have provided the Township with the area that the city would desire to annex – it is the same area identified in the Comprehensive Sewer Plan. We have not heard back from Attorney Couri as to the Township's response.

Building Inspections

MNSPECT staff were in the office on Monday, February 5 to work on the inspection program transition. They are still working on getting our logins for the software to track information, but current permit holders were called and informed of the new number to call for inspections and a direct scan to email was set up on the copier for sending permit applications directly to MNSPECT. Kudos to Community Development Planner Marquardt and Community Development Specialist DeWitt on the work they are putting in to make the transition as smooth as possible.

Development

There were no new advances on the development front.

We have, however, received a verbal offer for 40 acres that the city owns on the west side of the airport. The offer is roughly \$60,000 over the assessor's estimated market value. If there are no objections to the sale, staff will ask Attorney Toven to draft a purchase agreement for the sale.

Elections

As a result of Representative Daudt retiring, there will be an additional special election, one that was not anticipated. Election dates in the first quarter of 2024 are as follows:

- February 29 Special Primary for House District 27B
- March 5 Presidential Primary
- March 19 Special Election for House District 27B

City Clerk Tadych has procured the necessary election judges. Voting will occur at the Depot as usual.

Finance

McPherson wanted to acknowledge Senior Accountant/HR Specialist Hodge on the effort and work she has done to move the payroll direct deposit from 1st Bank and Trust to Bremer Bank. As a result, there will no longer need to be a payroll transfer check signed and numerous steps in the payroll process were eliminated. Employees should see no change on their end.

Legislature

McPherson stated she attended an LMC webinar previewing the upcoming legislative session. The power point and LMC’s legislative priorities we provided for review. The takeaway was that since the legislature doesn’t have a budget to work on (other than a bonding bill), to expect the focus to be on policy changes. There will be a “structural imbalance” aka a deficit in the 2026-2027 biennium. Legislative topics of interest include housing (leading to preemption of local zoning authority), corrections to the legislation impacting school resource officers, Earned Safe and Sick Time and adult use cannabis. Let’s hope that they let local governments take a breath and get the changes from the 2023 session implemented before adding more to the local plate.

Upcoming Meetings and Reminders:

- February 7 – Fire Advisory Board meets at 7:00 pm, City Council Chambers
- February 12 – Fire Executive Board meets at 7:00 pm, Public Safety Building
- February 29 – Special Primary for House District 27B
- March 5 – Presidential Primary
- March 6 – Fire Advisory Board meets at 7:00 pm, City Council Chambers
- March 7 & 8 – Hearing for Baldwin Township Incorporation to be held at Baldwin Town Hall starting roughly between 9:30 and 10:00 am; March 8 is a secondary day in the event that there is significant testimony.
- March 12 – Annual Township Elections and Meetings
- March 12 – Distinguished Service Awards Dinner at 6:00pm (Social Hour) and 7:00pm (Dinner). Please let me know if you plan to attend so that we can RSVP on the Council’s behalf. RSVPs are due March 1st. See attached invitation.
- March 19 – Special Election for House District 27B

8. Committee Reports

9. Adjournment

J GEROLD MOVED TO ADJOURN THE MEETING AT 7:23PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor