

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
FEBRUARY 9, 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. Council members present were Vicki Hallin, Jack Edmonds, and Jeff Reynolds. Others present: City Administrator Michele McPherson, Community Developer Planner Stacy Marquardt, Clerk Shawna Jenkins, Police Chief Todd Frederick, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Liquor Store Manager Dylan Donner, and Attorney Damien Toven. Absent was Councilor Jenny Gerold, Public Works Director Bob Gerold and Public Utility Manager Keith Butcher

2. Pledge of Allegiance

3. Agenda Additions / Deletions

HALLIN MOVED TO APPROVE THE AGENDA AS PRESENTED. 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 26, 2023
 - 4.1.2. Study Session Meeting of February 2, 2023
- 4.2. Airport Board Meeting Minutes of January 5, 2023
- 4.3. Accept Resignation of Airport Advisory Board Member Jason Erickson and Authorize Filling the Vacancy
- 4.4. Park Board Meeting Minutes of January 23, 2023
- 4.5. Police Officer Justin Strom Step Increase effective 2-28-23
- 4.6. Approval of Intoxicating Liquor License for Merlin's Restaurant - pending Background Check, Payment and Insurance Cert.
- 4.7. Invite to Renzo Vita's Eagle Scout Award Ceremony
- 4.8. Fire Act Grant Application
- 4.9. Authorize Purchase of Replacement Pumps for Chemical Room, WWTP (CIP Expense)
- 4.10. Approve Bingo request for Kinship Youth of Princeton for March 5, 2023

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 832 - amending language regarding background checks in Section 355.04 B - FINAL READING

McPherson advised that the additional wording added to the ordinance will provide the ability to do a more thorough background check on applicants. There have been no changes since the first reading.

HALLIN MOVED TO APPROVE ORDINANCE 832. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7. New Business

- 7.1. Resolution 23-09 - Accept Donation from Twice New Clothing for the Police Department

Frederick reported that the Police Department has received a \$1000 donation from Twice New Clothing. They have already donated \$3000 to the City so far this year.

HALLIN MOVED TO APPROVE RESOLUTION 23-09. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. Authorize Back Pay and Wage Increase for Accountant Hodge

McPherson advised that the City has operated without a Finance Director since March 4, 2022. Since that time, Accountant Hodge has performed many duties outside of her normal responsibilities, sometimes defined as “out of class” work. Examples include:

1. Preparing reports and compiling information for the auditors;
2. Being the first point of contact when researching past practices relating to finance activities;
3. Providing a historical perspective on operations such as the Splash Park;
4. Implementing many components of the financial software.

Neither the Personnel Policy or the AFSCME Union contract define a salary increase for “out of class” work, so staff has little guidance on this issue. After conversing with Accountant Hodge, staff would like to propose a \$1.00 per hour wage increase, backdated to March 11, 2022 and continuing forward until completion of the Classification-Compensation Study at which point wages for all staff will be adjusted.

Funds for the back pay and the wage increase will be covered by the money set aside in the “Other, Unallocated” portion of the budget. The total for the back pay is approximately \$1,600.

McPherson said she anticipates the Study to be completed by the end of February.

Staff recommends that the City Council authorize a \$1.00 per hour wage increase for Accountant Hodge back-dated to March 11, 2022 and carrying it forward until completion of the Classification-Compensation Study.

Walker asked if her position and job description will be changed with these new duties. McPherson responded that she will likely create an “Senior Accountant / Human Resource Specialist” position for the tasks that Hodge currently performs. She added that with Accountant Hoheisel starting, we have needed to rely on the outside consultant much less this past month, so only one third of the budgeted amount for January has been spent.

Walker asked if the city will still need some assistance for audit preparation this year. McPherson replied that the city will likely need some assistance this year until Hoheisel gets up to speed.

WALKER MOVED TO APPROVE THE BACK PAY AND WAGE INCREASE FOR ACCOUNT HODGE.
HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Bill List

HALLIN MOVED TO APPROVE THE JANUARY 30, AND FEBRUARY 7 AND 9, 2023 CHECK REGISTERS CONTAINING CHECKS 86088 TO 86157 IN THE AMOUNT OF \$666,262.50, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 3 TRANSMITTAL REGISTER IN THE AMOUNT OF \$78,792.94 AND PAY PERIOD 3 CHECK REGISTER IN THE AMOUNT OF \$114,581.26 (CHECK 86089). REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.4. City Administrator Bi-Weekly Report

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

Age-Friendly

Staff met with the Age-Friendly Committee on January 25. A significant portion of the meeting was spent on discussing the Surrey Bike. Specifically, where to store it during the summer so that it is accessible and can be managed for use. Locations discussed included the fitness

center, Mark Park (near the Splash Park) or the Library. The latter two options would require purchase of a small pre-fab shed large enough to store the bike. It was decided to pursue grant monies from the Lions, as until a site is secured, the next steps for operation cannot commence.

Legislative Monitoring

McPherson stated she is monitoring, with help from CGMC and LMC various legislative topics.

Of interest:

Bill to Address Public Safety PTSD (House File 1234); requires treatment for a mental injury prior to filing for a duty disability, keeps employees on payroll while receiving treatment, financial support to backfill positions, fully reimburses employers for health insurance provide the employer has implemented mental health injury prevention measures, requires preservice training to prepare staff for stressful events and to teach coping mechanisms.

Earned Sick and Safe Time (House File 19, Senate File 34); requires employers to provide on hour of paid sick and safe time for every 30 hours worked. This covers all employees including part-time and seasonal, working 80 hours in a year for the employer.

Creation of Street Improvement Districts (House File 1183); allows cities to create street improvement districts for the purpose of construction and reconstruction of streets and related components (minus underground utilities). Cities would be allowed to impose a street improvement fee after providing public notice and holding a public hearing.

Juneteenth (House File 48, Senate File 13); establishing June 19, the date slavery was abolished as a state-recognized holiday where no public business may be conducted. The bill passed out of both houses was signed by the Governor; it will take effect August 1, 2023 and will impact cities in 2024.

The remainder of the period was unremarkable, focusing on day-to-day management activities, year-end/year-start projects and working with the new Accountant.

Upcoming Meeting/Event Reminders

- February 13 – first meeting of the Joint Planning Board for amending the airport ordinance to remove the references to the cross-wind runway
- February 20 – City offices will be closed in observance of President’s Day.

8. Committee Reports

Edmonds reported that the Airport Board tabled voting in a chair as Airport Board member Jason Erickson has resigned, and Board member Troy Minske was absent.

McPherson advised that KLJ gave the Board members present an update on the AWOS site.

9. Adjournment

HALLIN MOVED TO ADJOURN THE MEETING AT 7:14 PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor