

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
JANUARY 26, 2023 7:00 P.M.**

1. Call to Order - Roll Call

City Administrator Michele McPherson called the meeting to order and led the Pledge of Allegiance to the Flag. Mayor Thom Walker and Council members present were Vicki Hallin, Jenny Gerold, Jack Edmonds, and Jeff Reynolds. Others present: Community Developer Planner Stacy Marquardt, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Technology Services Manager Ed Yost, and Liquor Store Manager Dylan Donner, and Attorney Damien Toven. Absent was Police Chief Todd Frederick, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen and Public Utility Manager Keith Butcher.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

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

4. Consent Agenda

- 4.1. Approval of January 12th, 2023 City Council Minutes
- 4.2. Disband Tree Committee
- 4.3. Approve Gambling Permit for Knights of Columbus Council #8571 - Bingo March 12, 2023
- 4.4. Approve Gambling Permit for Christ Our Lights Church - Raffle April 14, 2023
- 4.5. Approve Agreement with Sherburne County Assessors
- 4.6. Communication from ECRDC

HALLIN MOVED TO APPROVE THE CONSENT AGENDA. 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.*

Roxanne Hayes from Hayes K9 Grooming came to discuss the planned Block Party that Berry Law Office is organizing for July. Closing First Street and Rum River Drive where her business is located really affects her business and she is not in favor of these roads being closed. She suggested the event be held down in front of Berry Law Office instead.

Walker responded that the Council will take that into consideration when the request comes forward.

6. Old Business

7. New Business

- 7.1. Princeton Wine and Spirits Grant Request – Princeton Area Chamber of Commerce & Tourism

Chamber Director Kim Young came and spoke about the Chamber, and how the new Lodging tax will be used. The funds can only be used for tourism, so they have opened a separate bank account for the eligible costs. The funds will mostly be used for marketing. The Chamber, therefore is still asking for a Wine and Spirits Grant to help cover basic costs throughout the year. The Council has provided \$10,000 per year to the Chamber for several years and they are requesting that amount again. The Wine and Spirits Grants are greatly appreciated, and it really helps the Chamber hold many of the events.

HALLIN MOVED TO APPROVE A WINE AND SPIRITS GRANT IN THE AMOUNT OF \$10,000 TO THE CHAMBER OF COMMERCE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. Age Friendly Princeton Action Plan

Julie Schoen presented the Age Friendly action plan and requested approval to submit it to AARP. The action plan details the many benefits that Princeton has like M Health Fairview, meal services, fitness opportunities, and transportation. Age Friendly will be focusing on communication, transportation and social participation outlined in the plan.

J Gerold asked about the portion regarding a community center and how they would love to have one. She asked if the Age-Friendly group had plans for how that could be built. The School District held a special election to try and get a community center to be built along with some school additions and it failed. Schoen responded that it is just something they would like to have, but they do not have any plans how to get that accomplished. Reynolds mentioned the Civic Center, and said that may be something to look into for some usage for the group. J Gerold stated that the library has a room available as well.

McPherson requested a motion to approve the action plan and to support the submittal of it to AARP.

EDMONDS MOVED TO APPROVE THE ACTION PLAN AND TO SUPPORT THE SUBMITTAL OF IT TO AARP. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Neighbors on the Rum 2am Liquor Renewal Request

Jenkins reported that Neighbors Grill is requesting a renewal of their 2 am Liquor License. She stated she has not heard of any issues in the past year, but Chief Frederick can provide any of that information to the Council.

McPherson stated that Chief Frederick has requested this be tabled.

WALKER MOVED TO TABLE NEIGHBORS ON THE RUM 2 AM LIQUOR RENEWAL REQUEST UNTIL THE NEXT MEETING WHEN CHIEF FREDERICK IS PRESENT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.4. Resolution 23-07 - Twice New Clothing Donation to the Flower Project

EDMONDS MOVED TO APPROVE RESOLUTION 23-07. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. Resolution 23-08 - Twice New Clothing Donation to the Fire Department

HALLIN MOVED TO APPROVE RESOLUTION 23-08. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.6. Ordinance 832, Amending Language Section 355.04 B, Cannabis Licensing Ordinance

McPherson reported that when running a background check on an applicant, it was discovered that the language regarding background checks needed to be slightly changed in order to allow for a broader check. Staff has made that correction and requests this ordinance be introduced.

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

7.7. Authorize Execution of Park System Plan Scope - CIP Item

WSB has submitted a proposal for the execution of a Park System Plan Scope, which is a Capital Improvement Project item.

It is WSB's understanding that this project is to include the preparation of a Park System Plan for the City of Princeton that will provide a comprehensive plan meant to guide future improvements, developments, developments and redevelopments for the park and trail system.

The proposal includes the steps necessary to undertake the planning process and is broken down by task to allow a Client a clear understanding of the process. Keep in mind the Consultant is willing to adjust the scope of services as necessary to create a custom plan that will be tailored to the specific needs and expectations of the Client.

BASE OF SCOPE OF SERVICES

1. Project Management and Data Collection

- a. Project Management: Consultant will provide project management services throughout the course of this phase of the project to include budgeting, meeting with coordination efforts, correspondence with client, and internal project controls.
- b. Data Collection and Base Preparation: Consultant will gather all relevant planning data from the client and will develop GIS based maps of all existing parks utilizing County data for planning purposes.

2. MEETINGS

- a. Kick-Off Meeting: Consultant shall facilitate a project state-up meeting with the client to identify key stakeholders and review the proposed schedule, planning process and intended outcomes.
- b. Park and Recreation Advisory Board Meetings (2):
 - i. Consultant shall attend an in-person meeting with the Parks and Recreation Advisory Board Meeting to present an overview of the planning process and gather information from the Board members at the beginning of the planning process.
 - ii. Consultant shall attend an in-person meeting to present the draft system plan for review and feedback before finalization.
- c. City Council Meeting (1): Consultant shall attend an in-person meeting with the City Council to present the final park system plan for review and approval.
- d. Open House Meetings (21): The Consultant will facilitate Public Open House meetings throughout the course of the project to include:
 - i. Open House Meeting #1: Consultant shall facilitate an open house meeting to gather input, ideas and concerns from those in attendance in order to help identify community needs, desires and concerns related to parks and trails.
 - ii. Open House Meeting #2: Consultant shall facilitate an open house meeting to present the draft recommendations for further review and feedback from the community prior to finalization of the plan document.
- e. Coordination Meetings: Consultant will conduct informal virtual meetings throughout the course of this phase of the project for ongoing coordination with the client, staff, and additional consultants, vendors and stakeholders.

3. NEEDS ANALYSIS

- a. Park Inventory & Service Level Analysis: The Consultant will conduct site visits of each park in the system to determine the existing level of service. The level of

service indicates general park function in relation to populations served based on factors such as types of amenities, overall age, condition, design, and accessibility. A map will be prepared to identify the results of the service level analysis

- b. **Planning Analysis:** The Consultant will collect all relevant planning materials and documents for review. This includes the Comprehensive Plan, Zoning and Subdivision Ordinances, Park Dedication requirements, and any park concept or master plans. The Consultant will review and summarize the findings of these resources in a memo for distribution to the Client.
- c. **Demographics Analysis:** The Consultant will prepare a demographics analysis and will review the location of the parks in relation to the neighborhood service areas to determine any redundancies, or underserved populations based on existing park locations and level of service needs. Demographics maps and analysis maps of neighborhood service areas and underserved populations will be prepared utilizing existing ESRI data.
- d. **Trails Gap Analysis:** The Consultant will conduct an analysis of the existing pedestrian system to identify regional routes, existing gaps, and overall connectivity in relation to major destinations within the community.
- e. **Needs Analysis Summary & Graphics:** A summary of the needs analysis will be developed based on the results of the system inventory and analysis to identify the greatest community needs and desires that may affect prioritization. Summary information and graphic maps that illustrate the outcomes of the inventory and analysis will be prepared.

4. COMMUNITY ENGAGEMENT

- a. **Interactive Map:** The Consultant will set up a project page utilizing Social Pinpoint, an online forum with an interactive map that can be used through various forms of social media and devices. This map provides a tool where users can drag and drops pins on a map to leave comments related to parks and trails, idea generation and design preferences. Community surveys can be linked to this platform to provide additional feedback to guide the planning process. This includes a \$500 service fee for Social Pinpoint use.
- b. **Stakeholder Meetings:** The Consultant will collaborate with city staff to identify key project stakeholders who may have more specific information and feedback related to the planning process. Meetings with specific project stakeholders can be held virtually or in person. We are including up to 8 hours per two staff members for stakeholder meetings and associated travel time.
- c. **Community / Pop-Up Events:** The Consultant is including attendance at three (3) community events or locations to conduct pop-up meetings in order to go where people are for quick and easy input through local events and activities. The Consultant will coordinate with the Client to determine the events and locations for pop-up meetings.

5. IMPLEMENTATION PLANNING

- a. **Draft System Plan:** The Consultant will prepare draft planning outcomes that are meant to meet the project vision and goals based on the outcomes of the planning process. The draft plan will be a document with a draft document distributed for review and feedback prior to finalization. The plan documents will include the following sections:

- i. Executive Summary: Summary of the planning process and outcomes.
 - ii. Assessment of Need: Summary of the needs analysis and community engagement efforts.
 - iii. Vision, Goals & Policies: Identification of a community vision and parks mission statement along with a list of goals and priorities, in alignment with the 2040 Comprehensive Plan, as applicable.
 - iv. Park System Plan & Recommendations: Consultant will identify potential improvements and recommendations meant to meet the established vision, goals and policies and needs analysis.
 - v. Trail System Plan & Recommendations: Consultant will identify potential improvements and recommendations for improved connectivity across the system related to trails and pedestrian routes. This will include considerations for filling in gaps, safe crossings, and wayfinding measures.
 - vi. Implementation Plan: Consultant will identify strategic methods and priorities for implementation that will result in a more balanced system. This will include potential funding mechanisms and partnerships that may have merit for consideration along with master plan level estimation.
 - vii. Asset Management Plan*: As an optional scope of service, the Consultant can aid the Client in setting up a method to track and manage park assets to guide future operations, maintenance and replacement costs.
- b. Final System Plan & Approvals: Upon completion of review and feedback of the draft plan, WSB will refine and finalize the plan document for review and approval. This includes distribution of the plan document as part of an Adjacent and Affected Jurisdiction review process prior to submission to the Metropolitan Council for review and approval. The approved planning document would be an amendment to the city Comprehensive Plan.

B. ADDITIONAL SERVICES

1. Park Conceptual Plans: The Consultant will prepare a conceptual site plan diagram for each park illustrating the recommendations identified in the comprehensive park planning process. This is listed as an optional scope of service, as the Client may elect to conduct individual park master plan projects on a site-by-site basis following the system plan to allow for more robust community engagement and design exploration for each site.
2. Services not listed above will be billed as additional services at hourly rates.

PROPOSED FEES:

The Base Scope of Services identified above will be billed on an hourly not to exceed basis as defined below:

1. BASE SERVICES, Paragraph A: Consultant will provide the services outlined in Base Scope of Services Paragraph A above for an hourly not-to-exceed fee of \$39,500.
2. ADDITIONAL SERVICES, Paragraph 8.1: Consultant will provide the services outlined in Paragraph B.1 (Park Conceptual Plans) for an hourly not-to-exceed fee of \$6,500.
3. ADDITIONAL SERVICES, Paragraph 8.2: Consultant will provide the services outlined in Paragraph B.2 at hourly billing rates.

ASSUMPTIONS AND EXCLUSIONS

1. Does not include in-depth athletic field use analysis.
2. Does not include the use of a Task Force/ Steering Committee.

All work under this proposal will be governed by the Professional Services Agreement entered into between the City of Princeton and WSB on February 11, 2022. If the scope and fee appear to be appropriate, please move to approve and have the agreement signed.

J Gerold added that the Park Board wants to be very involved in this project.

HALLIN MOVED TO APPROVE THE SCOPE OF SERVICES NOT TO EXCEED \$39,500.
EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.8 Bill List

REYNOLDS MOVED TO APPROVE THE JANUARY 24 AND 26, 2023 CHECK REGISTERS CONTAINING CHECKS 86014 TO 86087 IN THE AMOUNT OF \$485,746.41, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 2 TRANSMITTAL REGISTER IN THE AMOUNT OF \$76,455.01 AND PAY PERIOD 2 CHECK REGISTER IN THE AMOUNT OF \$174,469.92 (CHECK 86014).

7.9 City Administrator Bi-Weekly Report

McPherson provided an update of the last two weeks.

Airport

AWOS Relocation

Staff has an agency meeting on January 31st to review revisions to the AWOS siting options. KLJ has reduced the options to two – one on each side of the airport. In addition, they are reaching out to both the DNR and North Memorial regarding impacts to their operations should the AWOS not be relocated.

Kruse-Sandberg Access Agreement

Public Works Director Gerold and McPherson met with Bill Moriarty on Monday, January 23. Mr. Moriarty has been hired by Mr. Kruse and Ms. Sandberg to discuss the revised access agreement. They would like to see a longer-term agreement and are concerned with long-term, ongoing future maintenance costs related to the single-use taxiway.

Finance

New Accountant

Lynn Hoheisel, Accountant, started January 17. So far, she has spent her first days getting to know where things are, how the software works, and catching us up on reconciliations. She is doing a great job.

Solid Waste and Recycling Collection

The City received notice from Waste Management January 10 that, effective March 1, the monthly rate on the master billing would increase from the \$698.83 per month to \$1,189.61 per month. The 3-year contract was signed in 2020 by Finance Director Jackson. Per the contract, we can and have objected to the price increase. We are in the process of soliciting quotes; staff anticipates that there will be a price increase to absorb unless we can negotiate a delay until the 2024 budgeting process. More info to come as we collect it.

Upcoming Meeting/Event Reminders

- February 1 – Councilor Gerold, Public Works Director Gerold and I will be attending the funeral service for Chief Frederick’s mother Susan Frederick who passed away on January 17.
- February 2 – Council Study Session; topics include priority infrastructure projects and a discussion on the sale of several City-owned parcels

8. Committee Reports

J Gerold reported that the Chamber of Princeton is going to be doing 2 podcasts a week, which will include interviews with people and businesses in the community.

Edmonds reported that the PUC met a week early this month. The meeting was mostly housekeeping and annual items. They have put off the rate change for one month due to hiring a new billing clerk.

9. Adjournment

HALLIN MOVED TO ADJOURN THE MEETING AT 7:47 PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor