

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL
HELD ON AUGUST 12TH, 2021 7:00 P.M.**

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, and Jules Zimmer. Others present: Administrator Michele McPherson, Finance Director Tracy Peters, Community Development Manager Stephanie Hillesheim, Public Works Director Bob Gerold, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Clerk Shawna Jenkins. Absent was Councilor Jeff Reynolds

1AGENDA ADDITIONS/DELETIONS

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

CONSENT AGENDA

- A. City Council Meeting Minutes of July 22, 2021
- B. City Council Meeting Minutes of August 5, 2021
- C. Fire Advisory Board Minutes of July 6, 2021
- D. Airport Advisory Board Minutes of July 12, 2021
- E. EDA Meeting Minutes of July 15, 2021
- F. Park Board Meeting Minutes of July 26, 2021
- G. July 27, Public Utilities Agenda packet
- H. Mobile Food Vendor License request - Addie's Ice Cream Treats
- I. Accept Resignation from Liquor Clerk Madalyne Norenberg effective 8-7-21
- J. Accept Resignation from Liquor Clerk Nicole Bishop effective 8-2-21
- K. Approve Hiring of Colby Marks as a Liquor Clerk effective 8-5-21
- L. Approve Hiring of Jeanne Putnam as a Liquor Clerk effective 8-14-21
- M. Resolution 21-47 Approve Federal EDA Application for Industrial Park Improvements

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

OPEN FORUM

OLD BUSINESS

NEW BUSINESS

- A. 2021- 2022 Insurance Presentation – Jim Burroughs, Princeton Insurance

Burroughs advised that the property premium has increased \$458 due to the recent appraisal which increased values by \$1,728,107, which includes the 4% inflation guard and adding the new communications tower and public safety storage garage.

Liability and Liquor premium is up \$2,470 due to an increase in expenditures and increased liquor sales.

The Auto premium is up \$666 based on additional vehicles (added 6 new vehicles, removed 2)

An option to act on is to whether to waive the per person Statutory Liability limit of \$500,000 to the \$1,500,000 Statutory Liability maximum at \$2,382.

The Trust makes available the option of carrying higher coverage limits than the basic limit of \$2 million per occurrence. The Trust's excess liability coverage is available in \$1 million increments

up to a maximum of \$5 million. There are several reasons why cities may consider carrying the excess liability coverage.

Statutory limits may not apply

The statutory tort caps do not or may not apply for the following types of claims:

- Claims under federal civil rights laws, including Section 1983, the Americans with Disabilities Act.
- Claims for tort liability the member has assumed by contract, which occurs when a member agrees in contract to defend and indemnify a private party.
- Claims based on liquor sales, which mostly affects cities with municipal liquor stores, but it could also relate to beer sales at a fire relief association fundraiser.

Consider adding Umbrella Liability

\$1,000,000 for an additional \$15,032 annual premium

\$3,000,000 for an additional \$26,307 annual premium

\$5,000,000 for an additional \$29,041 annual premium

Workers Compensation Renewal

2019-2020 Premium

\$84,858

Experience Mod 2019.73

2020-2021 Premium

\$103,722

Experience Mod 2020.79

2020-2021 Premium

\$117,295

Experience Mod 2021.75

> Payroll increase of \$94,627

> Police had a rate increase – see below

> Experience Mod went from .79 down to .75

The workers' compensation program's fund balance remains strong and costs have remained stable or improved in many job classifications, but public safety PTSD claims have had significant cost implications, resulting in an average rate increase of 13% for the coming year. That will be implemented by way of a 35% rate increase for police job classes and a 4.5% increase in all other job classes.

ZIMMER MOVED TO MAINTAIN THE STATUTORY LIABILITY LIMIT OF \$500,000
HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 21-42 – accept donation for a Sun Shade structure for the Police Training area from Craftsman's Choice, LLC

Hallin questioned the amount in the resolution, as she believes there is a type. Staff will make that correction prior to the resolution being signed.

HALLIN MOVED TO APPROVE RESOLUTION 21-42 ACCEPTING THE DONATION. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Resolution 21-43 – accept donation for PFRD foam trailer from Kwik Trip

Lawrence advised that Kwik Trip has donation towards the purchase of the Foam trailer.

Hallin asked for a recap of the costs. Lawrence responded the trailer is \$56,000, with the foam the full cost is \$75,000. The foam has been delivered to Phillips Distilling. The Trailer is scheduled to ship September 1st.

Hallin asked if staff has found a way to dispose of the old foam. Lawrence responded that he has not yet found a way to dispose of the 13 55-gallon drums that of the old foam. He did receive one quote for \$17,000 to properly dispose of it. He is hoping to find some smaller airports that would like to have of the older type of foam to have on hand in case of emergencies.

HALLIN MOVED TO APPROVE RESOLUTION 21-43, ACCEPTING THE DONATION FROM KWIK TRIP FOR THE FOAM TRAILER. HJ GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Resolution 21-44 – accept donations of Flashlights for PFRD from

Lawrence reported that the Fire Department has received a donation from Bayer / Monsanto / Farmers Grow Communities for \$2,500 for the purchase of Flashlights. He asked staff to correct the amount listed on the Resolution that was in the agenda packet.

J GEROLD MOVED TO APPROVE RESOLUTION 21-44 ACCEPTING THE DONATION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

E Resolution 21-45 – accept donation from Twice New Clothing to PFRD

Lawrence stated that they asked this donation to be used for educational materials. They will be buying coloring books to be passed out at Public Safety Day.

HALLIN MOVED TO APPROVE RESOLUTION 21-45. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

F. Resolution 21-46 – Accept donation from Walmart for Night to Unite, Public Safety Day and Shop with a cop

HALLIN MOVED TO APPROVE RESOLUTION 21-46. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

G. Ordinance 807 – Amending the Fee Schedule - Park Dedication fees, first reading

Hillesheim reported that the Park Board has looked at the City's current Park Dedication fees. They have looked at adjacent communities' fees, and a study that North Branch had done on area city Park Dedication fees.

City staff recommended that the Park Board look at a flat fee per unit of \$1,800 per residential unit. For Commercial and Industrial, \$1,800 for 1st acre and \$1,000 for each additional acre. If land was going to be accepted, it will be up to 10%, 3-5 acres. Staff will need to look at the land that a developer would like to donate to determine its usability, if its in a needed area, and what type of maintenance will it require.

The Park Board will be some long-range planning to decide how many parks, where and what kind that the city should have.

Zimmer stated that the Ordinance should read 3-10 acres instead of 3-5. Staff will make that change.

HALLIN MOVED TO INTRODUCE ORDINANCE 807 WITH THE CHANGE TO 3-10 ACRES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

H. Approve Amended Task Order – AWOS siting

McPherson advised that the AWOS siting/relocation was discussed at the joint meeting with the Airport Advisory Board on July 1. Additional information about the two options, financial and development impacts is needed before a decision regarding which location to pursue is needed. Staff was directed to bring an amended Task Order to the Council for consideration.

Analysis:

The amended Task Order was included. The Airport Advisory Board reviewed it at their August 2 meeting and voted to recommend that the Council approve the work.

Recommendation:

Staff recommends that the City Council approve the amended Task Order as it relates to the AWOS siting/relocation. Funding will come from the sale of the Business Park lots.

WALKER APPROVED THE AMENDED TASK ORDER FOR THE AWOS SITING / RELOCATION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

I. 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 \$275,680.31 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 83403 TO 83483 FOR A TOTAL OF \$383,377.54. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J. City Administrator Bi-weekly report

Airport

McPherson reported that Staff, along with the attorney, is reviewing the through the fence agreement for Kruse/Sandberg that was approved at the end of 2020. There is a provision in the agreement that may obligate the City to perform maintenance activities on the single-use taxiway. More information will be forthcoming as it becomes available.

Board Member Stoeckel was absent for the August 5 meeting, so the Advisory Board did not make a recommendation regarding a member to serve on the Joint Planning Board. The Planning Commission will not meet in August, so appointment of the two City members will be delayed until the second meeting in December.

Development Projects

The various residential projects are still in a holding pattern. Staff is still awaiting information from the developers in order to return information back to them.

The review of Shipwreck project is moving forward concurrently with the annexation request. Staff met on August 9 to review the site plan and assemble comments to return to the developer.

On July 22, staff met with a business owner from St. Francis who is interested in a lot in the Business Park. A number of the lots are now earmarked for interested parties. Once the plat and zone change are approved, staff can move forward with purchase agreements.

The Federal EDA grant for the Business Park infrastructure has been drafted and staff intends to submit it August 13. There is more competition for these monies this year, but hopefully, the fact that the city applied in 2020 will give us a “leg up” on the competition.

Engineering/Infrastructure

County Road 4/7th Avenue North Staff met on August 9 to review the revised engineer’s estimate.

Library

Finance Director Peters and I met with Assistant East Central Regional Library Director Rachel Howell on August 4. They are presenting and hoping to execute new agreements with all of their municipalities; the new agreement is much more comprehensive than the one signed in 1995. They are also willing to discuss the expectations for cleaning which will hopefully result in some cost savings on the cleaning contract.

Ms. Howell informed us that with Mille Lacs County’s likely budget shortfall, they may not be able to fully fund their portion of the library’s budget. If that is to occur, services will be cut accordingly per the Joint Powers Agreement amongst the counties.

Personnel

We are advertising to fill the vacancy at the Wastewater Treatment Plant. We have a number of applications and the application window closes August 16.

School District Referendum

I attended the Chamber’s Lunch and Learn program on August 3 to learn about the proposed November referendum questions 1 & 2. The packet included information regarding the District’s mission statement, programming, and the referendum ask. If both questions pass, the tax impact on a \$200,000 property is \$18.75 per month or \$225 per year.

Wastewater Treatment Plant

Representatives from the Minnesota Technical Assistance Program (MNTaP) visited the wastewater treatment plant on July 19 to identify ways to lower operating costs, which is part of MNTaP’s mission. They identified just under \$15,000 in cost savings by installing timers on various blowers and reducing the time that the ditch mixers operate. The city will need to spend some money to install the timers; WWTP Manager Klinghagen is obtaining quotes for the purchase and installation of the timers. This will be a discussion item during the budgeting process.

Coalition of Greater Minnesota Cities

I, along with Councilor Hallin, attended the CGMC Summer Conference in Alexandria July 29 and 30. The Governor opened the conference and there was a number of presentations relating to the legislative session and impacts of the pandemic. The Center for Rural Policy & Development provided information on impact of the pandemic on cities – their handout is attached for

your information and reference.

Upcoming Meeting/Event Reminders

- I have been in and out of the office this week as this is Fair week (Fair dates August 11 to 15). I have been available by phone and e-mail as needed.
- August 27 – Submission deadline for the Classification and Compensation Study RFP

She added that she has heard from Milaca Mayor Pederson and he is asking if the Mille Lacs Municipalities can meet regarding the County’s budget shortfall within the next couple of weeks. She spoke with Chairperson Oslin at the County Fair and he made mention of possibly using some ARP funds, but it is limited in how those funds can be used.

The County has hired a County Coordinator, who is likely also going to be auditor for now as well. Dillon Hayes worked under her when she was at the county and he is a very talented individual. They will be hiring someone for the Auditor position.

COMMITTEE REPORTS

Zimmer reported the Park Board worked on the Park Dedication fees and there was some discussion on the Splash Park Fees and if there could be a city resident rate and a nonresident rate

He advised that at the PUC meeting it was reported that June 10th was the highest usage of power ever.

The DNR has issued a draught warning, watering is even and odd days, and no watering between 11am and 5pm. Cold weather guidelines, Michele added that she believes there was some statutory changes, so their rules will need to be amended as well.

East Central Energy has signed off on service to the new Industrial Park, so that has been turned over to the PUC. McPherson added that there is one more step with the state to be finalized.

They are working on credit checks in lieu of deposits. They are continuing to promote the automatic withdrawal for payments.

The New Electric meters are 94% complete. McPherson said they are still waiting on delivery of the new water meters.

ADJOURNMENT

There being no further business:

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:48PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor