

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JUNE 7 7:00 P.M.**

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**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 Victoria Hallin, Jenny Gerold, and Jeff Reynolds. Others present: Administrator Michele McPherson, Community Development Director Heather Brooks, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Fire Chief Ron Lawrence, Liquor Store Manager Dylan Donner, Clerk Shawna Jenkins, and Attorney Damien Toven.

Councilor Jules Zimmer attended online from Mark Park

Public Utility Manager Keith Butcher attended online

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

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

**4. Consent Agenda**

- 4.1. Approve Computer Use Policy
- 4.2. Approve Email Retention Policy
- 4.3. Authorize Leave of Absence, Fire Captain Jason Baumunk
- 4.4. Authorize Hiring of Firefighters
- 4.5. Accept Center Point Energy Grant
- 4.6. Approve Special Event Permit Request by ISD 477; Free Childhood Event at Mark Park June 29
- 4.7. Approve Excluded Bingo Application Mille Lacs County Agricultural Society
- 4.8. Approve Temporary Intoxicating Liquor License July 1-4, 2022 Mille Lacs County Agricultural Society
- 4.9. Accept Resignation of Police Officer Shane Duncan effective June 21, 2022 and Authorize Filling the Position

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

**5. Open Forum**

**6. Old Business**

**6.1. Ordinance 820 - Amendment to Accessory Structure Definition - FINAL READING**

McPherson advised that there has been no changes since the introduction of Ordinance 820 at the May 26<sup>th</sup> meeting.

HALLIN MOVED TO APPROVE ORDINANCE 820. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**7. New Business**

**7.1. Approve WWTP SCADA Upgrade - CIP Expenditure**

McPherson reported that the 2022 CIP for Wastewater includes an upgrade to the SCADA system hardware and small software updates. The initial quote estimated the upgrade at \$168,000.

Since the development of the CIP, staff was able to obtain two detailed quotes from the current service provider InControl and the vendor used by PUC, Total Control. The quotes received were:

Total Control:	\$105,622.00
InControl:	\$ 91,304.00

Both quotes contain proprietary information so they were not included in the memo. They are available for review by request.

Staff recommends that the City Council award the SCADA upgrade to InControl, the current service provider.

HALLIN MOVED TO APPROVE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### 7.2. Approve Special Event Permit for Rum River Festival Beer Garden June 10, 2022

Brooks advised that this is the week of Rum River Festival, and on Friday, June 10th, the Decades Band will be performing at Riverside Park. This will be a great opportunity for individuals around Princeton to come together and be part of the community in a fun, safe environment. A beer garden will allow community members more opportunity for enjoyment during Friday's festivities. As the band is playing from 4-7pm, it seemed appropriate to have a beer garden from 3-6:30 pm.

There will also be a chalk art festival prior to the band performance. The band will be playing on the hill, by the large chair in Riverside Park.

Princeton Pizza Pub was asked to provide the beer garden from 3-6:30 pm to allow enjoyment during the concert performance. Pizza Pub will be able to set up a fenced in area for alcohol drinkers to participate in. Everyone over the age of 21 will be provided a wristband, and all alcohol must be enjoyed within the fenced in beer garden. IDs will be checked at the entrance to the beer garden. The Princeton Pizza Pub was asked to provide the beer garden as the city-owned parking lot behind their building would be most appropriate for the beer garden.

Staff recommends the Council vote in favor of allowing the beer garden to be operated by Princeton Pizza Pub from 3-6:30pm in the city-owned parking lot to the south of Riverside Park on Friday, June 10th for enjoyment of concert goers.

J GEROLD MOVED TO APPROVE THE REQUEST TO HAVE A BEER GARDEN FOR THE DECADES BAND ON FRIDAY JUNE 10<sup>TH</sup>, WHICH WILL BE PROVIDED BY THE PIZZA PUB. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### 7.3. Bill List

J GEROLD MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$109,038.93 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 84925 TO 84980 FOR A TOTAL OF \$233,790.39. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 7.4. City Administrator Bi-Weekly Report

McPherson reported on her observations and information from the past two weeks.

It's official, the State Demographer's Office has estimated that as of April 1, 2021 the City's population is 5,100. See the attached memo from Susan Brower, State Demographer. Please note, this is as of **2021**, so it does not include the under-construction apartments and townhomes. Population estimates are calculated annually.

### **Development**

Purchase agreements (2) have been drafted and submitted for review by the purchasers of land that we have been discussing in recent meetings. Hopefully, we will have something to present to the Council at the June 23 meeting.

### **Finance**

Airport reimbursements have been submitted.

The notices to collect past due fire bills have been sent. Staff has collected money from a bill dated 2011. However, a number of notices have been returned as undeliverable, so Intern Suiter has been researching new addresses and resending them. If properties have changes of ownership, those amounts will need to be written off. Staff will keep you posted as to the progress on this project.

The audit starts next week. With Abdo's help, staff believes we are ready.

### **Grants**

Staff is still waiting on the results from our grant application to the Federal EDA for the Business Park in-frastructure.

### **Upcoming Meeting/Event Reminders**

- Rum River Festival – June 9-11
  - o June 5: Princeton Ambassador Coronation (PACC)
  - o June 9: Street Fair, Parade, City-wide Garage Sale
  - o June 10: Chalk Art Event, Decades Band, Beer Garden/Ice Cream Sales, Lucky Duck Drop, City-wide Garage Sale
  - o June 11: 5K, Ladies Local, Food Trucks on the Farm, Gala Night, City-wide Garage Sale
  - o June 12: Lions Fly-in Brunch (Airport)
- CGMC Summer Conference – July 27 to 29, Red Wing
- CGMC Fall Conference – November 17 to 18, Alexandria

## **8. Committee Reports**

Walker reported that the Airport Board has cancelled their July meeting.

## **9. Adjournment**

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

Respectfully Submitted,

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Shawna Jenkins Tadych  
City Clerk

ATTEST:

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Thom Walker  
Mayor