

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MAY 26, 2022 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 Victoria Hallin, Jules Zimmer and Jeff Reynolds. Others present: Administrator Michele McPherson, Community Development Director Heather Brooks, 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 Jenny Gerold, Public Works Director Bob Gerold and Police Chief Todd Frederick attended via Zoom from Lake Vermillion State Park located at 4979 MN 169, Soudan MN 55782

Public Utility Manager Keith Butcher also attended via Zoom.

Walker made a statement regarding the school shooting in Uvalde Texas.

2. Agenda Additions / Deletions

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

3. Consent Agenda

3.1. City Council Meeting Minutes of April 28, 2022

3.2. City Council Minutes of May 12th, 2022

3.3. Approve Hiring of Splash Park Employees

3.3.1. Madalynn Becker

3.3.2. Makenna Hamilton

3.3.3. Natalie Lawrence

3.3.4. Abigail Wyganowski

3.3.5. Lily Wyluda

3.3.6. CJ Bumgarner

3.3.7. Jenna Bumgarner

3.3.8. Meadow Norby

3.4. Approve Hiring of Public Works Seasonal Part Time Employees

3.4.1. Cyler Lambrecht

3.4.2. Eli Gibbs

3.5. Resignation of Seasonal Snow Plow Operator Tom Otto effective May 20, 2022

3.6. Approve American Legion County Fair Bingo August 11-14, 2022

3.7. Approve Princeton Ambassador's Raffles for June 24th and August 12, 2022 at the Speedway

3.8. CUP for 701 Rum River Drive North

3.9. Airport Advisory Board Meeting Minutes of April 7, 2022

3.10. J & M Displays Fireworks Permit Request for July 4th, 2022

3.11. Approve Pay Voucher #2 for the 19th Ave Extension Project

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

4. Open Forum

4.1. Mille Lacs County Sheriff's Candidate Introduction - Travis Johnson

Travis Johnson said he is running for Mille Lacs County Sheriff. He introduced himself and said he has been with the department since 2016. He is happy to answer any questions the council or residents may have.

5. Presentations

5.1. Yearly Community Garden Update - Randy Hatch

Randy Hatch went over how far the garden has come since its start in 2016. In 2022, 43 families that are utilizing the Community Gardens

6. Old Business

7. New Business

7.1. Introduction of Summer 2022 Interns

Finance Intern Anna Suiter, Community Development Intern Paige Johaneson and Splash Park Intern Hayley Payment all introduced themselves and spoke about where they were going to college and what their study focus was.

7.2. Resolution 22-25 - Accept Donation from Walmart for the Splash Park, Canoe/Kayak program and Rockin' the Rum

ZIMMER MOVED TO APPROVE RESOLUTION 22-25. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.3. Wine and Spirits Grant Request by Mille Lacs County Relay for Life

McPherson stated that the Mille Lacs County Relay for life has requested a Wine and Spirits Grant for \$500. The Council approved \$500 grants for them in 2017, 2018, 2019 and 2020.

HALLIN MOVED TO APPROVE MILLE LACS RELAY FOR LIFE WINE AND SPIRITS GRANT REQUEST FOR \$500. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.4. Wine and Spirits Grant Request by Kinship Mentoring of Princeton

Lisa Gruba from Kinship Mentoring of Princeton requested a Wine and Spirits grant request for \$2000. She talked about the program and some of the events that they have in the community.

Staff stated that the Council has approved a \$500 Grant for the last several years.

REYNOLDS MOVED TO APPROVE A \$500 WINE AND SPIRITS GRANT FOR KINSHIP MENTORING. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. Resolution 22-24 - Approving the Preliminary and Final Plat for Minnco Addition

McPherson stated that Minnco Credit Union has purchased the two lots in Wicktor Addition, Block 1, Lots 4 & 5 and submitted an application for Preliminary Plat & Final Plat review. The new plat has the two lots directed to Fifth Street North. The site is located in the B-3, General Commercial District where banks are an allowable use. The intent for the second lot is to sell it for a new commercial site.

Currently there is a mini-storage unit on Lot 4 that will be removed prior to submittal of the building permits for the new construction of Minnco Credit Union.

Background:

The subject property site is east of 21st Avenue North and north of 5th Street North, and west of 19th Avenue North, PID #24-921-0030 and #24-921-0050.

Analysis for Minnco Addition Plat:

The Planning Commission held a public hearing on May 16th, 2022 on the plat where the necessary public hearing notices had been sent to the property owners 350 feet from the site. The plat consists of two lots that are being redirected to face the north side of 5th Street North. The legal description is Minnco Addition, Block 1, Lot 1 and Lot 2.

Zoning Requirements:

The B-3 Zoning Ordinance lot area minimum is 10,000 square feet with the lot width minimum of 75 feet. Lot 1 will consist of 0.91 acre and Lot 2 is 0.72 acre and both lots will have more than the required lot width.

Storm Water:

The City Engineer's comments have been addressed. When Lot 2 is proposed to be developed, a dedicated Utility and Drainage Easement will need to be provided. When Lot 2 develops and creates over an acre of impervious combined an NPDES permit (National Pollutant Discharge Elimination System) along with water quality and volume requirements would be needed. The proposed infiltration basin will provide water quality treatment for the west site along with an infiltration basin on the east site. When Lot 2 is developed it has to meet the City Engineer requirements.

Electrical:

There is an existing electrical meter and underground electrical line on the northeast corner of the site that will be removed. The applicant will contact Princeton Public Utilities for the removal of the underground electrical line and adding a new line, along with an electrical meter when the site is developed.

There is an existing light pole on the property site off of 5th Street North. This light pole will be protected while grading the lot and construction of the site. If there is damage, the applicant will repair or replace the light pole at their expense.

Sanitary Sewer and Water Services:

The water and sanitary sewer will connect to the existing service on 5th Street North. The applicant will contact the Public Works Department and Princeton Public Utilities for the connection of services. The SAC (Sewer Access Charge) and WAC (Water Access Charge) and a Digging Permit will be required prior to work.

Easements:

When Lot 2 is developed, a Dedicated Utility and Drainage Easement will have to be submitted and recorded.

Existing mini-storage building:

The existing mini-storage building will be removed as well as the existing building footings and bollards prior to the issuance of a building permit. Removal of the building will require a building permit and MPCA application.

Conclusion / Recommendation:

Based on the analysis of the above-referenced information, staff believes that the proposed Preliminary and Final Plat follow the provisions of the Zoning and Subdivision Ordinance and Comprehensive Plan. Therefore, staff recommends approval of Resolution #22-24, approving the Preliminary and Final Plat of Minnco Addition, based on the finding that the proposed Preliminary and Final Plat meet the requirements of the Zoning and Subdivision Ordinance and Comprehensive Plan, and subject to the conditions recommended by the Planning Commission:

1. The applicant shall follow the final plat procedures identified in the Subdivision Ordinance.
2. The comments and conditions of the City Engineer shall be met as well as recommendations from staff, the Princeton Public Utilities, and Princeton Public Works.
3. When Lot 2 is to be developed, a dedicated Utility and Drainage Easement will need to be provided and recorded.
4. When Lot 2 develops and creates over an acre of impervious combined an NPDES permit along with water quality and volume requirements will be provided.
5. The proposed infiltration basin on Lot 1 will provide water quality treatment to the site along with an infiltration basin on the east site, when that is developed it has to meet the City Engineer requirements.
6. When work on the site begins, the work shall be carried on with minimum of interference with traffic.
7. Development of the site shall not interfere with the other business sites in the area.

HALLIN MOVED TO APPROVE RESOLUTION 22-24 WITH THE FOLLOWING CONDITIONS.

1. THE APPLICANT SHALL FOLLOW THE FINAL PLAT PROCEDURES IDENTIFIED IN THE SUBDIVISION ORDINANCE.
2. THE COMMENTS AND CONDITIONS OF THE CITY ENGINEER SHALL BE MET AS WELL AS RECOMMENDATIONS FROM STAFF, THE PRINCETON PUBLIC UTILITIES, AND PRINCETON PUBLIC WORKS.
3. WHEN LOT 2 IS TO BE DEVELOPED, A DEDICATED UTILITY AND DRAINAGE EASEMENT WILL NEED TO BE PROVIDED AND RECORDED.

4. WHEN LOT 2 DEVELOPS AND CREATES OVER AN ACRE OF IMPERVIOUS COMBINED AN NPDES PERMIT ALONG WITH WATER QUALITY AND VOLUME REQUIREMENTS WILL BE PROVIDED.
5. THE PROPOSED INFILTRATION BASIN ON LOT 1 WILL PROVIDE WATER QUALITY TREATMENT TO THE SITE ALONG WITH AN INFILTRATION BASIN ON THE EAST SITE, WHEN THAT IS DEVELOPED IT HAS TO MEET THE CITY ENGINEER REQUIREMENTS.
6. WHEN WORK ON THE SITE BEGINS, THE WORK SHALL BE CARRIED ON WITH MINIMUM OF INTERFERENCE WITH TRAFFIC.
7. DEVELOPMENT OF THE SITE SHALL NOT INTERFER WITH THE OTHER BUSINESS SITES IN THE AREA.

REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.6. Ordinance 820 - Amendment to Accessory Structure Definition - FIRST READING

McPherson reported that staff has received a request from a property owner wanting to install a greater than 200 square feet (12' x 24') shed on their property. Per the building code regulations, if a shed is 200 square feet or less, it would not need a building permit. This property has a detached garage and the zoning ordinance states accessory building up to 800 square feet, but does not distinguish if more than one accessory structure or multiple structures total up to 800 square feet.

The Planning Commission held a public hearing on May 16th, 2022 for Ordinance #820 to amend the accessory structure definition in the zoning ordinance. A summary of the ordinance amendment is as follows:

Accessory Structure: The definition in the zoning ordinance as follows (underline indicates additions, strikethrough indicates deletions).

~~A subordinate building or a portion of the main building, the use of which is incidental to that of the main building or to the use of the premises~~ structure which is on the same parcel of property as a principal structure and the use of which is related to the use of the principal structure. The permitted square footage for accessory structures will be total of the combined accessory structures on the parcel in that zoning district.

Amendment Review Standards: the Zoning Ordinance does not outline specific factors upon which a proposed amendment should be considered; therefore, staff is proposing the following factors, which are common review standards from other ordinances:

1. The proposed action has been considered in relation to the specific policies and provisions and has been found to be consistent with the official City Comprehensive Plan.
2. The proposed use is or will be compatible with present and future land uses of the area.
3. The proposed use conforms with all performance standards contained in this code.

4. The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.

The Planning Commission moved to recommend the City Council hold a first reading to introduce Ordinance 820.

HALLIN INTRODUCED ORDINANCE 820. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.7. Approve Contract with Online Retrievers for Animal Control Services

McPherson reported that in 2021, the City entered into a service contract with North Metro Animal Control to provide animal control services. Effective June 1, due to health issues, North Metro Animal Control will no longer be providing services to a number of jurisdictions including the City of Princeton.

Staff contacted Online Retrievers as to their interest in providing animal control services to the City of Princeton. They provide animal control services to Mille Lacs County and also board K-9 Bogey when he goes on "vacation". David Russell, co-owner has significant animal control experience and has assisted the Princeton Police Department with dangerous dog cases in the past.

Online Retrievers has proposed the terms in the service contract. As the Police Department has temporary holding facilities, they will be able to retrieve dogs that are picked up by the officers on a more flexible schedule.

Staff recommends that the City Council approve the attached contract with Online Retrievers for a one-year period from June 1, 2022 to June 1, 2023.

HALLIN MOVED TO APPROVE THE CONTRACT WITH ONLINE RETRIEVERS ANIMAL CONTROL SERVICES. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.8. Authorize Sale of City Hangar by Sealed Bid

McPherson advised that the City owns one hangar on the east side of 21st Avenue. It has been used for the storage of Public Safety items, and with the construction of the Public Safety storage building is almost empty.

We have received two inquiries regarding whether the hangar is for sale. Given the interest, staff would like authorization to advertise for sealed bids for purchase of the hangar. The purchaser would be responsible for the cost of removal and relocation of the hangar; we would work with them to have it removed in a reasonable but timely manner.

Staff recommends that the City Council authorize the sale of the City hangar by sealed bid.

HALLIN MOVED TO AUTHORIZE THE SALE OF THE CITY HANGER BY SEALED BID. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.9. Bill List

J Gerold asked what work Goenner Consulting is providing. McPherson responded that the work was approved last year as part of the EDA Budget. She is doing some EDA planning and a survey. Staff anticipates that the project will be done soon. The total for the work she is doing is \$2500.

J Gerold asked about an invoice for Penguin Management on the manual bill list. Staff responded that it was on an original bill list, but they never received the check, so accounting issued a new check.

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$157,559.31 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 84855 TO 84921 FOR A TOTAL OF \$180,107.58. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.10. City Administrator Bi-Weekly Report

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

Development

Community Development Manager (CDM) Brooks met with Dan Howard and Jim/Kristi LeBrun regarding the powersports project. It appears that the LeBrun's are not as far into their planning and financing as we originally thought, so staff will be providing links to small business resources for assistance.

CDM Brooks met with Mike Wimmer, Mille Lacs County Economic Development Manager this month. They plan to meet monthly in order to develop partnerships and identify ways to attract businesses to the City of Princeton and Mille Lacs County.

CDM Brooks attending the Sherburne County SWCD's Spring Aquatic Invasive Species meeting on May 23 to thank them for approving a grant to help the City rid the WWTP of invasive phragmites. CDM Brooks and I will be meeting Tuesday, May 24 with Annie Deckert of Declan Group regarding the business park offer. She said she will provide a verbal update at the Council meeting. Mr. Dolan is currently experiencing unexpected health issues, so Ms. Deckert is stepping into the negotiations.

Finance

While Audit preparation is going well, Abdo has encountered a few bumps in the road, namely incomplete 2020 audit closure in the finance system which threw off the beginning trial balance. The issue has been fixed, but Abdo and Bergan KDV agreed (as did I) that the Audit should be delayed one week, so it will start June 6 and run through June 10. Taking an extra week will ensure that our financial house has a strong foundation moving forward.

Finance Intern Suiter is preparing and mailing past due fire service invoices this week. Service recipients will have until July 1 to pay the past due amounts and then staff will begin to collect the necessary information to start the assessment process this fall.

Finance Intern Suiter helped prepare the documentation to request reimbursement for the various airport projects and is currently entering liquor deposits into the finance system as they are delivered by Manager Donner and after they are reviewed by Accountant Hodges.

Grants

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure.

Infrastructure

CDM Brooks and McPherson met with Allen Rauth representing TDS Telecom (www.tdstelecom.com), a communications company headquartered in Wisconsin. They provide telecommunications (internet, phone, TV) services. A portion of their investment is in underserved communities; they are currently providing services in 28 Minnesota communities such as Backus, Cass County, Monticello and Pequot Lakes. They are interested in investing in Princeton in 2023. Attached is their introductory power point. Per Mr. Rauth's request, contact information for the City Attorney, City Engineer, and Public Works Director were provided as well as information regarding the franchise agreement and ordinance. I will provide updates as they are warranted.

Legislation

As usual, the Legislature failed to pass any bills of substance, so everything is up in the air. LMC and CGMC are monitoring the action and are providing updates as they arise.

Liquor Store Update

The ductwork was cleaned and looks great. Manager Donner was pleased with the work and will schedule routine cleaning going forward every three (3) to five (5) years.

Manager Donner, Technology Services Manager Yost and McPherson met with representatives from RateZero on Monday, May 23. RateZero is a local (St. Louis Park) company that offers Point of Sale (POS), inventory software and credit card processing services to liquor stores at no cost – they make their money by using a credit card surcharge. Currently, the liquor store is paying the credit card service fees which, in 2021, totaled \$98,890.83. If we switch to RateZero, the surcharge cost to the customer will be roughly \$1.00 per average transaction, the City's expenses will be reduced by \$100,000 (roughly – the cost of credit card fees), and the inventory program will be more reliable. The current inventory system has a number of bugs and lost data the day of the 2021 inventory. There is still work to be done: RateZero will be building a "shadow system" for the staff to test run, in addition to the software, they provide and maintain all of the necessary hardware; Manager Donner needs to research what contracts we have with the credit card and inventory software providers and what it will cost to exit those contracts. Expect further updates on this topic.

Upcoming Meeting/Event Reminders

Council Meetings

The June 9 meeting has been rescheduled to June 7 due to Rum River Days. As a result, the Council agenda packet LESS the bill list will be released at the end of day June 3. In order to provide sufficient time to do payroll and the bill list the week of May 30 (a short week), the bill list will be added by the end of the day June 6. This should provide sufficient time to review the agenda materials over the weekend leaving only the bill list to review Monday evening.

As noted in an email of May 17, the following Council Study Session dates and topics for consideration (note the new topic additions):

- June 2, at this time staff does not have a topic for discussion

- July 7; occurs the week of the 4th, would the Council prefer to cancel this meeting? The topic of the CIP budget could be tacked onto a regular agenda or moved to August 4
- August 4, rescheduled joint meeting with the PUC, and if time, year to date budget review, identify 2023 budget targets, CIP budget review
- September 1, review of the early version of the 2023 budget and discussion of the preliminary 2023 levy amount which needs to be set by September 30
- October 6, no topic at this time; may be a good meeting to discuss the redirection of the franchise fee and establishment of a rural taxing district.
- November 3, presentation of Transportation and Pavement Management Plans, budget discussion
- December 1, budget review as the final levy needs to be set at the December 22 Council meeting. Please provide direction as to the desire to cancel the June and July meetings and input into any of the proposed topics.

Other Meetings/Events

*Rum River Festival – June 9-11

*June 5: Princeton Ambassador Coronation (PACC)

*June 9: Street Fair, Parade, City-wide Garage Sale

*June 10: Chalk Art Event, Decades Band, Beer Garden/Ice Cream Sales, Lucky Duck Drop, City-wide Garage Sale

*June 11: 5K, Ladies Local, Food Trucks on the Farm, Gala Night, City-wide Garage Sale

*June 12: Lions Fly-in Brunch (Airport)

*CGMC Summer Conference – July 27 to 29, Red Wing

*CGMC Fall Conference – November 17 to 18, Alexandria

ZIMMER MOVED TO CANCEL THE JUNE 2, 2022, AND JULY 7, 2022 STUDY SESSION MEETINGS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8. Committee Reports

Zimmer provided an update on the Public Utility Commission meeting in regard to ACH, Hydrant flushing, a water study, renewable energy credits and easement notices.

9. Adjournment

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:02PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Thom Walker
Mayor