

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
AUGUST 24, 2023, 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. Councilors present were Vicki Hallin, Jenny Gerold, Jack Edmonds and Jeff Reynolds. Others present: City Administrator Michele McPherson, Clerk Shawna Jenkins, Community Developer Planner Stacy Marquardt, Public Works Director Bob Gerold, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Fire Chief Ron Lawrence, Technology Services Manager Ed Yost, Liquor Store Manager Dylan Donner, Attorney Damien Toven and Public Utility Manager Keith Butcher.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

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

**4. Consent Agenda**

**4.1. Approval of City Council Minutes**

**4.1.1. Regular Meeting Minutes of August 10, 2023**

**4.1.2. Special Meeting Minutes of August 18, 2023**

**4.2. Approve Gambling Permit for Christ Our Light Church October 22, 2023 Bingo and Raffle**

**4.3. Approve Gambling Permit for Princeton Lion's November, 20, 2023 Raffle**

**4.4. Approve Construction Pay Voucher 1, Burschville Construction - Industrial Park Street and Utility Extension**

**4.5. EDA Minutes of August 17, 2023**

**4.6. Airport Meeting Minutes of May 1, 2023**

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.*

**6. Presentation -** Legislative Update from Coalition of Greater Minnesota Cities by Elizabeth Wefel, Flaherty-Hood

Elizabeth Wefel provided an update on the Legislative items that the Coalition of Greater Minnesota Cities have been working on.

**7. Old Business**

**7.1. Parking Lot Bids**

Marquardt advised that staff has met with the interested parties for each of the parking lots to discuss concerns. Staff met with each group twice since the issue with discussed with the Council. All four meetings were very productive. It was communicated that it would be on the City Council agenda on August 24th, 2023 at 7:00 pm for final action. The sealed bids received for the two parking lots were opened on June 15th at 11:00 am in the City Council Chambers. The City received 8 bids, some by the same entity, which the Council reviewed at a previous meeting. Since that Council meeting, some things have changed.

For the North parking lot the result of the discussion was the School would like to still purchase the west half of the lot and Trinity Church would like to purchase the east half of the parking lot. Dylan Howard rescinded all three of his bids to allow this to happen. Homestead Rentals LLC rescinded their bid for South Parking Lot A.

The City will sell the parking lots with a deed restriction placed on each parcel stating the lot can

only be used as a parking lot in the future. The City agreed for both sets of lots to place ingress/egress easements over them so the other parking areas or homes have access to get in and out of their stalls or garages. The City will place utility easements where necessary on both sets of lots. The City will cover the cost of the Administrative subdivision for the North Lot, which includes survey work.

Staff recommends that the City Council authorize:

- 1) Sale of South Parking Lot B to Homestead Rentals LLC for \$1000. (Note that South Parking Lot A will have to go back up for bid).
- 2) Sale of North Parking Lot as follows: West Half of North Parking Lot in accord with attached map to School District for \$1. East Half of North Parking Lot in accord with attached map to Trinity Church for \$1000.

The City will:

- Record a deed restriction stating these parcels of land must remain a parking lot.
- Record ingress/egress easements for adjacent parking stalls to access their respective properties.
- Record drainage and utility easements where necessary.
- Cover the cost of the administrative subdivision of the North Parking Lot, to include survey work.

EDMONDS MOVED TO APPROVE THE SALE OF SOUTH PARKING LOT B TO HOMESTEAD RENTALS LLC FOR \$1000, THE WEST HALF OF THE NORTH PARKING LOT TO THE PRINCETON SCHOOL DISTRICT FOR \$1 AND THE EAST HALF OF THE NORTH PARKING LOT TO TRINITY CHURCH FOR \$1000. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **7.2. Public Hearing - Cannabis Business Moratorium**

There have been no changes to Ordinance 838, putting a moratorium in place for Cannabis Businesses. A Public Hearing is required.

J GEROLD MOVED TO OPEN THE PUBLIC HEARING AT 7:24PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

There was no public comment.

HALLIN MOVED TO CLOSE THE PUBLIC HEARING AT 7:25PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **7.2.1. Ordinance 838 - Cannabis Business Moratorium - FINAL READING**

HALLIN MOVED TO APPROVE ORDINANCE 838. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **7.3. Ordinance 839 - Prohibiting Cannabis Use in Public Places - FINAL READING**

Attorney Toven suggested some changes to the first draft of Ordinance 839. He believes that the Council's intention was not to prohibit the use of edible Cannabis products in public. Therefore, he suggested striking the language regarding edible cannabis products from the first reading.

HALLIN MOVED TO APPROVE ORDINANCE 839 WITH THE SUGGESTED CHANGES. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **8. New Business**

**8.1. Princeton Depot Presentation on City Historical Sign – Barry Schreiber**

Barry Schreiber from the Mille Lacs County Historical Society is requesting approval to put a sign up on the clocktower base on the corner of Rum River Drive and First Street. He is covering the cost of this first sign and hopes to have others done at some point as well. He passed around the planned design and sample of the material that will be used.

HALLIN MOVED TO APPROVE THE PLACEMENT OF THE CITY HISTORICAL SIGN ON THE CLOCKTOWER AS REQUESTED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8.2. Neighbors On The Rum Request for Music Past 11:00 pm**

Joe Holtz reported that he would like to hold a 10-year Anniversary party on September 23<sup>rd</sup> at Neighbors Bar and Grill located at 509 5<sup>th</sup> Ave North on September 23<sup>rd</sup>. The goal is to have a family fun during the day and then music from 6pm to midnight. With the proposed ending time of midnight, they are requesting approval for an exception as the nuisance ordinance would normally require that to end at 11pm.

Food will be served until 10pm, security will be provided along with sober cabs home.

HALLIN MOVED TO APPROVE JOE HOLTZ'S REQUEST TO HAVE MUSIC AT 509 5<sup>TH</sup> AVE NORTH ON SEPTEMBER 23<sup>RD</sup> UNTIL MIDNIGHT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**8.3. Princeton Chamber of Commerce and Tourism Special Event Request - Cornhole Tournament**

Chamber Member Dylan Donner reported that the Chamber of Commerce and VFW has planned a Cornhole Tournament for September 30<sup>th</sup>. They are requesting the closure of 2<sup>nd</sup> Street North from 9am to 5pm on the street side of the VFW.

J GEROLD MOVED TO APPROVE THE CORNHOLE TOURNAMENT ON SEPTEMBER 30TH. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**8.4. Princeton Chamber of Commerce & Tourism Special Event Request-Mini Dazzle Parade**

Staff stated that this route has been used in the past, so they have no concerns. The paperwork will be sent to the County to approve the road closure.

J GEROLD MOVED TO APPROVE THE MINI DAZZLE PARADE. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**8.4.1. Resolution 23-61 - Request County Road Closure**

HALLIN MOVED TO APPROVE RESOLUTION 23-61 REQUESTING CLOSURE OF THE COUNTY ROAD FOR THE MINI DAZZLE PARADE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**8.5. Princeton Chamber of Commerce and Tourism Wine and Spirits Grant Request for Light up Princeton**

HALLIN MOVED TO APPROVE THE WINE AND SPIRITS GRANT FOR \$2000 FOR LIGHT UP PRINCETON. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**8.6. Sale of Property to Carl Lundberg**

Marquardt advised that this is one of the City owned properties that staff has been working on to sell. Carl Lundberg owns the adjacent property and has requested to purchase. He will combine this lot 24-080-0030 to his lot 24-080-0040.

#### **8.6.1. Authorize Execution of Purchase Agreement**

HALLIN MOVED TO AUTHORIZE THE PURCHASE AGREEMENT FOR SALE OF 24-080-0030 TO CARL LUNDBERG. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **8.6.2. Resolution 23-64 Authorizing the Sale of Real Property to Carl Lundberg**

EDMONDS MOVED TO APPROVE RESOLUTION 23-64 AUTHORIZING THE SALE OF REAL PROPERTY TO CARL LUNDBERG. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **8.7. Resolution 23-62 - Accepting Donation from Twice New Clothing to Princeton Fire and Rescue**

Lawrence advised that the Fire Department has received another generous donation of \$4000 from Twice New Clothing. He is proposing to use the funds for new T-shirts and polo shirts for the firefighters and some public relation items for the next year of public relation events.

HALLIN MOVED TO APPROVE RESOLUTION 23-62 ACCEPTING THE DONATION FROM TWICE NEW CLOTHING TO THE FIRE DEPARTMENT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **8.8. Resolution 23-63-Accept Donation from Grand Casino for a Free Splash Park Day**

HALLIN MOVED TO APPROVE RESOLUTION 23-63 ACCEPTING THE DONATION FROM GRAND CASINO FOR A FREE SPLASH PARK DAY. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **8.9. Resolution 23-65 Providing for Issuance and Sale of General Obligation Bond Series 2023A**

McPherson advised she has spoken with Eilertson about this at length. They have discussed just using cash along with the grant to pay for the project and not bond for it.

McPherson would like to have hard numbers for the Council, so they can determine what option is best. She does not yet have those numbers.

Eilertson added that the Resolution 23-65 could be approved and it could be paid down as soon as the grant is received. McPherson suggested tabling the Resolution until the next meeting.

HALLIN MOVED TO TABLE RESOLUTION 23-65 UNTIL THE NEXT REGULAR MEETING ON SEPTEMBER 14, 2023. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **8.10. Building Permit Services RFP**

Marquardt reported that since 1992, the City of Princeton has engaged Metro West Inspection Services to provide building permitting review, inspections and Building Official services.

While Metro West has served the City well for 31 years, it's deemed by proponents of 'good governance' groups to test the waters to make sure that the consulting inspection services firm is providing the best value to the City.

The City Council directed Staff to obtain proposals from other qualified inspection firms. The contract required us to give our current inspection services company a 90-day notice if we decide to change the company we contract with.

The proposals were to be submitted by 3:00 pm Friday August 18th, 2023 for consideration.

Building Inspections are a fee-based service, but there is still a budget impact. At this time, Staff have not contacted the various references provided by each proposer. The RFP process included a step to interview the proposers. Given the additional work required by Sherburne County and Rum River Consultants, Staff would recommend limiting interviews to the remaining three unless Rum River Consultants can guarantee a work around to the scanning of plans by Staff. Interviews would be scheduled for the September 7th Council Study Session. If the council agrees, Staff would request the Council to provide a list of questions.

The council was in agreement to interviews to be held at the September 7<sup>th</sup> Study Session.

#### **8.11. Resolution 23-67 – Approve Donation from Twice New Clothing for Police**

Frederick advised that on 08/07/2023 the Princeton Police Department received a donation in the amount of \$4000.00 from the Princeton Twice Used Clothing and Treasures. It should be noted that the department received \$1000.00 in February from Twice Used Clothing. The Princeton Police Department is truly grateful for this donation.

The donation will be used for numerous items including medical supplies, educational materials, and the purchase of a canopy for events.

J GEROLD MOVED TO APPROVE RESOLUTION 23-67 APPROVING A \$4000 DONATION FROM TWICE NEW CLOTHING FOR THE FIRE DEPARTMENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **8.12. State Money for Tobacco Education**

Frederick reported that the Princeton Police Department last month participated in a State sponsored tobacco compliance check for the City of Princeton. With participating in this program, the State of Minnesota paid \$50.00 dollars to the Princeton Police Department for each business that was tested regarding the selling of tobacco to minors. We conducted checks on 11 businesses and are happy to report that all 11 businesses passed the compliance checks. The participation in the State program provided educational materials along with a certificate to the business for passing. The Princeton Police Department received a check for \$550.00. The money will be used to pay the juveniles that assisted the police department in the compliance checks. Along with using the remaining money to purchase educational materials for juveniles preventing the use of vapes.

#### **8.13. Bill List**

HALLIN MOVED TO APPROVE THE AUGUST 21 AND 24, 2023 CHECK REGISTERS CONTAINING CHECKS 87022 TO 87077 IN THE AMOUNT OF \$484,739.82, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 17 TRANSMITTAL REGISTER IN THE AMOUNT OF \$80,794.51 AND PAY PERIOD 17 CHECK REGISTER IN THE AMOUNT OF \$196,663.28. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **8.14. City Administrator Bi-Weekly Report**

McPherson reported the following observations and information since the last update.

**Airport**

Per the discussion at the Joint City Council/Airport Advisory Board meeting, KLJ has updated the Airport Capital Improvement Plan (CIP). Conversations with the FAA and MNDOT have lead to some additional changes to the CIP, specifically as it relates to the realignment of Taxiway B. As the Taxiway has fairly new pavement that is still in good condition, the realignment project has been pushed to later in the schedule. In its place, to take advantage of BIL funds, a small expansion of the apron/tie-down area is being proposed. The CIP

We are still seeking applicants to fill the vacancy on the Airport Advisory Board.

**Development**

On August 21, staff met with Superintendent Barton and developers interested in the 50 acres the school has for sale. The focus of the meeting was to discuss the numbers – based on the purchase price, the cost of improvements, city fees and cost of money the developer indicated that they could not make the numbers work with the proposed 86 lots on city sewer and water. They proposed 1 acre lots on well and septic. They seemed very committed to this concept and were not willing to consider any additional alternatives. Staff is providing the Superintendent with additional names of developers.

**Finance**

The annual TIF Disclosures were completed by Northland Securities, submitted to the State Auditor and the required publication completed.

Smith Schafer is still working on the audit. A second extension request was made to the State Auditor, all work must be completed and submitted to the State by September 30.

Budget season is upon us; McPherson hoped to get all of the budget worksheets out and meetings scheduled with Department Heads soon. Abdo is on deck to assist with the personnel numbers.

**Upcoming Meetings and Reminders:**

- August 26 – Relay for Life, 6:00 pm to 10:30 pm, Mille Lacs County Fairgrounds
- September 4 – Labor Day, offices are closed & Last Day of the Splash Park Season
- September 7 – Study Session
- September 9 – Public Safety Day, 10 am to 2 pm, Public Safety Building

**9. Committee Reports**

Edmonds reported that the August PUC meeting will be held next week.

**10. Adjournment**

HALLIN MOVED TO ADJOURN THE MEETING AT 8:31PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins Tadych  
City Clerk

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Thom Walker,  
Mayor