

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 13, 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 Vicki Hallin, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Others present: Administrator Michele McPherson, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Fire Chief Ron Lawrence, and City Attorney Damien Toven. Absent was Liquor Store Manager Dylan Donner and Public Utilities Commission General Manager Keith Butcher.

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 September 22, 2022
- 3.2. City Council Special Meeting Minutes of September 27, 2022
- 3.3. City Council Study Session Meeting Minutes of October 6, 2022
- 3.4. EDA Meeting Minutes of September 15, 2022
- 3.5. Planning Commission Meeting Minutes of September 19, 2022
- 3.6. Park Board Meeting Minutes of September 26, 2022
- 3.7. Accept Resignation of Corey Zahner from the Princeton Fire Department
- 3.8. Approval to Hire Tony Brunn and Brandon Jeanotte as Firefighters
- 3.9. Approval to Hire Liquor Clerk Nicole Kram
- 3.10. Resolution 22-55 - Calling for a Public Hearing for Alley Vacation
- 3.11. Resolution 22-56 - Certifying Past Due Utility Bills
- 3.12. Authorize Solheim Field Expenditures
- 3.13. Accept Improvements and Approve Final Payment for the 19th Ave Extension Project
- 3.14. Resolution 22-58 Calling for Public Hearing for Vacation of Easements & Street

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

4. Presentation by Elizabeth Welfel from Coalition of Greater MN Cities

Welfel spoke about the CGMC's Top Goals for 2022. They are a \$90 million LGA increase, an updated LGA formula, infrastructure focused bonding bill, DEED Child Care Economic Development Grant Program and an increase in funding for streets in large cities and dedicated funding for small cities.

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. Old Business

6.1. Ordinance 825 - License and Regulation of Cannabinoid Products - FIRST READING

McPherson reported that she, Frederick, Marquardt and Toven worked on this extensively. They reviewed some ordinances from other Cities and used these to create Ordinance 825.

There was discussion regarding the fact that liquor license holders would not be able to obtain a license to sell cannabis products. This will impact all but one gas station.

HALLIN MOVED TO INTRODUCE ORDINANCE 825. J GEROLD SECONDED THE MOTION. THE

MOTION CARRIED UNANIMOUSLY.

7. New Business

7.1. Special Event Request for Mini Dazzle Parade

7.1.1. Resolution 22-57 - Requesting Road Closure of Mille Lacs Co Rd 31

Gerold advised that the Chamber of Commerce is asking for the Council to approve the Mini Dazzle parade and forward the street closing request to Mill Lacs County. Staff has reviewed the event permit.

HALLIN MOVED TO APPROVE THE MINI DAZZLE EVENT AND RESOLUTION 22-57 TO CLOSE COUNTY ROAD 31 (FIRST STREET). J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. Resolution 22-59 - Authorizing Two Signatures on City-issued Checks

McPherson stated that since the departure of Ms. Peters as Finance Director, she has allowed us to use her signature stamp via the no-fee contract we executed with her.

She has recently submitted the attached letter indicating that she wishes to terminate the contract due to liability concerns.

Staff verified with the Auditors as well as the amended MN Statutes 412.271, three signatures are not required on City-issued checks. Two signatures are sufficient provided that neither are of the person preparing the checks.

A new resolution to replace Resolution 89-04 has been prepared to allow for two signatures on City-issued checks. Once the resolution is approved, staff will obtain new signature cards from the depositories in order to implement the change.

Staff recommends that the City Council approve Resolution 22-59 establishing the requirement for two signatures on City-issued checks.

The Council consensus was that the stamp will only be used if it is not possible for two wet signatures. If the Mayor is not available to sign, the Vice Mayor will sign instead.

HALLIN MOVED TO APPROVE RESOLUTION 22-59. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. City Administrator Bi-Weekly Report

McPherson reported on her observations and information from the last update:

Airport

The Beacon Replacement has been pushed to spring of 2023 due to supply chain issues with the tower portion.

The cultural and environmental studies for the targeted ALP study are underway and should be completed yet this fall. As part of the targeted ALP study, we will be preparing to de-annex the Flight Service Station as the FAA still intends to vacate the building in 2023.

Development

The site plan for Glen Metalcraft's new facility is currently going through staff review and comment compilation. Work on the vacation of the drainage and utility easements and street as well as the re-plat is also progressing.

Finance

No new news on the Finance front. Accountant Hodge's first week working remotely went well. This week we had training on electronic timecards as well as the process for submitting, approving, and inputting invoices. Progress to a somewhat paperless process is moving forward.

Grants

No news on the Small Cities grant. The Federal Housing and Urban Development department needs to approve the State's 2022-2026 HUD Consolidated Plan. As soon as the plan is approved, awards will be made and applicants notified by email.

WWTP Manager Klinghagen and Technology Services Manager Yost are working on a grant to improve cyber security at the plant.

There is a grant opportunity for pedestrian facilities that requires a letter of intent by October 14. Staff intends to submit the required letter and apply for funds to help with the pedestrian facility proposed along the CR 4/7th Avenue alignment.

Upcoming Meeting/Event Reminders

- October 15 – Princeton Area Chamber of Commerce's OctoberFEAST, Mille Lacs County Fairgrounds
- October 29 – Kinship Mentoring of Princeton's Pumpkin Chuckin', Mille Lacs County Fairgrounds
- CGMC Fall Conference – November 17 to 18, Alexandria, registration is now open; Councilor Hallin is attending

7.4. Bill List

ZIMMER MOVE TO APPROVE THE OCTOBER 4 AND 13, 2022 CHECK REGISTERS CONTAINING CHECKS 85472 TO 85584 IN THE AMOUNT OF \$548,179.67, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 20 TRANSMITTAL REGISTER IN THE AMOUNT OF \$69,409.45. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

8. Committee Reports

Walker advised that the November Airport Board meeting has been cancelled.

Hallin reported that the Cable Commission meeting is in November.

9. Adjournment

HALLIN MOVED TO ADJOURN THE MEETING AT 8:12 PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych

Thom Walker

City Clerk

Mayor