

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL
HELD ON DECEMBER 9 2021 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, Finance Director Tracy Peters, Public Works Director Bob Gerold, Police Chief Todd Frederick, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Clerk Shawna Jenkins, Assistant Liquor Manager Dylan Donner, and Attorney Damien Toven.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

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

4. Presentation

4.1 Truth in Taxation

Peters presented the 2022 Levy and Budget. For expenditures, Public Safety and Personnel are the largest portions of the levy and budget. For Revenue, 59.20 % comes from property taxes.

In 2021 the Total levy was \$2,578,780 with an anticipated tax rate. For 2022 it is \$2,827,436 with an anticipated tax rate of 63.23.

The 2022 levy increase, is 9.64 percent, down from the adopted preliminary levy of 11 percent. The large increase in the levy can be attributed to:

1. Elimination of the 2.5 percent increase from 2020 to 2021 by use of a transfer from the liquor fund. Having a levy increase in 2021 would have given staff a larger pool of revenue from property taxes to start from and the 2022 increase would likely have fallen between three (3) and six (6) percent.
2. Cost of living adjustments (COLA) per the union contracts.
3. Anniversary step increases; approximately half of the staff are eligible for these.
4. The addition of a full-time staff person for technology services.
5. Shifting expenditures from the capital plan to the general operating budget in compliance with budgeting standards.

The 2022 general fund budget includes transfers to the airport enterprise, cemetery operations, and civic center budgets. The airport enterprise budget balances with the general fund influx. The wastewater enterprise budget, with the \$1.00 fee increase in sewer rates, reduction in depreciation and without factoring in the proposed capital expenses, will actually be in the black. The liquor store budget proposes to have significant income.

The only transfer from the Liquor fund outside of paying the Public Safety Bond payment is for the compensation payouts for staff that were promoted from non-exempt to exempt positions.

The Council will be presented with the final budget resolution to approve on December 21. For the December 9 meeting, Finance Director Peters will present the budget information and answer questions from the Council and public. Staff will continue to examine the budget to find any and all cost savings prior to its final approval.

5. Consent Agenda

- 5.1.** City Council Meeting Minutes of November 23, 2021
- 5.2.** City Council Study Session Meeting Minutes of December 2, 2021
- 5.3.** 2022 Licenses
- 5.4.** Approve Collateral Assignments – Rum River Residential Suites
- 5.5.** EDA Minutes of 11-18-21

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

6. Open Forum

7. Old Business

7.1 Ordinance 814 – Fee Schedule Amendment – FIRST READING

a. Deck and Basement finishes for the City of Princeton 2016-2021

Zimmer would like to see the Friends of the Library be exempt from the library room rental fee. Reynolds would like to see youth groups be exempt as well.

J GEROLD MOVED TO INCREASE THE SEWER RATE TO \$11.50 PER THOUSAND. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ZIMMER MOVED TO ALLOW THE FRIENDS OF THE LIBRARY GROUP TO BE EXEMPT FROM THE LIBRARY ROOM RENTAL FEE. HALLIN SECONDED THE MOTION. VOTE 4:1. ZIMMER, HALLIN, J GEROLD AND WALKED IN FAVOR, REYNOLDS OPPOSED. THE MOTION CARRIED.

HALLIN MOVED TO INTRODUCE ORDINANCE 814 WITH THE CHANGES AS DISCUSSED. ZIMMER SECONDED THE MOTION. VOTE 4:1. ZIMMER, HALLIN, J GEROLD AND WALKED IN FAVOR, REYNOLDS OPPOSED. THE MOTION CARRIED.

8. New Business

8.1. Resolution 21-77 - Approving Donation to Light of Princeton

HALLIN MOVED TO APPROVE RESOLUTION 21-77 ACCEPTING THE DONATION FOR LIGHT UP PRINCETON. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.2. Bill List

J Gerold mentioned a KLJ invoice that should be moved to the Airport fund. Peters said that was a type on the spreadsheet, it is coded to the Airport.

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$120,564.96 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 84004 TO 84068 FOR A TOTAL OF \$828,149.05. J GEROLD SECONDED THE MOTION. THE MOTION

CARRIED UNANIMOUSLY.

8.3. Approve Amendment to Section 9.16 of the Personnel Manual

McPherson advised that Section 9.16 of the Personnel Manual address the dress code and uniform allowance. The dress code for the office staff at City Hall is outdated and leaves little for personal expression. Only one staff person complies with the language as it currently written and also utilizes the entire uniform allowance.

In order to make a more equitable use of the uniform allowance budget, staff is proposing to strike the current language and modify the dress standard to "business casual" with an option for jeans on Friday provided they are accompanied by a logo'd top. In lieu of a single uniform allowance, staff is proposing that the city provide two logo'd articles of clothing from a limited selection annually.

Recommendation:

Staff recommends the City Council approve the attached amendment to Section 9.16 of the Personnel Manual as it relates to the dress code for City Hall office staff.

HALLIN MOVED TO APPROVE THE AMENDMENT TO SECTION 9.16 IN THE PERSONNEL MANUAL IN REGARD TO THE DRESS CODE AND UNIFORM ALLOWANCE. ZIMMER SECOND-ED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

8.4 City Administrator Bi-Weekly Report

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

Board/Commission Openings

Per the Council's direction, we have re-posted the Board/Commission openings and are boosting the posts weekly. They are posted to the City's Facebook page and the local community bulletin boards. We will do one more newspaper ad to fall between Christmas and New Year.

Development Projects

We continue to work on various requests for information from developers, both residential and commercial.

Grants

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

Staff submitted a pre-application for a Small Cities Development Program Grant under the Public Facilities category. We have been contacted for some additional information regarding this application.

Infrastructure

The 21st Avenue project is finished for 2021. Work will commence in the spring. Access from the north is block, but access to the airport is open from the south on the new entrance alignment. Ron and I continue to work with Micah Myers to find funding for the radio simulcast equipment.

Liquor Store Operations

Liquor store operations continue to go well. The store is looking less cluttered, more organized and clean-er. I spent time both on November 26 and 27 helping to stock shelves and organize a section of the back room.

Personnel

All three positions have been posted and applications are due December 10 and 13 for the Community Development Manager, Liquor Store Manager, and Technology Services Manager, respectively. There are applicants for all positions, several of them strong candidates. Interviews will likely happen the week of December 20.

Public Utilities Commission

I attended the Work Study Session on December 7. The purpose of the study session was to receive the results of the system study and capital improvements plan prepared by DGR Engineering. The Power Point presentation is attached for you review and reference. Of particular interest is the preliminary cost estimates for the three phases of improvements needed to improve reliability and protect the system. Total estimated costs are just shy of \$12 million. There is a full copy of the study at City Hall.

Upcoming Meeting/Event Reminders

- December 15 – PUC Regular Monthly meeting
- December 21 – final City Council meeting; approval of the final budget resolution and fee schedule changes.
- December 24 and 31 – City Hall offices are closed

9. Committee Reports

10. Adjournment, there being no further business:

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

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor