

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
APRIL 13, 2023, 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, Jack Edmonds, and Jeff Reynolds. Others present: City Administrator Michele McPherson, Community Developer Planner Stacy Marquardt, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Police Chief Todd Frederick, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, 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 AND PRESENTED. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

4. Consent Agenda

- 4.1. Approval of City Council Minutes of March 23, 2023
- 4.2. Approve Sale of Fireworks at Coborn's
- 4.3. Approve Sale of Fireworks in Walmart Parking lot by TNT Fireworks
- 4.4. Knights of Columbus Gambling Permit for an August 17, 2023, Raffle
- 4.5. Approval to Hire Splash Park Attendants
 - 4.5.1. Jadelyn Clark, Greta Kelzer, Peyton Wilson, Maggie Brevitz, Toni Affeldt, Megan Kloss, Logan Davis and Isaiah Hedtke
- 4.6. Approval to Hire Recreation, Marketing and Communications Intern Emma Benjamin
- 4.7. Approval to Hire Splash Park Coordinator Intern Abby Benson
- 4.8. Approval to Open the City's Compost Site on April 15th.
- 4.9. Approval to Hire Fred Rittenhour for the City's Compost Site
- 4.10. Officer Jace Cooper Completion of Probationary Period effective 3-14-2023
- 4.11. Planning Commission Meeting Minutes of March 10, 2023
- 4.12. Resolution 23-20 - Request County Approval for Closure of Rum River Drive and First for the Rum River Parade
- 4.13. Informational Only - Conditional Use Permit for Crystal Court Apartments Accessory Building
- 4.14. Approve Liquor License for Princeton Speedway, pending Background Check
- 4.15. Authorize Execution of Agreement with North Memorial for Training
- 4.16. Authorize Mayor's Signature

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/Discussion - Business Park Infrastructure Financing; George Eilertson Northland Securities

George Eilertson from Northland Securities presented the financing plan for the Business Park Infrastructure project. The Bond issuance will not proceed until fall and the amount will be determined after lot sales and any grants received. There will be several steps to the process, which will include a feasibility study and a public hearing. The bond will likely be for 10 years and be sold in August or September.

6.1. Resolution 23-21 - Reimbursement Resolution for Business Park Infrastructure

HALLIN MOVED TO APPROVE RESOLUTION 23-21. J GEROLD SECONDED THE MOTION. THE

MOTION CARRIED UNANIMOUSLY

7. Old Business

7.1. Special Event Permit for Neighbors Beer Garden During Rum River Festival

Marquardt advised that staff along with Joe Holtz from Neighbors have gone over all the conditions for the beer garden. The agreement will give Neighbors exclusivity for the Beer Garden at the Rum River Festival for 5 years.

EDMONDS MOVED TO APPROVE THE CONDITIONS AS DISCUSSED FOR THE SPECIAL EVENT PERMIT WITH NEIGHBORS BAR AND GRILL TO HOLD A BEER GARDEN FOR THE RUM RIVER FESTIVAL. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

J GEROLD MOVED TO APPROVE THE AGREEMENT WITH NEIGHBORS BAR AND GRILL TO HOLD A BEER GARDEN FOR THE RUM RIVER FESTIVAL. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.2. Ordinance 833 - Annexing Remaining Parcels from Princeton Township to the City of Princeton - FIRST READING

Marquardt advised that there were three parcels that needed some slight changes to the legal descriptions, so those three parcels were re-noticed to the Township and the 90-day comment period started over. Staff has not received any comments from the Township on these annexations.

HALLIN MOVED TO INTRODUCE ORDINANCE 833. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.3. City Owned Properties for Sale

Marquardt advised that on February 2, 2023, at the City Council Workshop Staff presented a PowerPoint presentation showing several city owned parcels that staff would like to sell at some point. The Council approved all of the parcels to proceed as shown, however some were approved to proceed in 2024 so we could budget for them.

Marquardt stated she spoke with Maria Solberg with Edina Realty to get her opinion on these parcels.

The parcels that were approved to move forward for sale in 2023 were as follows:

PID 24-320-0380 – This parcel was acquired for the fire station in 1999 but is no longer needed. It is .19 acres and is zoned to allow for one home on it. It cannot be subdivided.

Solberg stated that she believed a builder would be interested in this lot to build a small spec home. The Apartment building to the north may have interest to expand their parking lot. It is hard to say what the value may be, but based on a sale from a few years ago, an estimate is \$35,000 approximately on this one.

PID 24-080-0030 – This is a pie shaped parcel along the Rum River. It is in the Floodplain so there will be some hoops to jump through if purchased. It is zoned for a single-family home on it, but it would take a lot of fill and the applicant would need to work with us, DNR, and FEMA on how that would look or if it is even possible. It might be more suited to sell to a neighbor. There is city sewer and water near the site to hook into. It is .57 acres.

Solberg stated that regarding the river lot in the flood zone. There are a few listings. 2 active, 1 pending. There are no sold comparable properties. Again, when there are no comparable properties it's really just an opinion and ultimately the only opinion that matters are the buyers. Listing it at a number that intrigues the buyers is the goal. With this lot, due to the flood plain, possible backfill needed, and water sewer hookup costs my thought on this one is \$40,000, Flood zone is the biggest concern here, it could take a while to sell.

PID's 24-041-0350 and 24-041-0360 – This is the parking lot south of the Pantry building and the Higgins building and north of Ultimate Sports. A combination form was submitted to the County to create one parcel to sell. It is .28 acres.

Solberg commented that there are no parking lot sales to compare to that can be found. The values of these two are the hardest to estimate. The assessor believes that lot values are combined at \$36,700 and with the asphalt an added \$24,000. An estimate would be \$50,000 give or take for this lot combined.

PID 24-040-0370 - This parking lot has some right of way that we will be vacating at a later date. It is .62 acres. It is located in between Trinity Lutheran and First Congregational Churches. On the deed we will need to include an easement over the parking lot for drainage and utilities as there is a drainpipe under it.

Solberg said the Assessor has this north parking lot valued at \$136,000, which she believes is high. She estimates the value at \$65,000.

PID's 90-407-0320 and 90-407-0325 – These parcels are in Sherburne County and a combination was submitted to the County so it could be sold as one parcel. It is 1.7 acres. It is zoned Industrial.

Solberg stated that Pathfinder purchased a property within close proximity to these Industrial pieces combined and there is a listing for an acre commercial lot nearby. It was the only competitive listing that could be found. Because of the wastelands at the back of this lot, the assessor has a tax base value of \$21,600. Combining the lots would be best considering separate they are too small to be useful. Her thought regarding the price on this combined piece is \$150,000 plus. She feels that this lot competes well with the only current lot listed at \$149,000.

PID 24-561-0060 – Staff recommended to combine this parcel into the Sumser's property to the north which is PID 24-161-0065 since the house straddles the property line. Staff has spoken with the Sumser's and they would like to proceed. Staff suggested to the Council that we offer this at no expense to the Sumser's but have our counsel draft an agreement that stipulates that this must be transferred into the exact same fee ownership of their existing parcel and combined as one lot with no further stipulations on the Cities end. This would clean up the issue of the home straddling the line while getting it back onto the tax rolls and off the city's books. The County has approved an exception for these two parcels to be combined as one even though they are in two different plats because of the house situation.

The Realtor said these parcels are hard to put a price on, but feels the estimated listing prices should bring interest, but at the same time not be undersold. However, market exposure will be the only way to really know.

Staff is looking for direction from Council on pricing for each of the parcels laid out. For the Sumser parcel, Staff would like to proceed with selling the parcel at no cost to the Sumser's. Staff recommends approval of Resolution 23-22 for the sale of the city owned property PID 24-561-060 to the Sumser's with the attached Land Agreement which requires the land to be combined as one parcel with no further obligation for the City.

Staff is also asking for a consensus from the Council about having the realtor that assisted us with this information help advertise and sell these properties. There would be a cost associated with this but Staff has not broached this subject yet with the realtor as we would like direction from the Council first. Council consensus was to work with the Realtor to list the properties.

J GEROLD MOVED TO APPROVE 23-22 AUTHORIZING THE SALE OF THE PROPERTY TO SUMSER'S. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Toven noticed a typographical error on page 1 of the agreement. Staff will make that correction.

HALLIN MOVED TO APPROVE THE AGREEMENT AS AMENDED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8. New Business

8.1. Wine and Spirits Grant Request from the American Legion for July 4th Fireworks

Edmonds stated that while he is not obligated to step down by statute, but as the Legion Commander, he will do so.

Art Skarohlid with the Legion is asking for a Wine and Spirits Grant for the July 4th fireworks. As with everything, the cost has increased quite a bit on the fireworks. They are expecting the fireworks to cost \$12,600, and with the advertising it will be about \$13,000. The day has really grown, with other events being held that day on the fairgrounds.

J GEROLD MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST FROM THE AMERICAN LEGION FOR THE JULY 4TH FIREWORKS FOR \$4000. REYNOLDS SECONDED THE MOTION. VOTE: 3:1:1. J GEROLD, REYNOLDS AND WALKER IN FAVOR, HALLIN OPPOSED AND EDMONDS ABSTAINED. THE MOTION CARRIED.

8.2. Fire Department - Tender Price Increase

Lawrence asked the Council to approve an increase in the price of the new tender that was recently approved. The truck committee did its final pre-build with the manufacturer last Friday. It was determined that this truck sits higher than our other tenders. He requested an increase to purchase a hydraulic lift for the drop tank. He said he believes that this will help keep the firefighters safer and could help prevent an injury to the firefighters. The price of the increase is \$6,000.00. This could help prevent a workmen's comp claim and an injured firefighter.

HALLIN MOVED TO APPROVE THE PRICE INCREASE OF \$6000 FOR THE HYDRAULIC LIFT FOR THE DROP TANK. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

8.3. Bill List

HALLIN MOVED TO APPROVE THE MARCH 29, AND APRIL 3, 13, AND 14 CHECK REGISTERS CONTAINING CHECKS 86362 TO 86451 IN THE AMOUNT OF \$534,080.05, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 7 TRANSMITTAL REGISTER IN THE AMOUNT OF \$74,166.23 AND PAY PERIOD 7 CHECK REGISTER IN THE AMOUNT OF \$114,585.84 (EQUALS THE AMOUNT OF CHECK 86363). REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

8.4. City Administrator Bi-Weekly Report

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

Airport

The Joint Planning Board was able to meet and hold the public hearing regarding the amendment to the Airport Zoning Ordinance on April 10, 2023. It was a very short meeting. One neighbor, Mr. Pat Thielen attended in person and one written comment in support of the change was received. The JPB moved approval of the ordinance as amended. The next step is to compile all of the supporting documentation (resolutions, affidavits of publication, notices) and send them to MNDOT for final review and issuance of the order. Once that is received, the formal ordinance will be placed on the City Council agenda for adoption and recording.

There is a vacancy on the Airport Advisory Board, so any assistance in recruitment would be fantastic.

Development

Staff is working with Glen Metalcraft/Elemet Group regarding their proposed project. Last week we finally received their application for City financial assistance (TIF) and are now working with Northland Securities to develop a schedule and push the project across the finish line in a very short timeframe. The Council will soon see a number of items related to the TIF request on upcoming meeting agendas. We have yet to receive the building permit application for review.

Betzler Builders is looking at the 40-acre Pontious property adjacent to New Life Church. They have requested information on the process and fees.

Finance

Staff continues to work with Abdo and Smith Schafer on compiling information for completion of the audit.

Infrastructure

Bids for the Princeton Business Park infrastructure will be opened April 18. A request to award bids will be on the April 27 Council agenda with construction to start soon thereafter.

Public Works Director Gerold and McPherson attended a webinar regarding the Federal EDA grant programs. This webinar was prompted by disaster declarations issued for several neighboring counties in the East Central Regional Development Region. Mille Lacs County was not included in the declaration, but Public Works Director Gerold identified projects that could be funded through the EDA's regular grant programs, and staff has reached out to Jordan Zeller to facilitate a meeting.

Community Development Planner Marquardt applied for a Statewide Health Improvement Program (SHIP) grant to fund a combination bottle filling/bike repair station to be installed at Riverside Park.

Personnel

Work continues on the Personnel Manual. The work is progressing nicely.

The Classification-Compensation Study is nearing a conclusion. Flaherty & Hood has identified April 27 as a closed meeting session for them to present information to the City Council on the results. Other than the Administrator and Council, no other Department Heads/Managers will be present for this session.

Applicant interviews for the Police Officer opening are scheduled for the morning of April 12. Councilor Gerold and I are participating in the interview panel.

USDA Visit

On March 23, representatives from USDA visited regarding the City's compliance with federal accessibility requirements. This stems from the Federal loans received from USDA to fund the wastewater treatment plant expansion. Several items were corrected by the posting of required information. There are minor corrections that need to occur: wrapping of the pipes on the sinks in the

two public bathrooms, changing the handle on the conference room door to a lever handle, and looking at the aisle width to the public bathrooms.

Chamber Leadership Series

Staff participated in the Local Government Session of the Chamber Leadership Series on April 6. McPherson provided a “Municipal Budgeting 101” primer to attendees. Councilor Edmonds and Park Board Chair Papesh participated in a panel on volunteer board participation. In the afternoon, Chiefs Frederick and Lawrence provided an overview of their departments, a tour of the Public Safety Building and a session on Active Shooter safety.

Technology Recycling

The city was able to recycle two pallets of outdated and replaced technology items with PCs for people:

Upcoming Meeting/Event Reminders

- April 27 – LMC Safety & Loss Control Workshop, St. Cloud. Public Works Director Gerold, Chief of Police Frederick, Technology Services Manager Yost and I are attending. This is a very inexpensive offer from the League, and they have excellent topics and speakers.
- May 9 – State of the City Address. I will be presenting the State of the City to Chamber members at their May Lunch and Learn. Superintendent Barton will be present for the State of the School District.

9. Committee Reports

Hallin reported that the Princeton Area Library group asked her to be on their committee, so she will be attending those meetings.

Butcher provided a report on what happened with the power outage in Princeton. While they were shutting down a line to repair it, a car accident occurred and damaged another transformer. They were able to get their generators up after some issues, getting the power back on in phases relatively quickly.

10. Adjournment

HALLIN MOVED TO ADJOURN THE MEETING AT 8:18PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Thom Walker,
Mayor