

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
OCTOBER 26, 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. 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, Police Chief Todd Frederick, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Attorney Damien Toven, Liquor Store Manager Dylan Donner, Engineer Jen Edison and Public Utility Manager Keith Butcher. Absent was Fire Chief Ron Lawrence

2. Pledge of Allegiance

3. Agenda Additions / Deletions

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

4. Consent Agenda

- 4.1. Approval of City Council Minutes
 - 4.1.1. Study Session Meeting Minutes of October 5, 2023
 - 4.1.2. Regular Meeting Minutes of October 12, 2023
- 4.2. Maytag Laundromat at 210 19th Ave N
- 4.3. Resolution 23-81 - Certifying Past Due Utility Bills to 2024 taxes
- 4.4. Planning Commission Meeting Minutes of October 16, 2023
- 4.5. Park Board Advisory Meeting Minutes of September 25, 2023
- 4.6. Princeton Public Utility Agenda Packet for 10-25-23 Meeting
- 4.7. EDA Meeting Minutes of October 19, 2023

J GEROLD MOVED TO APPROVE THE CONSENT AGENDA. HALLIN 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. Old Business

- 6.1. Sale Of City Owned Parking Lots

Marquardt reported that the City Council previously approved the sale of three parking lots, aka North Parking Lot, South Parking Lot A and South Parking Lot B. South Parking Lot B was approved for sale at the September 28th City Council meeting. Also, at the September 28th City Council meeting a sealed bid from Pettibone Nursery and Landscape was accepted to purchase South Parking Lot A.

Staff requests approval of the sale for the North Parking Lot and South Parking Lot A. The North Parking Lot has been surveyed. The west half will be sold to the School District and the east half will be sold to Trinity Lutheran Church. South Parking Lot A will be sold to Pettibone Nursery and Landscape as one parcel. These sales will have a restriction recorded stating they can only be used and sold as parking lots in the future. The City will also record an ingress/egress easement document for the adjacent properties that need to access through these lots to access their properties, along with the proper drainage and utility easements.

Staff also requests approval to sell the parcel north of South Parking Lot A. This is a sort of "L" shaped property that has been used for parking next to Higgins Homes LLC apartments and Princeton Pantry. The City will transfer the east half of the property to the Princeton Pantry and the west half of the property to Higgins Homes LLC apartments. Staff has met with both property

owners, and they understand that these will be combined into their current properties so it must stay with those respective businesses.

The City will be covering recording costs and survey work to complete these transfers.

Staff recommends approval of all five resolutions authorizing the sales of City properties as presented. Approval of the resolution also approves all related documents

6.1.1. Resolution 23-78 Authorizing Sale of Property to Higgins Homes LLC

HALLIN MOVED TO APPROVE RESOLUTION 23-78. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6.1.2. Resolution 23-79 Authorizing Sale of Property to Princeton Pantry

J GEROLD MOVED TO APPROVE RESOLUTION 23-79. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6.1.3. Resolution 23-80 Authorizing Sale of Property to Pettibone Nursery and Landscape

HALLIN MOVED TO APPROVE RESOLUTION 23-80. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6.1.4. Resolution 23-82 Authorizing Sale of Property to Trinity Lutheran Church

HALLIN MOVED TO APPROVE RESOLUTION 23-82. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6.1.5. Resolution 23-83 Authorizing Sale of Property to Princeton School District

EDMONDS MOVED TO APPROVE RESOLUTION 23-83. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7. New Business

7.1. Cooperative Agreement with the City of Princeton and Mille Lacs County for Road Improvements

City Engineer Edison reported that the feasibility study has been completed and the County Engineer has approved it. They plan on working on the design and putting it out for bid in March. Mille Lacs County has agreed to use their state aid funds for applicable items, and Edison is continuing to look for grant funds for the project.

McPherson stated that staff also plans on requesting some funds from the School District as it will also benefit the school traffic in the area.

EDMONDS MOVED TO ACCEPT THE FEASIBILITY STUDY AND APPROVE THE COOPERATIVE AGREEMENT WITH MILLE LACS COUNTY FOR ROAD IMPROVEMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. Resolution 23-77 Twice New Donation to Light Up Princeton

HALLIN MOVED TO APPROVE RESOLUTION 23-77. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Review Public Works and Park & Recreation Budget Worksheets

Staff went over the 2024 Public Works and Park Budget worksheets and Capital Improvement items.

7.4. Bill List

HALLIN MOVED TO APPROVE THE OCTOBER 16 AND 26, 2023 CHECK REGISTERS CONTAINING CHECKS 87306 TO 87379 IN THE AMOUNT OF \$503,995.35, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 21 TRANSMITTAL REGISTER IN THE AMOUNT OF \$88,690.79 AND PAY PERIOD 21 CHECK REGISTER IN THE AMOUNT OF \$208,059.53. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. City Administrator Bi-Weekly Report

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

Airport

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

Budgeting

Accountant Hodge and McPherson continue to meet with our benefits provider to gather information and analyze an approach for contract negotiations regarding benefits. We received a proposal from a vendor other than PEIP where the premiums will go down from what we are currently paying. Principal has agreed to freeze dental and life insurance premiums for 2024 and 2025.

Until negotiations are complete, the personnel numbers in the budget worksheets will not change. Given the budget review schedule, staff is hopeful that negotiations will be complete by mid-December, but meetings have not yet been scheduled with the union representatives and business agents.

Cannabis Regulation

Staff continues to monitor the regulatory environment surrounding this subject. Our next jurisdictional meeting on the topic with Sherburne County is scheduled for November 2, 2024.

Development

There are no new projects to report on since the October 10 report. Staff is working with our consultants from Northland Securities on the next TIF request from Pat Briggs for Rum River Residential Estates Phases 3 & 4.

There is a land tour with Greater MSP scheduled for October 30. Staff will be highlighting the remaining Business Park lots and the commercial acreage north of Madra Loca.

Investing

On October 23, Accountants Hodge and Hoheisel and McPherson met with Lynn Cornwell of Morton Capital Markets regarding making the City's money grow more. She provided us with some valuable insights regarding cash flow, various products that banks often suggest that aren't protected, and explained how Morton's investment services work. It was very enlightening and staff hopes to further consolidate where the City's money is invested and utilize Ms. Cornwell's advice to our advantage. While Bremer has stepped up their interest game, First Bank and Trust still has some VERY low interest rates on the City's CD's.

Staff's next steps will be to map the City's cash flows, add Morton Capital to the list of official depositories in January and meet again with Ms. Cornwell in January as well.

Also Finance-related, staff will be working toward moving all of the payroll transactions from First Bank and Trust to Bremer by the end of the first quarter of 2024. This will increase staff efficiency as no longer will a check need to be cut to cover all of the payroll transactions and taken to First Bank and Trust.

Mille Lacs County

Staff discovered unpaid invoices from 2019 for snow removal services. They were sent to the County Administrator in the hopes of receiving payment. Administrator Hayes indicated that they are still researching the topic, but if they cannot find anything in their collective files, the invoices will be processed for payment.

Upcoming Meetings and Reminders:

- October 28 – Pumpkin Chuckin' at the Mille Lacs County Fairgrounds from 1 to 4 pm.
- November 1 – Study Session at 4:30 pm to review the Personnel Manual (hardcopies to be distributed at the October 26 meeting).
- November 1 – Fire Advisory Board at 7:00 pm
- November 2 – Civic Betterment Club Wine Tasting from 6 to 8 pm at Christ our Light Church

8. Committee Reports

Edmonds reported that the PUC meeting they reviewed the preliminary budget, service fees and had a closed session regarding service territory annexation

J Gerold advised that the Park Board is looking for Light up Princeton volunteers. Chamber Director Kim Young did find a volunteer group to set up and take down for the Luminary Event.

The Park Board was also discussing if the Splash Park Sponsorship fees should be increased, but it was tabled.

J Gerold stated that at the last Chamber meeting, they are looking at the 2024 budget and plan to keep the membership fees the same. They are hoping to get snowmobile maps to keep on hand at the Chamber office as well as possibly local hotels and restaurants to promote the local trails.

Walker reported that Tammy Omdal from Northland Securities gave a nice presentation explaining both TIF's and Tax Abatements to the EDA.

9. Adjournment

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:07PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor