

**MINUTES OF THE STUDY SESSION OF THE PRINCETON CITY COUNCIL  
HELD ON NOVEMBER 1, 2023, 4:30 P.M.**

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**1. Call To Order / Roll Call**

Vice Mayor Jenny Gerold called the meeting to order. Councilors present were, Victoria Hallin, Jack Edmonds, Jeff Reynolds, and Mayor Thom Walker attended remotely via Teams. Staff present, Administrator Michele McPherson, Clerk Shawna Jenkins, Community Development – Planner Stacy Marquardt, IT Manager Ed Yost, Public Works Director Bob Gerold, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Dylan Donner, and Fire Chief Ron Lawrence. Absent was Attorney Damien Toven and PPU General Manager Keith Butcher.

**2. Pledge of Allegiance**

**3. Review Of Personnel Manual**

McPherson reported that while the City’s current personnel policy has had some updates through the years, it was originally approved in 2003. Staff started with the League of MN Cities model policy as the base and inserted the current City Policy language where it was appropriate and then determined what to keep. Councilor Jenny Gerold, Accountant Hodge and McPherson have spent a lot of time working on this.

There will be additional changes prior to adoption: Earned Sick and Safe Time standards, formatting and correcting the Table of Contents.

Department Heads have been reviewing and providing their input as well.

Staff and the Council went over the proposed policy and some changes were suggested. Staff will make the recommended changes. McPherson advised that she is going to be negotiating with both Unions soon, so there may be additional requested amendments.

**4. Adjournment**

HALLIN MOVED TO ADJOURN THE MEETING AT 6:07 PM. EDMONDS 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