

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL  
HELD ON JANUARY 14, 2021 7:00 P.M.**

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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: Finance Directors Steve Jackson and Tracy Peters, Police Chief Todd Frederick, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen and Attorney Damien Toven.

**AGENDA ADDITIONS/DELETIONS**

J Gerold would like to add an update on the appts that have been received for the City Administrator position.

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

**CONSIDERATION OF MINUTES**

**A. Regular Meeting minutes of December 22, 2020**

J GEROLD MOVED TO APPROVE THE DECEMBER 22, 2020 REGULAR MEETING MINUTES. REYNOLDS SECONDED THE MOTION. VOTE 3:0:2 J GEROLD, REYNOLDS AND ZIMMER IN FAVOR. HALLIN AND WALKER ABSTAINED. THE MOTION CARRIED.

**B. Special Meeting Minutes of December 29, 2020**

J GEROLD MOVED TO APPROVE THE DECEMBER 29, 2020 SPECIAL MEETING MINUTES. REYNOLDS SECONDED THE MOTION. VOTE 2:0:3. ZIMMER, WALKER AND HALLIN ABSTAINED, AS THEY WERE NOT PRESENT AT THE MEETING.

Walker suggested reconsidering the motion.

J GEROLD MOVED TO RECONSIDER THE MOTION. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J GEROLD MOVED TO APPROVE THE SPECIAL MEETING MINUTES OF DECEMBER 29, 2020. REYNOLDS SECONDED THE MOTION. VOTE 4:0:1 J GEROLD, REYNOLDS, ZIMMER AND WALKER IN FAVOR, HALLIN ABSTAINED. THE MOTION CARRIED.

**CONSENT AGENDA**

- A.** Permits and Licenses
  - 1. Gambling permit for Princeton Lion's Raffle to be drawn March 1
- B.** Personnel
- C.** Donations and Designations
  - 1. Resolution 21-04– accept donations to the Fire Department
  - 2. Resolution 21-05 – accept donation to the Flower Project

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

## **OPEN FORUM**

Tim Hennagir advised that he will be leaving the Union times on January 29<sup>th</sup>. He is leaving the company to explore other interests.

## **PUBLIC HEARINGS –**

## **PRESENTATIONS / SPEAKERS**

## **FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES**

- A. PUC Study Session Meeting Agenda packet for January 13, 2020
- B. 2020 Light up Princeton final numbers

Hillesheim reported that the City of Princeton put together a light display in Riverside Park for residents and visitors to enjoy from the safety of their vehicles while driving through the Riverside Park Campground. The official lighting started Saturday November 28th after special visitors: Santa and the Grinch graced the local children with their presence in the park from 2-4pm. The display continued to Light-up Princeton every night 6-9pm, through Jan 1, 2021.

The event was a success with many positive reviews from the community. The month-long event raised just over \$5,000 in donations, with \$2,500 going to the Princeton Pantry and the other half going to local organization chosen by the volunteers each night. Organizations include: Kinship, Mille Lacs Fair Board, Girls Hockey Team, Youth Baseball Association, Ruff Start Rescue, Elim Home, Princeton Ambassadors and Flight Expo. This event would have not been made possible without the dedication of so many volunteers. We appreciate all of their help and the community's support for this event. In addition to monetary donations, 2,391 lbs. of food were donated to the Princeton Pantry.

- C. Planning Commission minutes of December 21, 2020
- D. FYI – Taco Johns Site Plan

## **PETITIONS, REQUESTS, AND COMMUNICATIONS**

- A. Princeton Lion's request to sell raffle tickets in Liquor Store Parking Lot

Jenkins stated that the Lion's have requested permission to sell their raffle tickets in the liquor Store Parking lot since they are not allowed to hold their fishing contest this year. Campbell stated they reached out to her as well and she has approved their request, but asked them to get council approval as well.

HALLIN MOVED TO APPROVE THE PRINCETON LION'S REQUEST TO SELL RAFFLE TICKETS IN THE LIQUOR STORE'S PARKING LOT. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **ORDINANCES AND RESOLUTIONS**

- A. Resolution 21-01 – Annual Council Designations

Jenkins advised that this is done at the first meeting every year. It designates the depositories, collateral authority, official newspaper and the Building Inspector.

ZIMMER MOVED TO APPROVE RESOLUTION 21-01. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

B. Resolution 21-03 – Accept annexation petition and call for a public hearing

The purchase of the Industrial Park land adjacent to Aero Business Park has been closed on. The next part of the process is to annex the property into the City Limits.

HALLIN MOVED TO APPROVE RESOLUTION 21-03 ACCEPTING THE ANNEXATION PETITION AND CALLING A PUBLIC HEARING TO BE HELD ON 2-25-21. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **UNFINISHED BUSINESS**

A. Select City Administrator Hiring Committee

J Gerold provided an update on the applications we have received so far. Her and Zimmer met and went through 37 applications and they have picked a few finalists. Two more applications were received today. They are confident they would be ready to begin interviewing some soon. She is thinking of holding a closed meeting for the entire council to conduct interviews on January 26th or 27th. Zimmer added that their thought was that if the Council felt they had a good selection; they could reopen the meeting and make an offer to the chosen candidate.

J Gerold and Zimmer stated that there have been thoughts of having residents or business owners be part of the process, but it can be more difficult where that are so many different opinions. Zimmer said he trusts the Council's opinions.

Walker said it was nice to hear thoughts from those citizen's this last time, but in the end, it doesn't really mean anything. If they want to move forward without community output, that is okay with him.

Hallin thought she heard the thought of a staff person being involved. J Gerold responded that they thought it would be best not to include staff at this point.

Hennagir asked if names are mentioned when they are finalists. J Gerold clarified that she just meant they had narrowed down the applications to those that met the requirements. They would be contacting a few to set up interviews.

Walker asked if the Council should take part in the second interview if needed. Zimmer said they had considered that, but if they get are totally satisfied after one interview, the second could be skipped.

Jackson added that the Princeton Police would do the background check, and Frederick has said he would like 7-10 days to complete the background check.

Walker to clarify that we are going to try to set up interviews, he suggests both of those days open, as it depends on the candidates and what works for them. Reynolds said he would prefer

5pm or after, but can usually work things out if he has some notice.

Zimmer stated that he prefers the 27<sup>th</sup>.

Walker suggested adding the 28<sup>th</sup> as well, as the Council will be here for a meeting.

ZIMMER MOVED TO APPROVE A CLOSED MEETING TO BE HELD ON THE 27<sup>TH</sup> AND 28<sup>TH</sup>.  
HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## B. Organizational Chart

Zimmer asked why the Chamber of Commerce was added under the Council. J Gerold stated she knows the Council has no control over the Chamber, but thought it should be added as there is a Council liaison that attends. Walker responded that the Organizational Chart is only showing what the Council is in charge of.

Zimmer stated he feels the Organizational Chart should be reviewed and determined by the City Administrator. He asked why the airport manager was now under Public Works. J Gerold responded that B Gerold had said he would fill in as Airport Manager in the interim.

Zimmer and Hallin asked why the Splash Park is under Hillesheim. J Gerold responded that Public Works handles the maintenance, but not the Splash Park Manager.

Zimmer does not understand why the WWTP is under Public Works now, as it is an Enterprise just as the Liquor Store is. He said our WWTP is a Class A Facility, unlike many other cities. He thinks that the new Administrator should be the one to decide where everything should fall.

Walker stated that the changes that were made on December 29<sup>th</sup> could be the way it should stay, but he doesn't think it was thought through well. We have a new Administrator coming on, and we have talked about doing a pay study. He would prefer to go back to the old one until we have some more information. It needs to be done the way it works the best for the city.

Hallin agreed and said she has some questions. She would prefer going back to the original now and let the new Administrator take a look at things.

J Gerold stated she would abstain from voting.

Reynolds added that he feels the one approved on December 29<sup>th</sup> is more accurate and the Council should be the one that sets it. Walker responded that he does not disagree with the changes, but has not seen the reasons why it was changed. Hallin stated that the Department Heads should be notified if things are potentially going to be changed.

ZIMMER MOVED TO RESCIND THE CHANGES TO THE ORGANIZATIONAL CHARGE THAT WERE PASSED ON DECEMBER 29<sup>TH</sup>, AND TO ADD IT TO THE FIRST ITEMS OF BUSINESS THAT THE NEW ADMINISTRATOR WILL BE LOOKING AT. WALKER SECONDED THE MOTION. VOTE: 3:1:1. ZIMMER, WALKER AND HALLIN IN FAVOR, REYNOLDS OPPOSED AND J GEROLD ABSTAINED. THE MOTION CARRIED.

## **NEW BUSINESS**

A. Rum River Final Plat

DeWitt's memo advised that Phoenix Capital, LLC submitted Rum River Preliminary & Final Plat applications along with a Variance application, Conditional Use Permit application, and a Site Plan Review application that the Planning Commission reviewed on December 21, 2020. The site is located in the R-3 Multiple Residential District where apartment complexes are an allowable use. The plat involves the creation of two separate lots with a 49-unit apartment building on each lot. The Developer is proposing to build the first unit on the north lot of the plat along First Street and then the second unit is foreseen to build within 18 months.

The public hearing notices had been sent to the property owners 350 feet from the site for all the applications; Preliminary Plat, Conditional Use Permit, and Variances and there were no concerns from the public.

**Background**

The subject property site is located south of First Street and east of 21st Avenue South on parcel #24-032-2100 and a portion of parcel #24-032-0800. The remaining southern portion of #24-032-0800 and #24-032-3500 will be combined by an Administrative Simple Lot Consolidations/Boundary Line Adjustments and recorded with the final plat.

**Analysis for Rum River Plat**

The subdivision does not meet the requirements for a Short Plat by our Subdivision Ordinance standards, and it must follow the Preliminary and Final Plat procedures. The Planning Commission reviewed the Preliminary and Final Plat with recommendations from City staff.

The plat consists of three lots and a public road labeled 19<sup>th</sup> Avenue South that ends with a temporary bituminous or class 5 cul-de-sac material south of the site, and a separate egress road on the west of the site that will be 26' width and signage with exit only and right turn only, on to First Street.

**Sanitary and Water Services**

Water availability: There is a 12" water line along First Street. The plans show the connection to the existing watermain with an 8" line on the northeast corner of the site where it will extend southerly in the proposed 19<sup>th</sup> Avenue South road and also from the connection on First Street will extend to the road on the west of the site.

The hydrant will be located in the parking lot island that separates the two facilities. There are two other hydrant locations in the proposed 19<sup>th</sup> Avenue South; one on the southeast corner of the site and the other is on the northeast corner of the site.

Sewer availability: The plans show the connection to the existing sanitary sewer line with an 8" line on the northeast corner of the site where it will extend southerly in the proposed 19<sup>th</sup> Avenue South road to the site.

Staff recommends sewer and water valve at the end of 19<sup>th</sup> Avenue South cul-de-sac for future expansion.

**Fire Department Access**

The plat shows the development of 19<sup>th</sup> Avenue South on the east side of the apartments that will be an egress/ingress road into the site off of First Street. The Fire Department requested an emergency access also and the plat has a 24'-foot road on west of the site. The Fire Chief is requesting this road be 26' feet width to accommodate an aerial fire truck and posted with signage for a right turn only onto First Street. The right turn only will reduce the traffic use for First Street

and 21st Avenue South. 19th Avenue South will be the main access point for this subdivision.

The Developer contact the Fire Chief for placement of FDC hookups and a Knox box at the front entrance doors of each building.

**Storm Water**

See the City Engineer's memo.

**Conclusion for Preliminary & Final Plat:**

The Planning Commission reviewed the Preliminary and Final Plat guidelines in the Zoning and Subdivision Ordinance standards and approved the Preliminary and Final Plat and forward the recommendation to the City Council for their January 14, 2021 meeting review, with the following conditions:

1. The cul-de-sac will need to have a right-of-way or easement shown on the final plat and a sewer and water valve for future expansion. This cul-de-sac should have class 5 material or temporary bituminous.
2. Developer submit transformer and electric utility plans to the Public Utilities for approval prior to final plat approval. Transformers will be located on the apartment sites with an easement to be created.
3. Move the existing street light along First Street and the proposed 19th Avenue South to the west of 19th Avenue South, placing it one foot behind the trail. Two additional street lights will be placed; one by the entrance for the apartment buildings off of 19th Avenue South, and the other at the end of the street where it meets the cul-de-sac. Lights shall be placed one foot behind the trail. PUC requires standard poles and lights with a long arm so the poles can be placed to the west of the trail and facilitate snowplowing.
4. Mille Lacs County Engineer approve the driveway access for 19th Avenue South and the second access west of the plat with curb cuts exiting onto First Street, and pedestrian crossing, additionally a bike path extension to 21st Avenue.
5. Emergency egress road onto First Street be 26' foot wide with signage as exit only and right turn only. Alter curb line to put the radius to the east for right turn only.
6. City Engineer approval of storm water plan.
7. Park Dedication fees will be paid in accordance to the proposed amount of 30K per building paid at the time of submittal of the building permit for each building.

***(This is informational only for the Council)***

**General Variance Review Standards**

The site is located in the R-3 Multiple Family Residential District to allow the construction of a 49-unit apartment complex on two separate parcels. The first variance is to allow the average density for this district to be higher than the 16 units per acre, and a variance to construct the proposed apartment complex in the crosswind runway which has been removed from the future airport Master Plans and Airport Layout Plan (ALP).

Subsection 3.B of Chapter IV outlines the standards for review of a Variance:

1. *Is the variance in harmony with the general purposes and intent of the Zoning Ordinance?*  
Comment: Yes, the general purpose and intent of the R-3 District is to create multiple family residential sites.

2. *Is the variance consistent with the Comprehensive Plan?*  
Comment: Yes, the Comprehensive Plan designates this area as Residential - High Density to provide land suitable for creating new multiple family housing.

3. *Does the property owner propose to use the property in a reasonable manner not permitted by the Zoning Ordinance?*  
Comment: Yes, this site is zoned R-3, multiple residential and is a permitted use.

4. *Are there circumstances unique to this property not created by the landowner?*  
Comment: Yes, because of the increase in the average density for this district to be higher than the 16 units per acre, and the crosswind runway has been removed from the future airport plans to allow the construction of the apartment complexes.

5. *Will issuance of the variance maintain the essential character of the locality?*  
Comment: Yes, the issuance of a variance to allow the building of two apartment complexes will maintain the essential character of the area.

6. *Does the alleged practical difficulty involve more than economic considerations?*  
Comment: Yes, the request for the two variances is due to maximize the space and is appropriate for this land.

### **Conclusion for Variances**

The Planning Commission approved the two variances in separate motions.

Lot 1, Block 1, Rum River: The variance request is to allow the construction of a 49-unit apartment complex with the increase of the average density for this district to be higher than the 16 units per acre, and a variance to the Zoning Ordinance in order to construct a proposed apartment complex as the crosswind runway has been removed from future airport plans. Block 1 and Lot 2, Rum River: The variance request is to allow the construction of a 49-unit apartment complex with the increase of the average density for this district to be higher than the 16 units per acre, and a variance to the Zoning Ordinance in order to construct a proposed apartment complex as the crosswind runway has been removed from future airport plans.

### Conditional Use Permit

The proposed apartment units will exceed the 30'-foot maximum height restriction and a CUP will be required for the proposed 48' building height. The Fire Chief has reviewed the proposed plans and is okay with the height.

### General CUP Review Standards

Subsection 3.8. of Chapter IV outlines the standards for review of a conditional use permit:

1. *The proposed use does not violate the health, safety, or general welfare of Princeton residents.*

Comment: No characteristics of the proposed use appear that they may violate the health, safety, or general welfare of the Princeton residents.

2. *The proposed use has been reviewed and approved by the City Engineer in regards to erosion, runoff, water pollution, and sedimentation.*

Comment: It does not appear that the proposed use will create any potential erosion, runoff,

water pollution and sedimentation.

3. *Adequate parking and loading is provided in compliance with the Ordinance.*

Comment: The Site Plan has addressed the parking for the two apartment buildings.

4. *Possible traffic generation and access problems have been addressed.*

Comment: The Final Plat and Site Plan Review have addressed the access and traffic generation to the site.

5. *The proposed use can be accommodated with existing public services and will not overburden the city's service capacity.*

Comment: The additional apartment buildings will not overburden the city's service capacity.

6. *The proposed use conforms to the City's Comprehensive Plan and is compatible with present and future land uses of the area.*

Comment: This property site is zoned R-3 Multiple Residential District and is residential high density on the Future Land Use Map.

#### Conclusion for Conditional Use Permit

The Planning Commission approved the Conditional Use Permits to construct a 48' foot in height apartment buildings. Separate motions are required:

1. Approval of the Conditional Use Permit to construct a 49-unit apartment complex with the height that will exceed the 30-foot maximum height restriction in the R-3 Multiple Family Residential District on the property sites described as: Lot 1, Block 1, RUM River, according to the recorded plat thereof; Mille Lacs County, City of Princeton, MN (Part of PID: 24-032-0800)
2. Conditional Use Permit to construct a 49-unit apartment complex with the height that will exceed the 30-foot maximum height restriction in the R-3 Multiple Family Residential District on the property sites described as: Lot 2, Block 1, Rum River, according to the recorded plat thereof; Mille Lacs County, City of Princeton, MN (Part of PID: 24-032-2100)

#### SITE PLAN REVIEW

The Developer is proposed to construct market rate two 49-unit apartments in two phases. Each apartment building will consist of 26-studios, 44-1-bedroom suites, and 28-2-bedroom suites, for a total of 98 units. The building units will consist of 22,569 square feet.

Exterior facade would include a combination of horizontal & vertical 5" EDCO steel siding & a wanes coat of cultured stone on all elevations. Powder coated aluminum balconies throughout. All trims including garage doors, soffit, fascia, to include white aluminum wrap accents. There will be 49 indoor parking stalls and 34 uncovered parking stalls.

The City and Developer pay the agreed upon the Park Dedication Fee at the issuance of the building permit for each site.

#### **Fire Department**

The Fire Chief is requesting Knox boxes at the front each building and the Developer arrange with the Fire Chief placement of the FDC hookups.

#### **Parking**

The plans show 49 stalls (2 accessible) for garage parking, 34 stalls (2 accessible) of surface parking, per building units.



**Site Plan Conclusion**

The Planning Commission approved the Site Plan application with the following conditions:

1. Provide Princeton Public Utilities with the electrical drawings for the building service connections. Also complete the necessary forms, one for temporary service during construction and another for permanent service.
2. Electric meters to be installed on the outside with one-meter bank per building.
3. Developer will contact the Fire Chief for placement of FDC hookups and Knox box.
4. If due to weather conditions the sodding and/or seeding and driveway asphalt installation is unadvisable an escrow deposit be submitted prior to issuance of Certificate of Occupancy.
5. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permit, Water Access Charge (WAC), and Sewer Access Charge (SAC). Signage will need to be reviewed and approved by staff prior to installation.
6. 19<sup>th</sup> Avenue South must be constructed with a bituminous surface with the Minnesota Highway Department Spec. 2331.
7. The work shall be carried on with minimum of interference with traffic. Suitable and adequate guards, warnings, barricades, lights, etc. shall be provided. Access to private property shall be maintained.
8. The contractor shall replace in-kind or better all streets, driveways, curbs, and sidewalks disturbed by his operations.
9. All siding and roofing used in residential construction shall consist of building materials in common use in residential construction.
10. Landscaping plans submitted and approved by staff prior to the building permit issuance.
11. City Engineer approval of storm water plan.

HALLIN MOVED TO APPROVE THE. J GEROLD SECONDED THE MOTION WITH THE FOLLOWING CONDITIONS:

1. THE CUL-DE-SAC WILL NEED TO HAVE A RIGHT-OF-WAY OR EASEMENT SHOWN ON THE FINAL PLAT AND A SEWER AND WATER VALVE FOR FUTURE EXPANSION. THIS CUL-DE-SAC SHOULD HAVE CLASS 5 MATERIAL OR TEMPORARY BITUMINOUS.
2. DEVELOPER SUBMIT TRANSFORMER AND ELECTRIC UTILITY PLANS TO THE PUBLIC UTILITIES FOR APPROVAL PRIOR TO FINAL PLAT APPROVAL. TRANSFORMERS WILL BE LOCATED ON THE APARTMENT SITES WITH AN EASEMENT TO BE CREATED.
3. MOVE THE EXISTING STREET LIGHT ALONG FIRST STREET AND THE PROPOSED 19TH AVENUE SOUTH TO THE WEST OF 19TH AVENUE SOUTH, PLACING IT ONE FOOT BEHIND THE TRAIL. TWO ADDITIONAL STREET LIGHTS WILL BE PLACED;

ONE BY THE ENTRANCE FOR THE APARTMENT BUILDINGS OFF OF 19TH AVENUE SOUTH, AND THE OTHER AT THE END OF THE STREET WHERE IT MEETS THE CUL-DE-SAC. LIGHTS SHALL BE PLACED ONE FOOT BEHIND THE TRAIL. PUC REQUIRES STANDARD POLES AND LIGHTS WITH A LONG ARM SO THE POLES CAN BE PLACED TO THE WEST OF THE TRAIL AND FACILITATE SNOWPLOWING.

4. MILLE LACS COUNTY ENGINEER APPROVE THE DRIVEWAY ACCESS FOR 19TH AVENUE SOUTH AND THE SECOND ACCESS WEST OF THE PLAT WITH CURB CUTS EXITING ONTO FIRST STREET, AND PEDESTRIAN CROSSING, ADDITIONALLY A BIKE PATH EXTENSION TO 21ST AVENUE.
5. EMERGENCY EGRESS ROAD ONTO FIRST STREET BE 26' FOOT WIDE WITH SIGNAGE AS EXIT ONLY AND RIGHT TURN ONLY. ALTER CURB LINE TO PUT THE RADIUS TO THE EAST FOR RIGHT TURN ONLY.
6. CITY ENGINEER APPROVAL OF STORM WATER PLAN.
7. PARK DEDICATION FEES WILL BE PAID IN ACCORDANCE TO THE PROPOSED AMOUNT OF 30K PER BUILDING PAID AT THE TIME OF SUBMITTAL OF THE BUILDING PERMIT FOR EACH BUILDING.

THE MOTION CARRIED UNANIMOUSLY.

#### B. Board and Commission Appointments

ZIMMER MOVED TO APPOINT JILL PAPESH, TRAVIS KOENEN AND ROBERT PETERS TO THE PARK BOARD FOR 3 YEAR TERMS, THAT WILL END DECEMBER 31, 2023. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

WALKER MOVED TO APPOINT JASON ERICKSON TO THE AIRPORT ADVISORY BOARD FOR A 3 YEAR TERM ENDING DECEMBER 31, 2023. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Reynolds stated he has been very busy and would prefer to step down from the Planning Commission. If Hallin was the liaison, then it would open up 3 seats on the Planning Commission. So, there would be 2 terms of 3 years, and Hallin's term that will become open as she moves to the liaison position would end December 31, 2021.

HALLIN MOVED TO ACCEPT JEFF REYNOLDS RESIDNATION FROM THE PLANNING COMMISSION. WALKER SECONDED THE MOTION. VOTE 4:0:1. REYNOLDS ABSTAINED; THE MOTION CARRIED

J GEROLD MOVED TO APPOINT ELDON JOHNSON AND SCOTT MOLLER TO THE PLANNING COMMISSION FOR 3 YEAR TERMS, THAT WILL END DECEMBER 31, 2023 AND ANDREA GERRARD TO FILL HALLIN'S VACANT SEAT FOR A TERM THAT WILL END DECEMBER 31, 2021.

WALKER SUGGESTED A FRIENDLY AMENDMENT TO ADD THAT HALLIN WOULD MOVE TO THE COUNCIL LIAISON POSITION ON THE PLANNING COMMISSION. J

GEROLD AND HALLIN ACCEPTED THE FRIENDLY AMENDMENT. THE MOTION CARRIED.

WALKER MOVED TO APPOINT NICK TAYLOR AND CARRIE PETERSON TO THE EDA FOR 6 YEARS TERMS, WHICH WILL END DECEMBER 31, 2026. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO APPOINT BETTY MEYER TO THE HOUSING AND REDEVELOPMENT AUTHORITY FOR A 5 YEAR TERM, ENDING DECEMBER 31, 2025. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPOINT RICHARD SCHWARTZ TO THE PUBLIC UTILITY COMMISSION FOR A 3 YEAR TERM, WHICH ENDS DECEMBER 31, 2023. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### C. Council Liaison Appointments

REYNOLDS MOVED TO APPOINT THE FOLLOWING COUNCIL LIAISONS

- WALKER TO THE AIRPORT ADVISORY BOARD, EDA AND MILLE LACS COUNTY HISTORICAL SOCIETY.
- ZIMMER TO THE PARK BOARD AND PUBLIC UTILITIES COMMISSION
- HALLIN TO THE EDA, HOUSING AND REDEVELOPMENT AUTHORITY AND THE CABLE COMMISSION
- J GEROLD TO THE FIRE ADVISORY BOARD AND CHAMBER OF COMMERCE
- REYNOLDS TO THE TREE BOARD

HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### D. Educational Reimbursement

Frederick advised that he is seeking council approval in educational reimbursement for Detective Matt Mullins. Detective Mullins has decided to continue his education in Criminal Justice with an emphasis on administration in the Law Enforcement (online). According to department policy in regards to college reimbursement the officer first needs to have approval from the Chief of Police. I have discussed with Detective Mullins in detail the opportunity these courses can provide to his current position as well as future positions and support this process. I have spoken with Tracy and Steve about this request and they both are supportive of Detective Mullins furthering his education. The City Administer is listed within the policy to be the next step of approval with the City Administer bringing the request to council for City Council Approval.

Detective Mullins will be taking 3 post credits started within the month and would like reimbursement after successfully passing / completing the class. The cost of this class is \$953.00. Detective Mullins would like to take a second class at the end of 2021. In discussing with Tracy and Steve we believe the expense could be possibly covered within the training budget of the department but for future budget years would need an adjustment.  
Detective Mullins and myself thank you for your consideration.

Peters added that there should be a limit as to how many classes or officers take classes per

year, as to not greatly impact the budget. Frederick added that the League of MN cities likely has some type of policy that they suggest for these situations.

E. Credit Cards

Peters stated currently the city's credit card is tied to Jackson's social Security number, and will be tied to Peter's in the future. Previously the cards were not used as much as they are being used now.

The Credit card is being used much more often now, so she feels that it should be done a different way. she suggests each department have their own credit card, and they would be responsible to keep track of those charges and provide receipts for reconciliation.

WALKER MOVED TO APPROVE THE CREDIT CARD POLICY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**BILL LIST**

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$302,195.76 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 82343 TO 82437 FOR A TOTAL OF \$731,541.53. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**MISCELLANEOUS**

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:36PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

\_\_\_\_\_  
Shawna Jenkins Tadych  
Mayor City Clerk

ATTEST:

\_\_\_\_\_  
Thom Walker,