

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL  
HELD ON JULY 8, 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: Administrator Michele McPherson, Finance Director Tracy Peters, Community Development Manager Stephanie Hillesheim, Public Works Director Bob Gerold, Police Chief Todd Frederick, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Clerk Shawna Jenkins, and Attorney Damien Toven.

**AGENDA ADDITIONS/DELETIONS**

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

**CONSENT AGENDA**

- A. City Council Meeting Minutes of June 24<sup>th</sup>, 2021
- B. Accept Resignation of Wastewater Operator Tyler Hall effective July 12, 2021
- C. Accept Retirement / Resignation from Liquor Store Manager Nancy Campbell
- D. Christ Our Light Temp Intoxicating License for Sept 19, 2021 noon to 5pm
- E. Knights of Columbus Intoxicating Liquor License for Annual Car Show on August 7, 2021
- F. Mille Lacs County Temp Intoxicating License for County Fair Aug 11<sup>th</sup>-15<sup>th</sup>, 2021
- G. Agreement with MN Dept. of Employment & Economic Development for BDPI Grant
- H. Day of Kindness Splash Park Request

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

**OPEN FORUM**

**OLD BUSINESS**

- A. Public Hearing – Titcomb Property Annexation – Ordinance 804 – FIRST reading

J GEROLD MOVED TO OPEN THE PUBLIC HEARING AT 7:06PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Olin stated that while they have a project in mind, it is still in the planning stages and this is only a request to annex the property. Sherburne Village is a non-conforming use, so the County's Zoning does not allow any improvements or expansion. As suggested, they did meet with Baldwin Township's Planning Commission, Town Board Chair, and spoke with the County. The County informed them that being the annexation process has been started, they will not consider any additional options or zoning changes.

Toven advised that the memo he had submitted after the previous public hearing at addressed the issues that the residents had brought up. He did not find any legal barriers to this annexation.

Cartel Cooper, 12304 317<sup>th</sup> Ave NW said that he does not agree with Toven's statement that there are no legal barriers. He asked where County Road 2 is located and said this property does not touch any city property. Traffic is already a real issue in the area, and foresees it being a huge problem if there was more development. He also said there has not been a detachment filed with the County.

Verna Jenson, 31619 123<sup>rd</sup> St. NW said her property borders Sherburne Village. She asked if City water and sewer would be ran to the park and if neighboring properties would be required to hook up. Walker responded that properties not in the City are not hooked up to water and sewer.

Toven responded to Cooper that he stated state law, it is not an interpretation. In regard to the property not touching City Property, the state statute reads as such:

*"The terms "abut," "abuts," and "abutting" refer to areas whose boundaries at least touch one another at a single point, including areas whose boundaries would touch but for an intervening roadway, railroad, waterway or parcel of publicly owned land."*

Toven replied that with an Annexation by Ordinance, a Detachment is not required to be filed with the County.

Zimmer said he is aware that the Police Department was going to try to get some numbers together for calls to that area. He would like to know if the current department can respond with the staff that we currently have. J Gerold replied that she believes Frederick had put some numbers together, and it was around maybe one call per day. McPherson added that Frederick was not sure of those numbers that he was provided by the County. He was going to request some additional information from them and determine exactly which properties were included in the original count.

Zimmer asked Olin why the annexation step is first. Olin said it is not just about getting water and sewer to the area. First and foremost, the current zoning is legal and non-conforming use, so the owners cannot do any improvements to the site. Again, this is just an annexation request, any significant improvements would need to be applied for and reviewed separately by the City. This is a first step for possible future projects.

Toven responded to Zimmer's statement regarding the information he wanted to see from the Police Department. This is just the first reading of the ordinance, so it can be introduced tonight and that information can be gathered before the final reading.

Olin added that the sewer and water system in the park is owned by them, is in perfect order and receives regular maintenance.

Zimmer asked Lawrence if he sees a necessity to add any equipment or Firefighters to cover the additional properties and residents. Lawrence responded that the current equipment and staff can handle the proposed annexed property.

Cooper questioned why it was zoned as a non-conforming use. McPherson responded that Sherburne County has opted to have a zoning district where a mobile home park is not an allowed use, conditional use, or interim use, so it falls as legal non-conforming. It is the County's choice to zone areas the way they do. Based on what Olin is stating, there is no provision for the owners to expand or improve the site, which is why they are requesting annexation. That zoning and decision could have been made a decade ago. He would have to ask the Sherburne zoning Department that question.

HALLIN MOVED TO CLOSE THE PUBLIC HEARING AT 7:36PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO INTRODUCE ORDINANCE 804 APPROVING THE ANNEXATION. REYNOLDS SECONDED THE MOTION.

Zimmer said he would like to have the Police Call information prior to the final reading.

THE MOTION CARRIED UNANIMOUSLY.

### **NEW BUSINESS**

#### A. Presentation of the 2020 Audit

Knowles, with BerganKDV presented the City's 2020 audit.

Their opinion on the City's basic financial statements are unmodified, and at the highest level of assurance. There was one compliance finding regarding a closed meeting that was not recorded. As is every year with a small staff, there is a lack of segregation of accounting duties. There were no compliance findings on the Airport Improvement Program. There was a communication letter that included some management recommendations in regard to Negative Fund Balances, Inactive Funds and Liquor Inventory.

ZIMMER MOVED TO ACCEPT THE FINDINGS OF THE 2020 AUDIT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### B. Coalition of Greater MN Cities Legislative Update

Elizabeth Wefel with CGMC spoke with the Council on the items that the CGMC is working on. Obviously LGA is a main focus. Other priorities are Public Facilities Authority water infrastructure programs, Municipal PFAS source reduction, Child Care grants, BDPI grant program, Greater MN Housing and Street funding.

#### C. Special Event Permit for Face Painting at Mark Park

McPherson advised that she had received a request from Nancy Johnson for her daughter Lily to offer face painting and temporary tattoos in Mark Park on Fridays and Saturdays. The Park Board reviewed and approved this at the June 28<sup>th</sup> meeting.

Hallin asked if Toven reviewed this. Toven replied that in his opinion, it should be fine for the Council to approve.

ZIMMER MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR FACE PAINTING AND TEMPORARY TATTOOS IN MARK PARK. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### D. Resolution 21-37 – Proclamation for Hazel Reeve's 100<sup>th</sup> Birthday

Jenkins reported that Paul Whitcomb had contacted her to request a Proclamation for Hazel Reeve's 100<sup>th</sup> birthday. We have done these in the past for a for that reach that milestone.

HALLIN MOVED TO APPROVE RESOLUTION 21-37. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- E. Resolution 21-36 – Calling for Public hearing for Jeff Smith / Stout Storage LLC annexation request

Hillesheim advised that staff has received a petition for Annexation by Ordinance from Jeff Smith / Stout Storage Company. This Resolution is to just call for the Public Hearing. Notices will be sent out to the abutting property owners.

WALKER MOVED TO APPROVE RESOLUTION 21-36 CALLING FOR A PUBLIC HEARING FOR AN ANNEXATION PETITION FROM JEFF SMITH AND STOUT STORAGE, LLC. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

- E. Resolution 21-38 - Accept Donation from Princeton Public Utilities for the Riebe Park Pollinator Garden

Hillesheim reported that the City has received a donation from Princeton Public Utilities for the Riebe Park Pollinator Garden.

HALLIN MOVED TO APPROVE RESOLUTION 21-38 ACCEPTING THE DOANTION FROM PRINCETON PUBLIC UTILITIES FOR THE RIEBE PARK POLLINATOR GARDEN. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- F. Resolution 21-39 – Accept Donation from East Central Regional Arts Council for Rockin on the Rum

Hillesheim stated that the East Central Regional Arts Council donated to the Rockin on the Rum concert on August 7<sup>th</sup> with Vinyl Essence.

J GEROLD MOVED TO APPROVE RESOLUTION 21-39 ACCEPTING THE DONATION FROM THE EAST CENTRAL REGIONAL ART COUNCIL FOR ROCKIN ON THE RUM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- G. Bill List

J Gerold asked about the tax being paid on an invoice. Peters responded that staff has been fighting that tax for over a year, but found out the city is only tax exempt on certain items.

J Gerold asked if the bill from PUC was always so high. B Gerold responded that it is usually pretty high, but they have had to water the fields a lot more and the Splash Park has seen a lot of evaporation due to the heat and draught, so the water usable has gone up.

Klinghagen said in terms of the amount for the Wastewater Plant, it is a pretty standard amount. All of the equipment takes a lot of electric to run.

J Gerold asked about that revised bill list that was included in the packet. Peters replied that the Liquor Bill list that was attached to the packet was not correct.

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDED THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$115,513.05 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND THE GENERAL CITY BILL LIST WHICH WILL BE CHECKS 83257 TO 83321 FOR A TOTAL OF \$362,849.92. AND THE REVISED BILL LIST FROM 6-24 WHICH INCLUDED THE MANUAL CHECKS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$162,920.57 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WAS CHECKS 83181 TO 83255 FOR A TOTAL OF \$313,440.94. HALLIN SECOND-ED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

H. City Administrator Bi-Weekly Report

McPherson stated that she has the following observations and information to share from the last two weeks (it was some-what slow with not a lot of outside activity):

**Airport**

Payments will be ongoing now that the Legislature finished its work in time to avert a government shutdown.

**American Rescue Plan (ARP) Funds**

We received notice that the airport will receive \$32,000 in ARP Funds. The funds can be used for reimbursement of operational expenses, debt service payments and reimbursement for costs related to combat the spread of pathogens at the airport.

**Development Projects**

The various residential projects are in a holding pattern. Staff is still awaiting information from the developers in order to return information back to them.

**Connexus Solar Project Grand Opening**

I attended the Connexus Solar Project Grand Opening on June 24. It was well attended, including a couple of legislators who spoke on the importance of funding green energy projects.

**Finance**

We met to brainstorm the desired components in a new software system. Finance Director Peters will be scheduling demonstrations soon.

We completed and submitted the attached Department of Labor and Industry Municipal Fee and Expense Report for building inspections and development. The 2019 report is also attached for your reference.

**Public Safety**

We were finally able to get access to the cell tower enclosure and the City's portion of the building last week. We are still waiting on the contractor to get back to us so that we can change the lock core and get keys made.

**Infrastructure**

County Road 4/7th Avenue North

Staff is meeting July 7 to discuss the infrastructure improvements needed in this corridor, how

that will impact the road and how to pay for it.

**Upcoming Meeting/Event Reminders**

- August 5 – Council Study Session; as of now there is no specific topic for discussion

**COMMITTEE REPORTS**

Zimmer reported that there is a Cub Scout working on a Veteran’s Memorial for an Eagle Scout Project. The Lion’s shelter in Riebe Park is going well.

There are some Baseball Tournaments coming to town and the Board has approved beer sales, so they are trying to work out the details. They are starting a fundraiser to pay for the new Scoreboard.

McPherson and himself are going to be meeting with Butcher and Hanson on the PILOT prior to the regular PUC meeting.

J Gerold advised that the Fire board met Tuesday night, where they were introduced to McPherson. All of the Township contracts have finally been signed and received.

**ADJOURNMENT**

There being no further business:

**ZIMMER MOVED TO ADJOURN THE MEETING AT 8:27PM. HALLIN 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