

**MINUTES OF A STUDY SESSION OF THE PRINCETON CITY COUNCIL  
HELD ON MARCH 5 2020 4:30 P.M.**

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Mayor Brad Schumacher called the meeting to order. Council members present were Jack Edmonds, Jenny Gerold, Jules Zimmer and Jeff Reynolds. Staff present, Administrator Robert Barbian, Finance Director Steve Jackson, Public Works Director Bob Gerold, Community Development Specialist Stephanie Hillesheim, Police Chief Todd Frederick, Clerk Shawna Jenkins, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence and Attorney Damien Toven.

**Census Presentation – Jeffrey Wigren**

Wigren spoke about the 2020 census and the importance of all residents filling them out. For a city, it affects many grants and federal dollars as they are based on population.

If a response is not received via online or telephone, a Census worker will stop at the property. They will continue going to a property for up to 6 times to try to get a response. If they are still not able to contact anyone from that property, they will check with neighbors or others for an estimate on the number of approximate age of the residents of that property.

**Resolution 20-17 – accept feasibility study and call for Public Hearing on for 33<sup>rd</sup> & 82<sup>nd</sup>**

Todd McLouth with Loucks Inc provided a brief report on the feasibility study for the 33<sup>rd</sup> and 82<sup>nd</sup> Joint project with Princeton Township. This Resolution is to accept the feasibility study and call for a public hearing that will be held at the March 26<sup>th</sup> Council Meeting.

**2020 Comprehensive Plan**

Zweber thanked the Council for inviting WSB to prepare the Comprehensive Plan update for the City of Princeton. The second draft of the Comprehensive Plan is complete and has received the recommendation for approval from the Planning Commission. The first draft of the Comprehensive Plan had been reviewed by the City Council on November 9, 2017. This second draft will be reviewed by the City Council at a Study Session on March 4, 2020. It is anticipated that City Council will be asked to adopt the Comprehensive Plan at the March 26, 2020 meeting.

WSB conducted ten engagement activities to create the first draft of the Comprehensive Plan update, which are described in the table below.

Joint City Council/Planning Commission Meeting	February 9, 2017
Planning Commission Meeting #1	March 20, 2017
Planning Commission Meeting #2	July 17, 2017
Economic Development Authority Meeting #1	July 20, 2017
Music in the Park	August 1, 2017
Economic Development Authority Meeting #2	September 21, 2017
ChiliFest	September 23, 2017
Utility Bill Survey	October 2017
City Council Update	November 9, 2017
Planning Commission Review	February 26, 2018
Planning Commission Review	December 18, 2019
Planning Commission Public Hearing	February 24, 2019

There are three major changes to the second draft of the Comprehensive Plan update:

- Expanded Land Use Map to include parcels within about 2 miles to the west and about three miles east of the Princeton City Boundary.

- Removing the Medium Density Residential land use category and adjust the Low Density Residential to 1 to 3 units/acre and the High Density Residential to 4 or more units/acre.
- Add the Transportation Plan from the 2008 Comprehensive Plan into the Appendix of this second draft of the Comprehensive Plan.

City staff reviewed the Land Use Map with the Planning Commission during the April 15, July 15, and October 21 Planning Commission meeting. The revised map is located on page 72 of the second draft of the Comprehensive Plan. This map removed the Medium Density Residential land use category from the land use map of the first draft of the Comprehensive Plan.

There were eight references to the Medium Density Residential land use category in the first draft of the Comprehensive Plan. Those references have been removed and replaced with the High-Density Residential land use category and any density range references have been updated.

City and WSB staff reviewed the Transportation Chapter and Map from the 2008 Comprehensive Plan and determined that those policies and improvements are still relevant. A statement of that relevance has been added to page 70, of this second draft of the Comprehensive Plan. In addition, the 2008 Transportation Chapter and Map are included in Attachment 3 on pages 76 through 90 the City's comments to the Sherburne County in Attachment 4 on pages 91 through 93 of the second draft of the Comprehensive Plan.

The Planning Commission conducted a Public Hearing at their February 24, 2020. During the Public Hearing, Mr. Minks asked about the status of his properties along Brickton Road north of the City. It was pointed out that his properties are designated Commercial and Mr. Minks stated that the Commercial designation would match with his family's plans.

Following the Public Hearing, the Planning Commission recommended approval with the condition that the high ground on the properties between County Road 1 and the Rum River be changed from Parks & Open Space to Residential - Low Density. That change to the Land Use map has been completed.

The City Council is being asked to review the Comprehensive Plan that the Planning Commission recommended that the City Council approve. Following this review, the Comprehensive Plan will be place on the agenda of the March 26 City Council meeting for adoption.

### **Keith Butcher's meeting proposal**

J Gerold provided her idea as discussed at the previous meeting, which was for someone at the PUC to attend the study session monthly, and for the new Electric Superintendent Ryan Grant to attend to the Manager's Meetings at City Hall. Edmonds likes that proposal.

Edmonds also likes Butcher's suggestion for meetings. Which are:

Proposal: with two functionally independent entities an effective and collaborative approach would be to hold a joint meeting that is run and managed by co-chairs.

The Co-chairs would be the City Administrator and the General Manager. Both would assist in setting the agenda, taking notes, reporting minutes, and guiding the discussion.

They would be equals in working together to move the meeting forward and encourage collaboration and accountability.

Since the primary focus is to focus on the infrastructure needs of the community, the attendees will consist of the Department Heads for each organization responsible for infrastructure. This would include the Director of Public Works (City), Wastewater Treatment Manager (City), Water Superintendent (PPU) and Electric Superintendent (PPU).

Monthly, or semi-monthly meetings would be the most appropriate. In the beginning, semi-monthly meetings would help establish a communication channel and allow staff to build stronger relationships. As the process matures (and during busy construction times) meetings may be reduced to once a month. It is the recommendation that these meetings occur at least once a month.

In order to foster collaboration, partnership, and dialogue, the location of the meetings will flip between the City of Princeton and Princeton Public Utilities – each being afforded the opportunity to host the other.

**EDMONDS MOTIONED TO HAVE STAFF SET UP A MONTH MEETING WITH THE PPU AND PRINCETON INFRASTRUCTURE STAFF.**

Barbian reported that there is a monthly development meeting, so he is not sure a second meeting is needed.

Edmonds withdrew his motion. It has been constantly said that the PPU and City needs to have better communication. Now that a suggestion is made to better the communication and comments are made now that there is already good communication.

Zimmer said that he feels it would be more productive for PPU staff to meet with Bob Gerold and Chris Klinghagen instead of attending the Monday Manager meetings.

Schumacher added that he would like to see Butcher participate in the community by attending City meetings.

Barbian stated that what Butcher proposes is not too difficult to arrange, so it may be something to try. Although, it would be nice to have them attend the Study Session to provide an update to the City Council.

Zimmer commented that he is okay with the format of a monthly or semi-monthly meeting. Reynolds added that it would be nice to have the PPU Manager at the Monday Manager meetings.

Schumacher reported that he has a plan for PPU and the Community. Hennagir asked what the plan is. Schumacher stated when he announces that plan, Hennagir will be the first one to know. It will all work itself out.

Schumacher mentioned that Butcher is one of the highest paid individual in the area, even more than the County Attorney.

J Gerold said she is not sure why he does not attend the Monday Manager's meetings, as previous Managers Thompson and Wangen did attend.

Zimmer said this proposal is a start, and lets try it.

### **Richard Schwartz and Public Utilities Commission**

Schwartz submitted the following questions to the Council.

*What is the public to understand between now and December 31st, 2020 regarding an open Commissioners seat?*

*What is now the protocol? Will Protocol be followed?*

*Will the public wake up one morning and find another appointment has been made? (leaving the public out of government again)*

*Will there be an application process? A separate committee to interview applicants as done before.*

*Will there be a recommendation from said committee to the City Council who they suggest?*

*Why wasn't this committee used as this last time as before?*

*What should the public expect?*

Schumacher stated in his opinion, the PPU wants the relationship with the City to be dysfunctional, as it works to their benefit.

Schwartz asked why the standard application process and protocol was done this time. He asked if the Council going to start appointing people to boards and commissions this way instead of how it has been done in the past. He submitted his application to City Hall as soon as he became aware of the resignation. Schumacher responded that as the Mayor, it is his job to provide seamless leadership.

J Gerold answered Schwartz questions. Typically protocol is to open it up for application, interview and the Council would choose a person to appoint. However, occasionally the council may choose to appoint someone direction, and they have the right to do that. If the majority of the Council votes for that appointment, then the motion carries. It does not mean that the normal application process will not occur in the future. If the majority of council votes to do that, they can do that. It doesn't mean that the normal protocol will not occur in the future.

When Hank Findell resigned, there was an additional step of creating a committee to review the applications, interview them and recommend a person to the City Council for appointment.

Schwartz asked what the rush was to get it done. Schumacher said the Council is working on a lot of projects right now and wanted to concentrate on those.

J Gerold said it is her belief that the majority of the Council felt it was a good option, as she was already going to be attending the PUC meetings as a liaison. Reynolds added that he

had considered the previous applicants, but when he found out J Gerold was willing to finish the term, he felt it was a good option.

Barbian stated that there has been a lot of changes at Princeton Public Utilities with the new management, new polices, etc. He feels there is a lack of trust now on both sides, and it is the council's prerogative to decide how and when a person be appointed.

Edmonds said he had moved to appoint Paul Whitcomb when the seat was open. Whitcomb did not vote for himself and stepped down and suggested Dan Erickson for the appointment.

Zimmer stated that he understands that no votes are going to be changed, it will continue to be 3 to 2. Therefore, he suggests going back to the application process that has been done in the past.

Schumacher said the process was changed slightly in that the liaisons will be appointed at the January meeting.

Barbian asked Jenkins to confirm the process she does in the fall prior to the terms that end. Jenkins replied that letters and an application is sent out to those with terms ending. An ad is placed in the paper, and open seats posted on the City's Facebook page,

Reynolds stated that there is a difference between a regular ending term, verses a resignation and a term ending early.

### **Central MN EMS update**

Frederick advised that the Central MN EMS Grant process is open again. He is asking for Council approval to apply for this grant. The grant is up to \$500 and is not matching. This grant will assist the police department with the purchase of medical supplies.

EDMONDS MOTIONED TO APPROVE STAFF TO APPLY FOR THE CENTRAL MN EMS GRANT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **Police K9 update**

Frederick reported that the Princeton Police Department recently went into service with a new K9 named Bogey. Bogey is a 17-month-old German Shepard. During this transition we kept Princeton Police K9 Skar in service to assist with training and potential calls with the department. This transitional period is complete and has gone exceptionally well with all the credit going to Officer Cederberg, K9 Officer Skar and K9 Officer Bogey with their tireless work they have done to make this program one of the best programs in the State.

At this time, he would like Council authorization to officially retire Princeton K9 Officer Skar. Officer Cederberg would like to officially go 10-7 (out of service) over the radio with K9 Skar at 0000 Hours on 03-05-2020 with Mille Lacs County Dispatch.

Skar has responded with Officer Cederberg to over 300 calls / request for assistance in 7 years of service. Some of these calls are robbery, felony assaults, burglaries, missing

persons, narcotic sniffs, tracking felony suspects and evidence / article searches. In the 7 years of service Skar has accompanied Officer Cederberg on over 5,900 calls.

Officer Cederberg, per the K9 agreement, will purchase Skar for \$1.00 dollar from the City of Princeton. Officer Cederberg will take up any expenses for Skar from this point on.

The Princeton Police Department is truly grateful for the 7 years of service Skar has given in making our officers and community safe.

ZIMMER MOTIONED TO APPROVE THE RETIREMENT OF K9 OFFICER SKAR AND FOR OFFICER CEDERBERG TO PURCHASE HIM FROM THE CITY FOR ONE DOLLAR, AND TO PROVIDE A PLAQUE AND SHARE ON SOCIAL MEDIA. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **City Hall reception area security**

Frederick advised that the City of Princeton has currently budgeted for upgrades to the City Hall front window and glass located around the City Hall building. In the need to keep our employee's safe we would like to upgraded the security by removing the roll up door and adding a high impact window with transaction tray and speak through system. We would also like to add 8mill High impact film with an anchoring system to the side windows located next to the front desk area. The total cost of this project (2nd phase) would not exceed \$10,000.00

The project would be done by East Side Glass and Lookin Good Window Tint for the security Film. Some work would also be done by public works (removal of roll up door and possibly replacing trim around window).

If council approves the second phase of the project, we will look into a third phase that includes some additional safety measures with windows and door locks for city hall and the council chambers.

We are asking for council approval to move forward with security upgrade of City Hall front desk area.

Schumacher commented that when he attends the county or other cities offices, none of those other locations have this type of setup, so he thinks it may be a bit much. Zimmer added that the School District has similar security.

Edmonds added that visitors will still be talking with staff, just with some glass. He feels it is pretty minimal. J Gerold said people have changed over the years, and has really seen it in the hospitality business. It is truly amazing how angry people can get. She doesn't want to vote no, and then have something horrible happen. Zimmer feels it is a small amount of money.

### **City Council Goals**

The Council provided staff their ranking of the items from the goal list. Some items were equally important across all 5 council members, while others where very different. Staff will attempt to sort and rate them and bring it back to the Council for the April Study Session.

**CIP Correction – Mower Roller Improvement**

Jackson advised that this accidentally dropped off the CIP list that was approved. He asked the Council approve this CIP and its purchase.

REYNOLDS MOVED TO APPROVE OF THE ADDITION OF THE MOWER ROLLER TO THE CIP AND TO APPROVE THE PURCHASE. EDMONDS SECONDED THE MOTION.

**Discuss Wine and Spirits Grants for Teams - Verbal**

Zimmer reported that someone had provided a suggestion in regard to teams and the wine and spirits grant requests. Most teams are a 501C3, which allows them to have boosters and fundraise. There are a lot of teams and groups that could begin requesting these grant funds, and there is a limited amount that can be approved.

Campbell stated that after it came up at the last meeting, she was approached by a lot of people asking if various groups could apply for the grants.

Edmonds wondered if there was a subcommittee of some type that could determine who would receive grants.

J Gerold said she remembers asking Jackson if there was a cap for the year, but does not recall what that amount is. Jackson responded that \$20,000 is budgeted per year, \$10,000 of that is for the Chamber of Commerce. J Gerold asked how much other cities donate to their Chambers. Staff will check.

Discussion on possible guidelines for donations will be on the Agenda for the April Study Session.

**Adjournment**

J GEROLD MOVED TO ADJOURN THE STUDY SESSION AT 6:51PM. REYNOLDS SECONDED THE MOTION. MEETING ADJOURNED

Respectfully Submitted,

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Shawna Jenkins Tadych  
City Clerk

ATTEST:

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Brad Schumacher, Mayor