

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
DECEMBER 22 7:00 P.M.**

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**1. Call to Order - Roll Call**

Mayor Thom Walker called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Jenny Gerold, Jules Zimmer, and Jeff Reynolds. Others present: Administrator Michele McPherson, Community Developer Planner Stacy Marquardt, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Fire Chief Ron Lawrence, Liquor Store Manager Dylan Donner, and Attorney Damien Toven.

Public Utilities General Manager Keith Butcher attended online.

Councilor Vicki Hallin was absent.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

McPherson stated that Jeff Kleinbaum and Terry Wade would like to reschedule their Clean Up Event update for another meeting due to the weather. Staff has put it on the agenda for January 12<sup>th</sup>.

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

**4. Consent Agenda**

- 4.1. Approve Transportation Plan
- 4.2. Approval of City Council Minutes
  - 4.2.1. Regular Meeting of November 22, 2022
  - 4.2.2. Study Session Meeting of December 1, 2022
  - 4.2.3. Regular Meeting of December 8, 2022
- 4.3. Public Utilities Commission Agenda packet for December 21, 2022, Meeting
- 4.4. Res 22-81-Accept Preliminary & Final Plat for Princeton Business Park 2nd Addition
- 4.5. Approve Firefighter Jason Baumunk's Return from Leave effective 11-1-2022

ZIMMER MOVED TO APPROVE THE CONSENT AGENDA. J GEROLD 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. Recap of Masonic Lodge Clean Up Event - Jeff Kleinbaum and Terry Wade**~~

**7. Old Business**

- 7.1. Ordinance 830 - Amend 2023 Fee Schedule - FINAL READING

ZIMMER MOVED TO APPROVE ORDINANCE 830 AMENDING THE 2023 FEE SCHEDULE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8. New Business**

- 8.1. Public Hearing - Vacating Northwestern Bell Telephone Utility Easement in Princeton Business Park 2nd Addition

McPherson advised that there is an additional utility easement that needs to be vacated in the Princeton Business Park 2<sup>nd</sup> Addition.

J GEROLD MOVED TO OPEN THE PUBLIC HEARING AT 7:04PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

There was no one present to comment

J GEROLD MOVED TO CLOSE THE PUBLIC HEARING AT 7:04PM. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8.1.1. Ordinance 831 - Vacating Northwestern Bell Telephone Utility Easement - FIRST READING**

REYNOLDS MOVED TO INTRODUCE ORDINANCE 831. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8.2. Accept Audit Proposal from Smith Schafer for Fiscal Years 2022-2024**

McPherson reported that on November 8, the city was informed by the audit firm of BerganKDV that they would be unable to complete the 2022 audit. While they quoted several objective reasons, after experiencing our own staffing issues and speaking with other audit firms, it appears that they did not have the staffing capacity to continue the relationship.

Request for Proposals to provide audit services was advertised in the League of Minnesota Cities and direct mailed via email to eight firms. Staff was contacted by Abdo, Inc and Smith Schafer. Smith Schafer is the firm hired by Princeton Public Utilities in 2021 to perform their audit work.

Abdo declined to provide a proposal due to a lack of staff capacity. Smith Schafer provided the only proposal. The alternative would be to contact the State Auditor's office to complete the audit.

While the proposed amount for the standard audit and one to two single audits is higher than what the City spent with BerganKDV, the 2023 budget includes the full cost of \$40,950 prorated over several departments including the three enterprise funds.

Princeton Public Utilities has been highly complementary of the work performed by Smith Schafer. Staff recommends that the City Council accept the proposal from Smith Schafer for audit services for fiscal years 2022-2024.

J GEROLD MOVED TO ACCEPT THE AUDIT PROPOSAL FROM SMITH SCHAFFER FOR FISCAL YEARS 2022-2024. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8.3. Resolution 22-82 Approving the 2023 Budget and Setting the 2023 Final Levy**

McPherson stated that she was able to get the final levy down a bit more since the last meeting.

Walker asked about the \$75,000 that is listed as "unallocated". McPherson responded that it was set aside for any pay increases that may need to be made after receiving the Pay Study Results. She said she discussed the amount with Flaherty and Hood who is working on the study, and they felt that amount would be suitable.

ZIMMER MOVED TO APPROVE RESOLUTION 22-82 APPROVING THE 2023 BUDGET AND SETTING THE 2023 FINAL LEVY. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.4. Bill List**

ZIMMER MOVED TO APPROVE THE DECEMBER 13 AND 22, 2022 CHECK REGISTERS CONTAINING CHECKS 85844 TO 85885 IN THE AMOUNT OF \$406,115.75, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 25 TRANSMITTAL REGISTER IN THE AMOUNT OF \$74930.90 AND PAY PERIOD 25 CHECK REGISTER IN THE AMOUNT OF \$151,120.92 (EQUALS THE AMOUNT OF CHECK 85847). J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.5. City Administrator Bi-Weekly Report**

McPherson shared her observations and information from the last update:

##### **Airport**

Staff met with KLJ on December 19 to review the work to date on the AWOS relocation/targeted ALP Study. At the January 5, 2023, Council/Airport Advisory Board (AAB) joint meeting, KLJ will review the AWOS siting parameter, the five location alternatives, and preliminary cost estimates. Staff has a meeting scheduled with the FAA and MNDOT Aeronautics on January 11, 2023, to review the same and get direction as to their desired alternative. Once that is received, staff will make a recommendation to the AAB in February for a final decision by the City Council thereafter.

##### **Boards and Commissions (a continual reminder until January)**

We have started to advertise for applicants to the various boards and commissions. In addition to the typical term expirations, we have vacancies on the following boards:

- Economic Development Authority
- Fire Advisory Board (Bogus Brook. Blue Hill Townships)
- Park and Recreation Advisory Board
- Housing and Redevelopment Authority

It may be helpful for the Council to personally invite residents to serve on a board or commission. Appointments will be scheduled for after the first of the new year.

##### **Personnel**

It appears that all City Hall staff are back to being healthy; until the next round of illness makes itself known.

We received three applicants for the accountant position. Councilor Gerold is participating in the review and interviews which will be scheduled after January 1, 2023.

Wastewater Plant Manager Klinghagen and Police Chief Frederick will be out of the office December 27-30. Others may also be intermittently out as time and duties allow.

##### **Upcoming Meeting/Event Reminders**

- December 26 – City offices closed in observance of the Christmas holiday
- January 2 – City office closed in observance of New Year's Day. Princeton Wine and Spirits will open late that day in order to accommodate the inventory spot-check to be completed by the audit firm.
- January 5 – Study Session with the Airport Advisory Board

#### **9. Committee Reports**

J Gerold wanted to give a shout out to Chamber Director Kim Young for all her hard work on Light up Princeton. Her family has helped a lot as well, and it is greatly appreciated.

Zimmer reported on the PUC meeting. They have been doing staff reviews, are converting to the new rates after the first of the year, approved their Electric Capital Improvement Program, approved some charge offs, and discussed rate stabilization. He also noted there was a discussion regarding the lack of sufficient electric supply in California and the Midwest in future years, referencing a CNBC article.

**10. Adjournment**

ZIMMER MOVED TO ADJOURN THE MEETING AT 7:19 PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins Tadych  
City Clerk

Thom Walker  
Mayor