

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
FEBRUARY 23, 2023, 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 Vicki Hallin, Jenny Gerold, Jack Edmonds, and Jeff Reynolds. Others present: City Administrator Michele McPherson, Community Developer Planner Stacy Marquardt, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Police Chief Todd Frederick, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Liquor Store Manager Dylan Donner, Attorney Damien Toven, and Public Utility Manager Keith Butcher.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

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

**4. Consent Agenda**

- 4.1. Approval of February 9th, 2023 City Council Minutes
- 4.2. Michele McPherson Step increase effective 3-8-23.
- 4.3. Authorize Execution of Memorandum of Agreement with FAA
- 4.4. Approve Mobile Food Vendor License for Firehouse BBQ
- 4.5. Approve Fire Relief Association Gambling permit to hold a raffle.
- 4.6. Authorize Execution of Charlie-Bravo Documents
  - 4.6.1. Addendum to Purchase and Development Agreements
  - 4.6.2. Resolution 23-10 Authorizing the Closing
- 4.7. EDA By-Laws and Strategic Plan Adoption

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

**5. Recognition of Years of Service; Retired Firefighters**

Robert Gerold  
Tim Jensen  
Eric Leider  
Chris Wilke

Lawrence spoke about each Firefighter that retired. Robert Gerold had 27 years on the Department, Tim Jensen 23 years and 7 months, Eric Leider 24 years 10 months and Chris Wilke 30 years and 5 months. Lawrence presented each with a plaque thanking them for their service.

**6. 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.***

**7. Old Business**

**7.1. Neighbors Bar and Grill 2am Liquor Request**

Jenkins stated that Neighbors Bar and Grill has requested renewal of their 2am Liquor License. Due to some issues at the site a few years ago, the Council has asked to review this request annually.

Chief Frederick reported on calls in the past year and his meeting with owner Joe Holtz.

Below are the calls that the Princeton Police Department received in 2022. Frederick noted that he received a call from the Minnesota Alcohol and Gambling Enforcement regarding an anonymous

complaint regarding over serving at Neighbors. The Department stated that they had no other information but wanted local law enforcement to be aware. The owner stated that he was unaware of an incident but that he would speak with his manager and staff about the complaint. The owner also explained that the report could have been filed from an employee who was fired not long ago. Frederick asked the owner if he could make sure that his staff is aware of the complaint and making proper decisions about serving people that appear to be overserved.

01-22-22 Public Assist 0126 Hours  
01-22-22 Accident 1408 Hours  
01-28-22 Alarm 0823 Hours  
02-03-22 Medical 2335 Hours  
03-06-22 Medical 2341 Hours  
03-21-22 Alarm 0835 Hours  
03-30-22 Medical 2333 Hours  
06-17-22 Civil Issue 2030 Hours  
07-02-22 Medical 2346 Hours  
07-28-22 Disturbance 1915 Hours  
07-30-22 Assault 0351 Hours (incident occurred earlier in evening)  
10-05-22 Public Assist 1401 Hours  
10-13-22 Accident 1808 Hours  
10-31-22 Public Assist 1629 Hours  
11-17-22 Noise Comp. 1519 Hours

Walker said while there are some calls to the site, most are not between 1am and 2am when they are open later. Edmonds noticed that as well. Hallin appreciated the list of calls to the site over the past year to review.

J Gerold added that there is no way to know how many people leave another bar and go to Neighbors for that last hour. Frederick responded that Joe Holtz has said that some patrons do. Holtz is working with his staff to minimize overserving.

HALLIN MOVED TO APPROVE THE 2AM CLOSURE REQUEST FROM NEIGHBORS BAR AND GRILL. EDMONDS SECONDED THE MOTION. VOTE 4:1 WITH HALLIN, EDMONDS, WALKER AND REYNOLDS IN FAVOR, J GEROLD OPPOSED. THE MOTION CARRIED.

## **7.2. Approve Cellular Tower Site Marketing Agreement with Crescendo Capital Partners**

Yost advised that in August of 2022, Rick Nornes, on behalf of Crescendo Capital Partners, contacted the City to establish a marketing partnership regarding the tower located at the City Hall parking lot. Staff worked with the City Attorney to vet and revise the contract. The contract will enable Crescendo Capital Marketing to market the tower to potential cellular tower tenant(s) on behalf of the City. The term of the agreement is 15 years which will coincide with the existing AT&T lease agreement. Lease revenue will be split equally between the City and Crescendo Capital Partners after third party expenses have been paid for. There is no cost to the City to enter into this agreement.

The Council tabled the request at the January 12<sup>th</sup>, 2023 meeting in order to verify that there was adequate height for the radio simulcast equipment. The attached illustration shows 15 feet for placement and adjustment of the equipment at 155 feet high, which is sufficient per Emergency Management Staff & Motorola's specifications. The Council also had questions on whether a marketing company was needed, or if it is something that the City can handle themselves.

Yost commented that the contact that PUC General Manager Butcher mentioned at the January 12<sup>th</sup> meeting is only a repair and inspection company, so would not be of assistance for this type of situation.

Yost advised that staff recommends that the City Council approve the Cellular Tower Site Marketing Agreement with Crescendo Capital Partners.

WALKER MOVED TO APPROVE THE CELLULAR TOWER SITE MARKETING AGREEMENT WITH CRESCENDO CAPITAL PARTNERS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **8. New Business**

### **8.1. Steve Hage - Status Report on Charlie Bravo Project**

Steve Hage provided a few examples of what they are planning to build on the site. A combination commercial and apartments are planned.

### **8.2. Resolution 23-11 - Accept Donation from Julie Meisel to the Princeton Police Department K9 Program**

Frederick reported that on January 17<sup>th</sup> Princeton Police Department received a donation in the amount of \$250.00 from Julie Meisel of Princeton. In 2022, Julie assisted the Princeton K9 program with the purchase of Bogey's bullet proof vest in memory of Kenneth R. Meisel who was United States Federal Air Marshal. The Princeton Police Department is truly grateful for this donation.

Meisel asked that \$150.00 dollars be specifically placed into the donation fund that Officer Cederberg has set up for the future replacement of K9 Bogey. The other \$100.00 dollars be used for the purchase of supplies and materials related to the K9 program.

HALLIN MOVED TO APPROVE RESOLUTION 23-11. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **8.3. Resolution 23-12 - Accept Donation from T & T Coffee Supplies of Princeton to the Princeton Police Department K9 Program**

Frederick advised that on January 15<sup>th</sup> the Princeton Police Department received a donation in the amount of \$350.00 from T & T Coffee Supplies of Princeton. T & T Coffee Supplies has asked that the donation be used for the K9 program, specifically with the donation going to the fund that Officer Cederberg has set up for the future replacement of K9 Bogey.

The Princeton Police Department is truly grateful for this donation. T & T Coffee Supplies has assisted the Princeton Police Department K9 program for many years and continues to assist the program in making it one of the best in the state.

HALLIN MOVED TO APPROVE RESOLUTION 23-12. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **8.4. Wine and Spirits Grant Request from Thumbs Up**

Kelsie Neumann with the Princeton School District requested a Wine and Spirits Grant for the Middle School Counseling group. They would like to get Tasha Schuh to come and speak on Resiliency to the students and help with the adolescence mental health concerns that are on the rise. The total cost is \$2,000 and they are requesting \$500 from the Wine and Spirits Grant fund.

EDMONDS MOVED TO APPROVE THUMB'S UP GRANT REQUEST FOR \$500. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.5. Wine and Spirits Grant Request for Senior Party**

Princeton Senior Party, LLC Chair Kim Young is organizing the Senior Party again this year and they requested a Wine and Spirits Grant in the amount of \$500 to be used for prizes.

Walker asked Frederick if there are less problems on graduation night due to the senior party. Frederick responded that it always seems to draw a lot of seniors, which can help keep kids out of trouble.

HALLIN MOVED TO APPROVE THE PRINCETON SENIOR PARTY'S GRANT REQUEST FOR \$500. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.6. Bill List**

HALLIN MOVED TO APPROVE THE FEBRUARY 21, 2023 CHECK REGISTER CONTAINING CHECKS 86158 TO 86221 IN THE AMOUNT OF \$421,320.32, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 4 TRANSMITTAL REGISTER IN THE AMOUNT OF \$79,576.11 AND PAY PERIOD 4 CHECK REGISTER IN THE AMOUNT OF \$190,931.07 (EQUALS THE AMOUNT OF CHECK 86158). REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

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

McPherson reported on the following observations and information to share from the last update:

##### **Airport**

The Joint Planning Board to amend the airport zoning ordinance met on February 13. Members of the JPB include: Kathy Stoeckel and Dave Persing from Princeton Township and Troy Minske (Airport Board) and Eldon Johnson (Planning Commission) for the City. The meeting was organization-al in nature; Mr. Persing will be Chair and also to review the amendment and process. A public hearing on the amendment will be held March 13 at 6:00 pm. The counties and townships will receive a copy of the ordinance with their public hearing notice.

##### **Development**

McPherson and Community Development Planner Marquardt met with Eldon Johnson and Scott Moeller on Friday, February 10 to discuss their residential project (86 homes) on the north end of town. They are still negotiating items with the School Board.

The plat for our land swap/right of way acquisition agreement with Butch Drews is scheduled for review by the Planning Commission on February 27. A variance request accompanies it due to the short depth of the lots. He intends to construct duplexes on each of the two lots.

Community Development Planner Marquardt is working with various departments to update the website and information that is provided there.

##### **Finance**

Accountants Hodge and Hoheisel, Technology Services Manager Yost and McPherson met with representatives from Smith-Schafer on February 16 to discuss internal controls as part of the audit. February 23, we meet with Abdo to discuss audit preparation tasks. Field work for the audit will occur in April.

Moody's released another credit rating report February 9. The City's rating did not change from A1.

We received the first lodging tax payments.

### **Infrastructure**

Staff is reviewing the preliminary draft of the feasibility study for the CSAH/7th Avenue North joint project with Mille Lacs County. City staff will discuss it at the monthly engineering meeting of February 27th and then move it to the County. Once we have agreement on the study components, cost estimates, cost-sharing, and funding sources will be inserted into a cooperative agreement.

McPherson said she has drafted a preliminary request to Congressman Stauber's office for funding for the radio simulcast system. This request will be considered with other community-based projects for inclusion in his funding request for FY24 appropriations. We are working cooperatively with County Administrator Hayes and Sheriff Burton on drafting and submitting the request.

### **Light Up Princeton**

McPherson said she assisted Public Works and Chamber of Commerce staff as well as volunteers from the Soccer team to remove part of Light Up Princeton. At least those parts that weren't frozen to the ground or covered in snow. A second workday has been tentatively scheduled for March 18; hopefully by then there will be little or no snow at Riverside Park.

### **Legislative Monitoring**

McPherson stated she is monitoring, with help from CGMC and LMC various legislative topics. Of interest:

- *Bill to Address Public Safety PTSD (House File 1234, Senate File 1959)*; requires treatment for a mental injury prior to filing for a duty disability, keeps employees on payroll while receiving treatment, financial support to backfill positions, fully reimburses employers for health insurance provide the employer has implemented mental health injury prevention measures, requires preservice training to prepare staff for stressful events and to teach coping mechanisms. Senate file added, referred to the Public Safety and Finance Committee in the House, Labor Committee in the Senate since the February 7 update.
- *Earned Sick and Safe Time (House File 19, Senate File 34)*; requires employers to provide on hour of paid sick and safe time for every 30 hours worked. This covers all employees including part-time and seasonal, working 80 hours in a year for the employer. Passed the House vote on February 16 and referred to the Senate on February 20 where it was referred to the Finance Committee since the February 7 update.
- *Creation of Street Improvement Districts (House File 1183, Senate File 1627)*; allows cities to create street improvement districts for the purpose of construction and reconstruction of streets and related components (minus underground utilities). Cities would be allowed to impose a street improvement fee after providing public notice and holding a public hearing. Senate file added, referred to Transportation Finance and Policy in the House, State and Local Government and Veterans in the Senate since the February update.
- *Competing Bonding Bills*; two bills have been unveiled, a General Obligation bonding bill totaling \$1.5 billion and a "cash only" bill of \$392 million.
- *Local Government Aid Increase (House File 1377, Senate File 1828)*; increases the appropriation for local government aid and modifies the calculation for distribution. The House referred it to the Taxes Committee and the Chair referred it to the Property Tax Division. The Senate has referred it to the Taxes Committee.

If you receive the CGMC Brief, there is a list of other "bills to watch" listed in the February 16 edition.

### **Miscellaneous Correspondence**

- Thank you from the family of Mark Karnowski
- Central Minnesota Audubon Society re “Lights out Program” for migratory birds.
- Mille Lacs County Historical Society January 2023 Newsletter

### **Community Participation**

McPherson will again be participating as a judge for the Princeton Ambassador program. Events occur in April and May, with coronation on June 4. As of now, there are six Ambassador candidates.

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

- February 24 – closing for the Charlie-Bravo project, 3 pm at Home Security Abstract and Title, Princeton Office.

## **9. Committee Reports** \* *moved to before closed session.*

Hallin reported that the EDA has finalized their Strategic Plan.

J Gerold stated that she missed the Chamber meeting. A meeting with the Fire Department Executive Staff is being held Sunday morning.

Edmonds reported that the Historical Society has a lot of great things happening.

### **8.9 Closed Session - Personnel Matter**

Walker announced that the agenda item for this meeting is to discuss the personnel matters.

This portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the personnel non-public data exception to the Minnesota Open Meeting Law, pursuant to Minnesota Statute Section 13D.05 Subd 2(a)(3).

The need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

Confidentiality is necessary to protect the city employee’s private data.

- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine what actions are appropriate with respect to the potential personnel issue.
- The only business to be discussed in this portion of the meeting is the personnel issue, and what action, if any, should be taken.

**J GEROLD MOVED TO CLOSE THE MEETING AT 7:55 PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.**

Only the officials and consultants of the Council who reasonably require access to this data may be in attendance at any portion of the meeting for this agenda item.

The minutes of this portion of the meeting should reflect only that a meeting was held with its date, time and location; who was present at the meeting; and the purpose of the meeting.

Members of the Council, the City Administrator will begin our discussion on this matter.

Members of the Council, following the completion of our business, we will now adjourn into open session, and I will entertain a motion to adjourn the closed portion of the meeting and go back into open session.

HALLIN MOVED TO ADJOURN THE CLOSED SESSION AT 8:48 PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Toven summarized that a personnel issue that has been happening for quite some time has come to a conclusion, but specifics cannot be discussed.

REYNOLDS MOVED TO POST THE OPEN POLICE OFFICER POSITION. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**10. Adjournment**

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:50 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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

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Thom Walker,  
Mayor