

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL
HELD ON JULY 22, 2021 7:00 P.M.**

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 Engineer Jen Edison

AGENDA ADDITIONS/DELETIONS

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

CONSENT AGENDA

- A. City Council Meeting Minutes of July 8, 2021
- B. Ordinance 806, FINAL READING - Vacating an Alley in Dunham's Addition
- C. Princeton Golf Course Caterer's Permit to Sell Liquor at the Region 1C Ball Tournament at Solheim, August 5th, 7th, 8th, 13th, 14th and 15th - pending receipt of form & payment
- D. Resolution 21-40 - VFW Premise Permit for Pull-tabs

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

OPEN FORUM

OLD BUSINESS

- A. Titcomb Property Annexation – Ordinance 804 – FINAL reading

McPherson stated that the Public Hearing has been held, so this is the final reading and approval.

Ryan Vandenneuval, 111 8th Ave South, and has been a Princeton Police Officer for 22 years. He has some concerns about this property being annexed into the City. In his option, he would like to see the City wait until other properties are ready to annex as well. He is concerned about the number of calls that that there would be to that area. In addition, if anyone was arrested, they would be brought to Sherburne County, which would take an officer quite a bit of time to bring them down, possibly leaving the city without an officer on duty. He understands that he City wants to get up to the 5000 population, which will bring more funds to the City. He asks the Council to think about the residents and the level of service if this property was to be annexed into the City.

Reynolds asked for clarification that the Sherburne County Sheriff's currently serves that area. Frederick responded that they would do an agency assist if needed, but the investigation would be handled by the City.

J Gerold asked if the time to take those arrested to Mille Lacs County would be similar to Sherburne. Frederick responded that it would be about the same, but with a little more drive time to Sherburne.

J Gerold asked how many officers are currently on duty during the day. Frederick responded that

it varies, depending on vacations, etc. However, on average it is one or two.

Zimmer said at the first reading, the number of calls to Sherburne Village usually occur. Frederick responded that in speaking to Sherburne County, in 2018 they had 43 calls to the park. There is a variable in how it is coded to records management. For example, if there was an accident on the County Road, that may wouldn't be in play for these numbers. In 2019 there were 53 calls, in 2020 75 calls and so far in 2021 there have been 65. It is very difficult to give an answer that we would need another officer. It depends on what type of calls they are, as to how much time they are on site, if investigations are needed, follow ups, etc.

Of the calls from 2018 – 2020, 9 of those calls were domestic, which take a bit more time. There were 48 medicals and 3 criminal sexual conduct calls. Unfortunately, the one call he was interested in was not broken down. Those are agency assists with family services, which is a high-volume call and takes a lot of manpower.

Brenton Titcomb, he said he met with Frederick a few years ago when he was managing the park. The Management has always had a good relationship with all of the law enforcement agencies. With them being at the top of the County, the Village residents are often waiting for quite some time if a call is made. If he recalls, the County had requested for Princeton Police to respond to the park since they could not get to them in a timely manner. He asked if Frederick could provide the number of calls that they went to on Agency assists. Frederick responded that it would take some time to go through all of their calls to search for addresses.

Cartell Cooper, 12304 117th said he is trying to determine what they are trying to do with this land once annexed. The Council does not live there and they are not aware of the traffic issues. He would like to know what the developer wants to do with the land.

McPherson said there is no requirement that a person requesting annexation must provide a development plan.

Walker said Cartell's concern seems to revolve around the traffic on County Road 2. Sherburne Village residents are not the ones driving 90 mph on the road due to where its located and the entrance to the Park.

As far as the law enforcement, it doesn't matter if our officer has to take someone to the Sherburne County jail or the Mille Lacs County jail, we will still be out of the area.

Walker not everyone can buy a big house, and we need housing like this available for people in the City.

Hallin agrees with Walker. She knows the traffic is not the problem caused by the Trailer Park. As Titcomb stated, residents have to wait too long for an officer from the County, so for a safety issue, we can get there much faster.

J Gerold added that if Cooper is really concerned with the traffic, he should attend some of the Sherburne County meetings as that is a County Road.

HALLIN MOVED TO APPROVE ORDINANCE 804 APPROVING THE ANNEXATION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

A. Public Comment regarding Body Worn Cameras

McPherson advised that prior to implementing body worn cameras, it is required that the public be allowed to express their concerns. The Police Department hosted an open house on the topic July 14, 2021, there was no public in attendance.

Staff recommends that the City Council accept public input regarding body worn cameras. Concerns expressed by the public will be addressed during the August 5, 2021 study session where the Police will review the statutory authorization for body worn cameras, the research and work to date, and the modifications made to the State's boilerplate policy.

J Gerold asked for clarification that the body cameras have been budgeted for. Frederick responded that they are in the CIP for this year.

There was no one in attendance to speak in regard to the Body Worn Cameras

B. Accept retirement of Firefighter George Wallace

J GEROLD MOVED TO ACCEPT THE RETIREMENT OF FIREFIGHTER GEORGE WALLACE. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

C. Authorize Advertisement of Bids, 21st Ave Project

Engineer Edison reported that staff is asking the Council to consider the extension of 19th Avenue to 21st Avenue a priority project to provide connectivity within the community. The City recently received funding to assist with this project and final design is nearly complete.

Final design includes a 3,600-ft extension of a two-lane urban roadway with curb and gutter and storm sewer from 19th Avenue to the existing end point of 21st Avenue. It will include an 8-ft trail on the west side as well as street lighting. Staff are currently in the process of permitting wetland impacts and are anticipating the permitting to be complete in time for construction to start; however if this is not the case, then the construction project will need to be phased such that no fill is completed until the permitting is complete.

City staff have been working closely with the FAA to obtain the proper right-of-way/roadway easements that are necessary for constructing on airport property. These easements are anticipated to be complete in time for construction.

Staff feel the current bidding climate indicates this project may be favorable for fall construction and have provided a schedule below. The construction plans are not yet complete; however, to meet the approval dates for the City Council and award the project at the first meeting in September, we are recommending Council authorize bidding at this time.

Staff have put together the following schedule for bidding the project:

- Council Authorizes Bidding July 22, 2021
- Open Bids September 2, 2021
- Award Project September 9, 2021
- Start Construction Fall 2021/Spring 2022

Final Completion Summer 2022

REYNOLDS MOVED TO APPROVE ADVERTISEMENT OF BIDS FOR THE 21ST AVE PROJECT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

D. Authorize Release of Request for Proposal, Classification and Compensation Study

There is money budgeted in 2021 for the completion of a classification/compensation study. Attached is a draft Request for Proposal to complete such a study.

Staff requests authorization to post the Request for Proposal with the League of Minnesota Cities and to direct mail the same to the human resources vendors listed with the League.

Any requests and questions be submitted to both McPherson and Peters, and they will respond in writing.

REYNOLDS MOVED TO APPROVE THE RELEASE OF THE RFP FOR THE CLASSIFICATION AND COMPENSATION STUDY. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

J Gerold said she remembers a comment made that it can create hard feelings between employees when these studies are done. Zimmer said that is not the intent, but we want to get this correct!

E Special Event permit for the VFW Rally

McPherson said they have presented an event permit for August 21st where they are requesting. Frederick just asked that staff let the VFW know that they need to let the businesses there know that the road will be closed, and/or no parking will be allowed that day.

HALLIN MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR THE VFW RALLY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

F. Bill List

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDED THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$165,026.33 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND THE GENERAL CITY BILL LIST WHICH WILL BE CHECKS 83324 TO 83399 FOR A TOTAL OF \$987,857.62 AND HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

G. Resolution 21-41 Establishing Joint Airport Planning Board and appointing two members to the same.

McPherson advised that in order to remove the zoning protections for the cross-wind runway, the airport zoning ordinance needs to be amended. In order to accomplish the amendment, the City needs to establish, temporarily, a Joint Airport Planning Board comprised of persons from the City, and the two counties and townships affected by the Airport.

Analysis:

Step One of the process is to approve Resolution 21-41 which establishes the Board and appoints two members from the City, neither of which can be a Councilor. A member from the Planning Commission and the Airport Advisory Board may be appropriate.

The next step will be to send a letter, certified mail to Mille Lacs and Sherburne Counties, and Princeton and Baldwin Township requesting that they also appoint two members each to the Joint Airport Planning Board.

Recommendation:

Staff recommends the City Council approve Resolution #21-41 establishing a Joint Airport Planning Board and appointing two members, one from the Planning Commission and the other from the Airport Advisory Board.

J Gerold said it appears in the memo this is to remove the cross-wind runway. However, the resolution was indefinite. McPherson responded that it was the boiler-plate resolution. She can add language that it is until the Cross Wind Runway removal is complete. She

The neighboring jurisdictions have 60 days to respond, and if they fail to respond during that time, the City can move forward without representation from that jurisdiction.

J Gerold asked if she has a suggestion for those to appoint. McPherson said she has not brought it to either the Planning Commission or the Airport Board as of yet.

Walker asked if they are required to be city residents. McPherson said it just states that they are to appoint two people. Her thought was to have one from the Planning Commission is because they are familiar with Zoning, and a person from the Airport Board would be familiar with the Airport.

HALLIN MOVED TO TABLE TO AUGUST 26TH, AS IT WILL BE THE FIRST MEETING AFTER BOTH THE AIRPORT AND PLANNING COMMISSION MEETS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

H. City Administrator Bi-Weekly Report

McPherson reported the following observations and information to share from the last two weeks (it was somewhat slow with not a lot of outside activity):

Airport

A preconstruction meeting was held July 20, 2021 with the contractor. Attached is the agenda containing the topics that were discussed.

Work is beginning on removing the cross-wind runway. Letters to the affected jurisdictions requesting appointment of members to the joint planning board will be mailed by certified mail (required by statute) on July 27.

Work is continuing on the various easements and deeds to facilitate the 21st Avenue project. The plan is to send them to the FAA for review the first week in August.

The FAA is intending to vacate the Flight Service Station sometime in 2023. They are working to

relocate their equipment in the building which will aid in the vacation process.

Development Projects

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

Staff and a representative from DEED conducted the annual review at Crystal Cabinets; this is part of the MN Investment Fund requirements. As with other businesses, they are struggling to fill their work force needs.

Engineering/Infrastructure

County Road 4/7th Avenue North

Staff met on July 7 to discuss this project. The engineer updated the 2016 estimate of costs to 2021 numbers and to include street reconstruction. Staff will meet again to review the numbers and determine the best course of action to address the sewer issue. The next step will be to meet with the County Engineer.

Staff has established a monthly check-in meeting with WSB to ensure that projects are staying on track.

Personnel

We are advertising to fill the vacancy at the Wastewater Treatment Plant.

Upcoming Meeting/Event Reminders

- I will be out of the office July 23 and 26; traveling to International Falls for my great aunt's funeral – she passed January 2020 prior to COVID.
- August 5 – Council Study Session; body worn camera policy and annexation are the proposed topics.
- I will be in and out of the office August 9 to 13, this is Fair week (Fair dates August 11 to 15). I will be in attendance at the August 12 City Council meeting.

COMMITTEE REPORTS

Zimmer reported that the PUC Meeting is coming up on July 28th at 10am, then they are meeting on the PILOT afterwards

ADJOURNMENT

There being no further business:

HALLIN MOVED TO ADJOURN THE MEETING AT 8:12PM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

Shawna Jenkins Tadych
City Clerk

ATTEST:

Thom Walker,
Mayor