

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD
ON OCTOBER 28, 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, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen, Clerk Shawna Jenkins and Attorney Damien Toven. Absent is Liquor Store Manager Nancy Campbell.

AGENDA ADDITIONS/DELETIONS

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

1. CONSENT AGENDA

- 1.1. City Council Meeting Minutes of October 14, 2021
- 1.2. Police Officer Shane Duncan Step 7 Increase effective 11-6-21
- 1.3. Authorize Execution of Satisfaction of Mortgage for Sandra A Schoen
- 1.4. Authorize Execution of Warranty Deed Transferring Aero Business Park Lots to the EDA
- 1.5. Planning Commission Minutes of October 18, 2021
- 1.6. Park Board Meeting Minutes of September 27, 2021
- 1.7. Public Utilities Agenda Packet for 10-27-21 Meeting
- 1.8. Approval to hire Public Works Seasonal Employee Bob Blackwelder
- 1.9. Approval to hire Public Works Seasonal Employee Tom Otto
- 1.10. Annual Mobile Food Vendor License for Elaina & Brothers Mexican Food
- 1.11. REP Grant Acceptance for 2021-2023 FY
 - a. Authorize Signature of City Administrator on Change Order #1, Taxiway Reconstruction Project

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

3. OPEN FORUM

4. OLD BUSINESS

- 4.1 Ordinance 812 - Vacating an Alley in Sharco Estates - First Reading

McPherson advised that this is a request by RW Builders to vacate a portion of an alley in Sharco Estates as illustrated in the attached Exhibit. The request was tabled for the following reasons:

- 1. Errors in the ordinance; the ordinance referenced information from a previous vacation,
- 2. Comments from an adjacent resident regarding land acquisition and “exchange”,
- 3. Who acquires the vacated easement, and
- 4. Preparation of a clarifying Exhibit.

Analysis:

The ordinance has been corrected.

The City Attorney will provide a verbal update regarding Mr. Snustead’s assertion that representations were made regarding obtaining seven (7) feet in the rear for land “acquired” from the front. In reality, staff believes that easements for utilities supporting the Walmart development were obtained, not land in fee title. With an easement acquisition, the property owner maintains ownership of the land under the easement and therefore there would be no need for a land exchange. The entire alley will accrue to Outlot E, Sharco Estates as it was platted from the land contained within Sharco Estates. The lots along 1st Street to the north are located entirely within a separate subdivision, Davis Addition.

Recommendation:

Staff recommends approval of the First Reading of the ordinance to vacate the alley in Sharco Estates as requested by the applicant.

Toven stated that he went through the file for the project that was done about 10 years ago. He did not find anything noted regarding Snustead's comments about the exchange of land when the utility upgrades were placed in the road right of way. The City did not own the property behind the homes, therefore it could not have been negotiated.

J GEROLD MOVED TO INTRODUCE ORDINANCE 812. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4.2 Ordinance 813 - Vacating Easements in Aero Business Park - Final Reading

Hillesheim advised that this is to vacate the easements in Aero Business Park, and it will be combined with the newly purchased land and platted as Princeton Business Park.

HALLIN MOVED TO APPROVE ORDINANCE 813. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4.3 Resolution 21-53 - Amendment to Future Land Use Plan and Zoning Map; Sunken Ship

Background: The Planning Commission held a public hearing for the property site at 32273 124th Street NW to be rezoned to B-3 General Commercial District on September 20th, 2021 and forward approval recommendation to the City Council to hold the First Reading on September 23rd, 2021. The City Council held the Final Reading on October 14th, 2021 and approved Ordinance 810 for the zoning classification of B-3 General Commercial District.

Analysis: Staff found inconsistencies in the recording of the documents. Moving forward, the request for Zoning Ordinance change and the Resolution to amend the Future Land Use Plan of the Comprehensive Plan and Zoning Map will be recorded together. The Planning Commission held a public hearing for the amendment to the Future Land Use Plan of the Comprehensive Plan and Zoning Map and forward the recommendation to the City Council approve the Resolution #21-53 at their October 28th, 2021.

Future Land Use Plan (Comprehensive Plan)

The Comprehensive Plan and Future Land Use Plan designates this area as commercial use. The B-3 General Commercial District is located at gateways and along corridors into the city, uses in this district include general commercial, retail, business service and offices. The request to re-zone this property would not affect the integrity of the neighborhood.

Conclusion/ Recommendation: If the Council sees fit, a motion to approve Resolution #21-53 would be in order for the property site located at 32273 124th Street NW, PIO #01-004-1320.

ZIMMER MOVED TO APPROVE RESOLUTION 21-53. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4.4 Res. 21-54 - Amendment to Future Land Use Plan and Zoning Map; Business Park

Background: The Planning Commission held a public hearing for the property site of the newly annexed property (PID #24-032-4910) and the properties of Aero Business Park to be rezoned to MN-1 Industrial District on September 20, 2021 and forward approval recommendation to the City Council to hold the First Reading on September 23, 2021. The City Council held the Final Reading on October 14, 2021 and approved the Ordinance 811 for the rezoning classification of MN-1 Industrial District.

Analysis: Staff found inconsistencies in the recording of the documents. Moving forward, the request for Zoning Ordinance change and the Resolution to amend the Future Land Use Plan of the Comprehensive Plan and Zoning Map will be recorded together. The Planning Commission held a public hearing for the amendment to the Future Land Use Plan of the Comprehensive Plan and Zoning Map and forward the recommendation to the City Council to review Resolution #21-54 at their October 28th, 2021.

Future Land Use Plan (Comprehensive Plan)

The Comprehensive Plan and Future Land Use Plan designate this area as Industrial/Commercial. The Industrial/ Commercial uses in this district include both general commercial as well as light industry, warehousing and office.

Conclusion/ Recommendation: If the Council sees fit, a motion to approve Resolution #21-54 would be in order for the property site of PID #24-032-4910 and the properties of Aero Business Park that is re-platted into Princeton Business Park.

ZIMMER MOVED TO APPROVE RESOLUTION 21-54. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4.5 Authorize Execution of Service Contract for Classification & Compensation Study, Flaherty & Hood, PA

Background:

This item was tabled at the October 14 meeting in order for staff to clarify if in-person interviews of staff would be an add-on to the not-to exceed price of \$20,500. Staff has confirmed that in-person interviews will add an additional \$3,000 to the base contract for a total of \$23,500. The \$3,000 covers as many staff as we choose to have interviewed.

Analysis:

As a contract that provides a service, the City is not obligated to select the lowest bid; with the additional task and fee, the total contract cost is no longer the lowest bid, but is now \$1,100 more than the next lowest bid. It is within the budgeted amount however. Staff is of the opinion that the recommended contractor is the best fit for the project based on the proposal submitted.

Recommendation:

Staff recommends that the City Council authorize execution of the service contract with Flaherty & Hood PA for completion of the Classification and Compensation Study at a not-to-exceed cost of \$23,500.

HALLIN MOVED TO APPROVE THE SERVICE CONTRACT WITH FLAHERTY AND HOOD FOR NOT MORE THAN \$23,500. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

5. NEW BUSINESS

5.1 Resolution 21-64 - Certifying Past Due Utilities to 2022 Taxes

Princeton Public Utilities has provided the City with a list of past due utility bills and has asked that these be sent to the County to certify them to the property owner's tax bills.

HALLIN MOVED TO APPROVE RESOLUTION 21-64. SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

5.2 Resolution 21-65 - Accept Donation from Twice New Clothing for Christmas Lighting

ZIMMER MOVED TO APPROVE RESOLUTION 21-65. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

5.3 Res 21-66 - Accept Donation from ECE to the Fire Department for the UTV

Lawrence reported that he received a \$10,000 donation from East Central Energy's Round up program to go towards the UTV. He has also requested donations from Mystic Riders and Princeton Jaycees.

ZIMMER MOVED TO APPROVE RESOLUTION 21-66. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

a. Authorize Placement of the Order of a UTV

Lawrence advised that there is a several months wait on UTV's and trailers, so he is asking for approval to put the order in now.

J Gerold asked if the department is going to go through the State bid. Lawrence responded that he is checking the state bid and several dealers for the best price.

ZIMMER MOVED TO AUTHORIZE THE ORDER OF A UTV AND TRAILER. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

5.4 Resolution 21-67 - Accept Donation for a Vest for Police K9 Bogey

Frederick advised that the Princeton Police Department K9 Bogey will be awarded a bullet and stab protective vest thanks to a charitable donation from the non-profit organization Vested Interest in K9s, Inc. K9 Bogey's vest is sponsored by Joe and Trudy Klein of T & T Coffee Supplies, Inc. of Princeton Minnesota

Delivery is expected within eight to ten weeks.

“Vested Interest in K9s, Inc., established in 2009, is a 501(c)(3) charity whose mission is to provide bullet and stab protective vests and other assistance to dogs of law enforcement and related agencies throughout the United States. This potentially lifesaving body armor for four-legged K9 officers is U.S. made, custom fitted, and NIJ certified. Since its inception, Vested Interest in K9s, Inc. has provided over 4,415 vests to K9s in all 50 states at a value of \$6.9 million, made possible by both private and corporate donations. The program is open to U.S. dogs that are at least 20 months old and actively employed and certified with law enforcement or related agencies. K9s with expired vests are also eligible to participate. There are an estimated 30,000 law enforcement K9s throughout the United States.

Vested Interest in K9s, Inc. accepts tax-deductible contributions in any amount, while a single donation of \$960 will sponsor one vest. Each vest has a value of \$1,744-\$2,283, weighs an average of 4-5 lb., and comes with a five-year warranty. For more information, or to learn about volunteer opportunities, please call 508-824-6978. Vested Interest in K9s, Inc. provides information, lists events, and accepts donations.

The Princeton Police Department is truly grateful for the donation from Joe and Trudy Klein of T & T Coffee Supplies, Inc. of Princeton.

ZIMMER MOVED TO APPROVE RESOLUTION 21-67. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

5.5 Authorize Execution of the Memorandums of Agreement with AFSCME and LELS re: Health Insurance Costs

McPherson stated that both union contracts include an opener to discuss health insurance costs. The City received increases in both dental and health insurance premiums, 2.6 and 9.11 percent respectively. There was no increase for life insurance premiums.

Analysis:

Staff met with representatives from both bargaining units to determine how the proposed increases would be shared. After negotiations, the following was agreed to and memorialized in the attached memorandums of agreement:

1. The City will absorb the increase in dental insurance premiums, and
2. The health insurance premium increase will be shared equally between the City and the employee.

Premiums for Department Heads/Managers are addressed similarly.

Recommendation:

Staff recommends that the City Council authorize execution of the Memorandums of Agreement with AFSCME and LELS regarding insurance premium costs.

J Gerold stated she would be abstaining from this vote.

HALLIN MOVED TO APPROVE THE MEMORANDUM OF AGREEMENT WITH AFSCME AND LELS REGARDING INSURANCE PREMIUM COSTS. ZIMMER SECONDED THE MOTION. VOTE 4:0:1 ZIMMER, HALLIN, WALKER AND REYNOLDS IN FAVOR, J GEROLD ABSTAINING. THE MOTION CARRIED.

5.6 Review 2022 Liquor Store Budget

Peters and McPherson went over the Liquor Store Budget.

J Gerold had some concerns that the expenditures seemed quite high, and the revenues seemed low in comparison to the past budgets.

Peters responded that Campbell had provided the expenditures, and she had estimated the revenues. She knew the numbers were a bit off on this draft since 2 different people had put the numbers together separately. Liquor Assistant Manager Donner is moving our old inventory with some sales, and hopes to get the excess inventory moved, and will be working with Peters to put together some more accurate numbers. Staff will report back to the Council on the Liquor budget once they get it updated

5.7 Review 2022 General Government Budgets

Peters and McPherson went over the General Government Budget

5.8 Bill List

ZIMMER MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$194,072.23 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 83771 TO 83853 FOR A TOTAL OF \$200,066.22. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

5.9 City Administrator Bi-Weekly Report

McPherson has the following observations and information to share from the last two weeks:

Airport

Work is progressing well on the taxiway project. Paving occurred October 25 and 26, 2021. Staff has been attending weekly update meetings on Wednesdays at 1 pm.

Budgeting

Budgeting continues. Now that the health insurance premium cost-share has been agreed to, personnel costs can now accurately be input into the various budgets.

Development Projects

We continue to work on various requests for information from developers, both residential and commercial.

Infrastructure

The new apartments are being connected to sewer and water this week, hence the 1st Street detour. The same contractor, Douglas-Kerr Underground, LLC will be working on the 21st Avenue project and will begin work there once the apartments are connected.

Liquor Store Operations

Liquor store operations are going well. Assistant Store Manager Donner has been discounting old wine and has been successful in selling many bottles. Staff is in the process of dusting product and shelves, so the store will start to look cleaner and less cluttered.

Assistant Store Manager Donner, Finance Director Peters and I met October 25 in our bi-weekly meeting. We discussed upcoming marketing plans, the Black Friday/Shop Local Saturday sales, and creating a new planogram for the store that will be implemented in January once the floors are cleaned/sealed. We also discussed some of the product such as pop and whether we need to carry it, or as much of it.

From a Capital Investment perspective, we discussed moving the employee break room from the front to the back and moving the office to the front. This would allow employees to have a true break/lunch and place the manager in view of staff and customers. Donner will work with Public Works Director Gerold to get estimates on the work needed. Administrator's Bi-Weekly Report October 26, 2021 Page 2

Upcoming Meeting/Event Reminders

- Manufacturing Month Events: o October 27 & 28 – Elmet Group/Glenn Metalcraft Tours; 9 am to 2 pm each day, open to the public
- October 30 – Pumpkin Chuckin' 1 to 4 pm, Mille Lacs County Fairgrounds; this is a fundraiser for Kinship Mentoring of Princeton, \$1.00 per person entry fee
- November 1 – Joint Meeting with the Airport Advisory Board to discuss the AWOS siting options and further discuss the CIP
- November 3 – Meeting with LMC and staff from adjacent cities; City Council Chambers 9 am to 10 am
- November 4 – Study Session; presentation/request from Fire Relief, discussion of a draft funding policy for Fire Relief, review of Fire and Police budgets
- November 9 – Regular Meeting; review of Public Works and Wastewater Enterprise Budgets
- November 23 – Regular Meeting; final review of budgets, review of fees

6. COMMITTEE REPORTS

Zimmer reported that the PUC had a lengthy discussion on ACH payments. They are going to be having a special meeting on November 10th to discuss their budget.

Hillesheim reported that she just received a \$2500 donation for Light up Princeton from Princeton Public Utilities.

ADJOURNMENT

There being no further business:

J GEROLD MOVED TO ADJOURN THE MEETING AT 9:39 PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor