

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
MARCH 24, 2022 7:00 P.M.**

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, Jeff Reynolds, and Jules Zimmer. Others present: Administrator Michele McPherson, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Police Chief Todd Frederick, Fire Chief Ron Lawrence, Liquor Store Manager Dylan Donner, Clerk Shawna Jenkins and Attorney Damien Toven.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

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

4. Consent Agenda

- 4.1. City Council Meeting Minutes from March 10, 2022
- 4.2. Approval to Obtain 2022 Sealcoat bids
- 4.3. Gambling permit for Chamber of Commerce Rum River Festival
- 4.4. Resolution 22-16, Authorizing Execution of MNDOT Agency Agreement (Airport)
- 4.5. Approve Princeton Speedway Intoxicating Liquor License
- 4.6. Approve Garbage Hauler License from Curbside Waste
- 4.7. Approve TNT Fireworks Retail Sale Request for Walmart Parking Lot - pending payment
- 4.8. Approve Payment and Sign Contract for Decades Band to Perform on June 10th, 2022
- 4.9. Approval to Hire Volunteer Firefighters
- 4.10. Authorize Execution of the Amendment to the Master Service Agreement with KLJ for Airport Engineering and Planning Services
- 4.11. Accept Resignation of Adam Cook from the Public Works Department and Fire Department
- 4.12. Accept Resignation of Paola Urza from Princeton Wine and Spirits
- 4.13. FYI - Information from Sherburne County Assessor
- 4.14. FYI - WWTP Certificate of Commendation from MPCA
- 4.15. Approval of Addie's Ice Cream at the Rum River Festival
- 4.16. Accept Resignation of seasonal Public Works GMI Bob Blackwelder effective 3-30-22
- 4.17. Approval to rehire Seasonal Public Works Fred Rittenour effective 4-16-22
- 4.18. Approval to open Princeton Compost Site 4-16-22

Hallin would like to remove 4.8 from the Consent agenda and put it under new business.

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

Public Utilities Commission Greg Hansen read his resignation letter. It will be put on the agenda for formal approval at the next regular meeting.

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. Old Business

6.1. Princeton Wine and Spirits Grant Request, Princeton VFW Post 806

Randy Hatch reported that they have secured a position in a very special traveling memorial for the July 4th community celebration in Princeton. "Remembering our Fallen" is a national traveling memorial similar to the Vietnam Wall that includes our nation's falling from Iraq/Afghanistan since 9-11-2001.

The Council agrees that this is a great cause. Walker added that this is a one-time event, and maybe the Council can look at the Liquor Store Fund in June or July and increase the donation to what they are requesting. If the Liquor Store sales are up, we could possibly approve more than the \$20,000 per year that is budgeted for.

Walker stated he really wants to support this event and is in favor of donating 2000.

Hatch reported that so far, he has received \$4000 in donations and \$1000 of in-kind work.

WALKER MOVED TO APPROVE A WINE AND SPIRITS GRANT REQUEST FOR \$2000 TO THE VFW FOR THE REMEMBER OUR FALLEN EVENT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED.

7. New Business

7.1. Princeton Wine and Spirits Grant Request, American Legion

Jack Edmonds spoke on behalf of the Legion Post 216. This is an annual request for the July 4th fireworks. The ag society lets them use the fairgrounds and holds an event as well. The Fireworks are what makes July 4th an event. The Legion at one time paid for all the fireworks themselves, but they are no longer able to do that. He is requesting a Wine and Spirits Grant request in the amount of \$5000. Hatch added that the Legion has always solicited for donations to the fireworks. A 20-minute display costs about \$12,000!

J Gerold asked what their thoughts are about going to the surrounding townships as well. Hatch responded that they do send letters out to all of them, but did not receive any response. Edmonds and Hallin both commented that Townships do not have any enterprise funds, so any donations have to come directly from their tax levy.

Walker asked if this could also fall under community promotion. Brooks responded that she definitely feels it would fall under community promotion. He would like to supplement a 2500 wine grant with a \$500 from community promotion. Zimmer agreed and would like to see them request a donation from the Townships as well.

McPherson said staff will look into the various funds for community promotion and report back to the Council.

WALKER MOVED TO APPROVE A \$2500 WINE AND SPIRITS GRANT REQUEST FOR FIREWORKS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. Special Event Permit request for Rum River Festival

Staff has reviewed this request and have approved of the plans and street closure for Rum River Festival.

J GEROLD MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR RUM RIVER FESTIVAL. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2.1. Resolution 22-17 - Request Closure of Rum River Drive

REYNOLDS MOVED TO APPROVE RESOLUTION 22-17 TO REQUEST THE COUNTY APPROVAL TO CLOSE RUM RIVER DRIVE AND FIRST STREET FOR RUM RIVER FESTIVAL. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Resolution 22-14 - Accept Kwik Trip Donation for Rum River Festival

HALLIN MOVED TO APPROVE RESOLUTION 22-14, ACCEPTING A DONATION FROM KWIK TRIP FOR THE RUM RIVER FESTIVAL. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.4. Resolution 22-15 - Accept Fairview donation for Canoe and Kayak Program

J GEROLD MOVED TO APPROVE RESOLUTION 22-14, ACCEPTING A DONATION FROM FAIRVIEW FOR THE CANOE AND KAYAK PROGRAM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. Approve Letter of Support Requested by Sherburne County; Funding Application for County Road 4/Highway 169 Improvements

REYNOLDS MOVED TO APPROVE THE LETTER OF SUPPORT REQUESTED BY SHERBURNE COUNTY. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.6. Authorize Submission of an FAA AIP Grant Application for Airport Beacon Replacement (Design and Construction)

McPherson advised that the City Council previously authorized a scope of work for preparation of bid documents for the replacement of the beacon at the airport. The project was bid, the bid opening is scheduled for 2pm March 24. The bid results will be provided in writing and verbally at the City Council meeting.

In order to be reimbursed for the work to date and going forward, an AIP grant application must be submitted to the FAA; the submission deadline is April 11, 2022. The Council is asked to authorize submission of a grant application with the lowest qualified bidder based on the bid opening and after qualifications are reviewed by KLJ.

The Beacon Replacement project is included in the 2022 CIP budget for the airport.

Recommendation:

Staff recommends that the City Council authorize submission of an FAA AIP Grant Application for the replacement of the airport beacon.

WALKER MOVED TO APPROVE THE FAA AIP GRANT APPLICATION FOR THE AIRPORT BEACON REPLACEMENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.7. Authorize Submission of an FAA AIP Grant Application for Targeted ALP Update

7.7.1. Authorize Execution of Scope of Work, Targeted ALP Update

McPherson reported that as part of the analysis for relocating the AWOS, it was determined that an update to the Airport Layout Plan (ALP) was needed. The 2022 CIP for the airport includes \$60,000 (reduced from \$120,000 per the FAA's request) for the planning activities. KLJ, with review from the FAA, has prepared the attached Scope of Work for the ALP update; the Scope is approximately 95 percent complete. The FAA has requested the following additional work:

1. Airport-wide cultural investigation and evaluation (this has a 20+ year shelf life), and
2. Expanded wetland delineation.

There are other minor additions, but the two items above increased the cost to \$98,000, well above the estimated amount. KLJ is working to further fine-tune the scope in order to reduce the cost. The project cost will ultimately be funded 95 percent by the FAA/MNDOT, but the City's portion would increase from \$3,000 to \$5,000.

The work needs to be completed in order for the AWOS to be relocated. As with the Beacon project, the grant deadline is April 11, so staff is requesting that the Scope of Work be authorized and also authorize submission of a grant application to pay for the project.

Recommendation:

Staff recommends that the City Council authorize execution of the Scope of Work and also authorize submission of a FAA AIP Grant Application for the Same

WALKER MOVED TO APPROVE THE FAA AIP GRANT APPLICATION FOR THE TARGETED ALP UPDATE AND THE EXECUTION OF THE SCOPE OF WORK. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.8. Authorize Hiring of Temporary Staffing for Audit Preparation

McPherson advised that the day-to-day duties performed by the Finance Director have been distributed between Accountant Hodge and me, with occasional assistance from Tech Services Manager Yost. Duties that were not distributed but need attention are those tasks associated with the annual audit. They include compiling various documents for scanning and uploading (tasks for the Finance Intern), journal entries and year-end reconciliation of payroll to the correct year. These tasks are beyond the skill set of existing staff and require dedicated time and attention.

I have contacted three firms that specialize in short-term placement of accounting staff. They are:

- Abdo Financial Solutions (recommended by our Auditors, BerganKDV)
- Robert Half Talent Solutions (reference from PUC General Manager Butcher)
- Salo (reference from former Finance Director Peters)

Abdo provided a full proposal while the other two provided general hourly rates, which include the companies' placement costs.

Cost Methodology/Available Funds

Determining the amount of time needed to prepare for the audit is difficult, as each temporary staff person would bring varying levels of skill to the tasks. Assuming a worst-case scenario, there are 320 hours available from April 4 to May 27 (assuming a week to engage someone and the audit start date of May 30). A higher-skilled staff person would likely not take that much time and we have a Finance Intern coming onboard that would help with scanning, copying, and uploading.

Further assuming that we will not have the Finance Director replaced by the date of the audit, there would be three months of salary not utilized; approximately \$25,137.

Each of the above firms provided either written estimates, or in the case of Abdo, a full proposal. To summarize the costs:

- Abdo: provided a range of \$25,000 to \$45,000
- Robert Half: provided an hourly range of \$80 - \$100 per hour for a Senior Accountant; assuming the full 320 hours, the cost would range from \$25,600 to \$32,000.
- Salo: provided an hourly range of \$100 - \$150 per hour; assuming the full 320 hours, the cost would range from \$32,000 to \$48,000.

With clear direction from a person familiar with the language, staff and the intern can perform some of the report pulling, scanning and uploading which should keep the cost on the low end of the range.

In my conversation with all three consultants, I feel most comfortable that Abdo has a better handle on the needs of a government audit. In addition, they did not emphasize the need to do the work remotely as the other two did. I feel that initially, we need on-site help to identify the various items, direct staff for assistance, and be close to the information. Once there is a good handle on the work to be done, we can set up remote access to the system. While the submitted a wide range, with some specific conversations I feel that we can keep the cost to the low end of Abdo's proposal.

Recommendation:

Staff recommends that the City Council authorize entering into an agreement with Abdo Financial Solutions to provide temporary audit preparation assistance.

J GEROLD MOVED TO ENTER INTO AN AGREEMENT WITH ABDO FINANCIAL SOLUTIONS TO PROVIDE TEMPORARY AUDIT PREPARATION ASSISTANCE. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.9. 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 \$324,969.33 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 84544 TO 84606 FOR A TOTAL OF \$296,003.77. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.10. City Administrator Bi-Weekly Report

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

Development

We received a Letter of Interest for a significant portion of the Princeton Business Park (20 acres). Staff is analyzing the offer amount as it is significantly less than the price per acre that has been set. Once staff the staff analysis is complete, we will move it forward to the EDA and Council for consideration.

Staff met with Sue and Steve Hage on March 21 to discuss their project that would redevelop the site at 302 Rum River Drive. The project would be three stories from street level with underground parking for a total of four levels. The project would be mixed-use with commercial at street level and two levels of residential (10 units). Attached are some form studies of the structure. There are multiple challenges to the project, namely a significant overhead power line and the floodplain. Variances may also be required. There were no red flags raised by staff, so the Hage's are going to do some further investigation and we will likely meet again.

Grants

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure. Congressman Stauber's Office confirmed the same message, that it is "under review".

Community Development Manager Brooks is working on a variety of grant applications. We were successful in receiving an AIS grant to assist in controlling the reeds at the WWTP.

Finances

I have prepared a spreadsheet of the City's investments which I will distribute at the Council meeting as I prefer not to have it included in the packet. Previously, we had investments in two offices of RBC Global Asset Management; I contacted Roseanne Kelly out of the Minneapolis Office (where the bulk of them were located) and authorized all of our investments be transferred to the Minneapolis Office where I can work with one broker. Ms. Kelly has been very helpful and I look forward to working with her going forward. Next on my list will be working with Northland Securities on understanding our debt and determining if some of it can be paid down without adversely impacting our liquid cash position.

Personnel

The Finance/HR Director position has been re-posted to the LMC website with an "open until filled" notation, has been posted to LinkedIn and the EDAM sites. On March 21, I completed a posting on Indeed; this will be a paid posting for two weeks which will cost roughly \$350. On the same day, I was able to invite two possible candidates to apply, and one was invited on March 22. Hopefully, someone will apply.

There were approximately 24 applicants for the General Maintenance II position created by the departure of Adam Cook. Public Works Director Gerold is reviewing/scoring them and interviews will be scheduled shortly

There has been significant interest in the three internship positions. Community Development Manager Brooks has been coordinating the review of the applicants and scheduling of interviews. The positions were advertised through Handshake which is used by institutes of higher learning nationwide.

I attended a virtual meeting of the Region 7E Human Resources professionals on March 17. I learned that Central MN Jobs and Training has funds for Incumbent Worker Training. This

is geared for employees that are looking to improve their skills to benefit themselves and the organization. Unfortunately, it does not pay for training to obtain or maintain required licensure.

The interviews for the Classification-Compensation Study are underway. At the end of the day March 24, 24 of the 35 interviews will be completed. The last interviews are scheduled for April 5 and then the market analysis will likely begin.

School District

The Superintendent has approached staff regarding improvements to the Varsity Girls' Softball facility at Mark Park. He has received concerns that there is a potential Title IX issue when compared to the improvements that have occurred at Solheim Field. Public Works Director Gerold presented the proposed list of improvements to the Park Board; they agreed to fund items that could be covered within the park maintenance budget. Staff met with the Superintendent on March 18 and we agreed to cooperatively work together to:

1. Move a set of bleachers that the school has to Mark Park,
2. Install protective fence toppers,
3. Repair the bottom of the fences where they are curling or don't quite meet the grade,
4. Investigate whether an outlet could be added to the scoreboard to provide power to the batting cages, and
5. Determine what repairs, if any, to the scoreboards are needed.

Additional improvements, such as longer dugouts and new scoreboards, were also requested, but further conversations with the school district, varsity softball and the youth associations need to be held.

Upcoming Meeting/Event Reminders

- April 7 – Joint meeting with the Airport Advisory Board; their regular monthly meeting will occur after the conclusion of the Joint meeting.
- April 13 – SMMPA Board Meeting 9am at the Historical Society; the Mayor is requested to greet the Board and welcome them to the City.
- April 27 – PUC Tour of Facilities. Tour will start at the offices at approximately 3 pm (or when the PUC concludes its business) and return to the Historical Society. A mini bus has been procured.

7.11. Approve Payment and Sign Contract for Decades Band to Perform on June 10th, 2022

Brooks stated that the City of Princeton plans on holding a concert at Riverside-Riebe Park during the Rum River Festival on June 10th, 2022 from 4:00 – 7:00 pm. This concert invites connection and engagement among community members. Decades Band is a family friendly band that has agreed to play on June 10th, specializing in music from the 1960s – early 2000s.

Phil Schoenecker, one of the artists in Decades Band, visited the City of Princeton on 3/18/2022 to explore Riverside Park. He is excited to perform in Princeton, and has performed at a number of other venues since 2016. Payment is requested at \$850. Staff already has dollars earmarked for entertainment through the Explore MN Grant in collaboration with the Princeton Area Chamber of Commerce to cover the full cost of the band.

Recommendation: Staff recommend the Council to vote in favor of approving payment of \$850 to Decades Band to perform on June 10th as grant dollars will help support this event. This would include signing the contract for Decades Band to perform.

Hallin had a question about the Explore Mn Grant and whether it is paying for the full amount. Brooks said the Chamber has the funds from the grant to pay for this band.

HALLIN MOVED TO APPROVE PAYMENT AND FOR THE CONTRACT TO BE SIGNED WITH DECADES BAND TO PERFORM ON JUNE 10TH, 2022 DURING THE RUM RIVER FESTIVAL. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8. Committee Reports

PUC Manager Butcher provided the City Council with an update of what was discussed at the meeting.

9. Adjournment

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:26 PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor

Clerk

Mayor