

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
May 12, 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 Jenny Gerold, Jules Zimmer and Jeff Reynolds. 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, Attorney Damien Toven and Public Utilities Manager Keith Butcher.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

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

4. Consent Agenda

- 4.1. City Council Meeting Minutes of April 28, 2022
- 4.2. City Council Study Session Meeting Minutes of May 5, 2022
- 4.3. Authorize Letter to Governor Walz Regarding Library Funding
- 4.4. Approve and Sign River Access Agreement
- 4.5. Approve Hiring of Public Works Seasonal Employee Angela Uhlich
- 4.6. Approval to Hire Liquor Store Employees
 - 4.6.1. Rodney Frank
 - 4.6.2. Alex Citrowski
- 4.7. Reject Bid for Sealcoat Services
- 4.8. Approve/Accept Quote for Sealcoat Services
- 4.9. Authorize Execution of Memorandum of Understanding (MOU) with M Health Fairview
- 4.10. Authorize Letter to Baldwin Township Regarding Indemnification Agreement
- 4.11. Approve and Sign Contract with PaddleBridge

J Gerold would like to move 4.1, 4.4 and 4.11 to new business for discussion.

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

5. Open Forum

6. Public Utilities Commission Appointment Interview

Jack Edmonds –

Walker asked what are some of the things he would like to see stay the same, and what would he like to see changed. Edmonds responded that customer service and competitive rates are always most important, along with having a good plan for the future.

Walker commented that Edmonds Application and questionnaire was very thorough.

J Gerold said she thinks it may be a good idea to maybe change the PUC meeting time. Having the meeting during the week at 1pm may eliminate a lot of qualified people from applying to be on the commission. Butcher said it is an important concern and is something that he can bring up to the

commission. He added that since the meetings are during the day, it is a big part of the reason why they began recording their meetings.

Zimmer stated that he has known Edmonds for a long time. Even if they don't agree on something, Edmonds is always easy to work with. Edmonds said he is coming in with an open mind and does not have a personal agenda.

J Gerold asked Edmonds how he felt about the PUC being increased to a 5-person Board. Edmonds responded that he knows it has come up and it is something he would be willing to discuss and look into it. Walker added that he thinks it is hard with just 3 people, as they cannot bounce an idea off another commission member due to open meeting laws.

7. Old Business

8. New Business

8.1. Resolution 22-23 - Approve Donation for Cemetery Flowers from Twice New Clothing

B Gerold asked if they were going to plant the flowers. Staff will find out.

J Gerold would like to see a running total of what a resident or business has donated listed in the resolution.

ZIMMER MOVED TO APPROVE RESOLUTION 22-23. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.2. Resolution 22-22 - Approve Donation of Health Insurance for Police K9 Bogey

Frederick reported that on 04/14/2022 the Princeton Police Department received a donation / grant from Vested Interest K9 to supply health Insurance for Princeton Police Department K9 Bogey. The company, Vested Interest K9 works with Trupanion to provide Health insurance for K9's all over the United States. This program is free to the city of Princeton as Vested Interest K9 provided Bogey's bullet proof vest earlier in the year, pays the cost of monthly insurance for Bogey to have full health insurance coverage. The approximate amount that Vested K9 and Trupanion pays is about \$40.00 a month for a total of \$480.00 a year. The Princeton Police Department is truly grateful for this donation.

Staff recommends that the Council to accept this donation from Vested Interest K9 and Trupanion for health insurance for K9 Bogey.

J GEROLD MOVED TO APPROVE RESOLUTION 22-22. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.3. Resolution 22-21 - Buddy Poppies

REYNOLDS MOVED TO APPROVE RESOLUTION 22-21. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.4. Special Event Permit for Rum River 5k

Frederick reported that staff has reviewed this permit and it that nothing has been changed from the race that was ran in the past. B Gerold will provide some cones for them to use.

J GEROLD MOVED TO APPROVE THE RUM RIVER 5K. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.5. Approve Contract Between Princeton Fire and Rescue Department and Princeton Speedway Inc

McPherson reported that Princeton Speedway Inc is required to have emergency response on site for each race. North Memorial Ambulance has provided this service in the past with Princeton Fire and Rescue staff also on site.

In recent years, getting a firm commitment from the ambulance service has been difficult; they are experiencing the same staffing issues as all other employers.

I approached the Speedway Promoter and Chief Lawrence to establish a service contract for the PFRD to provide the emergency services for a fee. The agreement, attached, has been reviewed by the City Attorney and signed by the Promoter.

My understanding is that the PFRD staff will be paid, and the time can be credited for training; the remaining revenue will be allocated to general department operations.

Recommendation:

Staff recommends that the City Council authorize execution of the agreement.

J GEROLD MOVED TO APPROVE THE CONTRACT BETWEEN PRINCETON FIRE AND RESCUE AND PRINCETON SPEEDWAY. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.6. Authorize Execution of Site Placement Contract for ATM at Liquor Store

McPherson advised that Sam Drews approached Liquor Store Manager Donner regarding placing an ATM at the Liquor Store. Mr. Drews provided the attached proposal and site location agreement.

Staff met with Mr. Drews on May 4 to review the logistics and get more data. We believe that this will be good for the city for a few reasons:

1. As connection will be a wireless system, if the internet goes down, customers will have a cash option to purchase product.
2. Estimated transactions are roughly 950 to 1,000 per year. While not a significant amount, the revenue generated (\$950 to \$1,000) can be directed to a program that does not have a revenue stream and is dependent on donations for funding. The Beautification fund comes to mind.
3. The provider is responsible for furnishing, supplying, servicing and repairing and insuring the machine. The city merely provides space and electricity, which should be minor.

Manager Donner has identified a space in the entryway to locate the machine so it will take up no retail floor space.

Recommendation:

Staff recommends that the City Council authorize execution of the Site Placement Contract with Simas Investment for an ATM at Princeton Wine and Spirits.

J Gerold is concerned about the proposed location of the ATM in the entryway between the door doors. Frederick agreed and would like to see it inside the store out of view. Staff will look into moving the AED, as they would be a good location.

REYNOLDS MOVED TO APPROVE THE EXECUTION OF SITE PLACEMENT CONTRACT FOR AN ATM AT THE LIQUOR STORE. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4.1 City Council Minutes of April 28, 2022

J Gerold stated that the minutes included in the agenda packet are from the April 14th meeting. Staff will put the April 28th meeting minutes on the next agenda for approval.

4.4 Approve and sign river access agreement

J Gerold said she had concerns about the access agreement. She questioned why it was not usable on Monday the 30th, which is Memorial Day, which should be a busy weekend. Brooks responded that it may be because School is still in session in May, but she can contact the school to see if that could be added as a day.

J GEROLD MOVED TO APPROVE THE AGREEMENT BUT WOULD LIKE TO ADD MEMORIAL DAY IF POSSIBLE. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

4.11 approve and sign agreement with PaddleBridge

J Gerold questioned the amount of the agreement due to it being open less days this year. She asked if the City breaks even on the program. McPherson said now, we do not break even, but luckily we do receive grants to assist in paying for the program.

Brooks added that there are fewer days this year , but they are timed to some of the other events happening in the City. Also, tubes have been purchased for use in addition to the canoes and kayaks. The current camp host will be running the program from the park, with management providing the training, handling reservations and checking the river.

Walker stated that while the city does not make money on the program, we are trying to focus on the benefits of the Rum River and to bring people to town.

ZIMMER MOVED TO APPROVE THE AGREEMENT WITH PADDLEBRIDGE. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.7. Bill List

HALLIN MOVED TO APPROVE THE BILL LIST WHICH INCLUDES THE MANUAL CHECKS AS LISTED ON THE MANUAL BILL LIST FOR A TOTAL OF \$104,597.15 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 84769 TO 84852 FOR A TOTAL OF \$373,594.46. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

8.8. City Administrator Bi-Weekly Report

McPherson reported on her observations and information to share from the last two weeks:

Development

I sent the counteroffer to the interested purchaser after the May 5 study session; we should hear back this week.

Community Development Manager Brooks and I met with the Smiths (Sunken Ship Brewery) and the LeBrunns (Power Sports) on the possible use of tax abatement for their respective developments. One of the tasks included scheduling a meet and greet between the LeBrunns and the owner of the property they are interested in purchasing near Walmart. That meeting is scheduled for next Friday. We have a meeting scheduled with Steve Hage next week regarding the potential to partner to develop the lots east of 21st Avenue. The city owns the bulk of the old hangar lots on that side of the street.

Work is progressing on the residential development north of the school. The developer is making adjustments to the sewer layout and will be providing information to staff so that we can start to analyze the tax abatement potential. No grading/drainage or infrastructure design has been completed at this time, so I expect a plat application later this summer/fall with a spring construction. Douglas-Kerr expects to have 21st Avenue complete by the end of the month. Curb and gutter are in place and the base was going in May 9 until the rains came. I expect that significant work will occur this week. Community Development Manager Brooks is working with WSB on some type of celebration/ribbon cut-ting/drive-through at a future date.

Finance

Audit preparation is going well. Abdo will be addressing most of the tasks on BergankDVK's list. Representatives from Abdo will be on site May 11 to review various documents.

Anna Suiter, Finance Intern started on May 9. She is currently working on reworking the budget workbook and will be assisting in preparing the reimbursement requests for the airport projects. A third project will be sending out the final notices for past due fire calls before we go to assessing the costs.

Grants

We are still waiting on the results from our grant application to the Federal EDA for the Business Park infrastructure. I sent another inquiry on May 10 to Mr. Fleener to see if there was any update or possibly a schedule.

Legislation

We are nearing the end of the legislative session. Work is occurring on all of the various omnibus bills. The revised LGA formula and an additional \$34 million is still in play.

Front-line worker pay for COVID was approved. Information has been shared with those departments whose employees likely qualify. Once the application has been developed by the State and the application period officially opened, the city will have notification responsibilities.

Personnel

Paige Johansen, Community Development Marketing Intern also started May 9. Hayley Payment, Community Development Splash Park Intern starts May 23. All of the interns will be present at the May 26 City Council meeting to introduce themselves.

Miscellaneous

I attended the Princeton Chamber of Commerce's Lunch and Learn on May 3 and presented the "State of the City" address. Attached is my presentation for the Council's information.

Upcoming Meeting/Event Reminders

- Council Study Session - June 2, at this time I do not have a topic for discussion
- CGMC Summer Conference – July 27 to 29, Red Wing
- CGMC Fall Conference – November 17-18, Alexandria

9. Committee Reports

10. Adjournment

ZIMMER MOVED TO ADJOURN THE MEETING AT 8:05PM. J GEROLD SECONDED THE MOTION.
THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker
Mayor