

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
OCTOBER 27, 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, Jules Zimmer and Jeff Reynolds. Others present: Administrator Michele McPherson, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Technology Services Manager Ed Yost, Fire Chief Ron Lawrence, Liquor Store Manager Dylan Donner, and City Attorney Damien Toven. Absent was Public Utilities Commission General Manager Keith Butcher.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

J GEROLD MOVED TO APPROVE THE AGENDA AS PRSENTED. HALLIN SECONDED THE MOTION. THE MOTION CARREID UNANIMOUSLY

**4. Consent Agenda**

- 4.1. City Council Meeting Minutes from October 13th, 2022
- 4.2. Princeton Lion's Gambling Permit for December 5, 2022, Raffle
- 4.3. Public Utility Commission Meeting Agenda packet for 10-26-22
- 4.4. Authorize Removal of 1st Street Car Charger
- 4.5. Resolution 22-64 Authorizing Closing Paws Up 4 U
- 4.6. Miscellaneous Correspondence
  - 4.6.1 M Health Fairview Scrubby Bear Tournament
  - 4.6.2 Princeton Pantry
  - 4.6.3 Relay for Life
  - 4.6.4 League of MN Cities Election FAQ's

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

**5. Presentation of Life Saving Award to Officer Nicole Josephes**

Frederick stated that the Princeton Police Department is pleased to announce that Officer Nicole Josephes of the department was awarded a Lifesaving Award for her extraordinary efforts on August 4th, 2022.

Officer Josephes received a call of a young child choking at a residence in the City of Princeton; she responded to the residence with lights and sirens.

Upon arrival to the residence, Officer Josephes was led to a bedroom where she observed a child hunched over and gasping for air. Officer Josephes reported that the child's lips were blue, and her face was gray in color. Officer Josephes immediately performed the Heimlich maneuver multiple times and dislodged an item from the child's throat.

The patient was treated by North Ambulance. Officer Josephes is to be commended for her lifesaving efforts.

**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. Ordinance 825 - License & Regulation of Cannabinoid Products - FINAL READING

McPherson reported that there have not been any changes since the first reading at the October 13<sup>th</sup> meeting. Frederick advised that he has spoken briefly about the ordinance with Prince Tobacco, who is currently selling these products and they had no objections to the ordinance.

HALLIN MOVED TO APPROVE ORDINANCE 825 WHICH REGULATES THE SALE OF CANNABINOID PRODUCTS. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## **8. New Business**

### **8.1. Resolution 22-60 - Accept donation from Twice New Clothing for Light Up Princeton**

HALLIN MOVED TO APPROVE RESOLUTION 22-60 ACCEPTING A DONATION FROM TWICE NEW CLOTHING FOR LIGHT UP PRINCETON. ZIMMER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **8.2. Resolution 22-62 - Accept donation from Twice New Clothing for Fire Department**

J GEROLD MOVED TO APPROVE RESOLUTION 22-62 ACCEPTING A DONATION FROM TWICE NEW CLOTHING FOR THE FIRE DEPARTMENT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **8.3. Resolution 22-61 Certifying Unpaid Fire Calls to County Auditors**

McPherson said staff has spent a lot of time researching these unpaid fire calls to determine if the person responsible owned property that could be assessed for the past due bills.

Staff will begin keeping track of these unpaid calls and assessing properties yearly.

HALLIN MOVED TO APPROVE RESOLUTION 22-62 CERTIFYING UNPAID FIRE CALLS TO COUNTY AUDITORS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **8.4. Resolution 22-63 Authorizing the Write-off of Uncollectible Unpaid Fire Calls**

McPherson advised that as expected, there were many of these unpaid fire call bills that are unable to be assessed to properties. The Council requested staff do some more research to try and recoup some of these past due amounts.

HALLIN MOVED TO TABLE RESOLUTION 22-63 UNTIL AFTER THE FIRST OF THE YEAR. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### **8.5. Bill List**

J Gerold asked about the fee for a TV Mount for the Civic Center. She said the city did not purchase any TV's for the Civic Center and wondered why a TV mount was being purchased.

Marquardt responded that the American Legion purchased the TV. We now have Wi-Fi available at the Civic Center for people to use when they rent the facility. The TV mount purchased will allow the TV to be moved off the wall for easier viewing.

J Gerold questioned the large freight charges for the Liquor Store. She asked if shipments could be combined to save shipping costs. Donner responded that the shipping is a flat rate per case, so the shipping costs would be the same.

ZIMMER MOVED TO APPROVE THE OCTOBER 18 AND 27, 2022 CHECK REGISTERS CONTAINING CHECKS 85585 TO 85656 IN THE AMOUNT OF \$631,726.12, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 21 TRANSMITTAL REGISTER IN THE AMOUNT OF \$80,210.92 AND PAY PERIOD 21 REPLACEMENT CHECKS 63718 AND 63719 IN THE AMOUNT OF \$1,245.88. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

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

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

### **Age-Friendly**

The Surrey Bike has been ordered and delivered. The Age-Friendly Committee is working on finding a winter storage location and will be working on all of the various details required for folks to rent the bike.

### **Airport**

Public Works Director Gerold and McPherson met with DNR staff on October 20<sup>th</sup> to discuss a possible relocation site once the FAA vacates the Flight Service Station. Staff believes that the post-frame structure on site will suffice for needed office space and it can be relocated to a site near the AD Building. In addition, the DNR is hoping to replace their existing trailer with something larger and also relocate it in the same vicinity.

### **Boards and Commissions**

Staff has started to advertise for applicants to the various boards and commissions. In addition to the typical term expirations, we have vacancies on the following boards:

- Economic Development Authority
- Fire Advisory Board (Bogus Brook)
- Park and Recreation Advisory Board
- Housing and Redevelopment Authority

It may be helpful for the Council to personally invite residents to serve on a board or commission. Appointments will be scheduled for after the first of the new year.

### **Development**

Site plan review is progressing on Glen Metalcraft. A draft purchase agreement for the sale of the old hangar lots has been drafted and is under review by the various parties. The purchaser's attorney is working up the Developer's Agreement, but that has not yet been distributed for review. Fountain Place, a 21-lot plat has been reviewed by the Planning Commission and should be received by the City Council in either November or December.

Staff met with the School District on October 18 to discuss the redesign of the High School parking lot. The plan is to reconfigure the traffic flow to better separate the drop-off function from general student parking. Suggestions were also made to limit traffic flow on 7th Avenue to a right-in only into the parking lot. Revisions to the concept plan are being made; the intent is to do the construction after the end of the school year.

The closing on the K-Bob Café occurred last week and the loan payoff made. The city was overpaid, so there is a check on the bill list to return the overpayment to the title company. As far as staff understands, the closing on the Paws Up 4 You is still slated for October 31; a specific time has yet to be determined.

## **Finance**

Staff continues to use the various components of the new software. Department Heads are currently using the MiPay module for time entry and approval (this pay period is for practice). Some staff have been exposed to MiViewPoint which will allow for the electronic approval of invoices and on-demand review of budget status by Department Heads. McPherson stated she entered and approved multiple invoices and have found the system to be easy to use. She said she thinks that the on-demand access to budget information for Department Heads will be a very helpful tool for them.

Staff has received our health insurance renewal; premiums increased 13%. Premiums are an opener for the Union contracts and there is a meeting scheduled with them to discuss the City's contribution will be for 2023.

The benefits presentations for staff have been scheduled for November 7 from 10 am to noon. This will be the start of the open enrollment process as well. As we are required to transition of HSA administration from Further to WEX, documentation for open enrollment will be due back on November 16 so that selections can be uploaded by December 2 to ensure that debit cards are issued by the start of the new year.

## **Grants**

Still no news on the Small Cities grant. The Federal Housing and Urban Development department needs to approve the State's 2022-2026 HUD Consolidated Plan. As soon as the plan is approved, awards will be made, and applicants notified by email.

## **November Study Session**

The Mayor will be out of town for the November 3 Study Session and McPherson has no pressing topics for discussion. Unless the rest of the Council has items, they would like to discuss, staff recommends that the November 3 meeting be cancelled.

## **Upcoming Meeting/Event Reminders**

- October 29 – Kinship Mentoring of Princeton's Pumpkin Chuckin', Mille Lacs County Fairgrounds
- CGMC Fall Conference – November 17 to 18, Alexandria, registration is now open; Councilor Hallin is attending

HALLIN MOVED TO CANCEL THE NOVEMBER 3<sup>RD</sup> STUDY SESSION. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **9. Committee Reports**

J Gerold reported that Manufacturing Month is wrapping up. Three businesses provided tours of their facilities.

Octoberfest went well, and the Chamber is currently signing volunteers up for Light up Princeton.

Zimmer reported on the Park Board Meeting. RW Builders wanted to give land to the city instead of Park Dedication fees. The Park Board discussed it and would rather have the fees instead of the land.

The Park Board also discussed camping and allowing campers to only stay 10 days. They can leave for three days, and then stay for 10 more days.

The Park Board also discussed that with the Park Board being short members, if it can be changed to a 5-person board. They will be discussing this further and will report back to the Council.

McPherson advised that Princeton Public Utility will be issuing a bid package for Phase 1 of their project. They are looking at their fee schedule and budget for next year as well.

**10. Adjournment**

HALLIN MOVED TO ADJOURN THE MEETING AT 7:40PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

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Shawna Jenkins Tadych  
City Clerk

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Thom Walker  
Mayor