

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
DECEMBER 14, 2023, 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. Councilors present were Vicki Hallin, Jenny Gerold, Jack Edmonds and Jeff Reynolds. Others present: City Administrator Michele McPherson, Community Developer Planner Stacy Marquardt, Clerk Shawna Jenkins, Police Chief Todd Frederick, Public Works Director Bob Gerold, Wastewater Plant Manager Chris Klinghagen, Fire Chief Ron Lawrence, Technology Services Manager Ed Yost, Attorney Damien Toven, Liquor Store Manager Dylan Donner and Public Utility Manager Keith Butcher.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

HALLIN MOVED TO APPROVE THE AGENDA AS PRESENTED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**4. Consent Agenda**

**4.1. Approval of City Council Minutes**

**4.1.1. Regular Meeting of November 21, 2023**

**4.1.2. Study Session Meeting of December 7, 2023**

**4.2. Knights of Columbus Gambling Permit for February 11th Raffle and Bingo**

**4.3. Snowmobile Landowner Permit with Mystic Riders Club**

Trail will follow shoulder of road in the new Business Park to connect the two existing trails.

**4.4. Planning Commission Meeting Minutes of November 20, 2023**

**4.5. Spire Credit Union Site Plan - Informational**

**4.6. Authorize Execution of Monitoring Agreement, Johnson Controls for Public Safety Building**

**4.7. Resolution 23-93 Calling for a Public Hearing for MN Improvement Fund Grant for North Woods Finishing LLC**

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

**5. Presentations**

**5.1. Truth In Taxation**

McPherson presented the proposed 2024 Budget and Tax Levy. When the Preliminary levy was set, staff did not know the health insurance premiums or what the cost-of-living increases were going to be. McPherson is continuing to work on the budget and at this point she is estimating approximately a 5-6% Levy increase, a decrease from the 16.33% set in September.

**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 843 - Amending Parking Restrictions - FINAL READING**

Toven reported that this is the final reading and there were no changes since the first reading.

EDMONDS MOVED TO APPROVE ORDINANCE 843 AMENDING PARKING RESTRICTIONS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8. New Business**

### 8.1. Accept Bids for Farming Lease of Bogus Brook Property

Jenkins advised that the City owns 80 acres in Bogus Brook Township for the purpose of sludge application.

PID 01-027-0301 includes 68 acres of tillable land which the City has leased out for many years. The current lease ends in 2023, so notice was given that we would be accepting bids to farm this land. The standard contract is for 3 growing seasons. Bill Brooks has leased the land from the City in the past so a letter was sent to him, and staff followed up with a phone call. Mr. Brooks decided not to submit a bid.

After advertising for bids, we received the following:

<b><u>Bidder</u></b>	<b><u>Price per acre</u></b>
Logan Roadstrom	<b>\$150</b> via email
Jake Carlson	<b>\$120</b> via email
Ken Bekius / B&G	<b>\$146</b> via email
Josh Lee	<b>\$160</b> via phone call
Tim Braun	<b>\$150</b> via email with letter
Jacob Keifenheim	<b>\$195</b> via email
Tim Looney	<b>\$160</b> via email

With Tim Braun's email, he submitted the following letter:

*I would like to express my interest in leasing the farmland the city has available in Bogus Brook township. Adding this additional 68 acres will help our farm achieve some growth goals that we currently have.*

*Our farm is a small family operation that specializes in corn and soybean production as well as beef and poultry production that we market to the local community through our retail store in Pease called Braun's Market. Our operation consists of Renae and Tim as principal operators and our two boys Henrik (2.5 years) and Lukas (9 months) will be the 4th generation of Braun's to farm in the Princeton area.*

*We have changed our farming practices significantly from the area standard recently. Our operation is focusing on increasing the health of the soils we farm. We are doing this by reducing tillage and banding nutrients right where the crops will be grown. We also plant cover crops to help increase soil porosity, infiltration and biodiversity. These changes have qualified us to become a Minnesota Agriculture Water Quality Certified Farm. We are very proud to have achieved this and will implement these practices on any leased land.*

*The land the city has up for lease has a ditch running through it. By utilizing our strip tillage practices, leaving residue cover and growing cover crops, we will significantly reduce the risk of any soil erosion reaching this ditch. With our banded nutrient strategy, nitrates or phosphates will not be broadcast or blown/washed into the ditch. Nitrates or phosphates reaching the ditch would negatively impact water quality on the Rum River, which affects our entire community. I am hopeful that the other farms bidding on this land also have outlined their strategy for risk mitigation on the watershed.*

*As a career agronomist we also utilize an Integrated Pest Management strategy to manage weeds, diseases and insects. Our weed and insect control plan relies heavily on scouting the existing problems in the field and coming up with a detailed plan, rather than blanket*

*applications of pesticides to all of our acres. Most farms allow the people selling the pesticides make these plans rather do it in house. Local expertise is a very important factor here. We use the same strategy for soil fertility. Soil samples guide our fertility plan based on each 2.5 acres of the field rather than blanket applications of fertilizer, whether it is needed or not.*

*We would be willing to offer \$150 per acre or \$10,200 per year for the offered 3-year lease on this property. We would also be willing to present to the city council or other civic groups what we are doing on our farm as a way to help provide outreach and education to our community. It is very important to us that people know where and how their food is produced to help them make the best food choices they can for their families. We look forward to partnering with the City or Princeton to help grow our farm operation*

B Gerold stated that he had seen a question on the bid post asking why the city doesn't sell this property. The City's Wastewater Plant may need to remove sludge and this land is where it would be spread.

J Gerold likes that the Braun family are farming responsibly and have a plan for sustaining the land keeping any nitrates or phosphates from reaching the ditch, which would keep it out of the river.

EDMONDS MOVED TO AWARD THE BID TO TIM BRAUN AT \$150 PER ACRE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **8.2. Accept Bids for Airport Beacon Steel Tower**

The City recently sold the old Airport Beacon on an auction site. The high bidder was only interested in the beacon portion and left the 50 foot pole. Staff recently put notices on the Facebook page that we were accepting bids for the steel pole.

After advertising for bids, we received the following:

<u>Bidder</u>	<u>Price</u>
Alex Brindamour	\$150
Jeff Anderson	\$60

B Gerold recommends the Council reject the bid and the City will sell it for scrap.

EDMONDS MOVED TO REJECT THE TWO BIDS AND THE CITY WILL SELL THE POLE FOR SCRAP. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## **8.3. Public Hearing - Alley Vacation**

Marquardt advised that now that this parking lot was sold, staff recommends vacating this alley.

J GEROLD MOVED TO OPEN THE PUBLIC HEARING AT 7:35PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS MOVED TO CLOSE THE PUBLIC HEARING AT 7:35PM WITH NO COMMENTS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

### **8.3.1. Ordinance 842 - Vacating an Alley in Block 3, Lots 3 & 4 in Damon's Addition - FIRST READING**

J GEROLD MOVED TO INTRODUCE ORDINANCE 842. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.4. Ordinance 844 - Approve 2024 Fee Schedule - FIRST READING**

McPherson advised that there have been no changes since this was first discussed at the Study Session.

HALLIN MOVED TO INTRODUCE ORDINANCE 844. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.5. Approve Scope and Fee for Final Design, CSAH 4/7th Avenue Reconstruction Project**

Engineer Edison provided WSB's scope for the County Road 4 / 7<sup>th</sup> Ave Reconstruction project. The scope of services for this project is based on discussions with City staff.

#### **PROJECT UNDERSTANDING**

The reconstruction of 7th Avenue N/County Road 4 in Princeton has been identified as a priority project for both the City and Mille Lacs County. The project limits extend from Rum River Drive north to 12th Street. A cooperative agreement has previously been signed by both Mille Lacs County and the City of Princeton which have determined the funding breakdown between the two agencies.

Existing utilities along 7th Avenue include sanitary sewer and watermain. All utilities are nearing the end of their life cycles and are in need of replacement. The sanitary sewer is currently undersized to service full development to the north. Since the utilities need to be replaced, the City has been delaying the County from completing any improvements to 7th Avenue with the intent that the pavement would be replaced when the utilities were reconstructed.

#### **PROPOSED SERVICES**

##### **Survey and Base Mapping (\$5,640)**

- Survey was previously completed in 2022; however additional survey will be needed where additional improvements were identified as needed in the feasibility study.
- Survey shall include all surface features within the right of way, elevations at high and low points, and other areas sufficient to generate cross sections and profiles.
- Contact the private utility companies and request updated mapping information and marking of all utilities.
- Update base map with completed with line work for all streets and utilities.

##### **Right Of Way Services (\$20,941)**

WSB will provide acquisition services for the properties impacted by the project in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies act of 1790, as amended, and other applicable state and federal laws and rules. The scope of services for this task will include:

- Project Management
  - Faye Gillespie will be WSB's project manager for the right of way tasks needed. She will coordinate all work tasks, establish and monitor budgets, and participate in weekly conference call meetings. Faye will be the point of contact for all correspondence with the city. Status updates on the acquisition will be submitted monthly.

- Title Work – to be provided by the City
  - The City of Princeton will obtain an O & E title report on the parcel to verify the correct ownership information. Title work will be obtained on the two parcels needed for easement acquisitions (PID 24-028-1300 and PID 24-040-3550) and on a parcel owned by MnDOT (PID 24-040-1840).
- Valuation Services:
  - WSB will contract with Valbridge Property Advisors to complete two Appraisal reports.
- Survey
  - WSB will prepare the legal descriptions, parcel exhibits and stake easement areas.
- Acquisition Services
  - Early Notification Letter will be sent to the owners to introduce our staff and inform them of the upcoming project. We will include a contact information form so they can respond with the best contact numbers and times they are available to meet. The required Guidebook for Property Owners will also be included.
  - Field Title Report will include an on-site visit with the owners, if they are available to meet verifying ownership and the improvements impacted by the project. Property owner issues, concerns or questions will be shared with the City and addressed. Tax information will be obtained from the County assessor's office.
  - Offer letter and supporting documents will be presented to the owners by Certified Mail so they have adequate time to review the information. The offer and any impacts will be explained to the owners.
  - Negotiations will be conducted in good faith with the property owners to reach an agreement fair to the owner and the City.
  - Counteroffers from the owner(s) will be shared with City staff and upon approval an administrative settlement will be prepared and executed by the City.
- Assumptions:
  - Two parcels will need permanent easements and possibly temporary easements.
  - Title work will be obtained on three parcels (PID 24-028-1300, PID 24-040-3550 and PID 24-040-1840).
  - Acquisition will continue until the title and possession date. Any services requested beyond that date would be billed at our standard hourly rates.
  - City will provide the following:
    - Timely review and approval documents
    - City attorney will provide conveyance document templates and approve all conveyance documents.

### **Final Design (\$281,503)**

WSB will design and prepare plans and specifications consistent with State Aid and City Specifications, Details, and Engineering Guidelines. At least two review comment periods are anticipated with City Staff and Public Utilities Commission. WSB will prepare the project design including, but not limited to:

- Plans and Specifications including the following:
  - Roundabout design
    - WSB will develop a staff approved geometric layout, in MnDOT style. This layout will be used to aid in the approval by Mille Lacs County and the city of Princeton. The layouts will include geometrics, traffic turning movement counts, profiles topography, utilities, profiles, right-of-way, typical sections and roundabout performance checks.
    - WSB will generate construction limits based on the typical sections and the design alternatives, the construction limits will aid in determining costs, impacts to utilities, and right-of-way.

- o Street design
  - Hybrid design includes rural section on west side of roadway and curb and gutter and sidewalk on east side.
  - WSB will facilitate a utility information and design meeting with the private utilities. At the meeting, the utilities will be asked to ensure the locations of the existing utilities, whether they have their own easement for their utility, and the timing and complexity of possible relocations of their facilities. The design meetings will identify conflicts, determine a schedule for relocations and document ordinance requirements for relocations.
  - Develop typical sections, alignments, profiles and construction limits.
- o Storm sewer design
  - Includes storm design to meet State Aid spread criteria, including the production and submission of a State Aid Hydraulic Report
  - Natural Resources permitting for new outlet to the Rum River
    - o Includes wetland delineation.
- o Sanitary sewer and watermain design
- o Sidewalk design
- o Cost estimate
- o Review 60% and 90% plans with City staff and Public Utilities Commission and address comments
- o Review plans with MnDOT State Aid staff and address any comments received by State Aid staff.
- o Permit applications will be prepared and submitted to the permitting agencies. This task includes time for follow up with the agencies to obtain the permits. It is assumed the following permits will be needed for the project:
  - NPDES Stormwater Permit (MPCA)
  - Mille Lacs County Right of Way Permit
  - Minnesota Department of Health Watermain Extension Permit
  - MPCA Sewer Extension Permit
  - Department of Natural Resources
  - Army Corps of Engineers
  - Wetland Conservation Act
- o Finalize bidding documents, including engineer's cost estimate. City Council to authorize bidding.

#### **Lift Station Final Design (\$39,578)**

- Plans and Specifications including the following:
  - o Geotechnical Soil borings
  - o Lift Station Site Plan
  - o Forcemain Design
  - o Process Sectional Plan
  - o Process Section and Details
  - o Electrical Plan
  - o Electrical One-Line Diagram
  - o Electrical Details
  - o Technical specifications
  - o \*Depending on coordination, the lift station design may be considered as a separate bid package
  - o \*\* Easements may be required for construction. Obtaining easements is not included in this scope and if needed, will be brought back to the City Council for approval as additional scope.

**Bidding (\$5,412)**

WSB will complete all necessary work to bid the project electronically, including:

- Prepare and upload bidding documents to QuestCDN.
- Respond to bidder's questions, issue any addenda and attend the bid opening.
- Prepare a bid tabulation and letter of recommendation for award of the project.

**ENGINEERING SERVICES FEE**

WSB is proposing to complete the work on a cost-reimbursable basis in accordance with their current fee schedule of \$353,074. They are available to begin work immediately upon authorization.

J GEROLD MOVED TO APPROVE THE SCOPE AND FEE FOR FINAL DESIGN FOR THE CSAH 4 / 7<sup>TH</sup> AVE RECONSTRUCTION PROJECT. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**8.6. Resolution 23-91 - Approving a Lot Split at 706 7th Ave South**

Marquardt reported that Michael Ziegler Sr., applicant applied for a Lot Split at the property site of 706 7<sup>th</sup> Avenue South. The property is in the R-3, Multiple Family Residential District. The property is a vacant lot and the applicant has a proposed buyer that would like to build a single-family home, but not on the full lot. The applicant did have a survey prepared in 2003 with a lot split, but did not follow through with it because he had an interested party that wanted to build an apartment building on the site.

The Planning Commission on November 20<sup>th</sup>, 2023 held a public hearing for a Variance for this lot, prior to the Lot Split review for the minimum lot width being reduced from 80' feet for Parcel A of 73' feet and Parcel B to 70' feet. The Variance was approved with the condition of the Lot Split approval. There were no concerns from those that received the public hearing notice for either the Variance or Lot Split applications. The R-3, Multiple Family Residential District does state the same requirements are applicable to use as the R-2 District. In the R-2 District the minimum lot width is 66' feet.

The applicant has a purchase agreement contingent that the lot will be split. The buyer would like to have a single-family home built on Parcel A and would meet the required R-3 Zoning Ordinance setbacks. Parcel B will have to meet the setbacks at the time of building and that would be a the condition of the Lot Split.

The survey shows that the property pin in the front is located in 7th Avenue South. This creates the lot without the required street frontage. To eliminate any issues the property owner will Deed to the City of Princeton for right-of-way, drainage, and utility purposes a Quit Claim Deed and the City Council will review that at their December 14<sup>th</sup>, 2023 meeting. If approved the document will be recorded along with the Variance Resolution, and Lot Split Resolution at Mille Lacs County.

The access to the lots will be from 7<sup>th</sup> Avenue South.

The site has two water line connections. There was a residential home on the site that had been torn down years ago which explains the southern line. The parcel is large so that could be the reasoning for the second line. Sewer connection would be from 7<sup>th</sup> Avenue South.

There is no electrical service to this site and the applicant will need to bring it to the lots. The applicant will have to contact Princeton Public Utilities for the separate electric connections and utility meters.

702 7<sup>th</sup> Avenue South - Parcel B (northern parcel) 706 7<sup>th</sup> Avenue South - Parcel A (southern parcel)

The proposed Lot Split will meet all standards of the Zoning Ordinance with the Variance for the lot width minimum. The Planning Commission recommends approval of Resolution #23-91 for the Lot Split at 706 7<sup>th</sup> Avenue South, PID #24-033-0680, and forward to the City Council for final approval subject to the following conditions:

1. The Variance Resolution #23-12 application for the reductions of the minimum lot width be approved.
2. The R-3, Multiple Family Residential Zoning Ordinance requirements be followed.
3. The applicant will need to contact Princeton Public Utilities and Public Works for individual connection for each lot for sewer and water hookup from 7<sup>th</sup> Avenue South.
4. The applicant will obtain a Digging Permit from the City prior to digging in the street.
5. Separate building permits and SAC/WAC permits must be applied for and approved prior to construction of the single-family homes.
6. When the work on the site begins, the work shall be carried on with minimum of interference with traffic.
7. All front yards and side yards to the rear of the dwelling and garage of a new single-family dwelling be sodded over a minimum of four (4) inches of topsoil. The back yard needs to be sod or seed. The sodding and seeding must be completed prior to issuing a Certificate of Occupancy. If unadvisable, a temporary Certificate of Occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup> of the following year.
8. Each single-family home will have a two-car garage with two off-street parking driveway spaces with hard surfaced material (asphalt or cement). The driveway be completed prior to issuing a Certificate of Occupancy. If unadvisable, a temporary Certificate of Occupancy may be issued subject to an escrow deposit to assure compliance by no later than July 1<sup>st</sup> of the following year.
9. The Quit Claim Deed be approved by the City Council for the 37.13 feet of 7<sup>th</sup> Avenue South street frontage that will be Deeded to the City of Princeton.
10. Where the water curb stop is in a paved area (usually driveway) there needs to be a mini-manhole.
11. The applicant shall replace in-kind or better all streets disturbed by this operation.
12. The applicant will contact Princeton Public Utilities to bring electrical service to the sites. construction of the single-family homes.

HALLIN MOVED TO APPROVE RESOLUTION 23-91 APPROVING A LOT SPLIT AT 706 7<sup>TH</sup> AVE SOUTH WITH THE CONDITIONS AS STATED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.7. Resolution 23-92 - Authorizing Approval of the Preliminary and Final Plat for Tiger Blvd Addition**

Marquardt advised that Spire Credit Union submitted a Preliminary & Final Plat application for Tiger Blvd. Addition. The site is located in the B-2, Neighborhood Business District. The site is located at 905 Rum River Drive South where currently Frontier Steak House resides until the closing of the property. The plat will combine PIO #24-033-0760 and #24-033-0770 and property line adjustment of PIO #24- 033-0750.

The Planning Commission held a public hearing for the Preliminary Plat on October 16<sup>th</sup>, 2023 and there were no comments from those that received the public hearing notice. The Planning Commission approved the Final Plat at their November 20<sup>th</sup>, 2023 meeting.



Based on the analysis, the Preliminary and Final Plat appears to meet the Zoning and Subdivision Ordinance standards; therefore, the Planning Commission recommends approval to the City Council for the #23-92 Ordinance of the Preliminary and Final Plat of Tiger Blvd. Addition, subject to the following conditions:

1. Applicant shall address the City Engineer's comments.
2. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electrical, sewer, and utility meters.
3. The work shall be carried on with minimum of interference with traffic. Suitable and adequate guards, warnings, barricades, lights, etc. shall be provided. Access to private property shall be maintained.
4. Prior to any work on the site, a Performance Bond/Letter of Credit will be provided to the City of Princeton and the amount should cover external improvements.
5. A demo permit and MPCA form completed and approved for the removal of the current building prior to any ground work on the site.
6. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permit, possible Water Access Charge (WAC), Sewer Access Charge (SAC), and Digging Permit.
7. The contractor shall replace in-kind or better all streets, driveways, curbs, and sidewalks disturbed by the operations.

J GEROLD MOVED TO APPROVE RESOLUTION 23-92 APPROVING THE PRELIMINARY AND FINAL PLAT FOR TIGER BLVD ADDITION WITH THE CONDITIONS AS STATED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

#### **8.8. Resolution 23-94 - Accept Donation from Princeton Auto to Police Department**

Frederick reported that on December 11<sup>th</sup>, the Princeton Police Department received a donation in the amount of \$500.00 from the Princeton Chevrolet Dealership and the Chevrolet First Responder Test Drive Program. Princeton Auto has generously assisted with helping the Princeton Police Department participate with this program. This \$500.00 donation has now brought the total to \$1500.00 that has been donated through Princeton Auto and the First Responder Program.

EDMONDS APPROVED RESOLUTION 23-94 ACCEPTING A DONATION FROM THE PRINCETON CHEVROLET AND CHEVROLET FIRST RESPONDER TEST DRIVE PROGRAM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

#### **8.9. Approve 2024 Licenses**

Jenkins advised that the following businesses have submitted their 2024 license applications. There are a few at the time of this meeting that staff is still waiting for information from. Staff requested a motion to approve the following licenses, pending all paperwork and fees are received, and background checks are approved.

#### **ON SALE INTOXICATING LIQUOR + SUNDAY LIQUOR**

Pizza Pub

Clyde's Wood Fired Grill

Neighbors on the Rum

Pizza Barn

Chappala's

Adelita's

Princeton Golf Course

**ON SALE INTOXICATING LIQUOR**

Merlin's / Fable Catering – Waiting for Insurance certificate.

**OFF SALE LIQUOR**

Princeton Wine and Spirits

**CLUB ON SALE LIQUOR**

VFW Post No. 806

**OFF SALE NON-INTOXICATING MALT LIQUOR**

Walmart

Kwik Trip

Coborn's

Speedway #4525 – sent 2<sup>nd</sup> and 3<sup>rd</sup> notice letters.

**Brew Pub, Brew Pub Sunday, and Brew Pub Off Sale**

Sunken Ship Brewing Company, LLC

**TOBACCO**

Casey's General Store - North

Casey's General Store - South

Princeton Gas, Inc

Princeton One Stop

Coborn's

Walmart

Kwik Trip

Princeton Wine and Spirits

Neighbors on the Rum

Prince Tobacco Corp

Holiday Station store

Speedway #4525 – sent 2<sup>nd</sup> and 3<sup>rd</sup> notice letters.

**CANNABINOID PRODUCTS**

Prince Tobacco Corp

**GARBAGE AND RECYCLABLE HAULER**

Jim's Mille Lacs Disposal, Inc.

Ace Solid Waste

Republic Services (was Randy's Sanitation)

Waste Management

Vanderpoel

Curbside Waste

LePage Garbage – Was servicing properties with no license in 2023.

HALLIN MOVED TO APPROVE THE 2024 LICENSES CONTINGENT ON ALL PAPERWORK, FEES AND BACKGROUND CHECK APPROVALS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**8.10. Bill List**

J GEROLD MOVED TO APPROVE THE NOVEMBER 12, AND DECEMBER 5, 12 AND 14, 2023 CHECK REGISTERS CONTAINING CHECKS 87492 TO 87574 IN THE AMOUNT OF

\$612,539.84, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 24 AND 25 TRANSMITTAL REGISTERS IN THE AMOUNT OF \$134,328.77 AND PAY PERIOD 24 AND 25 CHECK REGISTERS IN THE AMOUNT OF \$283,065.44, WITH RECODING AND ADJUSTING THE DESCRIPTION ON CHECK # 87548. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

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

McPherson reported on her observations and information from the last update.

#### **Airport**

We are still seeking applicants to fill the vacancy on the Airport Advisory Board.

#### **Baldwin Township**

We received the attached notice of an informational meeting regarding the Township's request to incorporate. Staff has been researching past requests posted to the State's Boundary Commission website in preparation for the January study session. Attorney Toven has also made contact with an attorney recommended by the League who specializes in this topic.

Public Works Director Gerold and McPherson met December 12 with representatives from HR Green, the Township's engineering firm regarding the possible reconstruction of 136th Street west of the airport. This street connects Sherburne County Roads 3 and 42. The Township is getting pressured to do something about the road, but the engineering firm has done very little preliminary work and the meeting appeared to be investigative in nature to determine what role the City would be willing to fulfill.

#### **Building Inspections**

Staff is working through a variety of issues relating to the transition from one service provider to the next. Each have opposite opinions regarding permits issued and completion of inspections. Prior to execution of the contract with the new service provider staff will have the solution in place.

#### **Development**

Staff met with Scott Moller November 27 regarding the potential expansion of utilities to land he owns east of the river. Annexation would need to occur first, so the ball is on his side of the court. Staff has a meeting scheduled December 18 with Todd Olin (Land Resources) and Billy Webber (Work-horse Land Development LLC) regarding a potential mixed-use (residential and industrial) project on the Pontius property. Again, annexation would be required as well as the extension of utilities.

#### **Finance**

Senior Account Hodge has been meeting with staff to assist with benefit selections. Staff will be meeting next week to make sure that the payroll system is updated to reflect all of the 2024 changes.

Accountant Hoheisel and McPherson met November 28 with Julie McMackins of Abdo to start the audit prep and training schedule. The Liquor Store inventory audit has been scheduled for January 1.

#### **IT Services to PUC Update**

Per the agreement with PUC for the provision of IT services, this is the quarterly update. Staff is pleased to report that things are going very well. Technology Services Manager Yost has been well received by the PUC staff and improvements are being made based on PUC's priority list of projects. The hours are the right amount for the work being done, and both sides are flexible if

there is an emergency or adjustments need to be made. There have been one or two off-schedule emergencies to address since the inception of the agreement.

### **LMC Loss Control Visit**

Senior Accountant Hodge and McPherson met with Garrett Johnson of LMC December 11. The purpose of the visit was to review the City's claim history and discuss the City's wellness program. It was a short meeting and Mr. Johnson provided a variety of resources for us to consider as we attempt to restart the wellness program.

### **Upcoming Meetings and Reminders:**

December 14 – Truth In Taxation meeting

December 20 – Baldwin Township Informational Meeting regarding incorporation, 7:00 pm at Baldwin Town Hall

December 25 – Christmas, City offices and facilities are closed.

December 28 – Last Council meeting of the year, 2024 budget approved.

January 1 – New Year's Day, City offices and facilities are closed.

January 4 – Study Session, Baldwin Township incorporation discussion

### **8.12. Closed Meeting Pursuant to MN Statute 13D.05 subd 2 - Personnel Data and Conduct**

Walker stated that this portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the personnel data and conduct exception to the Minnesota Open Meeting Law, pursuant to Minnesota Statute Section 13D.05 subd. 2. The need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

Confidentiality is required to protect personnel data and conduct from becoming public at this time.

- The purpose of the closed meeting is not to make a decision behind closed-doors, but instead is to determine what actions are appropriate with respect to the personnel data and conduct, if any.
- The only business to be discussed in this portion of the meeting are the personnel data and conduct issues, and what action, if any, should be taken.

J GEROLD MOVED TO CLOSE THE MEETING AT 8:13PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

The Council will now go into closed session. The time is 8:13PM

Only the officials and consultants of the Council who reasonably require access to this data may be in attendance at any portion of the meeting for this agenda item.

The minutes of this portion of the meeting should reflect only that a meeting was held with its date, time and location; who was present at the meeting; and the purpose of the meeting.

Members of the Council, I will now ask the City Administrator to begin our discussion on this matter.

WALKER MOVED TO ADJOURN INTO OPEN SESSION AT 9:30PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Walker reported the during the closed session the Council discussed a personnel and department issue. There was some direction to staff, but no action taken.

**9. Committee Reports**

Edmonds reported that Walker and Edmonds met with SMMPA.

J Gerold stated that she was part of a presentation to the Chamber Leadership Academy and encouraged applicants for the various Boards and Commissions.

Lawrence added that Frederick and Lawrence gave a brief presentation on Active Shooters at the Chamber meeting as well.

**10. Adjournment**

HALLIN MOVED TO ADJOURN THE MEETING AT 9:33PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

---

Shawna Jenkins Tadych  
City Clerk

---

Thom Walker,  
Mayor