

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
SEPTEMBER 10 2020 7:00 P.M.**

Mayor Brad Schumacher called the meeting to order and led the Pledge of Allegiance to the Flag. Council members present were Jack Edmonds, Jules Zimmer and Jeff Reynolds. Others present: City Administrator Robert Barbian, Finance Director Steve Jackson, Police Chief Todd Frederick, Community Development Specialist Stephanie Hillesheim, Clerk Shawna Jenkins, Liquor Store Manager Nancy Campbell, Fire Chief Ron Lawrence, Wastewater Plant Manager Chris Klinghagen and Attorney Damien Toven. Absent was Councilor Jenny Gerold and Public Works Director Bob Gerold

AGENDA ADDITIONS/DELETIONS

Jackson would like to add a quick report on the budget under Miscellaneous and Hillesheim will give a quick update on Community Development under miscellaneous as well.

REYNOLDS MOVED TO APPROVE THE AGENDA AS AMENDED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

CONSIDERATION OF MINUTES

- A. Regular Meeting minutes of August 27th, 2020
- B. Study Session meeting Minutes of September 3, 2020

Zimmer suggested some changes to page 12 of the minutes in regard to the moratorium. Jenkins will make those changes.

ZIMMER MOVED TO APPROVE THE AUGUST 27, 2020 REGULAR MEETING MINUTES AND THE SEPTEMBER 3, 2020 STUDY SESSION MINUTES WITH THE CHANGE AS DISCUSSED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

CONSENT AGENDA

- A. Permits and Licenses - None
- B. Personnel
 - 1. Police Officer Cole Wubben Step Increase effective 9-24-20

ZIMMER MOVED TO APPROVE THE STEP INCREASE FOR COLE WUBBEN EFFECTIVE 9-24-20. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

- C. Donations and Designations
 - 1. Resolution 20-49 – accept park bench donation from Sherburne State Bank

Hillesheim reported on the donation that was received for a park bench She explained the donation program for the benches and where that information can be found on the website.

ZIMMER MOVED TO APPROVE RESOLUTION 20-49 ACCEPTING THE PARK BENCH DEDICATION FROM SHERBURNE STATE BANK. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

OPEN FORUM

Kevin Gerrard would like to see some changes to the open forum, so more people can attend.

He is in favor of Neighbors Special event that is on the agenda, but wondered if there can be some additional police presence.

Gerrard stated he saw Mayor Schumacher's video about people looking out for others. He asked if the Council is concerned that conditional use permits are not being followed. He stated he dropped off a letter to the Council, Administrator and Attorney about the business not following their CUP.

Toven responded to Gerrard about the letter he dropped off, and the complaint he had filed with the police regarding the violations of the CUP. The Police Department, Zoning and himself has spent many, many hours looking into his complaints. His concerns are not valid and there are no violations. The CUP that is in place is the one that was approved in 1998. There was an amended CUP passed in 2012, but the expansion being requested was never done, so the 1998 version is the one in place. There are no violations on the property in accordance with the 1998 CUP.

PUBLIC HEARINGS - None

PRESENTATIONS / SPEAKERS - None

FYI – REPORTS, ANNOUNCEMENTS, CORRESPONDENCE AND BOARDS / COMMITTEES

A. Park Board minutes of July 27, 2020

PETITIONS, REQUESTS, AND COMMUNICATIONS - NONE

A. Neighbors on the Rum Special Event Permit for October 2nd and 3rd, 2020

Barbian advised that Neighbors on the Rum is requesting permission to hold an Anniversary party on October 2nd and 3rd. They would like to get a band, which would play until midnight. Staff has reviewed and approved this permit request and discussed the following event with owner Joe Holtz, along with asking him to notify the neighbors of his event.

Severe weather – Stop the event
Crowd size – Social distancing and not to exceed 250 people
Adult / Juvenile identification – Driver's license check
Parking – 2nd parking lot, parking on south side of the building
Second exit – one way – no alcohol leaving fenced area
Band can play until midnight.

ZIMMER MOVED TO APPROVE THE SPECIAL EVENT PERMIT FOR NEIGHBORS ON THE RUM'S ANNIVERSARY PARTY ON OCTOBER 2ND AND 3RD WITH THE ABOVE CONDITIONS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

ORDINANCES AND RESOLUTIONS

UNFINISHED BUSINESS

A. Approval of updated job description for the Finance Director

Barbian advised that the job description as slightly updated, so the Council needs to approve the updated job description.

ZIMMER MOVED TO APPROVE THE UPDATED FINANCE DIRECTOR JOB DESCRIPTION.
EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

NEW BUSINESS

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 \$106,166.96 AND THE ITEMS LISTED ON THE LIQUOR BILL LIST AND GENERAL CITY BILL LIST WHICH WILL BE CHECKS 81690 TO 81761 FOR A TOTAL OF \$309,647.79. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

MISCELLANEOUS

Budget –

Barbian advised that staff is just asking for general thoughts on the budget. Jackson added that the preliminary levy needs to be set at the next meeting. There may be some concerns next year if there are reductions to the LGA.

Schumacher asked what the percentage increase was last year. Jackson responded that it was a 2.33% in levy amount, however we had a significant tax capacity increase last year, so the city's portion actually decreased by about 8%.

Barbian stated this year is difficult as there will be some financial instability next year. We do have some reserves set aside for some of these situations, but he asked the council how tight they want to keep the budget.

Reynolds asked how the city is year to date on this year's budget. looking back at the budget for this year, how close are we going to be. We always have the liquor store to fall back on if needed. He would like to see some more numbers, but as of now he would like to keep it a bit tight.

Zimmer stated he would like it to be on the conservative side as it has been done the last few years.

Schumacher said he would like to see no increase at all, and use the liquor store funds if needed.

Edmonds agrees to some extent, it is nice to have that liquor fund as a backup. He questioned the CARE's funds, and thinks that can help offset some costs. Jackson responded that the intent of the CARE's Funds is to pay for unexpected costs and items that were not budgeted for. Anything currently in our budget, we cannot use Care's funding for.

Barbian said staff will be bringing some of their CARE money ideas forward to the council at the Study session next week.

Barbian commented that there are some additional costs and reductions each year that can be made. There is an increase in personnel costs every year. He appreciates the goal in keeping the levy down, but to also remember that the preliminary levy is the max amount, it cannot be raised in December when the Final levy is approved.

Schumacher thanked Campbell and her employees for working so hard during this pandemic, as it seems like the Liquor store was very busy.

Zimmer said he wants to keep it low, but does not know if 0 is realistic. He understands tight budgets, and projects being put on hold when needed. However, if you keep putting them off, they are all going to catch up and the Council needs to keep that in mind. Edmonds would like to see it kept fairly level.

Reynolds stated the liquor funds have always been there as a backup, and he does not believe we have had to use those yet. However, there are always increases that are inevitable.

Community Development update -

Hillesheim reported that the ground breaking on solar garden near Prairie Restorations is September 17th at 10am.

Staff recently had contact with the EDA so they have received our grant for the Industrial Park Expansion, so they are reviewing the request.

ADJOURNMENT

There being no further business:

REYNOLDS MOVED TO ADJOURN THE MEETING AT 8:20PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Brad Schumacher, Mayor