

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
NOVEMBER 9, 2023, 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. Councilors present were Vicki Hallin, Jenny Gerold, Jack Edmonds and Jeff Reynolds. Others present: City Administrator Michele McPherson, Clerk Shawna Jenkins, Community Developer Planner Stacy Marquardt, 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 and Liquor Store Manager Dylan Donner. Absent was Public Utility Manager Keith Butcher.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

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

**4. Consent Agenda**

- 4.1. Approval of City Council Minutes
  - 4.1.1. Regular Meeting of October 26, 2023
  - 4.1.2. Study Session Meeting of November 1, 2023
- 4.2. Authorize Execution of JPA with Resource Training & Solutions, Health Insurance
- 4.3. Resolution 23-84 - Approve Premise Permit for Veteran's Brigade at Chapala's
- 4.4. Approval to Hire Public Works General Maintenance I Bob Blackwelder
- 4.5. Age Friendly Princeton Leadership Team Meeting Minutes of October 25, 2023
- 4.6. November 21 Council Meeting Location
- 4.7. Authorize City Administrator to Execute Agreement with Northland Securities to Prepare Annual Continuing Disclosure Agreement
- 4.8. Authorize City Administrator to Execute Agreement with Abdo Financial Services for Audit Preparation and Training Agreement
- 4.9. Authorize City Administrator to Execute Agreement with Abdo Financial Services for Monthly Financial Services
- 4.10. Authorize Execution of Safety Training Proposal with SafeAssure
- 4.11. Resolution 23-87 - Call for Public Hearing for vacation of Alley.

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

**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. Public Hearings**

**6.1. Alley Vacation in Town of Princeton Plat**

McPherson advised that this is the site of the old Mille Lacs County garage on the north side of the City that was recently sold to Shawn Williams of CKW Developers. Williams has requested the alley to the east and north of the lots be vacated.

HALLIN MOVED TO OPEN THE PUBLIC HEARING AT 7:04PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO CLOSE THE PUBLIC HEARING AT 7:05PM WITH NO COMMENTS. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 6.1.1. Ordinance 841 - Vacating Alley - FIRST READING

EDMONDS MOVED TO INTRODUCE ORDINANCE 841. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## 7. Old Business

### 7.1. Ordinance 840 - Amending Fee Schedule to add EMS Training facility fees - FINAL READING

HALLIN MOVED TO APPROVE ORDINANCE 840. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 7.2. Building Official and Inspection Services Discussion

Marquardt reported that the City Council had awarded the RFP for Building Official and Inspection Services to Metro West with the requirement that a new inspector be assigned to our jurisdiction. This award was based off communication with the owner of Metro West which was sent out ahead of time questioning if this was something his company could accommodate and he stated, "We do have the ability to exchange an Inspector within the City if requested".

Mr. Geske has sent the City and Council members a letter stating that because he does not feel this request is warranted in this situation, he will be terminating Metro West's contract with the City effective February 1, 2024, which is in accord with the contract language.

Staff reached out to Mr. Geske to set up a meeting on how this transition would look as we have several permits issued under their licensed Building Official; staff has not heard back from him at this time it is staff's hope is to be able to final out all permits that were issued under Metro West's license by Metro West simultaneously with whomever is chosen as our new service provider starting February 1, 2024.

Staff is now left with the task of finding a new service provider. Staff met with MNSPECT leaders to see if there was a workable solution to their proposed cost. We were impressed with the level of service they offer and the positive responses we received from references that were contacted. We even contacted some local jurisdictions directly that use this company, and they had nothing but positive things to say about working with this company and specifically the inspector they are provided with in their location. This is what prompted us to reach out to them specifically to see what accommodation could be agreed upon to meet our needs.

Specifically, cost was discussed with MNSPECT, as with all the RFP candidates outside our current provider, there was quite a large gap.

They proposed the following:

If the City will execute a 5-year contract MNSPECT will reduce our initial fees from 75% to 60% for the first year and a 3% increase each of the following years (2025 =63%, 2026= 66%, 2027 =69%, 2028 = 72% and 2029 = 75%).

Both McPherson and Marquardt feel this is a great fit for the City of Princeton. They are also willing to work with the city on easing into a new fee structure which speaks to their integrity as a company. Staff recommends accepting the terms set forth in the attached letter, continuing with a contract to employ MNSPECT as our Building Official and Inspection Services starting February 1, 2024.

J GEROLD MOVED TO APPROVE THE 5-YEAR CONTRACT WITH MNSPECT AS STATED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

## 8. New Business

### 8.1. Resolution 23-85 - Accept Donation from Damien Toven for Shop with a Cop

Frederick advised that on November 1<sup>st</sup> the Princeton Police Department received a donation in the amount of \$500.00 for their 11th Annual Shop with a Cop. This generous donation is from Damien Toven and Associates LLC. The \$500.00 will assist in purchasing gifts for 20 children who reside in our Princeton community. The above donation will be placed into the Shop with a Cop account.

WALKER MOVED APPROVE RESOLUTION 23-85. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 8.2. Resolution 23-86 Amending the 2023 CIP and Authorizing Purchase of a Kennel for K9 Bogey

McPherson reported that Officer Cedarburg is building a new home and will need a kennel for Bogey. The kennel was planned for in the 2024 CIP, but Frederick found one available now that a buyer had backed out on. This kennel will be moveable. Therefore, staff is requesting that the 2023 CIP be amended to allow the purchase this year.

EDMONDS MOVED APPROVE RESOLUTION 23-86. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 8.3. Approve Job Description for Senior Accountant/Human Resource Specialist

McPherson stated that the Finance Department duties and functions have been divided amongst three staff people. In doing so, the job duties performed by Accountant Hodge have slowly evolved to include an increased focus on human resources. In addition to payroll, the position includes assisting employees with benefit selection, collaborating with Department Heads regarding payroll issues, and participating in revisions to the Personnel Manual as well as serving as a sounding board and researcher for the City Administrator in regarding to labor laws and application of the Personnel Manual.

The revised job description better outlines the functions of the job as it is currently constituted and reflects the additional functions relating to human resources. The job has not been graded by Flaherty and Hood at this time; Accountant Hodge will need to complete a new Job Analysis Questionnaire which will be done once the revised description is approved.

Staff recommends that the City Council approve the revised position title and job description.

EDMONDS MOVED APPROVE THE JOB DESCRIPTION FOR THE SENIOR ACCOUNTANT / HUMAN RESOURCE SPECIALIST. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 8.4. Approve Personnel Manual

McPherson stated that the suggested changes have been made to the Personnel Manual and the staff is requesting Council approval.

J GEROLD MOVED ACCEPT AND ADOPT THE PERSONNEL MANUAL EFFECTIVE JANUARY 1<sup>ST</sup>, 2024. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 8.5. Bill List

HALLIN MOVED TO APPROVE THE OCTOBER 30, NOVEMBER 9 AND 10, 2023 CHECK REGISTERS CONTAINING CHECKS 87380 TO 87415 IN THE AMOUNT OF \$438,863.03, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 22 TRANSMITTAL REGISTER IN THE AMOUNT OF \$78,661.49 AND PAY PERIOD 22 CHECK REGISTER IN THE AMOUNT OF \$124,444.06. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**8.6. Review Public Safety Budgets**

Staff went over the 2024 Fire, Disaster Relocation, Emergency Management and Police Department budgets and Capital Improvement Items

**8.7. City Administrator Bi-Weekly Report**

McPherson advised on her observations and information since the last update.

**Airport**

We are still seeking applicants to fill the vacancy on the Airport Advisory Board. The November meeting was cancelled due to the lack of a quorum.

**Budgeting**

Negotiations with the union groups have been scheduled for the middle and end of November. Once negotiations regarding wages and benefit contributions are complete, the personnel portion of all of the budgets can be revised.

**Development**

Staff is working with our consultants from Northland Securities on the next TIF request from Pat Briggs for Rum River Residential Estates Phases 3 & 4.

**Mille Lacs County**

The city was reimbursed for past-due invoices for snowplowing. The amount was \$4,150.

**• Upcoming Meetings and Reminders:**

- November 21 – City Council meeting will be held at the Public Safety Building.
- November 23, 24 – Thanksgiving Holiday observance.
- December 14 – Truth in Taxation hearing.

**9. Committee Reports**

Edmonds reported on a few Veteran’s Day events that were happening in town.

**10. Adjournment**

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:43PM. HALLIN 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