

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
MAY 23, 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, Public Works Director Bob Gerold, Police Chief Todd Frederick, Wastewater Plant Manager Chris Klinghagen, Liquor Store Manager Dylan Donner, PUC Manager Keith Butcher, Attorney Damien Toven. Absent was Community Developer Planner Stacy Marquardt and Assistant Fire Chief Josh Vaccari.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

J Gerold would like to move 7.3 Wine and Spirits Grant Request from the Legion to the first item under new business.

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

**4. Consent Agenda**

- 4.1. Approval of City Council Minutes
  - 4.1.1. Regular Meeting Minutes of May 23, 2024
  - 4.1.2. Study Session Meeting Minutes of June 4, 2024
- 4.2. Police Secretary Karen Augilera Step Increase effective 6-27-24
- 4.3. Authorize Purchase of Extrication Tools
- 4.4. Reschedule July Study Session Meeting to Monday, July 1st
- 4.5. Approve Interior Sale of Fireworks at Coborn's - Pending Background Check.
- 4.6. Approve Temporary Intoxicating Liquor License for Christ Our Light Church for July 14, 2024 - Pending Background Check and Payment
- 4.7. Approve Permit Application by the Mille Lacs County Agricultural Society to Conduct Bingo July 4, 2024
- 4.8. Planning Commission Meeting Minutes of May 20, 2024
- 4.9. Authorize Execution of Letter of Support for ISD 477 Grant Application
- 4.10. Police Officer Tommy Dubbs - Completion of One Year Probational Period
- 4.11. Approve Hiring of Steve Zumberge as Part-time PFRD Chief pending Psychological Evaluation and Background Check

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.***

Mark Ellington, 1204 3<sup>rd</sup> St S does not know the suggested Fire Chief, but it feels it would have been nice to have one of the two current Fire Department members be hired, as they are already familiar with the department, the members and the community.

Walker responded that there were two panels of interviewers which met and and the consensus was to hire Steve Zumberge.

**6. Old Business**

## 7. New Business

### 7.1. Wine and Spirits Grant Request from American Legion for July 4th, 2024, Fireworks

Art Skarohlid from the American Legion is requesting a Wine and Spirits Grant for the July 4<sup>th</sup> Fireworks. This City has donated to this yearly. They currently have collected \$10,000. The cost of the Fireworks is \$13,000.

HALLIN MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST FOR \$2000 FOR THE PRINCETON FIREWORKS. J GEROLD SECONDED THE MOTION. VOTE: HALLIN, J GEROLD, WALKER AND REYNOLDS IN FAVOR, EDMONDS ABSTAINED. THE MOTION CARRIED.

### 7.2. Public Hearing - Annexation Request by Dan and Shearon Pontious

J GEROLD MOVED TO OPEN THE PUBLIC HEARING AT 7:09PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Gene Stoeckel, Princeton Township Board Member distributed a letter from the Township Attorney that stated the property does not abut city property, so it is not eligible for annexation.

Greg Anderson stated that he owns several properties adjacent to the Pontius property. He agreed that the Pontius property does not abut the City.

Staff will look into that concern and report back at the next meeting.

#### 7.2.1. Ordinance 851 - Annexation of the Pontious Property - FIRST READING

HALLIN MOVED TO TABLE ORDINANCE 851 UNTIL THE NEXT MEETING TO HAVE STAFF CONFIRM THE PROPERTY MEETS THE ANNEXATION REQUIREMENTS. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 7.3. Resolution 24-31- Accept Donation from West Branch Construction for Riebe Disc Golf Course

EDMONDS MOVED TO APPROVE THE DONATION FROM WEST BRANCH CONSTRUCTION FOR REIBE DISC GOLF COURSE. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 7.4. Wine and Spirits Grant Request from Scrubby Bear Golf Tournament

J Gerold stated that this is a really fun event. The City has sponsored a hole for a few years now.

HALLIN MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST TO SPONSOR A HOLE FOR \$150 FOR THE SCRUBBY BEAR GOLF TOURNAMENT. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

### 7.5. Ordinance 852 Amendment: Rural Taxing District Ordinance- FIRST READING

McPherson reported that staff has reviewed the current rural taxing district ordinance and is suggesting an amendment. Staff included a list of properties that should be enrolled in the rural taxing district. This would apply to the residential properties that were recently annexed from Princeton Township, and includes a few other properties that do not have access to water and sewer.

EDMONDS MOVED TO INTRODUCE ORDINANCE 852. HALLIN SECONDED THE MOTION. VOTE: 4:0:1. EDMONDS, HALLIN, WALKER AND REYNOLDS IN FAVOR. J GEROLD ABSTAINED. THE MOTION CARRIED.

**7.6. Ordinance 853 - Amending Chapter 355 - Cannabinoid Products - FIRST READING**

Donner advised liquor store employees are asked several times a day if the liquor store sells THC drinks. With the council consensus at the study session, staff is recommending “exclusive liquor stores or” be removed from Chapter 355. This will allow the liquor store to sell THC drinks.

HALLIN MOVED TO INTRODUCE ORDINANCE 853 AMENDING CHAPTER 355. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**7.7. Resolution 24-32 Reimbursement of Expenses North Lift Station & Fire Truck Bond Issuances**

George Eilertson advised that this Resolution is standard for any bonds, as it allows the city to use the bond funds to reimburse costs that have been incurred prior to bond issuance.

HALLIN MOVED TO APPROVE RESOLUTION 24-32. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

EDMONDS MOVED TO HAVE STAFF AND BOND COUNCIL TO MOVE AHEAD WITH THE PROCESS. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**7.8. Resolution 24-30: Approving Culvers to have drive-through operating hours from 10:00 am to 11:00 pm**

McPherson reported that Jim LaValle has applied for a Conditional Use Permit to allow the drive-thru hours of operation for a restaurant and eating establishment to be 10 AM to 11 PM at the property site located at 200 19th Avenue North.

The Planning Commission held a public hearing on May 20th, 2024. There were no issues from the neighboring sites for this Conditional Use Permit for extended hours for drive-thru service.

The property site is located in the B-3, General Commercial District. The Zoning Ordinance states the following:

***\*Restaurants and eating establishments, including drive thru services provided that:***

- a. Residential properties shall be screened from vehicle lights in the stacking area. The site is in the B-3 District, and the Belle Haven residential site is quite a distance away, and the drive-thru service area is on the opposite side of the Culver’s building which will block vehicle lights.*
- b. Adequate stacking is provided at the menu board and pick up window. The City Engineer has reviewed the Site Plan Review and the drive-thru stacking for vehicles between the menu board and pick up window have met the review standards.*
- c. The drive-thru hours of operation are limited to 7:00 AM to 10:00 PM, unless extended by the City Council as part of the conditional use permit. The applicant would like the drive-thru hours to be 10 AM to 11 PM.*

Directly across from Culver’s site is Walmart. They are open 6 AM to 11 PM, seven days of the week. The extended drive-thru hours will not be an issue.

**CONDITIONAL USE PERMIT STANDARDS:**

The issuance of a Conditional Use Permit finds the proposed location complies with the following standards:

1. The proposed use does not violate the health, safety or general welfare of Princeton residents. The proposed use will not violate the health, safety or general welfare of Princeton residents.
2. The proposed use has been reviewed and approved by the City Engineer in regard to erosion, runoff, water pollution, and sedimentation. The proposed use of having extended drive-thru hours will not cause an increase in erosion, runoff, water pollution, or sedimentation.
3. Adequate parking and loading is provided in compliance with the Ordinance. The City Engineer reviewed the Site Plan Review and found the parking and loading were in compliance.
4. Possible traffic generation and access problems have been addressed. The traffic and access were reviewed for the Site Plan Review, and it meets the City Engineer requirements.
5. The proposed use can be accommodated with existing public services and will not overburden the City's service capacity. The Conditional Use Permit request will not cause an issue with the City's service capacity.
6. The proposed use conforms to the City's Comprehensive Plan and is compatible with present and future land uses of the area. This site conforms to the City's Comprehensive Plan and is compatible with the future land uses of the area.

**CONDITIONS:** In approving any Conditional Use Permit, the Planning Commission may impose conditions which it considers necessary to meet the standards of this Ordinance and to protect the best interests of the surroundings area or the City as a whole. Failure by the applicant or property owner to comply with the conditions of approval shall result in the revocation proceedings according to subsection E.

The conditions may include, but are not limited to, the following:

1. Ingress and egress to property and proposed structures thereon with particular reference to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or another catastrophe.
2. Off-street parking and loading areas where required, with particular attention to the items in Subd. 1 and the economic, noise, glare, or odor effects of the conditional use on nearby property.
3. Refuse and service areas, with particular reference to the items in Subd. 1 and Subd. 2 above.
4. Utilities, with reference to location, availability, and compatibility.
5. Diking, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
6. Signs, if any, and proposed exterior lighting with reference to glare, traffic safety, economic effect, and compatibility and harmony with properties in the district.
7. Required yards and other open space.
8. General compatibility with present and future land uses of the area; and
9. Hours of operation.

Normally, the Planning Commission's decision will serve as the final ruling and decision for a Conditional Use Permit and would be reported to the City Council as informational only. In this case, the B-3 Zoning Ordinance states the City Council will approve the Conditional Use Permit for the extended hours (Do not apply days of the week with hours). The Planning Commission held a public hearing on May 20th, 2024. There were no issues from those that received the notice. The Planning Commission supports the Conditional Use Permit application and recommended approval to the City Council for Resolution #24-30 at the property site located at 200 19th Avenue North (PID #24-750-0120) for drive-thru hours of operation for a restaurant and eating establishment to be 10 AM to 11 PM.

HALLIN MOVED TO APPROVE RESOLUTION 24-30 APPROVING THE CONDITIONAL USE PERMIT WITH THE CONDITIONS AS IMPOSED BY THE PLANNING COMMISSION. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**7.9. Partial Credit for Civic Center Cleaning for Rental on Sunday, May 26th to Laura Carlile**

Jenkins advised that when people rent the Civic Center, staff informs them that the key must be picked up the Friday prior to the rental. We recommend they pick the key up by noon, but stress we close at 3pm. They are also informed that they must clean up that day after their event is over. This is also stated on our website.

The renter from Saturday did not pick up the key Friday, which caused the On Call Public Works employee to come in and provide a key for her.

Laura Carlile rented the Civic Center on Sunday May 26<sup>th</sup>, 2024. When she arrived at the Civic Center that morning, she found the facility a complete disaster, which was left from the renter on Saturday. She called the on call public works phone and an employee came in and cleaned the bathrooms, while she spent quite some time cleaning the rest of the facility prior to her event.

Staff contacted the renter from Saturday who admitted she did not clean up anything and left a lot of food in the fridge. She stated she “didn’t know it was rented on Sunday as well”. She was informed she would be receiving a bill for the cleaning fee. Staff suggested that Laura Carlile receive a credit of \$50.00 for the time she spent cleaning prior to her event.

J Gerold asked if the Saturday renter had paid with a credit card, so we can bill them that way for the cleaning fees. Jenkins responded that no, she had paid with a check. Since she picked up the key from a Public Works employee, they were not aware that they should have collected a deposit.

J GEROLD MOVED TO APPROVE THE \$50 CREDIT TO LAURA CARLILE. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**7.10. Bill List**

HALLIN MOVED TO APPROVE THE MAY 30 AND JUNE 3 AND 13 CHECK REGISTERS AND PAY PERIOD 11 AND 12 CHECK AND ELECTRONIC PAYMENT REGISTERS WHICH DOCUMENT ISSUED CHECKS 88352 THROUGH 88438 AND ELECTRONIC PAYMENTS MADE. THE TOTAL AMOUNT OF CHECKS ISSUED, AND ELECTRONIC PAYMENTS MADE IS \$1,132,243.03. J GEROLD SECONDED THE MTOION. THE MOTION CARRIED UNANIMOUSLY.

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

McPherson had the following observations and information to share from the last update on May 22, 2024:

**Airport**

Work continues on the AWOS project as well as the ALP update.

McPherson met with Bill Moriarty, Airport Advisory Board member and attorney for Duane Kruse and Sharon Sandberg May 23 on Board business and the through the fence agreement. Another meeting was scheduled for late June. They will be meeting regularly to ensure timely closure on the issue.

There has been one inquiry regarding construction of a hangar.

**Baldwin Township**

We are in a holding pattern with the Administrative Law Judge regarding Baldwin’s request to incorporate.

We have received additional information regarding the final orderly annexation agreement. McPherson said she anticipates that this will hit a Council agenda in the near future.

### **Development**

Staff continues to work with the developer of the Pontius site. A schedule for the TIF process has been developed and the remaining approvals required will be run concurrently with that process.

It appears that progress is being made between Mr. Doose and Mr. Bowen related to the sale of the City's parcel.

A preconstruction meeting for the CSAH 4/7th Avenue project was held June 4. The contractor intends to start with the roundabout at 7th and 12th and then work at Rum River Drive northward. The desire is to have the roundabout completed before school starts. Representatives from WSB will be meeting with a couple of neighbors on site to explain the project's impact to specific properties. Weekly on-site status meetings have been scheduled for Tuesdays at 10 am.

If anyone wishes to receive weekly updates regarding the CSAH 4/7th Avenue project, they can email: Princeton2024@wsbeng.com and request to be placed on the update list.

### **Finance**

Staff is waiting for the preliminary audit results now that the fieldwork is done.

Assistant City Administrators Frederick and Gerold reviewed the auto, equipment and structure schedules for the insurance renewal for accuracy. Changes will need to be made; items were missing, and others should be removed.

Staff prepared the City's cash flow analysis for a meeting June 6 with Lynn Cornwell of Morten Capital Markets. We will be making our first investment with them in a money market account at 5.25 % this week. Efforts are being made to make the City's available cash work harder.

### **Fire**

The transition team is now meeting bi-weekly.

The Department has been successful in receiving grants to assist in purchasing needed items. The Department was recently granted \$2,500 from Center Pointe Energy; the monies will be used to purchase gloves for the members. The Department is waiting to hear back from Twice New Clothing and Treasures on a request and will be submitting a grant request to the Department of Natural Resources.

Ladder 1 had its hydraulic cylinders repaired at the end of May and will undergo its annual inspection on June 14.

### **Legislature**

The Legislature adjourned on time. CGMC and LMC have scheduled post-session webinars and staff will provide an update on any legislation impacting the city in a future report.

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

- June 14 and 18 – McPherson will be out of the office for family reasons.
- June 17 – Fire Executive Board, 7 pm at Public Safety Building
- June 19 – Juneteenth; holiday, City offices will be closed.

## 8. Closed Session to Discuss Sale of Real Estate

Walker stated that this agenda item for this meeting is to discuss and consider terms of an offer to purchase or sell real estate.

This portion of the properly noticed meeting of the Princeton City Council will be closed pursuant to Minnesota Statutes under the real estate sales or purchase exception to the Minnesota Open Meeting Law, pursuant to Minnesota Statute Section 13D.05 Subd 3(a)(3).

The need for confidentiality outweighs the purposes served by the open-meeting law in this case based on the following:

Confidentiality is necessary to protect the City's negotiating strength and interests as to real estate negotiations.

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 real estate negotiations.

The only business to be discussed in this portion of the meeting are the real estate negotiations, and what action, if any, should be taken.

EDMONDS MOVED TO CLOSE THE SESSION AT 7:51PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

The Council will now go into closed session. The time is 7:51PM

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.

The City Administrator will begin our discussion on this matter.

HALLIN MOVED TO ADJOURN THE CLOSED PORTION OF THE MEETING AND GO BACK INTO OPEN SESSION AT 8:16PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

Toven reported that the Council discussed property values and the possible sale of a property.

## 9. Committee Reports

## 10. Adjournment

HALLIN MOVED TO ADJOURN THE MEETING AT 8:19PM. 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