

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON
AUGUST 22, 2024, 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, and Jack Edmonds. Others present: City Administrator Michele McPherson, Community Developer Planner Stacy Marquardt, Clerk Shawna Jenkins, Public Works Director Bob Gerold, Police Chief Todd Frederick, and Wastewater Manager Chris Klinghagen. Absent was Councilor Jeff Reynolds, Liquor Store Manager Dylan Donner, Fire Chief Steve Zumberge and PUC Manager Keith Butcher.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

HALLIN MOVED TO APPROVE THE AGENDA AS SUBMITTED. 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 July 25th, 2024
 - 4.1.2. Regular Meeting Minutes of August 8th, 2024
- ~~4.2. Completed and Submitted the Better Cities for Pets Assessment. It will help determine how pet-friendly the city is or would like to become.~~
- 4.3. EDA Meeting Minutes of August 15th, 2024
- 4.4. Accept Resignation of PFRD Member Chad Heitschmidt effective August 1, 2024
- 4.5. Authorize Execution of Management Control Agreement between the City of Princeton and Princeton Police Department
- 4.6. Authorize Reimbursement to Property Owner, 605 12th Street North
- 4.7. Authorize Refund of Civic Center Rental Fees to Steinbrecher Painting
- 4.8. Authorize Execution of Letter of Support for Princeton Public Utilities Grant Application
- 4.9. Resolution 24-50 - Part-time Firefighters Declaration
- 4.10. Authorize CIP Project - Paving at Mark Park
- 4.11. Authorize Execution of Mark Park Lease Agreement with ISD #477
- 4.12. Marketing Intern and Splash Park Coordinator Intern Recaps
- 4.13. Authorize Execution of School Resource Officer Agreement with ISD #477

Hallin would like to move 4.2 – The Better Cities Pets Assessment to New Business

HALLIN MOVED TO APPROVE THE CONSENT AGENDA AS AMENDED. 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. Old Business

- 6.1. Ordinance 858 - Amending the Hunting Ordinance and Amending the Map – FINAL READING

Jenkins stated that staff has not made any changes since the first reading. This ordinance amendment will allow people to hunt with Bow and Arrows on land that has been approved for hunting by the City Council. If property owners would like their land to be included in the firearm / archery hunting map, they can submit a request to the City Council.

Walker has not had a chance to talk to the Golf Course yet to see if they still hunt on that property.

HALLIN MOVED TO APPROVE ORDINANCE 858. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

6.1.1. Dylan Howard request to add property to map to allow hunting with Bow & Arrow

Jenkins stated that staff has received a request from Dylan Howard to add his property to the map approving archery hunting. The person wishing to do the hunting, as spoken with the adjacent neighbors to make sure they are okay with hunting there. No neighbors expressed any concerns.

EDMONDS MOVED TO APPROVE THE AMENDMENT TO THE FIREARM / ARCHERY HUNTING MAP AS PRESENTED. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7. New Business

7.1. From 4.2 - Completed and Submitted the Better Cities for Pets Assessment. It will help determine how pet-friendly the city is or would like to become.

Marquardt advised that for Ruff Start Rescue to apply for a grant, Princeton needed to complete an assessment to determine how pet friendly the city is.

Hallin stated she pulled this from the consent agenda, so it would be discussed. She asked how much staff time this will take, and how much does the city need to be involved. Marquardt responded that it was just a simple assessment.

J GEROLD MOVED TO ACCEPT THE PET FRIENDLY ASSESSMENT AS INFORMATIONAL FOR THE CITY OF PRINCETON. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.2. Resolution 24-49 - Accept Donation from Dirt Rotten Biker Fest to Princeton Fire Department

EDMONDS MOVED TO APPROVE RESOLUTION 24-49 ACCEPTING THE DONATION FROM DIRTY ROTTEN BIKER FEST FOR THE PRINCETON FIRE DEPARTMENT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.3. Resolution 24-51 - Accepting Donation from Norseman Motorcycle Club for Princeton Fire Department

EDMONDS MOVED TO APPROVE RESOLUTION 24-51 ACCEPTING THE DONATION FROM NORSEMAN MOTORCYCLE CLUB FOR THE PRINCETON FIRE DEPARTMENT. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.4. Resolution 24-53 - Accept Donation from Rum River Contracting for Mark Park Paving Project

B Gerold reported that Rum River Contracting is donating \$12,500 towards the Mark Park Paving Project.

J GEROLD MOVED TO APPROVE RESOLUTION 24-53 ACCEPTING THE DONATION FROM RUM RIVER CONTRACTING FOR THE MARK PARK PAVING PROJECT. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. Bill List

J Gerold noticed check number 88669 is numbered outside the range listed before, so recommends amending the motion to include that check number.

HALLIN MOVED TO APPROVE THE AUGUST 22, 2024, CHECK REGISTER CONTAINING CHECKS 88669-88712 AND ACH PAYMENTS 241005-241010 AND ACH PAYMENT 82220241 IN THE AMOUNT OF \$339,795.83, AS WELL AS THE PAY PERIOD 17 CHECK REGISTER CONTAINING ACH PAYMENTS 24171001-24171103 FOR A TOTAL AMOUNT OF \$192,566.00. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.6. City Administrator Bi-Weekly Report

McPherson thanked the staff and said how grateful she was to everyone for keeping the city running smoothly in my absence in late July and early August.

She had the following observations and information to share from the last update on July 9, 2024:

Airport

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

Andrew Zielike, Planner for KLJ has taken a position with the FAA. KLJ has other planners that will complete the ALP update on the City's behalf.

McPherson continues to contact the FAA monthly in order to ascertain whether they intend to vacate the Flight Service Station, continue with a short-term lease at a higher rate or if they have some other plans. So far, the July and August inquiries have gone unanswered.

Baldwin, City of

The Orderly Annexation Agreements for the Schwartz and legal description clean-up have been completed.

There have been inquiries from abutting businesses regarding detachment from the City of Baldwin. Nothing can be considered until after the City holds its elections for Mayor and Council and organizes itself, so any formal requests cannot occur until the end of the year.

Budget

The budget schedule is sliding a bit. At the September 5 Study Session, we will review health insurance options, the 2025 Capital Expenditures and the General Government budgets. She said she will schedule the remaining Departments for the September 12 and 19 meetings.

Development

We have the following "large" projects under discussion:

- Palmer Bus new facility in the Business Park
- Pontious Property
- School District Property
- Charlie-Bravo site
- Chrystal Cabinets expansion
- Nate Cook plat; 5th Street and Old Highway 18

The CSAH 4/7th Avenue Project is progressing nicely. The first lift of asphalt has been placed in the roundabout and WSB/Public Safety/School District are working collaboratively on information to parents regarding traffic in the area near the schools.

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

Finance

Work has begun on the 2025 budget. Budget worksheets have been distributed to all Department Heads and meetings to review needs have been scheduled.

A small committee comprised of staff and Councilor Gerold will be meeting next week to review the health insurance information that is being compiled by NFP, our benefits broker. That information is due to Senior Accountant Hodge and me on Friday, August 23. We hope that the committee members will be able to bring a variety of analytical perspectives to the discussion as we review the information. Dental and life insurance premiums will hold steady for 2025 from 2024.

McPherson stated she closed a CD at First Bank and Trust and moved the money to Bremer Bank. The interest rate was significantly better at Bremer Bank. You will see a resolution on the next agenda to authorize closing the checking and savings accounts at First Bank and Trust; the monies will be moved into an investment vehicle at either Bremer Bank or Moreton Capital Investments LLC.

Senior Accountant Hodge has started the process to move vendor payments to an ACH process; the bill list will begin to reflect more ACH payments. She is working on adding small batches of vendors at a time as she creates, documents and refines the process. Ultimately, this will reduce our need for check stock, stamps (currently at \$0.73 each) and envelopes.

Fire

The transition team is meeting bi-weekly.

The new Chief has been on board for a month now. We have established a relatively set schedule for his office hours; the goal is to have regular hours so that staff and the membership know when he is available. To date, he has brought several new ideas to the table from a technology standpoint that will be included in the 2025 budget.

Great Northern Trail (GNT)

The Greater Minnesota Regional Parks and Trails Commission toured the area of the Great North-ern Trail included in the recently submitted grant application. Gina Hugo, Sherburne County Parks, indicated that the tour went very well.

Upcoming Meetings and Reminders:

- August 28 – PUC Meeting, 1pm Historic Depot
- September 2 – Labor Day, City offices closed
- September 4 – Fire Advisory Board meeting, 7pm City Hall
- September 5 – Council Study Session, 4:30pm
- September 6 – Public Safety Day, 10am to 2pm Public Safety Building

McPherson added that Lee Steinbrecher passed away Wednesday, August 21st. There is visitation at New Life Church on August 27th from noon to 2 pm, with a celebration of life at 2pm. She will arrange for some flowers to be sent from the city.

8. Committee Reports

Edmonds provided a short update on the PUC meeting, and Walker on the EDA meeting.

9. Adjournment

J GEROLD MOVED TO ADJOURN THE MEETING AT 7:33PM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor