

**MINUTES OF A REGULAR MEETING OF THE PRINCETON CITY COUNCIL HELD ON  
JANUARY 11, 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, 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, Technology Services Manager Ed Yost, Attorney Damien Toven, Liquor Store Manager Dylan Donner and Public Utility Manager Keith Butcher. Absent was Wastewater Plant Manager Chris Klinghagen and Fire Chief Ron Lawrence.

Attending online was Councilor Jenny Gerold, Public Utility Manager Keith Butcher and Attorney Kelli Bourgeois.

**2. Pledge of Allegiance**

**3. Agenda Additions / Deletions**

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

**4. Consent Agenda**

- 4.1. Approval of City Council Minutes
  - 4.1.1. Regular Meeting Minutes of December 28th, 2023
  - 4.1.2. Study Session Meeting Minutes of January 4th, 2024
- 4.2. Authorize Execution of T-Hangar Ground Lease and Memorandums of Ground Lease
- 4.3. Approval to Promote Liquor Clerk Patty Warren from Part Time to Full Time
- 4.4. Authorize Signature on Letter of Support for Great Northern Trail Grant Application
- 4.5. Planning Commission Meeting Minutes of December 18, 2023
- 4.6. Resolution 24-01 - Annual Council Designations
- 4.7. Radiological Emergency Preparedness Letter of Certification
- 4.8. Approve Application for 2024 Fire Act Grant
- 4.9. Restoration Projects Annual Report
- 4.10. Authorize MOU with AmeriCorp Seniors RSVP (volunteers)
- 4.11. MNSPECT Contract for Building Official and Inspection Services
- 4.12. Approve Technology CIP Requests
- 4.13. Approve Police CIP Request

EDMONDS MOVED TO APPROVE THE CONSENT AGENDA. HALLIN 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 #845 and Memo for Final Reading of the Rezoning of Spire Credit Union

Marquardt reported that The City Council held the first reading for Ordinance #845 on December 28th, 2023, and there were no issues with the rezoning of this site from B-2, Neighborhood Business District to B-3, General Commercial Business District. The Final Plat is at Mille Lacs County being recorded and this lot will be Lot 1, Block 1, Tiger Blvd Addition.

The intent of the B-3, General Business District is to create an area to serve the commercial and service needs of the general population. The objective is to provide service needs of the general population. The objective is to provide services to both pedestrian and vehicular traffic.

and to accommodate those businesses which require large areas for off-street parking or generate substantial traffic originating from outside the community.

Any use permitted in B-1 and B-2 Districts. The B-1 District permitted use “Professional services including banks (with/without drive thru services)”.

Staff recommends approval of Ordinance #845 to the City Council for the rezoning of the property site to be platted as Block 1, Lot 1, Tiger Blvd. Addition from B-2, Neighborhood Business District to B-3, General Commercial Business District (currently addressed as 905 Rum River Drive South, but with building on this site will be addressed to 602 Tiger Blvd.)

HALLIN MOVED TO APPROVE ORDINANCE 845. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

## **7. New Business**

### **7.1. Baldwin Township – Presentation**

Baldwin Township Supervisor Brian Lawrence spoke in regard to Baldwin’s petition to Incorporate and hopes that the City will support them. He distributed a resolution of support for the Council to consider.

### **7.2. Authorize Participation Method in Baldwin Township Incorporation Request**

McPherson stated that Baldwin Township adopted a resolution to seek incorporation in December 2023.

The Minnesota Office of Administrative hearings received Baldwin’s petition January 9, 2024. Star Holman from the Office called to inform us of the receipt and to layout the upcoming meeting dates and the City’s options for participation in the process.

Upcoming meeting dates:

January 17, 18 or 19 - Pre-hearing phone conference with the Administrative Law Judge (ALJ), the Township, its attorney and any member of the public who desires to participate. One does not need to be a “party” in the proceedings to participate, so the City is able to join in to listen and/or ask questions. Staff intends to participate.

Week of March 4 – the hearing before the ALJ will be scheduled this week.

Methods that the City could participate in the process:

1. Per MS 414.031, file a competing petition with the Office of Administrative Hearings. Due to notification requirements to adjacent entities, by the time it was received and a hearing date set, it would be beyond the hearing date noted above. This option is not an option for the city.
2. The City falls within the definition of a “party” per MR 6000.0100 and as such, could join in the petition, so to speak. As a party, the City would be allowed to provide evidence and testimony, cross-examine and question witnesses, and provide expert witnesses of our own. Very court-like in its procedural requirements. This option would require the city to share in the costs of the hearing (the State charges for these hearings). The last incorporation request by Empire Township, the costs totaled approximately \$7,000.
3. Attend the hearing and provide both written and verbal testimony, similar to the process the Planning Commission conducts for its public hearings. The ALJ is required to review the

entire record in making the final determination. Providing written and verbal testimony would also include any questions from the ALJ themselves to anyone speaking during the hearing.

After discussion with outside expert counsel, staff recommends that the City Council authorize staff to prepare written and verbal testimony to submit at the hearing per Option #3 above.

Reynolds said while he is not in favor of objecting to their petition, he asked what incentive would be to proceed with Option #2. McPherson responded that option two would likely incur a fair amount of cost as it entails sharing in the cost with Baldwin.

Reynolds asked what type of information would the city bring forward with Option #3. McPherson responded that the city would likely respond to the standards of incorporation that speaks to services and how the city has the ability to provide services to some of the properties.

EDMONDS MOVED TO APPROVE STAFF TO MOVE FORWARD WITH OPTION NUMBER 3.  
HALLIN SECONDED THE MOTION. VOTE 4:0:1 EDMONDS, HALLIN, WALKER AND GEROLD IN FAVOR, REYNOLDS ABSTAINED. THE MOTION CARRIED.

### **7.3. Resolution 24-03 for Preliminary & Final Plat for Princeton Residential Suites**

Marquardt advised that Briggs Companies submitted a Preliminary & Final Plat application for Princeton Residential Suites.

The site is in the R-3, Multiple Residential District where apartment complexes are an allowed use and the Future Land Use Map has the property designated as Residential-High Density. The plat involves the creation of two separate lots with Lot 1 consisting of 2.28 acres and Lot 2 comprising of 4.98 acres. The plat also has two outlots; Outlot A that is 4.56 and Outlot B that is 44.21 acres, respectively.

The Planning Commission approved the Final Plat as well as the Site Plan Review for Princeton Residential Suites on November 20th, 2023. The plans for Lot 1 will host a 66-unit apartment building and Lot 2 will have an 86-unit apartment building. The Planning Commission held a public hearing on September 18th, 2023, for the following applications:

#### **1. Preliminary Plat for Princeton Residential Suites** (The Developer changed the name from Rum River Suites) – Approved with the following conditions:

1. The cul-de-sac will need to have a right-of-way or easement shown on the Final Plat and a sewer and water value for future expansion. This cul-de-sac should have Class 5 material or temporary bituminous.
2. City Engineer's memo dated September 12, 2023, comments be followed that is provided in the Planning Commission packet and to the Developer.
3. Park Dedication fees will be paid at the time of submittal of the building permit for each building.
4. Proof of NPDES (National Pollutant Discharge Elimination System) permit coverage will be required prior to the start of construction.
5. Continuation of 19th Avenue South to the cul-de-sac must be constructed with a bituminous surface with the Minnesota Highway Department Spec. 2331.
6. Third Street South to the cul-de-sac must be constructed with a bituminous surface with the Minnesota Highway Department Spec. 2331
7. The work shall be carried out with minimum of interference with traffic. Suitable and adequate guards, warnings, barricades, lights, etc. shall be provided. Access to private property shall be maintained.

8. The construction shall replace in-kind or better all streets, driveways, curbs, and sidewalks disturbed by his operations.
9. Applicant will contact Public Works Department and Princeton Public Utilities for the connections for water, electrical, sewer, and utility meters.
10. The Developer submits detailed information on transformers, utilities plans, including street lighting prior to Final Plat submittal.
11. Prior to any work on the site, the city will elect on a Performance Bond and/or a Developer's Agreement be provided by the Developer.
12. All necessary permits shall be applied for and approved prior to construction, including, but not limited to: Building Permit, Water Access Charge (WAC), Sewer Access Charge (SAC), Sewer and Water Trunk Fees, and Digging Permit.

**2. Variance for Apartments on Lot 1 and Lot 2, Block 1, Rum River Suites** – This complex for a 66-unit building and a 86-unit building would increase the allowable average density of 16 units per acres in the R-3, Multiple Family Residential District.

The Variance was approved with separate motion for the 66-unit building and the 86-unit building with the following conditions:

1. The Preliminary Plat and Final Plat of Princeton Residential Suites must be approved by the City Council.
2. The Site Plan Review for the 66-units apartment complex and the 86-units apartment complex on this property must be approved by the Planning Commission.
3. The Conditional Use Permit approval for the height of the two buildings.

**3. Conditional Use Permit for Apartments on Lot 1, and Lot 2, Block 1, Princeton Residential Suites** – a CUP to construct two apartment units that will exceed the 30' foot maximum height restriction for a proposed 48" foot building height.

The CUP was approved with a separate motion for the 66-unit building and the 86-unit building with the following conditions:

1. The Variance to building the 66-units and 86-units apartment complex on the site must be approved by the Planning Commission.
2. The Preliminary and Final Plat of Princeton Residential Suites must be approved by the City Council.
3. The Site Plan Review for the 66-units and 86-units apartment complex on this property must be approved by the Planning Commission.
4. The Developer files two separate filings for an aeronautical study (FAA Form 7460-1) for both the permanent structure and the temporary crane/equipment needed to erect the structure.

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 #24-03 Resolution for the Preliminary and Final Plat of Princeton Residential Suites with the following conditions:

1. The applicant shall follow the final plat procedures identified in the Subdivision Ordinance.
2. City Engineer's comments and conditions shall be met on memo dated November 8th, 2023 and notes on the utility plans followed.
3. Any other conditions as recommended by staff, the Princeton Public Utilities, Princeton Public Works, Planning Commission, and City Council.
4. Execution of a Performance Bond and/or a Developer's Agreement with the City prior to any work on the site.
5. Park Dedication Fee's will be paid at the time of submittal of the building permit for each building.

6. All conditions from the Preliminary Plat approval be followed.

HALLIN MOVED TO APPROVE THE PRELIMINARY AND FINAL PLAT FOR PRINCETON RESIDENTIAL SUITES WITH CONDITIONS AS STATED. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**7.4. Public Hearing for Proposed Tax Increment Financing District 9-4 for Phoenix Capital LLC (Pat Briggs)**

EDMONDS MOVED TO OPEN THE PUBLIC HEARING AT 7:17. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

HALLIN MOVED TO CLOSE THE PUBLIC HEARING AT 7:18 WITH NO COMMENTS. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

**7.4.1. Resolution 24-02 Modification of Development District 9, TIF 9-4, Interfund Loan and Authorizing Two Development Agreements and Approving the Elimination of a Parcel from TIF 9-2 for Phoenix Capital LLC**

EDMONDS MOVED TO APPROVE RESOLUTION 24-02. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**7.5. Resolution 24-04 - Accepting Donation from John and Carol Hulett for the Fire Department**

HALLIN MOVED TO APPROVE RESOLUTION 24-04. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**7.6. Resolution 24-05 - Accept Donation from Eddy Family Foundation to the Princeton Police Department**

Frederick reported that on January 10, the Police Department received a donation of \$4000 from the Eddy Family Foundation. This donation from the Eddy foundation will be used to assist with police department programs, child safety promotions and police equipment. This donation is greatly appreciated.

HALLIN MOVED TO APPROVE RESOLUTION 24-05. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**7.7. Board and Commission Appointments**

Jenkins advised that the following applicants have been received for the Boards and Commissions

**Airport Advisory Board – 1 open position, 3 year term (2026)**

William Moriarty  
2023 Council Liaison: Thom Walker

**EDA – No Open Seats**

2023 Council Members: Vicki Hallin and Thom Walker

**Housing and Redevelopment Authority - 2 open position, 5 year term (2028)**

Helen Sanborn  
Bonnie Olson

2023 Council Liaison: Vicki Hallin

**Park Board – 3 open positions, 3 year terms (2026)**

*Two can be from outside city Limits, but within 55371 Zip Code*

Jill Papesh  
Travis Koenen  
Robert Peters  
Lynnsey Renaud  
Dan Stollenberg  
Ashley Pettipiece

2023 Council Liaison: Jenny Gerold

**Planning Commission – 2 Open positions, 3 year term (2025).**

*One member can live in a Township if they have a business in the City.*

Scott Moller – Township Resident  
Ben Lewis  
2023 Council Liaison: Vicki Hallin

**Public Utilities Commission - 1 open position, 3-year term 2026)**

Paul Whitcomb

**Cable Commission - 1 position, no term.**

Vicki Hallin

HALLIN MOVED TO APPOINT WILLIAM MORIARTY TO THE AIRPORT BOARD FOR A 3 YEAR TERM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPOINT HELEN SANBORN AND BONNIE OLSON TO THE HRA BOARD FOR A 5 YEAR TERM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

J Gerold was the Park Board liaison and feels Jill Papesh has been the Park Board Chair for several years and still as a lot to add. Travis Koenen has some good ideas, and she feels he is a good fit for the Board. However, she said she would like to see Robert Peter's seat be filled by someone else, as he has missed a few meetings and does not have a lot of input.

J Gerold stated that the other 3 applicants all would be a great addition to the Board, but at this time she would recommend Ashley Pettipiece be appointed.

WALKER MOVED TO APPOINT JILL PAPESH, TRAVIS KOENEN AND ASHLEY PETTIPIECE TO THE PARK BOARD FOR A 3 YEAR TERM. REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

EDMONDS MOVED TO APPOINT SCOTT MOLLER AND BEN LEWIS TO THE PLANNING COMMISSION FOR A 3 YEAR TERM. HALLIN SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

HALLIN MOVED TO APPOINT PAUL WHITCOMB TO THE PUBLIC UTILITY COMMISSION FOR A 3 YEAR TERM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

WALKER MOVED TO APPOINT HALLIN TO THE CABLE COMMISSION. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**7.8. Approve Vice Mayor for 2024 and Council Liaisons**

WALKER MOVED TO APPOINT J GEROLD AS VICE MAYOR. REYNOLDS SECONDED THE MOTION. VOTE: 4:0:1, WALKER, REYNOLDS, EDMONDS AND HALLIN IN FAVOR. J GEROLD ABSTAINED. THE MOTION CARRIED.

**Board/Commission**

**2023 Appointments**

Planning Commission -	Vicki Hallin
Park Board –	Jenny Gerold
Airport Advisory Board –	Thom Walker
Public Utilities Commission –	Jack Edmonds
EDA –	Thom Walker and Vicki Hallin
Fire Advisory Board –	Jenny Gerold
Housing & Redevelopment Authority	Vicki Hallin
Cable Commission –	Vicki Hallin
Mille Lacs Co. Historical Society –	Jack Edmonds
ECRDC Board -	Jack Edmonds
Chamber of Commerce –	Jenny Gerold

Walker stated that he would be interested in taking the Fire Board liaison position from J Gerold if she would like.

Edmonds stated that if there is an opening on the ECRDC Board, he would be interested in being on that Board. Staff will check with ECRDC Board to see if there are openings.

HALLIN MOVED TO APPROVE THE 2024 LIAISONS AS FOLLOWS:

PLANNING COMMISSION -	VICKI HALLIN
PARK BOARD –	JENNY GEROLD
AIRPORT ADVISORY BOARD –	THOM WALKER
PUBLIC UTILITIES COMMISSION –	JACK EDMONDS
EDA –	THOM WALKER AND VICKI HALLIN
FIRE ADVISORY BOARD –	THOM WALKER
HOUSING & REDEVELOPMENT AUTHORITY	VICKI HALLIN
CABLE COMMISSION –	VICKI HALLIN
MILLE LACS CO. HISTORICAL SOCIETY –	JACK EDMONDS
ECRDC BOARD -	JACK EDMONDS
CHAMBER OF COMMERCE –	JENNY GEROLD

REYNOLDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

**7.9. Bill List**

HALLIN MOVED TO APPROVE THE JANUARY 9 AND 11, 2024 CHECK REGISTERS CONTAINING CHECKS 87646 TO 87717 IN THE AMOUNT OF \$417,703.93, AND THE PAYROLL ELECTRONIC PAYMENTS AS NOTED ON THE PAY PERIOD 1 TRANSMITTAL REGISTER IN THE AMOUNT OF \$110,807.04 AND PAY PERIOD 1 CHECK REGISTER IN THE AMOUNT OF \$201,867.64. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

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

McPherson had the following short list of observations and information to share from the last update on December 12:

McPherson attended the visitation for Eldon Johnson on January 2, 2024, on behalf of the City. Eldon's service on the Planning Commission was highly valued and his knowledge and observations will be truly missed.

### **General Observations**

Staff has been working on the year-end/year-beginning tasks. Payroll transition: PTO, new tax tables, new pay rates; entering the approved budget into the finance system; preparing the summary budget for submission to the State.

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

- January 15 – Martin Luther King Holiday; City Offices are closed.
- January 15 – Fire Executive Board meets at 7:00 pm, Public Safety Building
- January 12 – 19 I will be out of the office, but available by email or phone as needed.
- January 25 – City Council Meeting
- February 7 – Fire Advisory Board meets at 7:00 pm, City Council Chambers

### **7.10.1. Discussion - Revised Code of Conduct**

Staff has made changes to the draft Code of Conduct with a statement that the Public Utility Commission has adopted their own Code of Conduct. This will be at the next meeting for approval.

## **8. Committee Reports**

## **9. Adjournment**

HALLIN MOVED TO ADJOURN THE MEETING AT 7:52PM. EDMONDS 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