

**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 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, Liquor Store Manager Dylan Donner, and Assistant Fire Chief Josh Vaccari. Absent was Councilors Vicki Hallin and Jeff Reynolds, Fire Chief Steve Zumberge and PUC Manager Keith Butcher.

2. Pledge of Allegiance

3. Agenda Additions / Deletions

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

4. Consent Agenda

- 4.1. Approval of City Council Minutes
 - 4.1.1. Regular Meeting Minutes of August 22, 2024
 - 4.1.2. Study Session Meeting Minutes of September 5, 2024
- 4.2. 8-19-2024 Planning Commission Meeting Minutes
- 4.3. Crystal Cabinets Site Plan Review (Informational Only)
- 4.4. Results from Better Cities for Pets Assessment
- 4.5. Housing and Homelessness Committee Created a Resource Guide (Informational)
- 4.6. Accept Resignation of Fred Rittenour effective August 27, 2024
- 4.7. Authorize Hiring of Cary Hartigan as Compost Site Monitor effective September 4, 2024
- 4.8. Liquor Clerk Debbie Applegate Step Increase Effective August 28, 2024
- 4.9. Approve Temporary Intoxicating Liquor Permit for Princeton Youth Hockey Association for September 28, 2024 Event
- 4.10. Approve Gambling Permit for Sherburne County United Way Bingo at the VFW on November 9th, 3035
- 4.11. Approve Pay Voucher #5 - Business Park
- 4.12. Approve Pay Voucher #1 - North Lift Station Reconstruction
- 4.13. Approve Insurance Liability Coverage Waiver Form-Do Not Waive Monetary Limits
- 4.14. Authorize Hiring Nicholas Jones at Step 2 for General Maintenance II effective September 30, 2024 pending Background Investigation
- 4.15. Authorize Purchase of Lawn Mower for Cemetery – CIP
- 4.16. ~~BCA NCIC Administrative / Criminal History Compliance Audit~~
- 4.17. Authorize Police Chief to Sign MCA with MNIT

Walker would like to move item 4.16 BCA NCIC Audit to New Business.

J GEROLD MOVED TO APPROVE THE CONSENT AGENDA WITH MOVING 4.16 TO NEW BUSINESS. 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.*

Jeri Ann Bredemus 902 3rd Street North has a few questions and concerns.

- 1. Why can't people ride their ATV's and Golf Carts on Rum River Drive.
- 2. If a person is injured, are you not supposed to move them. She saw an officer move an injured person and not wait for the ambulance arrive.
- 3. Why do motorcycle owners need to get tabs for 2 years, when a motorcycle is not used most of the year.

Chief Frederick explained that if an ATV or Golf Cart is not licensed, they cannot be driven on the roads. In terms of the injured person being moved, he will need more information to look into that incident. For the motorcycle tabs, that would be something she will need to discuss with the Department of Motor Vehicles.

Frederick will set up a meeting with Bredemus to discuss her first two concerns/questions.

6. Old Business

7. New Business

7.01 – From 4.16 - BCA NCIC Administrative / Criminal History Compliance Audit

Frederick announced that the Police Department has received notification from the Bureau of Criminal Apprehension (BCA) that we successfully completed and passed our NCIC Criminal History Audit. Princeton Police Department Support Staff Karen Aguilera and I.T. Manager Edward Yost worked numerous hours to prepare and submit the audit to the BCA.

The compliance letter from the BCA states *“Your agency is in compliance with MNJIS/NCIC standards and exemplifies what we are striving for with all agencies in Minnesota”*.

This audit is extremely important for the Princeton Police Department as it demonstrates the professionalism and attention to detail required to maintain daily operations within the Department. Sgt. Vandenheuval and I are truly grateful for the dedicated staff who perform these difficult tasks throughout the year.

7.1. Resolution 24-54 Accept Donation for Splash Park Sponsorship for \$300

Marquardt reported that this is the 2024 last donation for a free Splash Park Day that was received.

EDMONDS MOVED TO APPROVE RESOLUTION 24-54. J GEROLD SECONDED THE MOTION.
THE MOTION CARRIED UNANIMOUSLY

7.2. Resolution 24-55 - Approve Donation in Honor of Lee Steinbrecher

Jenkins reported that four families have donated to the Beautification Fund in honor of Lee Steinbrecher.

WALKER MOVED TO APPROVE RESOLUTION 24-55. EDMONDS SECONDED THE MOTION.
THE MOTION CARRIED UNANIMOUSLY

7.3. Resolution 24-56 - Approve Donation from Princeton Fastpitch Diamond for Mark Park Project

Frederick reported that the Girls High School Softball booster group has donated towards the Mark Park Project.

J GEROLD MOVED TO APPROVE RESOLUTION 24-56. EDMONDS SECONDED THE MOTION.
THE MOTION CARRIED UNANIMOUSLY

7.4. Resolution 24-57 - Proclamation of October 5th, 2024 as Princeton Senior High School Class of 1974 Day.

Jenkins advised that she received this proclamation request from Paul Whitcomb.

EDMONDS MOVED TO APPROVE RESOLUTION 24-57. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.5. Wine and Spirits Grant Request - Princeton MN Breakfast Club

Jenkins reported that Deb Ulm is taking over the Princeton Breakfast Club. Last year, Lee Steinbrecher came to the Council and requested the cost of the Civic Center rental fees be covered with a Wine and Spirits Grant. They are applying again for this year.

J GEROLD MOVED TO APPROVE THE WINE AND SPIRITS GRANT REQUEST FROM THE PRINCETON MN BREAKFAST CLUB. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.6. Park Dedication Recommendation for the Pontious Property/Todd Olin

Marquardt reported that Todd Olin presented to the Park Board on July 15th to request approximately 13.5 acres of land be dedicated as a public park in lieu of cash for the Pontious property project. The Park Board discussed it and tabled it until the next meeting on August 26th. The Park Board recommends approval of the request to the City Council for land (roughly 13.5 acres) in lieu of park dedication money with the caveat they get an estimated value on the land and the developer offer improvements to the park such as a picnic shelter, etc. if the value is less than the park dedication amount of \$304,200.

Since this time the final survey work has come back and the park land dedicate would be 12.65 acres. The final draft of the legal descriptions was presented for review.

Staff proposes that the City Council approve the recommendation of the Park Board to allow for park land dedicated in lieu of cash with the caveat that the developer offer improvements to the park area if the value is less than the park dedication amount of \$304,200.

EDMONDS MOVED TO APPROVE THE PARK BOARD'S RECOMMENDATION FOR PARK DEDICATION FOR THE PONTIUS PROPERTY. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.7. Authorize the Sale of City Owned Property for \$70,000 - PID 24-040-1760

Marquardt advised that this lot was originally going to be used for drainage purposes, but it is no longer needed. Staff is requesting approval to list this lot for sale.

J GEROLD MOVED TO APPROVE THE SALE OF CITY OWNED PROPERTY 24-040-1760. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.8. Ordinance 859 - Amending Chapter 265 of the Code of Ordinances- Planning Commission - FIRST READING

Marquardt stated that as discussed at the Study Session, some changes to our ordinances are required with Baldwin Township being incorporated.

EDMONDS MOVED TO INTRODUCE ORDINANCE 859 AMENDING CHAPTER 265. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.9. Authorize Execution of Contract for the Purchase of a Full Response Pumper

McPherson reported that the PFRD Truck Committee has identified a replacement schedule for large apparatus in the Department. Scheduled for replacement in 2025 is Engine 5.

The Committee developed a set of specifications for a pumper to replace Engine 5 and sourced a builder for the pumper. The Council was provided with the proposal, contract and illustration of the apparatus proposed to be purchased.

The cost of the truck is \$858,724.82 per the Sourcewell contract pricing. In addition to the truck itself, there will be approximately \$20,000 in ancillary small tools and equipment such as the radio to fully outfit the truck, making the final price \$878,724.82.

The intent is to issue an equipment certificate in 2025 for the purchase of this apparatus. It is unlikely that the progress payment will need to be made until 2025.

The time to construct the truck is 24 months.

Staff recommends that the City Council authorize execution of the contract to purchase the Full Response Pumper as noted in the reviewed documentation.

Walker added that the Truck Committee has put a lot of time and effort into research on this. Vaccari stated that there are new emission rules also go into effect in 2026, which will also greatly increase the cost if we wait.

WALKER MOVED TO APPROVE THE EXECUTION OF THE CONTRACT FOR THE PURCHASE OF A FULL RESPONSE PUMPER. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.10. Authorize Hiring Additional Firefighters

McPherson advised that the PFRD is now at a contingent of 34 paid on call firefighters. There will be an additional retirement in 2024, further reducing the ranks. To combat the industry's growing retention concerns, the Princeton Fire Department's leadership would like to be at 38 firefighters. During the hiring process, the department will be trying to prioritize the hiring of daytime responders.

Staff is seeking authorization to open the hiring process to hire four additional firefighters.

J Gerold stated that she believes that it was discussed to have fewer firefighters since we no longer service Blue Hill. Vaccari responded that there are a few members nearing 20 years, and it takes approximately two to three years to be fully trained, therefore they are looking to start the training now.

J Gerold brought up the recent issue of the city paying for training and gear for a firefighter, only to have them resign and immediately go to another local department. She would like to see something in place to prevent that from happening again. Walker replied that there are many other industries that will require a person to pay for any training if they leave with a certain time frame after that training, so he does not feel it would be out of line at all.

J Gerold asked if the department wanted to hire all four right away, or if they could do two now, and then two more in a few months. Vaccari said for training purposes, it is easier to do them all at once.

Vaccari stated that while they would like to get more firefighters that can respond during the day, he was told previously that they cannot ask the applicants if they were available to respond to daytime calls. J Gerold said it would be very beneficial if they could. Vaccari responded that he will check into the rules regarding that.

EDMONDS MOVED TO APPROVE THE HIRING OF ADDITIONAL FIREFIGHTERS. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY

7.11. Bill List

J Gerold questioned an amount listed for hotel fees for Hallin under Fire. McPherson said that was coded incorrectly. She will have a journal entry made to move that to Administration.

J GEROLD MOVED TO APPROVE THE SEPTEMBER 12, 2024 CHECK REGISTER CONTAINING CHECKS 88722 TO 88793 AND ACH PAYMENTS 241011-241027 AND ACH PAYMENTS 912241 AND 912242 TOTALING \$847,581.01, AS WELL AS THE PAY PERIOD 18 CHECK REGISTER CONTAINING CHECKS 88713 TO 88721 AND ACH PAYMENTS 24181001-24181069 TOTALING \$144,364.83. WALKER SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.12. Review Police, Emergency Management and Public Works General Fund Budgets

McPherson went over the Preliminary Budget for the Police, Emergency Management, and Public Works Departments.

7.12.1. Request for Special Study Session - Budget Review

McPherson stated that with number of department budgets left to review, she would like to propose a special study session for budget review and preliminary levy discussion. This will give staff ample time to prepare the worksheets as well as the levy analysis for Council consideration.

Without a special study session, the Council would need to finish review of department budgets and set a preliminary levy on September 26.

Options for a special study session would be September 19 or September 24 with a start time of 4:30.

EDMONDS MOVED TO HOLD THE SPECIAL STUDY SESSION ON SEPTEMBER 24TH AT 4:30PM. J GEROLD SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

7.13. City Administrator Bi-Weekly Report

McPherson had the following observations and information to share from the last update on August 21, 2024:

Airport

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

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.

The Airport Advisory Board met with staff from the FAA and MNDOT at their September 9 meeting to discuss the Capital Improvements budget. Of particular note are the proposed security

fence proposed in the area of the Flight Service Station, near the airport entrance (to replace the existing) and adjacent to the Business Park as well as the additional fuel system.

Budget

Budget work continues. A preliminary levy resolution will be prepared for September 26.

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

Finance

McPherson participated in a bond rating call September 10 for the issuance of bonds for the North Lift Station reconstruction. It went well and there will be some minor follow-up of additional information submittals. They intend to determine our rating next Tuesday in time for the bond sale on September 26.

Infrastructure

We have been informed by Senator Klobuchar’s office that our request for congressionally-directed spending for the radio simulcast equipment has made the cut and the language for the project is in the appropriations bill. The request was for \$750,000 and now the waiting begins to see when the appropriations bill gets adopted. Historically, if a request makes it to the language stage of the bill, it gets approved. In the interim, Emergency Manager Lawrence is working with Mille Lacs County PSAP Manager Beckstrom to refresh the quote to be prepared for the next step once the bill is ap-proved.

Mille Lacs County

Staff met with the County Administrator Dillon Hayes and the Interim County Engineer Justin Bergerson on September 4. This is one of two yearly meetings that occur. The meeting purpose is to review common projects, identify issues and project future needs.

Public Works Director Gerold and McPherson have been working on an agreement that would allow the City to maintain the County Road within the City limits. The agreement should be presented in early October for both governing bodies to approve.

Personnel

A prior PUC employee has filed a complaint with the EEOC against both the PUC and the City for employment discrimination (wrongful termination). They may pursue litigation; in the event that occurs, LMC has been contacted and an attorney has been assigned to the issue. The employee is attempting to link the PUC and the City together, therefore asserting that the employee was also an employee of the City.

Upcoming Meetings and Reminders:

- September 16 – Fire Executive Board 7pm Public Safety Building
- September 16 – Planning Commission 7pm City Hall
- September 23 – Park Board 7 pm Location to be Determined
- September 25 – Public Utilities Commission 1pm Historic Depot

8. Committee Reports

9. Adjournment

J GEROLD MOVED TO ADJOURN THE MEETING AT 8:37PM. EDMONDS SECONDED THE MOTION. THE MOTION CARRIED UNANIMOUSLY.

Respectfully Submitted,

ATTEST:

Shawna Jenkins Tadych
City Clerk

Thom Walker,
Mayor